



FOR MORE THAN 25 YEARS, THE #1 SOURCE OF OFFICIATING INFORMATION

STYLE GUIDE

Guide to Freelance Writers

WHAT WE ARE LOOKING FOR: *Referee* publishes three main types of articles: features, sport specific columns and regularly appearing articles (“Profiles,” “Law,” “Back To Basics,” etc.).

Features: We want articles that speak to our readership — sports officials. The content must focus on officiating. We are interested in articles that help our readers improve an aspect of their officiating, articles about unique or very successful officials, articles dissecting the major issues that officials face and articles that delve into certain officiating “philosophies.” *Referee* also publishes several “Banner Features.” Examples of these are:

- **You Are There:** Two-page features that focus on a famous sporting event through the eyes of an official. It is almost always necessary to interview one or more of the officials from whatever game or event is being covered.
- **Basic Training:** Two-page features that focus on a single aspect of officiating and give a “basic” how-to lesson on that topic, including tips and expert opinions from several officials in a variety of sports and levels.

Sport-Specific Columns: Sport-specific columns may pertain to rules, mechanics or officiating philosophy. Rules columns must include parenthetical rulebook, casebook or approved ruling references to the pertinent rules. In all cases, the NFHS reference should be listed first, followed by the NCAA reference. Other rulebook references may follow in any order. Use semicolons to separate codes. Here is an example of correct referencing:

(NFHS 6-3-1a-c, 7-4-1 through 3, 6.2.2C; NCAA 6-2-1 Exc. 3, AR 6-4-1; Pro 6-5).

Following are the required references for each sport: Basketball — NFHS, NCAA men’s and NCAA women’s; Baseball — NFHS, NCAA, pro; Football — NFHS, NCAA; Soccer — NFHS, NCAA, FIFA; Softball — NFHS, NCAA, ASA, USSSA.

Regular Appearing Articles: To get a better feel of articles that appear monthly in *Referee* and that are not sport specific, request a sample issue at submissions@referee.com.

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PAYMENT: You will receive a contract soon after your article is received, accepted and edited. Payment will be sent within 30 days of the date we received the signed contract or the completed writing effort. Our standard rate varies from five to 10 cents per published word. Return your contract as soon as possible.

SCHEDULES: The due dates have been carefully selected, so we need your help in staying on the schedule provided. Obviously, we work well ahead of the publication date in this business. Early due dates allow us ample time to edit your work and work with you on any potential changes. **We welcome early submissions!** If you feel like cranking out two or three articles, go ahead and do so. If an emergency threatens a deadline, let us know immediately. Adjustments can be made if we know early enough.

SIZE AND SPECULATIONS: All sport-specific articles should be around 500-1,000 words; features vary from 1,000-3,000 words. Items must be typed and double-spaced. Please use the style sheet when writing your material.

SUBMITTING MATERIAL: The best way to submit your work is via e-mail. Our e-mail address is submissions@referee.com. We also accept mailed articles on high-density computer disks.

STYLE: Having many different freelance writers spices things up for our readers. That's good! We recommend writing like you talk. Don't try to be somebody you're not. Keep in mind you're a referee talking to a bunch of referees. Keep it simple. No one wants to read "\$10 words" when a nickel word works just fine. We write very concisely; get your 10-word sentences down to five. It will improve your message. We do not want a lot of first-person material. "I did this" then "I did that" is boring and self-serving. You can write about your personal situations, just try to avoid first-person. Using humor is fine, but be careful. It's very difficult to do without offending somebody. Write from a position of authority. By its very nature, appearing in *Referee* make you an authority. "I did this and you should think about trying it" sounds wimpy; "Make the adjustment" is strong and firm. That doesn't mean we're coming down on people; it means if it's important enough for you to write about, it's important enough to feel strongly about.

Formatting

These acronyms don't need to be spelled out on first reference:

AL FIFA NAIA NBA NCAA NFL NHL NL MLS NASO ASA USSF

Spell out "first" through "ninth"

Italicize words of emphasis, bold headlines and subheads, underline nothing.

Left and right margins are 90 points; top and bottom margins are 72 points.

Put an address before a phone number (Jim Arehart, *Referee*, P.O. Box 161, Franksville, Wis. 53126, phone 414/632-8855.) Phone numbers are written as: 414/555-1212. Don't use letters in phone numbers (AHA-USA1 is 242-8721)

Academic majors and degrees (spelled out) are lower case (master's degree in psychology)

Punctuation

Use a comma to introduce a complete one-sentence quotation within a paragraph. Use a colon to introduce quotations of more than one sentence. Don't use a comma at the start of an indirect or partial quotation.

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.

Capitalize staff titles in feature stories: Written by Bill Topp, *Referee* Editor

Put a comma after cities with states: Smith, a Beaverton, Ore., resident

Spell out "percent"; don't use %

Don't put a hyphen between adverbs ending in -ly and the adjectives they modify: "a fully equipped car."

