

# ***ETHIOPIAN SPORT ACADEMY***



## **5. Author's Guide**



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## **CHAPTER FIVE**

### **5. Author's Guide**

#### **5.1. Ethical Guidelines for the Author(s)**

The following ethical guidelines are obligatory for all author(s) violation of which may result in application of penalties by the editor, including but not limited to the suspension or revocation of publishing privileges. Code of conduct for authors is designed to provide a set of minimum standards which should be followed by the editors of EJSSJ.

#### **5.2. Reporting Standards**

❖ Authors reporting on original research are required to present their work in the correct manner in accordance with the patterns of scientific and academic communication and in the context of previous research and offer an objective discussion of its significance and importance.

❖ The authors are also required to describe the methods and present the results in a clear and unambiguous manner.

❖ The paper should contain enough details and references to permit the others to check the work.

❖ Fraudulent or intentionally presented false claims represent unethical behavior and are unacceptable.

❖ When an author discovers a significant error or inaccuracy in his published work, his or her commitment is to notify the editor or publisher without delay and cooperate with the editor to cancel or correct the work. If an editor finds from a third party that a published article contains a significant error, the author's obligation is to withdraw or correct the work without delay or provide evidence to the editor about the validity of the original work.

❖ Overviews and professional articles must also be precise and objective and the works that include the views of the editorial board should be clearly indicated.

❖ An author should recognize that journal space is a precious resource created at considerable cost. An author therefore has an obligation to use it wisely and economically.

- ❖ It is the author(s)' responsibility to ensure that the research report and data contain adequate detail and references to the sources of information in order to allow others to reproduce the results.
- ❖ Fragmentation of research reports should be avoided. A scientist who has done extensive work on a system or group of related systems should organize publication so that each report gives a well-rounded account of a particular aspect of the general study. Fragmentation consumes journal space excessively and unduly complicates literature searches. The convenience of readers is served if reports on related studies are published in the same journal, or in a small number of journals.
- ❖ An author's central obligation is to present an accurate account of the research performed as well as an objective discussion of its significance.

### **5.3. Access to Information and Storage of Material**

- ❖ If any question arises about the accuracy or validity of the research work during the review process, the author(s) should provide raw data to the Editor. Authors may be asked to provide basic information related to the work for the purpose of editorial reviews and they should be willing to allow public access to such information, if possible, and keep such information for a reasonable time after its publication.
- ❖ A primary research report should contain enough detail and reference to public sources of information to permit the author's peers to repeat the work. When requested, the authors should make a reasonable effort to provide samples of unusual materials to other researchers, with appropriate material transfer agreements to restrict the field of use of the materials so as to protect the legitimate interests of the authors.

### **5.4. Ethical Requirements**

- ❖ **Formal and documented ethical approval from appropriate research ethics committees** are required for all studies using people, medical records and anonymized human data. Fully informed consent should always be sought where possible from all participants, otherwise an ethics committee should decide if the work is acceptable.

### ❖ **Privacy of Participants**

- Information obtained privately, as in conversation, correspondence, or discussion with third parties, should not be used or reported in the author's work without explicit permission from the investigator with whom the information originated. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, should be treated similarly.

- Authors should cite sources that have strongly influenced the content of research and manuscript. Information obtained privately, for example, in a conversation, correspondence or discussion with third parties may not be used or transferred without the express, written permission of the source. The information obtained during the performance of confidential services, such as the peer review of project applications for funding may not be used without the express written permission of the author of the work that has been the subject of such services. Authors must respect the privacy of the participant of research and must not use any information obtained from them without their informed consent.

- Authors should ensure that only information that improves understanding is shared.

- Authors must ensure that in instances where the identity of the participant needs to be revealed in the study, explicit and informed consent of the concerned party is obtained.

- In the case of the demise of a participant, consent must be obtained from the family of the deceased.

- ❖ An experimental or theoretical study may sometimes justify criticism, even severe criticism, of the work of another scientist. When appropriate, such criticism may be offered in published papers. However, in no case is personal criticism ever considered to be appropriate.

### ❖ **Images**

- The author(s) should ensure that images included in an account of research performed or in the data collection as part of the research are free from manipulation,

- The author(s) must provide an accurate description of how the images were generated and produced.

❖ Specific permission for facial photographs of Athletes or study participants is required. A letter of consent must accompany the photographs in which a possibility of identification exists. It is not enough to cover the eyes to mask identity.

