

UNIFORM REQUIREMENTS FOR
MANUSCRIPTS SUBMITTED TO
APUNTS EDUCACIÓ FÍSICA I
ESPORTS

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ETHICAL CONSIDERATIONS IN THE CONDUCT AND REPORTING OF RESEARCH

AUTHORSHIP AND CONTRIBUTORSHIP

BYLINE AUTHORS AND THEIR RESPONSIBILITIES

It is considered “author” to be someone who has made substantive intellectual contributions to a published study.

An author:

- must take responsibility for at least one component of the work
- should be able to identify who is responsible for each other component and should ideally be confident in his/her co-authors’ ability and integrity.

Apunts Educació Física i Esports requests and publishes information about the contributions of each person named as having participated in a submitted study, at least for original research, and has developed and implemented a contributorship policy, as well as a policy on identifying who is responsible for the integrity of the work as a whole.

While contributorship and guarantorship policies obviously remove much of the ambiguity surrounding contributions, they leave unresolved the question of the quantity and quality of contribution that qualify for authorship. **Apunts Educació Física i Esports** asks to his contributors to adjust to the following criteria for authorship:

- Authorship credit should be based on:
 1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data
 2. drafting the article or revising it critically for important intellectual content
 3. final approval of the version to be published.

- When a large, multicenter group has conducted the work, the group must identify the individuals who accept direct responsibility for the manuscript. These individuals must fully meet the criteria for authorship/contributorship defined above, and **Apunts Educació Física i Esports** asks these individuals to complete journal-specific author and conflict-of-interest disclosure forms (available in the journal's web page). When submitting a manuscript authored by a group, the corresponding author must clearly indicate the preferred citation and identify all individual authors as well as the group name. **Apunts Educació Física i Esports** can, nevertheless, list other members of the group in the *Acknowledgements* if necessary.
- Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.
- All persons designated as authors must qualify for authorship, and all those who qualify must be listed.
- Each author must have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

The corresponding author/guarantor of an article must be prepared to explain the presence and order of the co-authors. It is not the role of editors to make authorship/contributorship decisions or to arbitrate conflicts related to authorship.

Finally, authors are obliged to participate in **PEER REVIEW PROCESS**, and statement must be provided declaring that:

- all authors have significantly **CONTRIBUTED** to the research
- all data in the article are **REAL** and **AUTHENTIC**

In addition, all authors are obliged to provide **RETRACTIONS** or **CORRECTIONS** of mistakes in case of need.

CONTRIBUTORS LISTED IN ACKNOWLEDGEMENTS

All contributors who do not meet the criteria for authorship will be listed in an *acknowledgements section*. Examples of those who might be acknowledged include a person who provides purely technical help, writing assistance, or a department chairperson who provides only general support. **Apunts Educació Física i Esports** asks the corresponding authors to declare whether they had assistance with study design, data collection, data analysis, or manuscript preparation whenever it's necessary. If such assistance was available, the authors must disclose the identity of the individuals who provided this assistance and the entity that supported it in the published article. Financial and material support should also be acknowledged.

Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under such headings as “clinical investigators” or “participating investigators,” and their function or contribution must be described—for example, “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for study patients.” Because readers may infer their endorsement of the data and conclusions, these persons must give written permission to be acknowledged.

FINANCIAL SUPPORT

Financial and material support should also be acknowledged in an *acknowledgements section*. If such support was available, the authors must disclose in the published article the identity of the individuals or entities who provided this support.

In addition, authors must provide this information in the conflict-of-interest notification page, providing additional detail, if necessary, in a cover letter that accompanies the manuscript.

Apunts Educació Física i Esports has developed a [uniform disclosure form \(PDF\) and an accompanying Glossary \(PDF\)](#) to assist authors to accomplish this task.

LIST OF REFERENCES

The number of sources that an author cites in his work will vary according to the purpose of the article. Most articles are intended to cite one or two sources of the most representative sources for each key point, though this detail depends on the author.

At the end of the article must appear the necessary information to identify and locate each source. For each item it will be required to include the list of references, not the bibliography. This is the mentioning of the papers that support specifically a particular article. Bibliography enlists papers according to the background or for further readings, and may include descriptive notes.

The bibliography and references must be provided and will be published following the standards in the 2009 6th edition of the Publications manual of the [American Psychological Association \(APA\)](#).

Apunts Educació Física i Esports provides a [document](#) with the most relevant guidelines in regard to *APA 6* Standards in order to assist authors to accomplish this task correctly. Nevertheless, the editorial team will check and correct this information in case of need.

