Publication Guidelines for the Andalusian Journal of Sports Medicine

Updated November, 2015

The Andalusian Journal of Sports Medicine (Revista Andaluza de Medicina del Deporte; ISSN: 1888-7546) is the official publication of the Andalusian Center of Sports Medicine (CAMD; a dependent body of the Ministry of Tourism and Sports of the Government of Andalusia). It is published quarterly and is distributed freely in full text.

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The journal considers for publication those studies that are original, submitted exclusively to the Journal and that are related to sports medicine and science.

The Journal includes, on a regular basis, articles on clinical and basic research (originals), reviews and letters to the editor. The signatory authors of the articles accept the responsibility defined by the International Committee of Medical Journals Editors (www.icmje.org). Studies submitted to the RAMD evaluation process must be prepared in accordance with the international recommendations on clinical research and laboratory animals (Declaration of Helsinki, revised in 2004; www.wma.net) and adapted to the instructions for authors included in this document.

All original contributions will be evaluated anonymously (double blind) by external expert reviewers designated by the Editor.

The anonymous review process by pairs will be completed through a report to the author on the decision taken by the Editorial Committee of RAMD. The resolution will be reported to the authors within no more than six months.

SUBMITTING STUDIES (MANUSCRIPTS)

Manuscripts should be sent online using the EES at http://ees.elsevier.com/ramd, which contains the information needed to send the manuscripts. The use of this resource allows users to monitor the state of the manuscript through the website.

The manuscript should be accompanied by a cover letter (see below), which is to be typed into the Enter Comments section of the EES. In addition to uploading the letter through this platform, the authors should declare whether the study has received funding, declare any conflicts of interest, indicate compliance with the ethical responsibilities and transfer all rights of the article.

The manuscript text (except for the first page or title page), abstract, key words, references, tables, legends and figure captions should be included in a single file. The title page and each of the figures, if applicable, should be placed in separate files. These documents will be attached in the EES, in the Attach Files section. See the general use instructions of the EES in its tutorial for authors:

http://epsupport.elsevier.com/al/12/1/article.aspx?aid=1562&bt=4

COVER LETTER

All manuscripts must be accompanied by a cover letter (see section “Author Obligations”), which is to be included in the Attach Files section of the EES. In addition to including the study title, the cover letter should indicate:

1) The section of the Journal in which the authors wish the study to be published.
2) The declaration that the study is original and is not in the process of being evaluated by other scientific journals.
3) An explanation, in no more than 1 paragraph, of the original contribution and relevance of the study to the Journal’s field.
4) The declaration that the authors have taken into account the “ethical responsibilities” included in these rules and, among them: a) that the procedures followed in the research have been performed according to the standards of the responsible ethics committee on human and animal experimentation (institutional or regional) and according to the World Medical Association and the Declaration of Helsinki; b) that they have ensured their patients’ right to privacy and confidentiality according to that described in the corresponding section of those rules, and that in the article, they have avoided using any identifying data in the text or images and, in all cases, c) are in possession of the patients’ informed consent for study participation and the publication of the results for free access on the Internet through RAMD and thus it has been declared in the EES.
5) The declaration of any assistance (technical or financial) by an institution.
6) The declaration that the signatory authors meet the requirements of authorship (declaring the level of participation is optional) according to the provisions of the “Authorship” section of these rules and to the provisions of the EES.
7) In the event that part of the article was previously published in another journal (redundant or duplicate publication), the details should be specified here and the authors should declare that they have the necessary publication permissions by the author and the editor of the other journal (see section “Guarantees and Transfer of Intellectual Property Rights”).
8) The declaration on this point by each of the authors of the presence or absence of conflicts of interest and the confirmation of their statement in the Additional Information section of the EES.

The authors may propose individuals they consider qualified to conduct the critical review of the manuscript. The suggested reviewers should not have been the authors’ collaborators or coauthors in the past 3 years nor should they have contributed a substantial critique of the manuscript. Authors can make their suggestions through EES, in the Suggest Reviewers section.
AUTHOR OBLIGATIONS

1. Ethical responsibilities

Protection of individuals and animals. When describing experiments conducted on humans, it should be stated whether the conducted procedures met the ethical standards of the responsible committee on human experimentation (institutional or regional) and those of the World Medical Association and the Declaration of Helsinki, available at http://www.wma.net/en/30publications/10policies/b3/. When describing experiments conducted on animals, it should be stated whether the study followed the regimens of an international research council or institution or a national regulatory law on the care and use of laboratory animals.

