

## The International Platform on Sport and Development (sportanddev) article and style guidelines

General guidelines	
Word limit	Try to keep news articles between 500-600 words. We recommend keeping opinion and commentary pieces between 800-1000 words. If your article is much longer (or appears elsewhere) we can always consider a shorter version on sportanddev with the link to the full article if it is published elsewhere.
Picture	Use horizontal images, ideally 765 x 430 px in size. Please ensure that you have copyright for the picture and provide us the details thereof – it is licensed under Creative Commons, please specify. You can provide a caption for the picture if you wish but this is not obligatory.
Leads/teasers	Please provide a one sentence summary of article. Try to avoid repeating language that is in the title.
Paragraph length	It is recommended to keep 1-4 sentences in each paragraph – that length is easiest for readers.
Acronyms	Use full name (acronym in brackets) the first time. Acronym acceptable thereafter. With organisations better known by their acronyms (e.g. FIFA) it's preferable to use the acronym only.
Bulleted and numbered lists	Capital letters at the beginning of each bullet point. No punctuation at the end of bullet points. Bullet points should also have a symmetrical structure (e.g. if the first starts with a gerund (an “ing” verb like “promoting” then all bullets should).
Tone/relevance	Please ensure that your article is relevant for the broader sport and development community. We discourage articles that are self-promotional or evangelical and encourage those that promote debate. Of course, we recommend the sharing of good practices, but it is important this is relevant.
Italics	Blocks of italics are thought to be bad practice for accessibility reasons. sportanddev no longer uses them for quotes (as of September 2020). Italicisation of a few words (e.g. for emphasis or for foreign words) is OK.
Authorship	You may include a 1-2 sentence biography of the author(s) and links to any social media accounts or websites (if relevant). This is also not obligatory.

Your articles may be edited for grammar, language, clarity and overall readability by the Operating Team.