



**PROFESSIONAL FOOTBALL
RESEARCHERS ASSOCIATION**

PFRA Publications
Author Guidelines
(as of June 2014)

PFRA Publications

Will use the Chicago Manual of Style.

Below are the basic guidelines for writing for the PFRA Publications.

Please use:

- Word Document
- Times New Roman
- 12 FONT
- Notes (to be at the back of the book)

HOW TO USE THIS GUIDE

There is, of course, no single correct way to use a reference like this. If you've never considered before whether touchdown is one word or two (I assure you it is one), or whether postseason is one word or hyphenated (it's one word) you might want to peruse all the terms here to see what usage might surprise you. (And any term not found here, the fallback reference is *Total Football or NFL Record & Fact Book*).

Spoken language is always morphing and changing. The language of football evolves from a spoken vernacular used by players, coaches, and broadcasters, but it is our job as editors to fix what orthodoxy we can into the written expression of those words and phrases. Once upon a time "foot ball" was two words. These days it is one.

Suggestions for changes, additions, arguments in favor of or against usage, et cetera are welcomed via email to sundaygolfer48@aol.com

Part 1

Spellings of words follow *Merriam-Webster's Collegiate Dictionary*, 11th edition. Style rules follow the *Chicago Manual of Style*, 16th edition. Grammar rules follow *Words into Type*, 3rd edition.

Abbreviations

Abbreviations for football terms do not require periods. These abbreviations also are acceptable within a sentence. Do not start a sentence with an abbreviation. Spell out terms if there is any possibility of confusion arising from the use of an abbreviation or if the use of too many

abbreviations has turned your paragraph into alphabet soup. Spell out team names. Spell out positions.

Football terms

National Football League or NFL (not N.F.L.)

American Football League or AFL

Green Bay Packers (not GB)

Safety, offensive tackle (not S or OT)

Super Bowl (not SB)

Super Bowl II, or Super Bowl XII (use Roman Numerals when applicable, not numbers, not Super Bowl 10)

Preseason (one word)

Postseason (one word)

Most Valuable Player or MVP

shutout (one word)

Addresses

For addresses, the postal-code form for states may be used in text: Charlotte, NC. The two halves of California are capitalized: Southern California, Northern California.

A complete list can be found online.

Apostrophe

An s should be added after the apostrophe in a proper name ending in the letter s when it would be sounded in speech.

Jones's, but not Matthews'

Mays's but not Mays'

An s should always be added after the apostrophe in a proper name ending in x or z:

Years. These should be given full as in 1967, 1932. Those following the first full year can take an apostrophe within the same phrase. EX: "In 1967, '69, and '73 the Browns competed for the title." For centuries and decades, the preferred usage is eighteenth century, nineteenth century, 1930s, 1960s.

Do not use an apostrophe at the end of a team's nickname when using the nickname to identify the team's personnel, except when the word "the" precedes the team nickname.

Also note that the plural form of a team name (Packers, Bears) does not need an apostrophe or a possessive form, nor a singular form, to be used as an adjective. EX: "a Bears guard" not "a Bear guard", "the sorrow of Cardinals fans" not "the sorrow of Cardinal fans."

Bibliography

Please note that there is a difference between bibliographic references and notes references. If using numbered notes within the text of an article, use the endnotes punctuation and style found in the Chicago Manual of Style and detailed in this style guide under notes. If using a list of bibliographic references at the end, use the bibliography style found in Chicago as well. A quick guide:

Bibliographies should conform to the following style of punctuation:

Books: Author (last name, first name). Title. City, State: publisher, year.

Maxymuk, John. *Uniform Numbers of the NFL*. Jefferson, NC: McFarland & Company, 2005.

For periodicals: Author (last name, first name). "Title of article." Periodical Title volume, number [if available] (date): pages.

Carroll, Bob. "1966 Packers." *The Coffin Corner* vol. 30, no. 1 (2008): 18-22.

For multiple authors: first author (last name, first name). Subsequent authors (first name last name). Separate all elements by commas.

Miller, Jeffrey, and Bob Carroll.