Confidentiality. The authors are responsible for following the protocols established by their respective healthcare centers for accessing data from medical records for performing this type of publication in order to conduct research/dissemination for the community. The authors should therefore declare their compliance with this requirement. The authors must ensure that the requirement to inform all patients included in the study has been met. The authors must also be in possession of the document signed by these patients that they have been given sufficient information and must have obtained their written informed consent for participation in the study. The authors must mention (in the Method section) that the procedures used on the patients and controls have been performed after obtaining their informed consent.

Privacy. The author is also responsible for ensuring the patients’ right to privacy, protecting their identity both in the drafting of the article and in the images. Do not use names, initials or numbers from the hospital’s medical records (or any other irrelevant fact for the study that might identify the patient), either in the text or in the photographs, unless this information is essential for the scientific objectives, in which case the information can be reported in the article provided the patient or their parents or guardian give their written informed consent for its publication. The authors are responsible for obtaining the consent in writing, authorizing its publication, reproduction and dissemination on paper and freely accessible on the Internet.

2. Funding

The authors should declare the source of any financial assistance received and state whether the research has received funding from the US National Institutes of Health or whether any of the authors belongs to the Howard Hughes Medical Institute.

3. Authorship

Only those individuals who have intellectually contributed to the development of the study should be included in the list of authors. Having helped collect information or participated in some technique does not in and of itself constitute sufficient grounds for inclusion as an author. The author of an article must have participated in a relevant manner in its design and development in order to assume responsibility for its contents and must also agree with the definitive version of the article. In general, the following requirements must be met to be included as author:

1. Having participated in the concept, design and data acquisition, analysis and interpretation that have resulted in the article in question.
2. Having collaborated in the drafting of the text and in the possible revisions of the same.
3. Having approved the version that will ultimately be published.

For collective authorship, the names of the writers or those responsible for the study followed by “and the Group…” when all members of the group are considered coauthors of the study. If you wish to include the name of the group despite not all of its members being considered coauthors, the format is to mention the responsible authors followed by “representing the Group…” or “of the Group…”. In any case, the names and institutions of the group members should be included in an addendum at the end of the manuscript.

The authors are to be identified in both the first title page and in the Add/edit/remove author section of the EES.

RAMD disclaims any responsibility for potential conflicts resulting from the authorship of studies published in the Journal.

4. Conflicts of interest

There is a conflict of interest when authors have or have had financial or personal relationships that could have biased or improperly influenced their actions. Potential conflicts of interest exist regardless of whether or not the interested parties consider such relationships as influencing their scientific opinion. Authors must report (in the cover letter and in the Additional Information section of the EES) any financial or personal relationship that they have or have had, at the time the article was written or submitted, with individuals or institutions that could lead to conflicts of interest regarding the article submitted for publication. These declarations will be included in the printed Journal (see Acknowledgements section).

5. Obtaining permission

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Likewise, authors must declare that the content of the article is original and that it has not been previously published or submitted for consideration by any other publication, in its entirety or in part. The authors should be aware of the failure to reveal that the material submitted for publication has already been totally or partially published constitutes a severe breach of the scientific ethics.

6. Redundant or duplicate publication

The Journal does not accept previously published material and will not consider for publication manuscripts that are submitted simultaneously to other journals nor will it accept redundant or duplicate publications, i.e., articles that substantially overlap other articles that have already been published, either in print or in electronic media. The authors must report in the cover letter on the previous issuance or publication of the same study, in its entirety or partially, which could be considered redundant or duplicate publication. These previous publications must be cited and included in the references section in the new manuscript. These restrictions are not applicable to abstracts published in presentations, lectures or conferences presented at national or international scientific meetings.

SECTIONS

Originals. Empirical studies related to any aspect of research in the field of sports medicine and science that are structured as scientific studies should contain the following sections: Abstract, Background, Materials and method, Results and Discussion. The text must not exceed 3000 words, including the structured 250-word abstract, the key words and, at most, 25 references. The text can have a maximum of 2 figures and 2 tables. The number of authors must not exceed 6. Once the version has been accepted, no changes to the print tests are permitted, except for the correction of typos.

