

NOTES TO CONTRIBUTORS

"**Studies in Physical Culture and Tourism**" is a scientific journal publishing papers on multidisciplinary subjects in all domains of physical culture ranging from experimental laboratory studies, through all aspects of pedagogy and psychology of sport, physical education, leisure and tourism activities, to the humanities such as ethnographic, sociological, cultural and sport art studies. Each SPCT volume also includes a book review section on interesting publications in various areas of physical culture.

The journal is indexed in EBSCO Publishing, Inc., Ulrich's International Periodical Directory and Index Copernicus.

"Studies in Physical Culture and Tourism" is published four times a year in print. The original (reference) version of the journal is printed. Abstracts and full papers are available on-line at the Wielkopolska Digital Library website: www.wbc.poznan.pl and on www.cornetis.pl. Submitted manuscripts are reviewed by selected reviewers anonymous to the author (except for book reviews). We do not pay royalties to the contributors. Ten offprints will be sent to the author (or principal author if a paper is published collectively). Copies of the entire volume must be purchased.

The instructions for authors are based on "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, Updated April 2010" published by International Committee of Medical Journals Editors, available at <http://www.icmje.org/>.

Editorial policy

Authorship

Authorship credit is based on:

- 1) substantial contributions to the conception and design, data acquisition, analysis and interpretation;
- 2) drafting an article or revising it critically for important intellectual content;
- 3) final approval of the version to be published.

Authors should meet all three conditions. If research has been carried out by multiple authors, individuals who accept direct responsibility for the manuscript should be identified. When submitting a co-authored manuscript, the corresponding author should clearly indicate the preferred citation order of authors and clearly identify all individual authors as well as the name of any authoring team(s). The authorship order on the byline should be a joint decision of the co-authors. All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should contribute sufficiently to the work and take public responsibility for respective fragments of the study, the content and any conflict of interests. All contributors who do not meet the authorship criteria should be listed in the acknowledgments section. All persons must give their written consent to be acknowledged.

Reviewing process

The authors who submit manuscripts for publication agree to undergo a reviewing process. All submitted manuscripts are first subjected to editorial review, and, subsequently, peer review by experts. The submitted manuscripts will not be sent to reviewers representing the authors' institutions, or to persons who can be in conflict of interest with the authors. All reviews are confidential and anonymous. The reviewers may not use the content of the manuscript before its publication.

The manuscript is given an editorial number for identification at all stages of the editorial process. The author is notified about the reviews and corresponds with the Editor of the journal concerning remarks or qualification of the study for printing. The final decision about publishing the manuscript is made by Editor-in-Chief.

Conflict of interests

The authors must disclose all conflicts of interest to the Editor and describe them on a separate page enclosed with the manuscript:

- financial relationships (employment, consultation, stock ownership, remuneration, paid expertise),
- personal relationships,
- academic competition and others which could affect, according to the Editor or Readers, the content of the study,
- sponsorship of the whole or part of the study – draft, collection, analysis and interpretation of data, report writing and decision on submitting for publication.

The reviewers and editors are also obliged to disclose in a letter to Editor-in-Chief all connections which could be suspected as conflict of interests with the Author. The letter should contain all links with commercial companies dealing with products described in the manuscript.

Ethical requirements

When reporting experiments on human subjects, the Authors should indicate whether the procedures were in accordance with the Helsinki Declaration principles, which should be noted in the description of Methods. For such investigations the Authors must get a permission from the Regional Supervising Committee for Research on Human

Subjects (Ethical Committee). Studies on animals must also be approved by an appropriate committee and the approval indicated in a letter to the Editor.

Civil responsibility

The Editor is responsible for the content of the manuscript; however, full responsibility for the content of the article lies with the Author, and for the advertisements with the sponsoring company or marketing company. The Editorial Board and the Publisher do not take responsibility for possible unreliability of presented research results.

Copyright

Unless otherwise specified, when submitting the manuscript to the Editor the Authors transfer copyright (including printing, electronic publishing and on-line publishing) to the Editor. Only publication of abstracts is permitted without the Editor's consent.

Manuscript submission

By sending the manuscript to the journal the Authors declare that it has not been published in other journals and that it has not been simultaneously submitted to another Editor. Submitting the manuscript for publication also means that all Authors agree for its publication and that all Authors had full access to data in the study and take full responsibility for the reliability and thoroughness of analysis. Editors may occasionally choose to publish material that has already been published in other journals, if it needs to reach the widest possible audience.

All manuscripts must be submitted in English.

Each manuscripts should be sent to the Editor in a duplicate printout and in an electronic version on PC-compatible discs (which will not be returned to the Authors). A covering letter to the Editor must state that the data have not been published elsewhere in whole or in part (except for the abstract) and that all Authors agree for publication in the journal. Declaration of conflict of interest should be also submitted. The Authors should submit a disk only with the latest version of the manuscript. It should be labelled with the Author's name, title of manuscript, name(s) of files, names and numbers of software. Texts, figures or photographs should be placed in separate files.

Electronic format of manuscripts

We recommend manuscript submission via e-mail (krutki@awf.poznan.pl) The Editor recommends using: Word for Windows or RTF format and saving the whole text in a single file. Figures may be drawn using widely available software – the recommended formats: *.PNG, *.GIF, *.TIF, *.JPG. Titles and contents of tables and figures should be given in Polish and English. Graphs and diagrams should be made using Microsoft Excel.