PLAGIARISM AND FRAUDULENT DATA

Papers must be original and unpublished, preferably supported by scientific research. For this reason, a certification may be required if necessary which must state that the manuscript is based on scientific research, and that must be dated and signed by the author.

PUBLICATION IN MORE THAN ONE JOURNAL

Papers must not be under consideration by another journal or publication simultaneously. For this reason, [a dated and signed by the author certification](#) will be required, where it will be noted that the attached article has not been published and is not under consideration by any other journal or publication.

All material accepted for publication will be property of **Apunts Educació Física i Esports** and may not be reproduced or published without written permission from it.

EDITORSHIP

THE ROLE OF THE EDITOR

The editor of a journal is the person responsible for its entire content. Owners and editors of **Apunts Educació Física i Esports** have a common endeavor—publication of a reliable, readable journal produced with due respect for the stated aims of the journal and for costs. However, they have different functions. Owners have the right to appoint and dismiss editors and to make important business decisions in which editors should be involved to the fullest extent possible. Editors have full authority for determining the editorial content of the journal. The concept of *editorial freedom* is resolutely defended by the journal's editors, so they have direct access to the highest level of ownership.

As a result, editors of **Apunts Educació Física i Esports** have a contract that clearly states their rights and duties, the general terms of the appointment, and the mechanisms for resolving conflicts.

EDITORIAL RESPONSIBILITIES

Among the Editors' duties it is required from the editors to:

- Have complete responsibility and authority to reject/accept an article
- Have no conflict of interest with respect to articles they reject/accept
- Only accept a paper when reasonably certain
- Promote publication of correction or retraction when errors are found in an article.
- Preserve anonymity of reviewers.

EDITORIAL FREEDOM

Apunts Educació Física i Esports believes that editors-in-chief have full authority over the editorial content of the journal and the timing of publication of that content. Journal owners must not interfere in the evaluation, selection, or editing of individual articles. Editors base decisions on the validity of the work and its importance to the journal's readers, not on the commercial success of the journal but on their scientific quality.

PEER REVIEW

Unbiased, independent, critical assessment is an intrinsic part of all scholarly work, including the scientific process. Peer review is the critical assessment of manuscripts submitted to journals by experts who are not part of the editorial staff. Peer review can therefore be viewed as an important extension of the scientific process. Peer review helps editors decide which manuscripts are suitable for **Apunts Educació Física i Esports** and helps authors and editors to improve the quality of reporting. **Apunts Educació Física i Esports** submits most of its published research articles for outside review. **Apunts Educació Física i Esports** publicly discloses its policies and average turn-around times in its *Instructions to Authors*.

RESPONSIBILITY FOR THE REVIEWERS

Reviewers play an essential part in science and in scholarly publishing. Peer review process remains the only widely accepted method for research validation and a cornerstone of the scientific publishing process. **INEFC** relies on effective peer review processes to uphold not only the quality and validity of individual articles, but also the overall integrity of **Apunts Educació Física i Esports**.

By assessing the quality and validity of another author's work, within the same area of expertise, reviewers uphold the integrity of the journal by identifying invalid research, as well as helping to maintain the quality standards of the journal.

Reviewers must:

- **Make sure the article they have been asked to review truly matches their expertise** and only accept an invitation if they are competent to review the article.
- **Avoid a potential conflict of interest.** Reviewers should have no conflict of interest with respect to the research, the authors and/or the research funders. A conflict of interest may not necessarily eliminate a reviewer from reviewing an article, but full disclosure to the editor will allow them to make an informed decision. Consequently, any potential conflict of interest should be listed when responding to the editor's invitation for review.
- **Judgments should be objective**
- **Point out relevant published work which is not yet cited**
- **Ensure that reviewed articles are treated confidentially.**

CONFLICTS OF INTEREST

It can be considered that conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). These relationships vary from being negligible to having great potential for influencing judgment. Nevertheless, not all relationships represent true conflict of interest. On the other hand, the potential for conflict of interest can exist regardless of whether an individual believes that the relationship affects his or her scientific judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, and paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion.

All participants in the peer-review and publication process must disclose all relationships that could be viewed as potential conflicts of interest. Disclosure of such relationships is also important in connection with editorials and review articles, because it can be more difficult to detect bias in these types of publications than in reports of original research. **Apunts Educació Física i Esports'** editors can use information disclosed in conflict-of-interest and financial-interest statements as a basis for editorial decisions, and may publish this information if they believe it is important in judging the manuscript.

