

# IJSHS Instructions to Authors

## 1. Submission

1.1. All submissions and reviews are done online in "IJSHS". Access the following website and submit your manuscript by the step-by-step instruction.

<http://www.editorialmanager.com/ijshs/>

1.2. For submission, refer to the "IJSHS Submission Guidelines".

1.3. When revisions are requested by the journal's editorial board, authors must resubmit the revised manuscript within 60 days. If resubmission takes more than 60 days, the manuscript will be treated as a new submission.

1.4. If errors are found after "advance publication" and before "conventional publication", authors can correct the errors under the approval of the Editor-in-Chief and publish the corrected version in a conventional publication.

1.4.1. If errors are found after "conventional publication", authors can correct the errors in a "Correction" with the approval of the Editor-in-Chief.

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## 2. Manuscript format

2.1. Manuscript, Figures and Tables should be submitted in Word, WordPerfect, RTF, TXT, LaTeX2e, AMSTeX, TIFF, GIF, JPEG, EPS, Postscript, PICT, PDF, Excel, PowerPoint which can be uploaded in Auto-PDF Build Function of Editorial Manager, and the file size should not be limited.

2.2. For movies, file formats and file size should not be limited. To upload movies, select invariably "Video" in Auto-PDF Build Function of Editorial Manager. Note that personal information specifying the author(s) should not be included in the file names, file properties and so on, to assure a fair review.

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### **3. Corresponding author**

Designate one author who is responsible for the manuscript as it moves through the journal's submission process.

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### **4. Manuscript guidelines**

4.1. Manuscripts should consist of title, abstract, running title, key words, text, reference list, figures and tables, and legends of individual illustrations.

4.2. Manuscripts should not contain the authors' names, affiliations or addresses, to assure a fair review.

4.3. Acknowledgements and appendices should be added after "acceptance" of the manuscript and should not be included in the manuscript when it is submitted.

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### **5. Manuscript preparation**

#### **5.1. Title page**

5.1.1. The title should be concise and should appropriately describe the contents of the paper. Note that words such as "observation on", "specific (some)" and "study" may be deleted by the editor.

5.1.2. If there is a subtitle, use a colon between the title and the subtitle.

5.1.3. Capitalize the first letters of all words in the title and the running title except for prepositions, articles and conjunctions.

5.1.4 The running title should be within 50–60 letters including spaces.

## 5.2. Abstract and Key words

5.2.1. The abstract should be a concise and factual description of the contents and should be approximately 200 words in length.

5.2.2. Key words should appropriately represent the contents and features of the paper and should be useful when conducting a literature search. The number of key words should be between 3 and 5.

## 5.3. Text guidelines

5.3.1. Top, bottom and side margins should be at least 25 mm, and the font should be 12 point.

5.3.2. All papers in the text should be numbered consecutively, and line numbers should be added in each page.

5.3.3. Papers should not be of an advertising nature. Use generic rather than trade names.

5.3.4. For particular manufactured goods, manufacturing processes and equipment that are not generally well known, an explanation as detailed as possible, the machine type number, manufacturer and address should be provided in footnotes.

5.3.5. Use the following classification, in principle, for section, subsection, heading and subheading.

Section: 1. 2. 3.

Subsection: 1.1., 1.2., 1.3.

Heading: 1.1.1., 1.1.2., 1.1.3.

Subheading: (1), (2), (3)

5.3.6. Do not use abbreviations for uncommon technical terms.

5.3.7. Chemical names or chemical formulae can be used to express the names of elements, alloys and compounds.

5.3.8. Fractional expressions should be as follows, in principle. However, simpler expressions may be on a single line, as follows.

$$\frac{a}{b} \frac{(a+b)}{(c+d)} \Rightarrow a/b \quad (a+b)/(c+d)$$

5.3.9. Define all mathematical symbols, subscripts and superscripts clearly.

5.3.10. Use the Christian Era for year numbers.

#### 5.4. Citation

5.4.1. When citing references in the paper, carefully select those that are essential, and be sure to cite them correctly. References in the text should be indicated by the authors' names and year of publication, in principle.