Do not number the bibliography citations. They should be in alphabetical order by author. If there is no clear author, as in many large encyclopedias, list by title. Anonymous works may be listed under "Anonymous."

Birth/death date

When giving a person's birth and death dates, do so as follows:

Vince Lombardi (1913-1970)

If a person is still alive, set as follows: Bart Starr (b. 1934)

Capitalization

Following a colon, the first word is capitalized if it begins what by itself stands as a grammatically complete sentence. If the phrase following the colon is not a full sentence, the first word is never capitalized, unless it is a proper noun.

We couldn't believe it: The linebacker tackled the running back short of the first down.

The question is: Who ranks on the all-time consecutive games list?

The team was racked by injuries: hamstrings, a broken finger, knee injury.

Titles are not capitalized unless they are used as part of the person's name. Commissioner Pete Rozelle is a title, but the commissioner Pete Rozelle (lowercase). The only President capped all the time is the President of the United States, not those of a team or league.

Captain, referee, coach, and umpire are all lower case.

captain Willie Davis

referee Jim Tunney

Use capitalization for full terms.

National Football League; NFC West; AFC East; Green Bay Packers

For generic terms, use lowercase.

the league

Caps should be used for the Super Bowl but not world championship.

When naming awards, always capitalize the word Award.

Most Valuable Player Award (not Most Valuable Player award)

Rookie of the Year Award

A.M. and P.M. are set in small caps with periods (a.m. and p.m.)

Derivations of the South are capitalized: Southerner, Southern. The same is true of the North, East, and South.

Lowercase training camp.

Pro Bowl player, Pro Bowl are capitalized. The word player is not capped.

Commas

A 12-inning 7–6 loss

His 10th-inning two-run homer

A 7–5, 14-inning loss (use comma only when two numerals otherwise abut)

It is preferable to set off a score by a comma. The Tigers beat the A's, 9–8. Defeated the Dodgers, 12–2, on May 17.

The serial comma is always used. This includes phrases in which three items are joined by "and" as well as "or," EX: "An out could be made at first, second, or third base." "Frank Chance, Johnny Evers, and Joe Tinker are an immortal double-play combination."

Currency

One cent . . . nine cents

10 cents . . . 99 cents

One dollar . . . nine dollars

\$10, \$11, . . .

\$1 million, \$2 million

Dangling Participles

Best avoided everywhere.

Dates

Months are spelled out. There is no comma between a month and the year. There is also no apostrophe for a full decade, but is one for the abbreviation of a decade.

September, not Sept.

September 1954

1980s, '90s

(1993/8/14), not (8-14-93)

July 2, 1970; July 2 (with no year); July 1970. "On August 1, 1970, training camp started for the Packers" Commas surround the year. But when only the month and year are given, the commas are not used: "In June 1966 the AFL and NFL merged." Commas are not used when only a year is given in a prepositional phrase: "In 1960 no one knew how well the Packers were going to do."

Notes

Use notes, not footnotes or endnotes, because all notes should be listed at the end of the book (not on each individual page of a document). All notes should be represented by superscript numbers in the text. Numbers must be used consecutively and each number can be used only once.

Inclusive page numbers should be connected by an en dash, not a hyphen.

All titles should be in set in title case, not sentence case. Endnote citations should conform to the following style of punctuation:

-Be sure to italicize book titles, major newspapers, and journals/magazines.

-Do not use the abbreviations "pp." "pg." "p." et cetera for page numbers. Page numbers when given should be preceded by a comma and be indicated merely by the number.

-Use American style dates month, day, year. (i.e. April 17, 1967). Note no "th" on the number of the day. This is true in text writing as well, i.e. you would write "Opening Day was on April 4 at the big ballpark." not "April 4th" No "nd" or "rd" either. No ordinals on dates.

-End each note with a period.

For books: Author (first name, last name, Title (city of publication, state: publisher, year), page numbers.

Maxymuk, John. *Uniform Numbers of the NFL*. Jefferson, NC: McFarland & Company, 2005, 51-55.

For periodicals or journals: Author (first name, last name) "Title of Article," name of publication, date, page numbers.