❖ **Contributors are required to follow the procedures in force in their countries which govern** the ethics of work done with human subjects. The Code of Ethics of the World Medical Association (Helsinki Declaration) represents a minimal requirement. When experimental done for human subjects, describe their characteristics.

❖ For human participants in a research survey, secure the consent for data and other material verbatim quotations from interviews, etc to be used.

❖ **Laboratory and clinical research** should be driven by protocol; pilot studies should have a written rationale. Protocols must be carefully agreed by all contributors, including if appropriate the participants. Any unusual hazards inherent in the procedures, equipment, chemicals, or techniques used in an investigation should be clearly identified in a manuscript reporting.

## 5.5. Originality Plagiarism and Acknowledgment

### ❖ Acknowledgment of Sources

- An author should identify the source of all information quoted or offered, except that which is common knowledge.
- A paper must always contain proper acknowledgment of the work of others, including clear indications of the sources of all information quoted or offered, except what is common knowledge.
- The author(s) must also acknowledge the contributions of people, organizations and institutes who assisted the process of research, including those who provided technical help, writing assistance or financial funding (in the acknowledgement).
- It is duty of the author(s) to conduct a literature review and properly cite the original publications that describe closely related work.

❖ **An author should cite those publications that have been influential in determining** the nature of the reported work and that will guide the reader quickly to the earlier work that is essential for understanding the present investigation. This requires sufficient references to contextualize the work within its research context.

❖ Citation of work may be omitted if the author feels that it is not influential to the outcome or analysis of the reported work. Except in a review, citation of work that will not be referred to in the reported research should be minimized. An author is obligated to perform a literature search to find, and then cite, the original publications that describe closely related work. For critical materials used in the work, proper citation to sources should also be made when these were supplied by a non-author.

❖ It is the author(s)' responsibility to ascertain that s/he has submitted an entirely original work, giving due credit, by virtue of proper citations, to the works and/or words of others where they have been used.

❖ Authors should try to write a completely original work, and if they have used the work and/or words of others, they must precisely cite or quote them. Plagiarism in all its forms is considered unethical publishing behavior which is not acceptable.

❖ **Plagiarism** can appear in many forms, from "imposing" other people's work as the author's own, copying or paraphrasing relevant parts of the works of others (without citing the original author) to contributing the results of other people's research to themselves.

❖ Material quoted verbatim from the author(s)' previously published work or other sources must be placed in quotation marks.

❖ Authors are obliged to obtain permission from the copyright holders to publish illustrations, photographs, tables and other materials protected by copyright laws. Copyright-protected material may be reproduced only with proper permission and acknowledgement.

❖ As per ESA policy, in case the manuscript has a similarity index of more than 19%, it will either be rejected or left at the discretion of the Editorial Board for the purposes of a conditional acceptance.

## **5.6. Multiple or Simultaneous Publication**

❖ It is improper for an author to submit manuscripts describing essentially the same research to more than one journal of primary publication, unless it is a resubmission of a manuscript rejected for or withdrawn from publication.

❖ It is generally permissible to submit a manuscript for a full paper expanding on a previously published brief preliminary account (a "communication", "conference report" or "letter") of the

same work. However, at the time of submission, it should be made aware with earlier communication, and the preliminary communication should be cited in the manuscript.

❖ Authors should not submit a manuscript that describes the same research in more than one journal or primary publication at the same time except if a re-submission of a rejected or withdrawn manuscript is.

❖ Authors should not submit a previously published paper.

❖ Simultaneous submission of the same manuscript to more than one journal is considered unethical behavior in publishing and is not acceptable. Publishing of certain types of articles (e.g. translations) in more than one journal is sometimes justified, assuming fulfillment of certain conditions.

❖ Authors may re-publish previously conducted research that has been substantially altered or corrected using more meticulous analysis or by adding more data.

❖ The authors and EJSS editors must agree to the secondary publication, which must cite the primary references and reflect the same data and interpretation of the primary document.

## **5.7. Authorship**

### **Authorship Credit**

- Authorship of the work may only be credited to those who have made a noteworthy contribution in conceptualization, design, conducting, data analysis and writing up of the manuscript.

- It is the responsibility of the corresponding author to include the name(s) of only those co-authors who have made significant contributions to the work.

- The corresponding author should ensure that all co- authors have seen and approved the final version of the paper and have agreed to its submission for publication.

