

# Guidelines to Authors

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## Instruction to Authors

The *Polish Journal of Sport and Tourism* publishes manuscripts in Polish and English encompassing various fields of medical and natural sciences linked with sport, physical education, sports medicine as well as tourism and physical recreation.

The journal publishes the following types of papers:

- *original research papers* (maximum 12 standard pages of typescript, including tables, figures, references and abstract),
- *review papers* commissioned by the Editor (maximum 20 standard pages of typescript, including documentation),
- *short communications* (maximum 3 standard pages of typescript plus one table or figure and up to 5 references),
- *letters to the Editor* expressing an opinion on previously published manuscripts or a comment connected with the journal's issues (maximum 2 standard pages of typescript),
- *current news* (information on conferences, abstracts of Ph.D. theses and Post-Doc. theses, book reviews, biographical notes),
- *advertisements* that may be printed on separate pages of the periodical (prices are subject to individual negotiations).

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Authors are required to declare their individual contribution to the article (study design, funds collection, data collection, results analysis, statistical analysis, data interpretation, literature search, manuscript preparation) on a special form sent to the Editorial Office. Author, who submits the paper, bears the main responsibility for given data. "Ghostwriting" and "guest authorship" are the symptoms of scientific dishonesty, and all discovered cases will be exposed, including informing suitable entities.

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Papers submitted for publication should be sent to the Editorial Office as a file prepared in text editor (acceptable file formats: \*.doc or \*.docx). They should be single-page typed in *Times New Roman* (12 points), with the following margins: 3 cm on the left, 2 cm on the right, 2 cm on the top and 2 cm on the bottom, with 1.5 line spacing, without justification nor

formatting. Indentations should be made of 3 characters not using a tabulator. Manuscripts submitted via e-mail address: [pjst@awf-bp.edu.pl](mailto:pjst@awf-bp.edu.pl) are preferred (a cover letter with an attached manuscript). An Author who sends the paper in a printed version by traditional mail is recommended to enclose an electronic form of the manuscript (CD-ROM disc).

Articles will be sent to two independent and anonymous referees from outside of the institution from which the paper was sent ("double-blind review process"). Depending on the reviewers' opinion, the Editors will make a decision on their acceptance or rejection, which is ultimate. The list of referees is published in the last issue of the volume. Evaluation sheet is available at journal's website.

**Title page** should contain the title of the paper, first and last names of authors with affiliation as well as first and last name of corresponding author with postal address, telephone, fax and e-mail.

**Abstract** (up to 250 characters) consisting of the following sections: introduction (justification and aim of the study), material and methods, results, conclusions as well as 3-6 key words, should be provided before the body text.

**Body text** should be sectioned into: Introduction, Material and Methods, Results, Discussion, Conclusions, Acknowledgements (if necessary), and Literature. In articles of other types, the text should follow in a logical sequence and headings of its particular sections should reflect issues discussed therein.

*Introduction* – should be short and concise; it should introduce readers into research problems addressed in the study as well as justify undertaking the research and specify its objective.

*Material and methods* – should describe the subject of the study (in the case of human subjects data should include their number, age, sex and any other typical characteristics) and methods applied in a sufficiently exhaustive way to enable readers to repeat the experiments or observations. For generally known methods only references should be given, whereas detailed descriptions are to be provided for new or substantially modified methods.

*Results* – should be presented in a logical sequence in the text, tables and figures. Data collated in tables and figures should not be repeated in the text which should summarize the most important observations.

*Discussion* – should emphasize new or important aspects of experimental results and discuss their implications. Results of own studies are to be compared with findings described in the respective domestic and international references used by the Authors.

*Conclusions* – should be stated in points or descriptively and should be logically connected with objectives stated in the *Introduction*. Statements and conclusions not derived from own observations should be avoided.

*Acknowledgements* – should list persons or institutions that helped the Author(s) in preparing the manuscript or provided financial support or technical assistance.