When preparing controlled clinical trials, the CONSORT standards must be followed (JAMA.1996;276:637-9). Available at http://www.consort-statement.org/ and for the meta-analysis, the QUOROM standards (http://www.consort-statement.org/QUOROM.pdf). The manuscripts that present study results on the validity of diagnostic tests should include the STARD flow diagram (http://www.consort-statement.org/stardstatement.htm).

Reviews. The authors who wish to collaborate on this section should consult the Journal editors beforehand. This will be
review studies on relevant and timely issues in sports medicine and science and will have the following structure: Abstract, Background, Development and Conclusions. The text must not exceed 4200 words and will include a 150-word abstract and corresponding key words. It should also include no more than 40 references. It is recommended that the number of signatories not exceed 3. The text can also have a maximum of 3 figures and 3 tables. In the event that a longer article is needed, the authors are advised to contact the Journal's editor (editor.ramd.cdd@juntadeandalucia.es).

Once the version has been accepted, no changes to the print tests are permitted, except for the correction of typos.

Special Articles. The authors who want to collaborate on this section should consult the Journal editors beforehand and, if accepted, must comply with the following indications. This purpose of this section is to publish relevant and timely issues in sports medicine and science that contain innovative concepts for the specialty. The text does not need to be formally structured but should maintain the logical narrative (background, development of the experience and conclusions). The text must not exceed 3000 words and must include an unstructured 150-word abstract and corresponding keywords. It should also include no more than 15 references. Once the version has been accepted, no changes to the print tests are permitted, except for the correction of typos. A maximum of 1 table and/or figure will be accepted.

Clinical Cases. Cases that represent an important contribution to the knowledge of pathophysiology, aetiology or other aspects of a clinical process. The maximum size of the text is 1500 words, 5 DIN-A4, including the unstructured 150-word abstract and, at most, 15 references. The structure of these studies will be the following: Abstract, Background, Case or Case Studies, Discussion and Conclusions and may include up to a maximum of 2 tables and/or figures. The maximum number of authors is 4. Once the version has been accepted, no changes to the print tests are permitted, except for the correction of typos.

Letters to the Director. These will reference studies published in the journal and provide opinions, observations or experiences that, due to their characteristics, can be summarized in a brief text. The maximum size of the text is 600 words of text, without abstract, including a maximum of 5 references. The maximum number of authors is 4. Only 1 figure or 1 table will be accepted.

Other Sections. The Journal includes Editorials that are managed by the Editorial Committee.

**GENERAL PRESENTATION OF THE MANUSCRIPT**

The manuscripts, which may be written in Spanish, English or Portuguese, must be formatted to DIN-A4 paper size and double-spaced, with a font size of 11 characters per inch. The pages must be numbered consecutively. Abbreviations must be inserted after the complete term it represents in the first use of the term in the article except in the title. The units of measure are to be expressed in international system units. Decimal places are separated from units by a period, and thousands are indicated by using a comma.

**1. Title page**

This page must contain the following information:

- The title of the article, which should adequately describe the contents of the study. It must be brief, clear and informative and contain no abbreviations. When writing in Spanish or Portuguese, the English translation of the title for the abstract must be included.
- The first and last names of the authors (last names composed of two names should be hyphenated). It is recommended that authors define their “bibliographic last name” using a single last name or, in lieu thereof, the hyphenated two last names, to avoid confusion in the bibliographic databases.
- The name(s) of the department(s) and the institution(s) to which the study should be attributed. Do not include the academic or professional position.
- Include the complete name, telephone number, e-mail and the complete postal address of the author to whom correspondence should be sent and who will be responsible for correcting the tests.

The first page must be presented in a separate file from the rest of the manuscript.

**2. Abstract and keywords (2nd page)**

This is the section that serves to present the study in national and international databases; its drafting is therefore of vital importance. The abstract should be written in Spanish, Portuguese or English, depending on the language of the article. The abstract of “Originals” must be 250 words long and structured into the following sections:

- **Objective**, indicating the study’s fundamental purpose;
- **Materials and method**, the manner in which the study is conducted: explaining the study design, assessment criteria for the diagnostic tests and the temporal direction (retrospective or prospective). This subsection will explain the patient selection procedure, the inclusion criteria and the number of patients who began and completed the study.
- **Results**, consists of the most relevant and significant results of the study, as well as its statistical assessment.
- **Conclusions**, will include those that are directly supported by the data, along with their clinical applicability. The same emphasis must be applied to the positive and negative findings of similar scientific interest.