- Other contributions should be indicated in a footnote or an “Acknowledgments” section. An administrative relationship to the investigation does not of itself qualify a person for co-authorship (but occasionally it may be appropriate to acknowledge major administrative assistance).

- Deceased persons who meet the criterion for inclusion as co-authors should be so included, with a footnote reporting date of death.



- No fictitious name should be listed as an author or co-author. The author who submits a manuscript for publication accepts the responsibility (as corresponding author) of having included as co-authors all persons appropriate and non in appropriate.
- The submitting author should have sent each living co-author a draft copy of the manuscript and have obtained the co-author's assent to co-authorship of it.

## **5.8. Communication with Editors and Reviewers**

Authors are expected to respond professionally and timely to editorial and reviewer comments. If an author decides to withdraw the manuscript that was already submitted to the review process or is not ready to accept the reviewers' suggestions, he or she should immediately notify the editor.

## **5.9. Disclosure of Data and Conflict of Interest**

- ❖ The authors should in their work disclose any financial or other significant conflict of interest that could influence the results or interpretation of their work.
- ❖ The manuscripts must be clearly state all the organizations who have given support to the research and all sources of funding and their possible role in conducting research and processing and publication of its results. If the funding source is not clearly stated, it is considered that the financial costs of research and preparation of the work are covered by the author himself or herself.
- **Examples** of possible conflicts of interest that should be disclosed include employment, consultancy, stock ownership, honoraria, paid expert testimony, application and registration of patents and grants or other funding sources. Potential conflicts of interest should be published at the earliest possible stage.
- Potential conflict of interest, e.g., a consulting or financial interest in a company, that might be affected by publication of the results contained in a manuscript. The authors should ensure that no contractual relations or proprietary considerations exist that would affect the publication of information in a submitted manuscript.
- ❖ All sources of financial support for the project should be disclosed alongside a brief overview of the role played, if any by the responses during various stages of the research.

## **5.10. Manuscript Acceptance and Rejection**

- ❖ The review period can last between 1-3 months or longer and during this period the author(s) reserve the right to contact the Editor Board to ask about status of the review.
- ❖ Once the review process has been completed, the author will be informed about the status of the manuscript which could either be an acceptance, rejection or revisions. In the case of rejection, the author(s) reserves the right to publish the article elsewhere.
- ❖ In case of revisions, the author(s) must provide an exposition of all corrections made in the manuscript and the revised manuscript should, then, go through the process of affirmation of revisions and be accepted or rejected accordingly.
- ❖ In case of dissatisfaction over the decision of rejection, the author can appeal the decision by contacting the Editor.

## **5.11. Declaration**

- ❖ Authors are required to provide an undertaking / declaration stating that the manuscript under consideration contains solely their original work that is not under consideration for publishing in any other journal in any form.
- ❖ Authors may have to sign an agreement allowing the journal to reserve the right to circulate the article and all other derivative works such as translations.
- ❖ Authors may submit a manuscript previously published in abstracted form, for e.g. in the proceedings of an annual meeting, or in a periodical with limited circulation and availability such as reports by the Government agencies or a University.
- ❖ A manuscript that is co-authored must be accompanied by an undertaking explicitly stating that each author has contributed substantially towards the preparation of the manuscript in order to claim right to authorship.
- ❖ It is the responsibility of the corresponding author that s/he has ensured that all those who have substantially contributed in the manuscripts have been included in the author list and they have agreed to the order of authorship.

## 5.12. Manuscript Submission

Any submission follows the manuscript guiding formats of EJSS. EJSSJ follows the writing formats used in most scientific journals. The Publications Handbook & Style Manual is the official guide EJSS acknowledge for preparing and editing papers.

### Creating the Manuscript File

Because Microsoft Word files are required for editing of the text, it is preferred that authors submit the manuscript as a Word file. The figures may be submitted as PDF, EPS, TIF, or JPEG files.

### Word Limits

Papers should be a maximum of 7000 words, including abstract, headings, tables, and figures, where each table or figure (including table titles and figure captions) is equivalent to 300 words (600 for large tables and figures that take up an entire page). The suggested word limit for Technical Notes and Preliminary Communications is 4000 to 5000 words, including tables and figures (each of which count for 300 words) and excluding references. Word limits do not apply to introductory papers to special sections.