Dates are as follows: January 1999 or Feb. 4, 2000, or Aug. 20

12-year veteran	free-throw line	onfield	touchback
20-point lead	frontcourt	onside	touchdown
40-year-old official	full time (adv.)	out of bounds (adv.)	touchline
airball	full-time (adj.)	out-of-bounds (adj.)	two-point try
all-star	fullcourt press	outfielder	U.S.
alley-oop	fundraiser	overrule	upcourt
alternating possession	game clock	overtime	upfield
assignor	game time	PAC-10 Conference	warmup
back-row player	gameboard	pass interference	wideout
backboard	gameplan	penalty kick	wild pitch
backcourt	goal-scoring opportunity	penalty mark	windup (n. and v.)
backstop	goalkeeper	picked off first	World Wide Web (but web, website)
ballcarrier	goalkick	pickoff play	yardline
ballhandling	goalline	pinch hit (verb)	
ballpark	goalpost	pinch hitter	
ballplayer	goaltending	pinch-hit (adj.)	
ball-side mechanics (but "look ball side")	ground-rule double	pitchout	Abbreviations
baseline	halfcourt	pivot foot	Alabama Ala.
basepath	halftime	placekick	Alaska Alaska
baserunner	hand-checking	play off (verb)	Arizona Ariz.
batter's box	handoff	play on	Arkansas Ark.
beanbag	hashmarks	playoff (noun, adj.)	California Calif.
Big 10	home plate	pop up	Colorado Colo.
beanball	home run	postgame	Connecticut Conn.
break away (verb)	homecourt	postpone	Delaware Del.
breakaway (noun, adj)	inbounds	postseason	Florida Fla.
bullpen	infield fly	pregame	Georgia Ga.
bylaws	infield fly rule	preseason	Hawaii Hawaii
casebook	in-season	pressbox	Idaho Idaho
center field	internet	put out (verb)	Illinois Ill.
center fielder	Jr. Sr. (no comma: Sammy Davis Jr.)	putout (noun)	Indiana Ind.
Class A, Class AA, Class AAA	jump ball	quarterfinal	Iowa Iowa
coed	jump shot	re-entry	Kansas Kan.
corner kick	kick off (verb)	rekick	Kentucky Ky.
courtside	kick-catch interference	right field	Louisiana La.
crewmate	kickoff (noun)	right fielder	Maine Maine
crossbar	late hit	right-handed	Maryland Md.
curve ball	layup	right-hander	Massachusetts Mass.
dead-ball signal	leadoff	rulebook	Michigan Mich.
delayed dead	leads off	rulemaker	Minnesota Minn.
diagram A	left field	runback (noun)	Mississippi Miss.
Division I (NCAA)	left fielder	sacrifice fly	Missouri Mo.
double play	left-handed	scorebook	Montana Mont.
doubleheader	left-hander	scorekeeper	Nebraska Neb.
downcourt	line judge	second base	Nevada Nev.
downfield	linesman	second baseman	New Hampshire N.H.
earflap	lineup	semifinal	New Jersey N.J.
e-mail	lineup card	semipro	New Mexico N.M.
end zone	live ball	send off (n. and v.)	New York N.Y.
endline	locker room	shinguards	North Carolina N.C.
face off (verb)	Major League Baseball	shoestring catch	North Dakota N.D.
facemask	major league umpire	shot clock	Ohio Ohio
faceoff (noun)	makeup call	sideline	Oklahoma Okla.
fair-catch signal	man-to-man	sideout	Oregon Ore.
fast ball	match-up	slow pitch	Pennsylvania Pa.
fast break	midcourt	slow-pitch softball	Rhode Island R.I.
fast pitch	midfield	State Referee	South Carolina S.C.
fast-pitch softball	misconduct	strike zone	South Dakota S.D.
field goal	National Referee	strikeout	Tennessee Tenn.
field-goal attempt	no-call	T shirt	Texas Texas
first base	nonplayable	teammates	Utah Utah
first baseman	nonplayers	tee ball	Vermont Vt.
first down	off-ball fouls (but "look off ball")	third base	Virginia Va.
first-base line	officials association (no apostrophe)	third baseman	Washington Wash.
first-down play	offseason	third-base line	West Virginia W.Va.
fly ball	offside	three-point shot	Wisconsin Wis.
forecourt	OK (OK'd OKs OK'ing)	three-second violation	Wyoming Wyo.
foul line	oncourt	throw in (verb)	
free kick	on-deck circle	throw-in (noun)	
free throw	one-and-one	timekeeper	
		timeout	
		tip-off	

Referee Biography Sheet

Date: _____

Full Name: _____

Address: _____ Since When? _____

Current home town _____ State _____ Zip _____

Phone Home: _____ Work: _____ Fax: _____ E-mail: _____

Birthdate: _____ Birthplace: _____

Circle one: Single Married Marriage date: _____ Children & birthdates: _____

Spouse's name: _____

Grandchildren? (how many?) _____

Education:

High school: _____ Year: _____ Location: _____

College: _____ Year: _____ Location: _____

Degree (?): AA BA BS Masters Ph.D. Major _____

Other education: _____

High school sports played: _____

College sports played: _____

Career:

Full-time job: _____

Employer: _____

Notable previous jobs: _____

Officiating:

First sport: _____ Started: _____ Active? Y N

At what level did you start? _____ Current level _____

Top assignments: _____

Second sport: _____ Started: _____ Active? Y N

At what level did you start? _____ Current level _____

Top assignments: _____

Other officiating work: _____

Please include recent head and shoulders color photo. If you know who took the photo, please include that information so we may give proper credit: _____.