The abstract for the rest of the sections must be 150 words and unstructured.

At the end of the abstract, there should be 3 to 8 key words according to those included in the Medical Subject Headings (MeSH) of the Index Medicus/MEDLINE, available in English at http://www.nlm.nih.gov/mesh/meshhome.html. These key words must be translated to Spanish for Spanish documents.

Following the abstract and key words, the articles written in Spanish or Portuguese should include an English translation, complete and correct, of the article title, abstract and key words used in the Spanish or Portuguese abstract.

Similarly, if the language of the manuscript is Portuguese, a structured abstract and key words in Spanish and English must be included.

**3. The text (3rd and subsequent pages)**

It is recommended that the text be written in the third person. We suggest clearly dividing original studies into the following sections:

1) **Background.** This should be brief and provide only the necessary explanation so that the reader can understand the text that follows. This section should list only those references that are strictly necessary according to the criteria of timeliness and relevance regarding the study objectives. It should not contain tables or figures. It should include a final paragraph that clearly states the study objective(s).

2) **Materials and Method.** This should indicate the site where the research was conducted, the period or duration, the patient characteristics and the selection criteria and techniques used. It should accurately report how the study was performed, the design type used, the inclusion and exclusion criteria, the treatment regimens, the statistical analysis, etc., providing enough detail so that the experience can be repeated based on the information provided. Where applicable, the ethical standards followed by the investigators should be briefly described both in observational, experimental and quasiexperimental studies. Studies with humans should have the express approval of the local ethics and clinical trials committee, and this approval should be indicated in the manuscript (See “Ethical Responsibilities”). This section should concisely state the type of design; for the statistical methods employed, describe in detail those that are not typical in sports medicine and sciences research. For reviews, report in the sources section where and how the search for information was conducted.
3) **Results.** These should be clear and concise and include the minimum number of tables and figures necessary, depending on the type of study. The results should be presented in such a manner that there is no unnecessary duplication or repetition of information in the text, figures or tables.

4) **Discussion.** The authors must state their own opinions on the topic. Included here are a) the meaning and practical application of the results; b) the considerations of possible inconsistencies in the methodology and reasons why the results could be valid and their limitations, relating them to other significant studies; c) the relationship with similar publications and the comparison between areas of agreement and disagreement; and d) indications and guidelines for future investigations.

4. **Information incorporated by the editorial department**

At this point in the drafting of the manuscript, the editorial department will add information relative to the “Obligations of the author” declared in the EES regarding the “Ethical Responsibilities”, specifically those relating to a) the protection of people and animals; b) confidentiality, and c) the right to privacy and informed consent. It will also include the funding: the degree of author participation (optional) and the declarations of each author regarding the presence or absence of conflicts of interest.

5. **Acknowledgments**

These will only be expressed to those individuals who have clearly contributed to making the study possible but who cannot be recognized as authors. All individuals specifically mentioned in the “Acknowledgements” section should be aware of and approve their inclusion in this paragraph. Technical assistance should be expressed in a separate paragraph from that recognizing institutional financial and material assistance, which should be noted in the “Funding” section and thus gives rise to a potential conflict of interest.

6. **References**

The references are to be identified in the text using Arabic numerals in superscript and consecutively numbered according to their order of appearance in the text, tables and figures. In cases where the citation is placed next to a punctuation mark, the citation will come before the sign (for example, “unlike previous studies6-9, the results show...”) for Spanish and Portuguese manuscripts and after the sign for English manuscripts (except for semicolons and colons) (e.g., for example, “unlike previous studies,6-9 the results show...”).

As much as possible, the use of imprecise phrases as references should be avoided. Do not use “unpublished observations” or “personal reports”; however, these can be cited in parentheses within the text.


The references should be checked by comparing them with the original documents, indicating the first and last page, listing only the digits that differ from the first page (for example, 34-9 and not 34-39; 136-41 and not 136-141). The accuracy and veracity of the references is of utmost importance and should be ensured by the authors. The citations must have the format proposed by the Vancouver Group. Listed below are a few examples of proper citations for various types of documents (for formats not included in this relationship, more examples can be seen at the website: http://www.icmje.org).