Accepted manuscripts are prepared for typesetting using Microsoft Word. Therefore, authors are strongly encouraged to use this software during manuscript composition. Rich-format text, PDF and TeX files are not acceptable. The file must be double-spaced and line numbered. The file should contain the following elements:

### Title and Byline

- ❖ A short (12 words or less, not counting conjunctions, prepositions, or articles) title that accurately identifies and describes the manuscript content.
- ❖ The title should represent the article's content and facilitate retrieval in indexes developed by secondary literature services. The terms in the title should be limited to those words that give significant information about the article's content. It is best to start the title with key words—not with words such as "Effect of" or "Influence of." Many readers peruse titles in a journal's table of contents to decide whether to read a given paper. A good title briefly identifies the subject, indicates the purpose of the study, and introduces key terms or concepts.

- ❖ Keep titles free of nonstandard abbreviations, chemical formulas, or proprietary names, and avoid unusual or outdated terminology. Use common names.
- ❖ Series titles are used infrequently. Articles in a series are not discouraged as such, but the editors need to be assured that all papers in the series are available for review and that the reader will be able to obtain earlier and later material in that series.
- ❖ Titles may be descriptive (e.g., Variables A and B under C Conditions), declarative (A Relates to B in C Manner), or even a question (Does A Do X?).

**Author–paper Documentation** (addresses / affiliations, email address of the corresponding author, etc.).

Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

**The author–paper documentation** appears on the first cover page of the published article. The purpose is to give addresses for all authors and an email address for the corresponding author (author documentation), **Title, the date the paper was received for review, the date the paper was accepted, and any necessary institutional identification** such as a **grant support, dissertation requirement, or a journal article number** (the paper documentation) and **surname, with professional titles**.

**Word count** List the total number of words used in the paper - which includes the abstract, footnotes, references, and tables. This number should not exceed 7,000 words.

- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.

• **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

**In the manuscript, put this paragraph after the byline or on the cover page only.**

Alternatively, any necessary institutional identification can be placed in the Acknowledgments section. If all authors are at one address, do not repeat the names in the documentation. Otherwise, group together all authors at a single address in the order they appear in the byline.

**Give only initials and surname, without professional titles. The titles remain at the cover page or acknowledgments section.**

Following complete addresses for all authors, give any sponsoring institutional information, with brief addresses; and lastly “\*Corresponding author” (immediately followed by that person’s email address in parentheses). Headquarters will provide the received and accepted dates for accepted papers.

**Example:**

Amensisa k. Legesse, and Tefera Tadesse\*

## **2.13. Authorship**

- ❖ We encourage the use of full names in by lines (e.g., Amensisa k. Legesse, A. Kebede Legesse or Amensisa Kebede Legesse instead of A. K. Legesse OR Amensisa Kebede L.).
- ❖ The first person listed in the title is, by definition, the corresponding author deals with proofs and, after publication, with reprint requests.
- ❖ An asterisk (\*) follows the name of the corresponding author in the byline, matched to the words “\*Corresponding author” at the end of the author–paper documentation paragraph. Following standard American rules of punctuation, the asterisk comes after any comma (e.g., Frances L. Dudeck, Sayeed S. El-Marhawi,\* M. Agnes Santello, and Vernon S. Foell). The authors of the paper decide the sequence of author names; the order should be agreed upon by all authors involved.

## 5.14. Parts of a Manuscript

### Abstract

- ❖ A journal abstract has two typical uses. Printed at the head of a scientific paper, an abstract helps readers decide whether to delve into the paper; abstracts are also published via abstracting and indexing services. Because the abstract will be seen and read by many more people than will read the paper, everything that is important in the paper must be reflected in the abstract.
- ❖ Include an informative, self-explanatory abstract. The abstract should be a single paragraph. It should be specific, telling why and how the study was made, what the results were, and why they were important. The abstract should read like a “mini-manuscript” with 1 to 2 sentences each for a justification/rationale, objective(s), methods, results, and conclusion. Present the most significant results and use quantitative terms where possible.
- ❖ The abstract should call attention to new techniques, observations, or data. Be specific.
- ❖ Use an **informative abstract** (also called a substantive abstract) presents the paper in miniature, complete within itself. It moves from an introductory statement of the rationale and objectives or hypotheses, through materials and methods, to the results and conclusions. (A descriptive abstract is more like a table of contents for the paper and is rarely used in scientific publications except, perhaps, for review or opinion papers.) A number of books and articles offer useful advice on preparing abstracts (e.g., O’Connor and Woodford, 1976; O’Connor, 1979; Day, 1988), and
- ❖ An internet search for “informative abstract” is likely to have recent course materials on scientific writing among the results. Because an informative abstract has to stand alone, do not deflect the reader with phrases such as "will be discussed" or "will be explained." For the same reason, do not include reference, figure, or table citations. Equations also are inappropriate in an abstract unless they are the central finding of the study. Limit your use of abbreviations and define the ones you do use.