POTENTIAL CONFLICTS OF INTEREST RELATED TO INDIVIDUAL AUTHORS' COMMITMENTS

When authors submit a manuscript, whether an article or a letter, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist. Authors should do so in the manuscript on a conflict-of-interest notification page, providing additional detail, if necessary, in a cover letter that accompanies the manuscript. **Apunts Educació Física i Esports** has developed a [uniform disclosure form \(PDF\)](#) and an accompanying Glossary (PDF).

Authors must identify individuals who provide writing or other assistance and disclose the funding source for this assistance.

Investigators must disclose potential conflicts to study participants and should state in the manuscript whether they have done so.

Editors will decide in case of need whether to publish information disclosed by authors about potential conflicts.

POTENTIAL CONFLICTS OF INTEREST RELATED TO PROJECT SUPPORT

Increasingly, individual studies receive funding from commercial firms, private foundations, and government. The conditions of this funding have the potential to bias and otherwise discredit the research.

Scientists have an ethical obligation to submit creditable research results for publication. Researchers should not enter into agreements that interfere with their access to all of the data and their ability to analyze them independently, and to prepare and publish manuscripts. Authors must describe the role of the study sponsor, if any, in study design; collection, analysis, and interpretation of data; writing the report; and the decision to submit the report for publication. If the supporting source has no such involvement, the authors must state so. Biases potentially introduced when sponsors are directly involved in research are analogous to methodological biases. In certain cases, **Apunts Educació Física i Esports** may include information in the *Methods section* about the sponsor's involvement.

Editors may request that authors of a study funded by an agency with a proprietary or financial interest in the outcome sign a statement, such as "I had full access to all of the data in this study and I take complete responsibility for the integrity of the data and the accuracy of the data analysis." In case of need, editors may ask to review copies of the protocol and/or contracts associated with project-specific studies before accepting such studies for publication, or even may request a statistical analysis of all data by an independent statistician. Editors may choose not to consider an article if a sponsor has asserted control over the authors' right to publish.

POTENTIAL CONFLICTS OF INTEREST RELATED TO COMMITMENTS OF EDITORS, JOURNAL STAFF, OR REVIEWERS

Editors avoid selecting external peer reviewers with obvious potential conflicts of interest—for example, those who work in the same department or institution as any of the authors. At the same time, authors can provide editors with the names of persons they feel should not be asked to review a manuscript because of potential, usually professional, conflicts of interest. When possible, authors will be asked to explain or justify their concerns; that information is important to editors in deciding whether to honor such requests.

Reviewers must disclose to editors any conflicts of interest that could bias their opinions of the manuscript, and they should recuse themselves from reviewing specific manuscripts if the potential for bias exists. As in the case of authors, silence on the part of reviewers concerning potential conflicts may mean either that conflicts exist and the reviewer has failed to disclose them or conflicts do not exist. Reviewers may therefore also be asked to state explicitly whether conflicts do or do not exist. Reviewers must not use knowledge of the work, before its publication, to further their own interests.

Editors who make final decisions about manuscripts must have no personal, professional, or financial involvement in any of the issues they might judge. Other members of the editorial staff, if they participate in editorial decisions, must provide editors with a current description of their financial interests (as they might relate to editorial judgments) and recuse themselves from any decisions in which a conflict of interest exists. Editorial staff must not use information gained through working with manuscripts for private gain. Editors may publish regular disclosure statements about potential conflicts of interests related to the commitments of journal staff.

PRIVACY AND CONFIDENTIALITY

STUDY PARTICIPANTS

Study participants have a right to privacy that must not be violated without informed consent. Identifying information, including names, initials, or numbers, will not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable participant be shown the manuscript to be published. Authors must disclose to these study participants whether any potential identifiable material might be available via the Internet as well as in print after publication. Study participants' consent may be requested in case of need according to Editorial Committee's criteria, taking into account local regulations or laws. Since archiving the consents with the journal would reveal the study participants' identities, the author may be asked to archive the consents and provide the journal with a written statement that attests that they have received and archived written study participants' consents.

Nonessential identifying details will be omitted. Informed consent must be obtained if there is any doubt that anonymity can be maintained. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors must provide assurance, and editors will so note, that such alterations do not distort scientific meaning.

The requirement for informed consent is included in the journal's Instructions for Authors. When informed consent has been obtained, it will be indicated in the published article.