**Review article**

Last name and initials separated by commas. If there are up to 6, all authors should be listed placing only one comma between them and a period after the last author. If there are more, only the first 6 authors should be listed and the expression “et al.” added to the end. Following that, the reference will include the study title in the original language and a period at the end, an abbreviation of the journal’s name (also followed by a period), the year of publication followed by a period and comma, the number of the volume (after which two periods are placed) and the first and last page of the study separated by a dash.

**Standard journal article with less than 6 authors**


**Standard journal article with more than 6 authors**


**Supplemental article of a volume**


**Article in press**


**The author is an organization**


**Individual and organization, both authors**


**Without author**


**Volume with supplement**


**Journal issue with supplement**


**Supplement to an issue**


**Issue with no volume**


**Book**

Authors as editors


**Personal author(s) (no editors)**


**Distinct authors and editors**


**Organization as author**


**Books chapters**


**Thesis**

Gómez López, P.A. Hemorragia subaracnoidea aneurismática:...

**Documents in electronic format**

*Standard article in electronic format*


*CD-ROM:*


*Internet site (webpage)*

The President’s Council on Physical Fitness and Sports. The President’s Challenge: The Health Fitness Test; 2007 [updated February 16, 2012; cited May, 9 2012]. Available at www.presidentschallenge.org

**Other published materials**

*Book of conference proceedings*


7. Tables

Tables are to be presented on separate pages within the text file and must include a) table numbering using Arabic numerals and b) the corresponding title. Only one table is to be presented per page, and the authors must ensure that the tables are clear and that they can be understood without referencing the text. Acronyms and abbreviations must always be accompanied by a footnote defining them. If a table occupies more than 1 page, the headings must be repeated on the following page. The Journal will accept tables that occupy up to a maximum of 1 printed page. The table footer will contain the degree of statistical significance from the Publication Rules of the Andalusian Journal of Sports Medicine, if it is not included in the table’s text.

8. Figures

Photographs, data graphs and diagrams will be considered figures. Each figure must be in a separate file. The figures are to be identified with Arabic numerals that match their order of appearance in the text. It is very important that the images are of top quality to achieve good reproductions. The images must be presented in such a way that the opaque parts (bones, contrast materials) appear in white. The Journal’s Editorial Committee reserves the right to reject, before informing the authors, the figures that do not meet the necessary quality to achieve a good reproduction. Photographs should preferably be sent in JPEG or TIFF format, with a resolution of 300 dots per inch (dpi). The photographs will be published in black and white in the printed version and in color in the digital version.

If patients’ photographs or data are reproduced, they should not identify the subjects. In all cases, the authors must have obtained the written informed consent of the patient who authorizes their publication, reproduction and dissemination on paper and on the Internet through the Journal.

The graphs and diagrams must be created taking care that their format is 9 cm × 12 cm or a multiple thereof. The rules applied to the photographs must also be taken into account for the graphs and diagrams. Similarly, the authors are responsible for obtaining appropriate permission for reproducing materials in the Journal (text, tables or figures) that have been previously published. These permissions must be requested from both the author and publisher who have published this material.

The footer text for the figures must be double spaced on separate pages. It should contain sufficient information for readers to interpret the data presented without needing to resort to the text. When using symbols, arrows, numbers or letters to identify part of the illustrations, they should be clearly explained in the legend with explanatory notes in the footer of the figure using call-outs in the form of lower case letters in superscript and in alphabetical order (a, b, c, etc.). The histological reproductions should specify the staining used and the increase.

**EDITORIAL PROCESS**

Authors may consult the status of their article through the EES using the registration number they received along with the return receipt. Within a maximum period of six months, the author will be informed of the Journal’s decision regarding the acceptance or rejection of the author’s article.

In the event of acceptance, the corresponding author will receive a print test of the article. The print test should be reviewed and possible errors marked. The corrected tests should be returned to the Journal’s editorial department within 48 hours. If these tests are not received within the established time period, the Editorial Committee will not be responsible for any errors or omissions that might be published. In this manuscript editing phase, the inserted corrections should be minimal (typos). The editorial team reserves the right to accept of decline corrections performed by the author in the printing test.

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