Write the abstract as a single paragraph, with a limit of 350 words (~1500 characters) for manuscript and 600 words for full-length papers:-

### **Introduction (including Objectives and literature Review)**

Use the introduction to review published literature and issues related to your topic. A thorough introduction helps the reader recognize what your research contributes to the current knowledge in your subject area. Begin your article by clearly identifying its subject and state the hypothesis or definition of the problem designed to solve. Give a brief reference to previous concepts and research. Limit literature references to essential information, and do not rely on old references when newer are available. Keep the introduction short, but include:

- (i) A brief statement of the problem that justifies doing the work, or the hypothesis it is based on;
- (ii) The findings of others that will be further developed or challenged; and
- (iii) An explanation of the general approach

### **Text**

After the **Introduction (Objectives and literature)** the main text of the manuscript typically includes Materials and Methods, Results, Discussion, and a conclusion. The Results and Discussion sections may be combined into one section. The author(s) can:

- (i) Include a separate conclusions section, which will appear as a subheading under the Discussion
- (ii) Provide the conclusions (with no heading) at the end of the Discussion section. In either case, the conclusions should be no longer than 300 words or 600 words for full length paper. Within the 300 words, the conclusions and implications of the work should be provided. In some instances, no conclusions may have been drawn from the study. In this case, the implications of the study should be provided. In other words, if the author(s) decides to forego the inclusion of a conclusion subheading within the Discussion section, then the final paragraph of the Discussion section should provide the conclusions (if any) and the implications of the study.

### **(iii) Method and Discussion**

Use the Discussion section to interpret your results. Give particular attention to the problem, question, or hypothesis presented in the introduction. A good discussion typically covers most or all of the following steps:

1. sample variables are free of confounding influences (e.g., education is controlled for), recruitment and sampling techniques are appropriate,

2. measures are reliable and valid for assessing the variables of interest, and
3. the statistical procedures are appropriate and sufficiently sophisticated to
4. Examine the data and are carried out appropriately.
5. Relate the results to the original objectives.
6. Explain the principles, relationships, and generalizations if supported by the results.
7. Address any exceptions or lack of correlation that qualify the findings, or difficulties that point to areas for further investigation.
8. Explain how the results relate to previous findings, whether in support, or contradiction, a.
9. Present conclusions supported by a summary of the evidence. The Discussion section should focus on the meaning of your findings, not recapitulate them. Scientific speculation is encouraged, but it should be reasonable, firmly founded in observation, and subject to tests. It must also be identified as such. Where results differ from previous results for unexplained reasons, possible explanations should not be labored. Controversial issues should be discussed clearly and fairly.

**(Iv) Tables: - usually** show numerical value or textual information and are almost always characterized by a row-column structure. Any type of illustration other than a table is referred to as a figure. Compose tables using the word processor's table feature (i.e., the table should have defined cells—do not create tables by using the space bar and/or tab key). Tables should not duplicate matter that is presented in figures. Use the following symbols for foot notes in the order shown: †, ‡, §, ¶, #, ††, ‡‡, etc. The symbols \*, \*\*, and \*\*\* are always used to indicate statistical significance at the 0.05, 0.01, and 0.001 probability levels, respectively, and are not used for other footnotes. As with figure captions, spell out abbreviations on first mention.

#### **Number**

- Number tables sequentially (i.e. If you have more than one table in your writing) e.g. Table 1, Table 2
- Each table must be referred to in the text, using a capital T, for example: ...as shown in Table 1

#### **Title**

- Place directly above the table itself and below the table number.
- Brief clear and explanatory, in italics and with major words **capitalized** with no full stop.

#### **Note**

1. Place directly below the table, the word "Note" in italics with a full stop, for example: *Note*.
2. Explain abbreviations, symbols etc
3. Acknowledge the source of the table
4. Include a copyright statement at the end of the note.

#### **Ruling (Lines)**

- Limit the use of lines to those that are necessary



- Appropriately positioned white space can be an effective substitute.