5.4.2. When quoting from other publications in the text, the quoted words or sentences should be enclosed in " ".

5.4.3. For two authors, give both names using "and", and for more than two authors, use "et al.".

"..." (Park and Harris, 1998)

"..." (Harris et al., 1998)

5.4.4. When specifying the papers referred to in the text, write the authors' names and year of publication as follows. If citing multiple publications by the same authors, years of publication are separated by commas (,) in parentheses. If citing multiple publications by the same authors in the same year, distinguish them with a, b, c, ... added to the year of publication.

According to Harris (1996), ...

According to Park and Harris (1996, 1998), ...

According to Harris (1995, 1997a, 1997b), ...

## 5.5. References

All references listed should be cited in the text.

5.5.1. Bibliographic data should include authors' names, year of publication, article title, journal title, volume number, and first and last page numbers, in this order. No serial number should be given before authors' names. For authors' names, family name and initials of first and middle names should be given in this order, and the year of publication in parentheses should immediately follow authors' names (author-date method). Journal titles should be given in roman (upright) letters, using the designated abbreviation for each journal title or widely and conventionally used abbreviation. No issue number should be given.

The list of references should be in alphabetical order according to the family name of the first author.

5.5.2. Accessed date should be specified in referring to website.

5.5.3. In bibliographic data, delimiters should be used correctly according to the following examples.

Andre, T. (1986). Problem solving and education. In G. D. Phye & T. Andre (eds.), *Cognitive classroom learning: Understanding, thinking, and problem solving* (pp. 169-204). New York: Academic Press.

Endo, T., Tauchi, K., and Ogata, M. (2008). Development of running and footwork abilities from a viewpoint of jumping ability characteristics. *Int. J. Sport Health Sci.*, 6: 120-127.

MEXT (2009). The New Course of Study in higher school.

[http://www.mext.go.jp/a\\_menu/shotou/new-cs/youryou/1282000.htm](http://www.mext.go.jp/a_menu/shotou/new-cs/youryou/1282000.htm).

(accessed 2008-08-25).

5.5.4. For articles written in languages other than English, titles should be translated into English and given in bracket. If possible, the title in the original language or in roman letters should be given before the title translated into English. The language of the original article should be shown in parentheses at the end.

Nakamura, T. (2010). Gakusei yakyu kensho towa nanika: Jichi kara miru nihon yakyushi [What is the Japan Student Baseball Charter ? : Japan baseball history in the light of autonomy]. Tokyo: Seikyusha. (in Japanese)

5.5.5. Books translated from another language should include details of the translator.

Armstrong, A. (2012). スポーツと体育科教育 (G.Onigawara Trans.). Tokyo: Gakumon Press. (Original work "Sports and physical education" published 2010)

When citing the above reference in the text, write the author's name and year of publication as follows: (Armstrong, 2010/2012).

5.5.6. If advance online version of articles or publications in electronic form are listed in References, Digital Object Identifier (DOI) should be given by reference to the following example.

Endo, T., Tauchi, K., and Ogata, M. (2008). Development of running and footwork abilities from a viewpoint of jumping ability characteristics. *Int. J. Sport Health Sci.*, doi: 10.1111/j.1475-6781.2008.00116.x.

## 5.6. Footnotes

5.6.1. Footnotes should be used sparingly and kept to a minimum in number.

5.6.2. Footnotes should be numbered consecutively throughout the text with superscript Arabic numerals (e.g. <sup>\*1</sup>, <sup>\*2</sup>) and appear in a section before References as "Note".

## 5.7. Figures, tables and photographs

5.7.1. Photographs are classified in the same category as figures.

5.7.2. Figures and tables should be numbered separately and consecutively (For example, Figure 1, Figure 2, Table 1, Table 2).

5.7.3. Capitalize only the first word of the caption.

5.7.4. Each figure and table should have a concise caption that will be intelligible to the reader without reference to the text.

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[November 16, 2002]

[Partial revision in August 11, 2003]

[Partial revision in December 14, 2009]

[Partial revision in June 28, 2010]

[Partial revision in May 1, 2011]

[Partial revision in May 12, 2012]

[Partial revision in April 30, 2014]

[Partial revision in March 17, 2015]