AUTHORS AND REVIEWERS

Manuscripts are reviewed by **Apunts Educació Física i Esports** with due respect for authors' confidentiality. In submitting their manuscripts for review, authors entrust editors with the results of their scientific work and creative effort, on which their reputation and career may depend. Authors' rights may be violated by disclosure of the confidential details during review of their manuscript. Reviewers also have rights to confidentiality, which must be respected by the editor. Confidentiality may have to be breached if dishonesty or fraud is alleged, but otherwise it must be honored.

Editors must not disclose information about manuscripts (including their receipt, content, status in the reviewing process, criticism by reviewers, or ultimate fate) to anyone other than the authors and reviewers. This includes requests to use the materials for legal proceedings.

Editors make clear to their reviewers that manuscripts sent for review are privileged communications and are the intellectual property of the authors. Therefore, reviewers and members of the editorial staff will respect the authors' rights by not publicly discussing the authors' work or appropriating their ideas before the manuscript is published. Reviewers are not allowed to make copies of the manuscript for their files and are prohibited from sharing it with others, except with the editor's permission. Reviewers must return or destroy copies of manuscripts after submitting reviews.

Reviewer comments will not be published or otherwise publicized without permission of the reviewer, author, and editor.

Reviewers will remain anonymous except for the editors. The reviewers' identity will not be revealed to the author or anyone else without the reviewers' permission.

Apunts Educació Física i Esports doesn't publish reviewers' comments with the manuscript without the consent of the authors and reviewers. However, reviewers' comments shall be sent to other persons reviewing the same manuscript, which helps reviewers learn from the review process. Reviewers also may be notified of the editor's decision to accept or reject a manuscript.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

When reporting experiments on human subjects, authors must indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2008. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study.

PUBLISHING ETHICS ISSUES

1. MONITORING/SAFEGUARDING PUBLISHING ETHICS BY EDITORIAL BOARD

Editors should actively seek the views of authors, readers, reviewers and editorial board members about ways of improving their journal's processes and should monitor the performance of peer reviewers and take steps to ensure this is of high quality. Editors should consult editorial board members periodically to gauge their opinions about the running of the journal, informing them of any changes to journal policies and identifying future challenges.

2. GUIDELINES FOR RETRACTING ARTICLES

Journal editors should consider retracting a publication if:

- they have clear evidence that the findings are unreliable, either as a result of misconduct (e.g. data fabrication) or honest error (e.g. miscalculation or experimental error)
- the findings have previously been published elsewhere without proper cross-referencing, permission or justification (i.e. cases of redundant publication)
- it constitutes plagiarism
- it reports unethical research

3. MAINTAIN THE INTEGRITY OF THE ACADEMIC RECORD

Editors have to take responsibility for everything they publish and should have procedures and policies in place to ensure the quality of the material they publish and maintain the integrity of the published record.

4. PRECLUDE BUSINESS NEEDS FROM COMPROMISING INTELLECTUAL AND ETHICAL STANDARDS

Research funders and sponsors should not be able to veto publication of findings that do not favour their product or position. Researchers should not enter agreements that permit the research sponsor to veto or control the publication of the findings (unless there are exceptional circumstances, such as research classified by governments because of security implications).

5. ALWAYS BE WILLING TO PUBLISH CORRECTIONS, CLARIFICATIONS, RETRACTIONS AND APOLOGIES WHEN NEEDED

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

6. NO PLAGIARISM, NO FRAUDULENT DATA

Authors should adhere to publication requirements that submitted work is original and has not been published elsewhere in any language. Work should not be submitted concurrently to more than one publication unless the editors have agreed to co-publication. If articles are co-published this fact should be made clear to readers. Applicable copyright laws and conventions should be followed. Copyright material (e.g. tables, figures or extensive quotations) should be reproduced only with appropriate permission and acknowledgement. Relevant previous work and publications, both by other researchers and the authors' own, should be properly acknowledged and referenced. The primary literature should be cited where possible. Authors should inform editors if findings have been published previously or if multiple reports or multiple analyses of a single data set are under consideration for publication elsewhere. Authors should provide copies of related publications or work submitted to other journals. Multiple publications arising from a single research project should be clearly identified as such and the primary publication should be referenced. Translations and adaptations for different audiences should be clearly identified as such, should acknowledge the original source, and should respect relevant copyright conventions and permission requirements. If in doubt, authors should seek permission from the original publisher before republishing any work.