**Spacing:** - Tables may be submitted either single or double spaced. Consider readability  
**(V) Figure captions** and tables should be placed in the main text close to where they are first called out.  
 (Figures may also be submitted separately as high-resolution image files in the following acceptable formats: EPS, TIF, PDF, or JPEG)

**Caption:**

When you use a figure that has been adapted or copied directly from another source, you need to reference that original source. This reference appears as a caption underneath the figure (image):

- don't include a title on top - the caption is your title
- concise explanation of the figure; i.e. a brief but descriptive phrase
- include copyright information
- format your caption - use italics and a capital F for Figure and sequential numbering (if you have more than one Figure)

**General rules:**

- Number all figures with Arabic numerals in the order in which they are first mentioned in text, regardless of whether a more detailed discussion of the figure occurs later in the paper. For example, Figure 1...Figure 2...etc.
- Refer to the figure in your writing - no italics, but with capital F, for example "In Figure 1..."

**Figure.1**



*Reproduced from Common Running Problems in Sport: their assessment, management and prevention (Larkins, 1990)*

Insert the figure captions in the file following the figure as well as after the references list. Spell out abbreviations on first mention in figure captions, even if they have already been defined in the text. (The reader should be able to understand the figure content without referring back to the text).



## **VI. Acknowledgments (optional).**

Brief acknowledgment of grant funding can be included in the documentation paragraph, but extensive support information and personal thanks belong in the acknowledgments section at the end of the paper.

## **VII. Appendices**

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly, for tables and figures: Table A.1; Fig. A.1, etc. Vitae submit a short (maximum 100 words) biography of each author.

### **Supplemental Material paragraph, if applicable.**

Supplemental material may be included in the online version of articles. The material must be submitted along with the original manuscript and will undergo peer review. Authors are encouraged to submit materials that contribute to the content and quality of the article or to use supplemental material as a means to shorten the text of manuscripts.

## **2.15. References**

### **Author**

An author can be a person, committee, organization, or other party responsible for the work. Avoid the use of "anonymous." Only when no author can be determined for a document should "anonymous" be used.

For Web pages, it is most common to use the name of the organization as the author.

The Webmaster or contact person for the site is not usually considered the author. Similarly, use the organization and location as the publisher of the site.

### **Date**

Three dates are important:

- (1) The date when the publication was placed on the internet or was copyrighted,
- (2) The latest date of any update or revision, and
- (3) The date when the person doing the citing accessed the publication.

### **Title**

Book and journal titles are usually clearly stated on a Website. For other Web pages, look for

- (i) The most prominent (usually the largest) words on the screen,
- (ii) Wording followed by a copyright or registered-trade mark symbol,
- (iii) The title bar of the Web browser (generally in the top left corner).



### **Publisher**

In electronic terms, a publisher is defined as the person or organization that produces or sponsors the site. Look at the bottom of a home page, at the top or on a side bar of the first screen, at the end of a document, or for the organization named after a copyright statement.

### **Examples:**

- University of Gondor. 2012.
- University of Wisconsin automated weather observation network.
- University of Wisconsin Extension. <http://www.soils.wisc.edu/wimnext/awon/awon.html> (accessed 18 Jan. 2012). SAS Institute. 2004.
- User's guide: Statistics. SAS Inst., Cary, NC. last name first, followed
- The author's name is listed by initials (Smith, J.R.). For works by more than one author, only the first author's name is inverted (Smith, J.R., M. Jones, and C. Rosen).
- Titles Use sentence-style capitalization for titles and subtitles of articles, book chapters, bulletins, and books, capitalizing the first letter of the first word as well as proper nouns and adjectives.
- Do not number the references list
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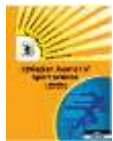
- Smith, D.T., D.L. Johnson, and J.K. Thomas. 2001. Phosphorus losses in irrigation runoff. *J. Environ. Qual.* 30:2569–2580.

#### **Book**

- Lindsay, W.L. 1979. *Chemical equilibria in soils*. John Wiley & Sons, New York.