*Literature* – should be restricted only to works quoted in the text and connected directly with the topic of the study. They should be presented in the order, in which they are cited in the text. In quoting them in the text only their respective number from the list of *Literature* should be given in parentheses. References quoted in tables and figures are to be included in the list of *Literature*. Non-published works should be avoided. References should include up-to-day world literature. Manuals may be quoted, but only exceptionally. When there are six or less authors, list all of them; when there are seven or more, list the first six and add: et al. If an article is not in English, authors should translate the title into English and enclose the language of translation in square brackets. Do not translate the title of the journal or the name of a publishing house. The authors' names and the title of the article written in Cyrillic alphabet should be transcribed in Latin. Referring to articles published in electronic form is admissible.

#### EXAMPLES:

##### Journal Article (one author)

Sartorio A.E. (2001). Plasma and urinary GH following a standardized exercise protocol to assess GH production in children. *Journal of Endocrinological Investigation* 24(6), 515-521. DOI: 10.2478/s11696-006-0068-y.

##### Journal Article (two or more authors)

Sunnegarth J., Bratteby L.E., Samuelson G. (2005). Physical activity in relation to energy intake and body fat in 8-13 year-old children in Sweden. *Acta Anaesthesiologica Scandinavica* 75(12), 955-963. DOI: 10.2478/s11696-006-0068-y.

##### Journal Article from an online database

Czajgucki Z., Zimecki M., Andruszkiewicz R. (2006, December). Effects of some plant preparations on physical performance of long-distance athletes. *Biology of Sport* 19(3), 125-131. Retrieved December 6, 2006, from PubMed database on the World Wide Web: <http://www.pubmed.gov>. DOI: 10.2478/s11696-006-0068-y.

##### Proceedings from a conference

Wolański N., Siniarska A. (2005). Urban-rural and ethnic differences in body build and fitness of school children in Yucatan. In 9<sup>th</sup> International Scientific Conference "Scientific Fundamentals of Human Movement and Sport Practice", 16-18 September 2005 (pp. 59-62). Rimini, Italy: Bologne University.

##### Book (one author)

Karski J.B. (2003). *Health promotion* (1<sup>st</sup> edition). Warsaw: CeDeWu. [in Polish]

##### Book (two or more authors)

Dallen J.T., Boyd T.S., Tansey R.G. (2003). *Heritage tourism* (1<sup>st</sup> edition). N.Y., USA: Academic Press.

##### Book chapter or article in an edited book

McPerson R., Spiller G.A. (1996). Effects of dietary fatty acids and cholesterol on cardiovascular risk factor in man. In G.A. Spiller, H.L. Edge (eds), *Handbook of lipids in human nutrition* (pp. 41-48). New York, USA: CRC Press.

##### Doctoral thesis

Kłobukowski P. (2008). *School tourist events organization under applicable regulations*. Doctoral thesis, Akademia Wychowania Fizycznego, Wrocław. [in Polish]

##### Government publication

Ministry of Science and Higher Education. (2001). *Ordinance on higher education and academic degrees*. Warsaw: Journal of Laws, no. 135, item 1516. [in Polish]

**Tables** – should be prepared on a separate page (underneath the text of the article) and numbered using subsequent Arabic letters. They should be provided with titles (above). Every column in a table should have a brief heading and a more extensive explanation should be given under the table, e.g. statistical measures of variability.

**Figures** – should be prepared in an electronic form and saved on a separate page (underneath the text of the article). Photographs or other illustrative materials may be submitted in separate files in an electronic form (\*.tif, \*.jpg, image resolution: 300 or 600 dpi) or any other form suitable for final technical typesetting by the Editorial Office.

In the appropriate places in the text consecutive numbers of tables or figures should be provided in parentheses, e.g. (tab. 1) or (fig. 1).

**General principles** – the Editorial Office reserves the right to correct stylistic errors and to make necessary changes (abridgements) in the text without Author's knowledge. Articles not accepted for publication are not returned. Manuscripts not prepared following Instructions to Authors will be sent back to Authors for revision. Galley proofs of manuscripts will be sent to Authors for proofreading. It is the Author's responsibility to return the proof within one week. Each Author will receive free-of-charge one copy of the issue in which their article appears.

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