Maule, Tex. "Green Bay Rolls High," *Sports Illustrated*, January 9, 1967, 8-11.

Newspaper articles:

Green Bay Press Gazette, September 17, 1966.

Personal interviews:

Dave Robinson, telephone interview, July 20, 2014.

Websites: When possible cite as if from a newspaper or magazine, but include the full URL to the article. "Date accessed" may also be added.

Headings

In headings, capitalize the first word, the last word, and all other words except:

articles (a, an, and the)

prepositions (e.g., in, about) up to six letters

coordinating conjunctions (and, but, or, for, nor)

Hyphenation

Adjectives consisting of two separate words are connected by a hyphen

left-handed quarterback

ticket-office sales

Adjectives and nouns consisting of two terms at least one of which is itself compound are connected by an en dash

Chicago–Green Bay game

A general rule for compounds is to connect with a hyphen or en dash if it's not a noun:

the first-place Packers (but “finished in first place”)

Broken compounds:

Scores should be shown as 7–3 (en dash), not 7 to 3

Starr completed 20-of-30 passes for 250 yards and two touchdowns

30-year-old (n. & adj.) (hyphens)

a third-place finish

the second-place Bears

week-to-week

game-by-game

month-by-month

play-by-play

two-for-three. 2-for-3 is acceptable. Be consistent within an article as to which style you use. Do not have some sentences read "one-for-four" (spelled out) and others "2-for-5" (numerical).

Miscellaneous

Packers-Giants game, not Packers/Giants game

native Cuban, not Cuban native

No Hyphens

first quarter

second quarter

third quarter

fourth quarter

overtime (one word)

Nicknames

Individuals

A nickname should be set off in quotes if it is between the first and last name: Paul “Golden Boy” Hornung. If the nickname is synonymous with the player, or well-known enough, no quotation marks are needed: Hawg Hanner.

Teams

The nickname is used interchangeably with the name of the city, unless using the name of the city might be confusing as to which team is playing. “Cleveland beat Detroit, 17–3” is acceptable since any reader would know it is the Browns and the Lions. “Chicago beats New York, 27–14” is less clear and might be confusing.

The nickname of a team is referred to as who.

The Bears, who have been in first place for two months, dropped to second today.

The city as team is referred to as that or which.

The win catapulted them over Chicago, which had held first place for two months.

Numbers

Spell numbers through 10 except when starting a sentence. Numbers below 10 remain as numbers in tables and also when part of a series with numbers of 10 or above. Scores are always listed as numbers, not written out. In general, spell out numbers nine and under.

Packers have won only two of their last 11 games

Top 10, but top five, top three

With football-specific terms, the following styles should be used:

5 1/2 games out, not 5.5

Some sample uses of numbers:

first quarter, top ten defense, etc.

Heights are given in numbers. 6-foot-2, 5'6"

Fractions of games out. The preferred style is 5 1/2 games out of first place, not 5.5 games out of first place. Note that a single half should be spelled out as follows: "They were a half-game ahead in the standings." (Not a 1/2 game, not "half a game")

Numbers are hyphenated when spelled out. Twenty-one, not twenty one.

Numbers one through nine are generally spelled out in text. "The Packers went on a five-game winning streak". Not "5-game winning streak."

1 percent, 2 percent, 10 percent

Years (1964, for example) that start sentences need to be spelled out, though it looks awkward. But try to rewrite the sentence so the year does not begin it.

Newspapers and Periodicals

For the titles of newspapers, italicize both the city and the newspaper's title. *Green Bay Press Gazette*. No cap or italicize should be used for "the" in either newspapers or magazines, with the exception of *The Sporting News* (because of its common usage). Also, if *The Sporting News* is mentioned often in an article it is acceptable to intersperse the abbreviation TSN after the first time it is spelled out. We do not ital "The" in the *Wall Street Journal*, the *New York Times*, etc..

Possessives/Adjectives of team names

As per our guidelines, the plural form should be used when a team nickname precedes a player's position. EX: "The best Packers quarterback in decades." "Packers fans were disappointed by the loss."