#### **Chapter in a book (Book Section)**

- Nelson, D.W., and L.E. Sommers. 1982. Total carbon, organic carbon, and organic matter. In: *A.L. Page et al., editors, Methods of soil analysis*. Part 2. 2nd ed. Agron. Monogr. 9. ASA and SSSA, Madison, WI. p. 539–579



## Official Sources

- Spelling: Merriam-Webster's New Collegiate Dictionary
- Chemical names: PubChem (<https://pubchem.ncbi.nlm.nih.gov/>)
- Journal abbreviations: Chemical Abstracts Service Source Index (CASSI; American Chemical Society, <http://cassi.cas.org/>)
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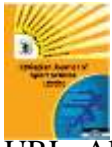
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- SAS Institute. 1994. The SAS system for Windows. Release 6.10. SAS Inst., Cary, NC. 'Encyclopedia article.
- Encyclopedia of plant physiology. Vol. 12A. Springer, Berlin. p. 135–167.

### **Map.**

Cite a map separately only if it is a stand-alone publication. If there is no author for a map, do not use "Anonymous." In such cases, the name of the map stands in for the author. Author. Year. Map title [map type, e.g., demographic map]. Map number (if included). Publisher, Publisher location. Notes (e.g., scale).

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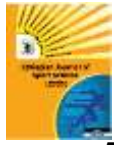
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### 5.19. JOURNAL TEMPLET

## • Training Related and Supportive Factors for the Occurrence of Acute Injuries for Junior Athletes at Ethiopian Athletics Training Centres (16

• **Bold Blue Colour, 1.15.Space, All Times Roman)**

**First Author<sup>1</sup>, Second Author<sup>2</sup> (14 Bold)**

1(Department, College/ University Name, Country Name) **(10 Italic)**

2(Department, College/ University Name, Country Name) **(10 Italic Bold)**

**Abstract ((11, 1.5.Space , Bold ))**

*Runners sustain injuries at an alarming rate. According to various epidemiologic studies (Rochcongar P, Pernes J, Carre F, et al. 1995; Walter SD, Hart LE, McIntosh JM, et al, 1989), between 27% and 70% of recreational and competitive distance runners can expect to be injured during any 1-year period.*

*Received in  
Revised form  
Accepted:*

*Ethiopian Journal of Sport Science (EJSS),  
Volume , Issue ,  
Published by Ethiopian Sport Academy. (10, italic, 1.0 space)*

*The general purpose of the study was to investigate and describe the causes, consequences and potential preventive measures or strategies that are effective enough to reduce acute injuries in coaching practices of the five Ethiopian national Athletics Training Centers (Tirunesh Dibaba ,Maychew, Bekoji, Hagerselam, Debrebirhan and Ethiopian Sport Academy) of running Athletes. This twelve-month retrospective questionnaire study comprised Ethiopian athletics training centers' running athletes Short distance (n=65), Middle distance (n=75), and. **(10 , 1.5.Space)***

**Keywords (10 bold):**  
*Acute inju (10 italic, 1.0 space)*



## Background of the Study (12 Bold)

It is still an on-going debate among sport medicine professionals and coaches whether athletic injuries are an inevitable part of athletics, or whether they may be predicted or even prevented by utilization of advanced coaching strategies and technologically safe equipment. To fully elaborate on the issues of different types of injuries among elite athletes, it is necessary to consider multiple factors, both the external and internal causes and consequences of injury (Slobounov, 2008).

In relation to this several studies have investigated the risk factors for sports injuries in long-distance running. Those factors include age, anthropometrics, anatomical factors, training years, injury history, menstrual status,

physical fitness, and psychological factors (Bahr, & Holme 2003; Taimela, Kujala, & Österman, 1990; van Mechelen, Hlobil, & Kemper, 1992; Murphy, Connolly, & Beynnon, 2003). The amount of exposure, sudden increased training or running distance (Collado, Sainani, & Fredericson, 2011; Taunton et al, 2002; Tenforde, Sayres, McCurdy, Walter, & Hart, 1990) or running volume (Lysholm, & Wiklander, 1987): Training errors without enough resting and recovery time and fatigue as well as equipment, such as shoes, skies and poles can also be risk factors for an injury. Further, training surface has been found to be associated with injury risk (Wen, 2007). A hard training surface increases the risk for stress fractures (Knobloch, & Yoon Vogt, 2008). (11, 1.5.Space)

**Table.25 ((11, 1.5. Space, Bold))**  
**Number of Acute Injuries**

**ANOVA (11, 1 Space, Bold)**

	Sum of Squares	Df	Mean Square	F	Sig.
Between Groups	3.344	2	1.672	1.560	.213
Within Groups	215.416	201	1.072		
Total	218.760	203			

$P \leq .05$

## References (11, 1.5.Space, Bold)

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