Organization of the manuscript

1. The size of original and review articles should not exceed 20 pages, including references, tables, figures and abstracts (standard page – 1800 characters).
2. The manuscripts should be printed on A4 format pages, double spaced, font size 12 Arial, 2 cm left margins and 3 cm right margins.
3. Highlighted parts of the text should be in bold print.
4. The title page should include the following information:

- the title of the article,
- abbreviated (max 10 words) title of the article,
- full names of Authors and institutional affiliations,
- address of the corresponding author along with his/her degree and title, full name, phone number and e-mail address. This signifies Author's consent for the publication of presented personal data (on request of the author the phone number may not be published),
- keywords (no more than 5).

At the bottom of the page additional information may be given regarding possible conflicts of interests, source(s) of support (grants, sponsorship etc.), acknowledgements, and the name of the conference at which the study was presented.

Abstract

The manuscript should be preceded by a uniform abstract. The abstract of original papers should contain no more than 300 words and should be divided into five sections with the headings: Introduction, Aim of Study, Material and Methods, Results, and Conclusions. All abbreviations used in the text should be explained at their first use.

Text structure

The text of the manuscript should be divided into sections: Introduction, Aim of Study, Material and Methods, Results, Discussion, Conclusions, References, Tables, Legends to Figures (in a single text file) and Figures. If necessary, each of them may be divided into subsections. A different arrangement and style of papers may be applied only to theoretical, historically based or review articles.

The section Material and Methods is to explain in detail all the applied investigation methods mentioned in Results. The names of statistical methods and computer software used in the study should be given.

The results of biochemical assays and other measurements should be given in SI units. Length, height, weight and volume measurements should be reported in metric units (meter, kilogram, litre) or their decimal multiples. Temperatures should be expressed in degrees Celsius.

Tables

Each table should be typed on a separate A4 sheet, with a brief descriptive title at the top. All abbreviations should be explained in a footnote to the table where they appear. The tables should be numbered in Roman numerals.

Figures

Figures should be sent on separate A4 sheets as well as on separate files. Legends for the figures should be explained in full and should appear on a separate page. All abbreviations should be explained in footnotes.

All photographs, graphs, diagrams should be referred to as figures and should be numbered consecutively in the text in Arabic numerals. Figures should be accompanied by data from which they were made. The Editor has the right to create figures based on the enclosed data.

Abbreviations and symbols

Use only standard abbreviations and symbols. The expansion of an abbreviation should precede its first use in the text and be repeated in the legend under a figure or a table in which the abbreviation is used.

References

References should be numbered consecutively in the order in which they are first mentioned in the text (references cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure). The number of cited references in original and review articles should not exceed 30. References should be provided in ICMJE/Vancouver style (consistent with MEDLINE format (<http://www.lib.monash.edu.au/tutorials/ci-ting/vancouver.html>)) and should only include published papers.

Citation of a journal article should include authors names and initials without periods (if there are more than four authors, only the first three should be listed and after the third name et al. should be given), title of the paper, abbreviation of the journal name according to the list of journals indexed in Index Medicus (to be obtained from [ftp://nlpubs.nlm.nih.gov/online/journals/liiweb.pdf](http://nlpubs.nlm.nih.gov/online/journals/liiweb.pdf)), year of publication, volume number and page numbers (first and last page of the article). Names, title, journal name and year of publication should be separated with periods, e.g.

- Gorassini M, Eken T, Bennett DJ, et al. Activity of hindlimb motor units during locomotion in the conscious rat. *J Neurophysiol.* 2000; 83: 2002-2011.

References to books should include surname(s) of the author(s) with first name initials (if there are more than four authors, only the first three should be listed and after the third name et al. should be given), title, number of edition (not required for the first edition), city and name of the Publishing House and year of publication. Co-authored publications are cited starting from the name of responsible editor(s) (followed by ed(s)), e.g.

- Gardiner PF. Advanced neuromuscular exercise physiology. Champaign: Human Kinetics; 2011.

References to book chapters should include surname(s) of the author(s) of the chapter with first name initials without periods (if there are more than four authors, only the first three should be listed and after the third name et al. should be given), chapter title, and after indicating In: surname(s) of the author(s)/editor(s) with first name initials, title of the book, number of edition (not required for the first edition), city and name of the Publishing House and year of publication followed by p. and page numbers of chapter, e.g.

- Renson R, Sport Historiography in Belgium. Status and Perspectives. In: Renson R, Lämmer M, Riordan J, eds., Practising Sport History, Sankt Augustin: Akademie Verlag Richarz; 1987. pp. 1-18.

All titles and institutional names in languages other than English (including Polish, German, French, etc.) should be provided with their English equivalents, e.g.

- Drees L, Der Ursprung der Olympischen Spiele (Origins of the Olympic Games), Verlag Karl Hofmann, Schorndorf 1974.

Punctuation used in references must strictly follow the above examples. References to Internet publications are allowed (with complete web page addresses), only if no corresponding data are available in printed literature.

When cited in the text, only the respective number of a reference and, if necessary, volume and page numbers should be given in parentheses: do not place the year of publication or the name of any author. No other system of references will be accepted.

Papers which do not adhere to these guidelines will be returned to the author for corrections and improvements.

Please, feel free to direct any inquiries to the Editors.

For Notes to Contributors see also: www.awf.poznan.pl and www.cornetis.pl