INFORMATION FOR AUTHORs

The South African Journal for Research in Sport, Physical Education and Recreation is published by Stellenbosch University. Contributions from the fields of Sport Science, Physical Education, Recreation/Leisure Studies, Exercise Science and Dance Studies will be considered for publication. The articles submitted will be administered by the appropriate Subject Review Editor and evaluated by two or more referees. The decision as to whether a particular article is to be published or not, rests with the Editorial Board.

SUBMISSION

Manuscripts that do not comply with the following requirements regarding process, style and format will not be handled.

Manuscripts should be typed with one and a half spacing in 12-point Times New Roman letter size. The original manuscript can be submitted by e-mail. The length may not exceed 20 pages (tables, figures, references, etc. included). The page setup (cm) must be in the following format:

<table>
<thead>
<tr>
<th>MARGINS</th>
<th>PAPER SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top: 3.56 cm</td>
<td>Width: 17.5 cm</td>
</tr>
<tr>
<td>Bottom: 1.78 cm</td>
<td>Height: 24.5 cm</td>
</tr>
<tr>
<td>Left: 2.11 cm</td>
<td></td>
</tr>
<tr>
<td>Right: 2.11 cm</td>
<td></td>
</tr>
<tr>
<td>Gutter: 0.00 cm</td>
<td></td>
</tr>
<tr>
<td>Header: 2.03 cm</td>
<td></td>
</tr>
<tr>
<td>Footer: 0.89 cm</td>
<td></td>
</tr>
</tbody>
</table>

Original manuscripts may be submitted in English or Afrikaans and should be sent to:

The Editor
South African Journal for Research in Sport, Physical Education and Recreation
Department of Sport Science
Private Bag X1
7602 Matieland, STELLENBOSCH
Republic of South Africa

Editorial Office
Tel.: +27 (0)21-808 4915 / 4715
Fax.: +27 (0)21-808 4817
E-mail: sajrsper@sun.ac.za

CONDITIONS

Each manuscript must be accompanied by a cover letter in which the following is declared: (1) that the manuscript contains original research; (2) that the manuscript or parts of the manuscript has not been published elsewhere previously; (3) that the manuscript is not currently being presented elsewhere for publication; and (4) that all the authors have read and approved the manuscript. This signed declaration regarding the originality must accompany each manuscript.

Authors are also requested to name three (3) potential referees, of which one (1) must be an international referee (the journal is not bound to use these referees). Complete information regarding the referees (name, surname, e-mail address and telephone numbers) must be
We discourage the practice of parts of one study in different journals. Authors who submit a manuscript from a study of which some data has been or will be published elsewhere, must provide a strong justification in an accompanying letter to the Editor. The justification for not publishing all the data together in one paper must also be motivated in the covering letter.

Should the article be taken from a master’s thesis or doctoral dissertation, academic ethic requires that the student will be the first author.

The author should also ensure that the LANGUAGE of the manuscript has been thoroughly edited at the time of submission (English [UK]). The name, address and telephone number of the person who has done the language editing must be provided. Any expenses incurred by the journal dealing with language editing will be added to the author’s page fees.

The manuscript must have an ETHICAL CLEARANCE NUMBER that was supplied by authentic ethical committee of a specific institution. The process that was followed to obtain ethical clearance must be described in the manuscript under the heading Ethical clearance. No manuscript can be published without this declaration.

Any uncertainty regarding the STATISTICAL PROCEDURES that arise during the assessment of the manuscript will be referred to a local statistician. Any expenses incurred by the journal dealing with statistical procedures will be added to the author’s page fees.

PREPARATION OF MANUSCRIPT

Manuscripts must be presented in a format that is compatible with Microsoft Word for Windows (PC). Tables, all figures (illustrations, diagrams, etc.) and graphs are also regarded as text and must be presented in a format that is compatible with Word. Photographs must be presented in jpg format.

Original manuscripts must contain the following sections in the following sequence: Title page, Abstract, Introduction, Methodology, Results, Discussion, Practical application, Conclusions, Acknowledgements and References.

Title page
The first page of each manuscript should indicate the title in English and Afrikaans (will be translated for foreign authors), the names (title, first name in full and other initials, surname) of the author(s), the telephone numbers (work & home [Mobile – for local authors]), facsimile number, e-mail address (if available) and the field of study. The complete mailing address of the first named author and the institution where the work was conducted should be provided in full. When more than one author and/or authors from various departments are involved the 1author(s) must be numbered according to their 1department(s). If any of the above-mentioned information should change during the review process, please inform the subject editor. A short title, of not more than 45 characters including the spaces, should be provided for use as a running head.

Abstract
Each manuscript must be accompanied by an abstract of approximately 150-200 words in English and should be set on a separate page as a SINGLE paragraph (one and a half
A list of three to seven key words in English is required for indexing purposes and should be typed below the abstract. Articles in Afrikaans must include an additional extended summary (500-1000 words) in English. This summary must start on a new page (just before the reference list) and also provide the English title of the article at the beginning.

Text
Start the text on a new page with the title of the article (centred and without the names of the authors). Follow the style of the most recent issue of the journal regarding the use of headings and subheadings. Use only one space after a paragraph. Only make use of section breaks and not page breaks. The text, as well as the tables and figures, may under no circumstances be in any other format than normal. Thus, no style sheets may be used.

Tables and figures
Tables and figures should be numbered in Arabic numerals (1, 2, etc.). Tables require the heading at the top while figures a legend below and both separate from the table/figure. Note: Use the decimal POINT (not the decimal comma). The site where the table or figure must be placed in the text must be indicated clearly in the manuscript. Tables and figures are placed after the reference list with each on a separate page.

References
In the text the Harvard method must be adopted by providing the author's surname and the date placed in parentheses. For example: Daly (1970); King and Loathes (1985); (Botha & Sonn, 2002); McGuiness et al. (1986) or (Daly, 1970:80) when Daly is not part of the sentence. More than one reference must be arranged chronologically (Daly, 1970; King & Loathes, 1985). Note that et al. (italics) is used in the body of the text when there are more than two authors, but never in the list of references.

List of references
Only the references cited in the text should be listed alphabetically according to surname (last name) of authors (capital) after the body of text under the heading, References (capital) starting on a new page. In the case where the TITLE of an article, book, etc., is in any other language than English, the author must also provide an English translation of the title in parentheses.

In the case of articles published in JOURNALS, references listed should include the surnames and initials (capital) of all authors, the date of the publication in parentheses, the full title of the article, the full title of the journal (italics), the volume number, the serial number in parentheses (omitted only if the said journal does not use issue numbers), followed by a colon and a space with the first and last page numbers separated by a hyphen.

Example:

If the reference is a BOOK, the surname (last name) and initials of the author or editor (Ed.) must be given, followed by the date of publication in parentheses, the title of the book (italics) as given on the title page, the number of the edition (ed.) in parentheses, the city (and abbreviation for the state in the case of the USA OR the country [in curved parentheses]) where published, followed by a colon, a space and the name of the publisher.
Example:

For a **CHAPTER** from a book, the page numbers of the chapter cited must be provided in parentheses (not italics) after the title of the book. For further details, authors should consult the most recent publication of this Journal for other examples.

Example:

If the reference is a **THESIS** (master’s level) or **DISSERTATION** (doctoral level), italics is **not** used in the title as it is an unpublished work.

Example:

For **ELECTRONIC SOURCES**, all references start with the same information that would be provided for a printed source (if available). The web page information follows the reference. It will usually contain the name of the author(s) (if known), year of publication or last revision, title of complete work in inverted commas, title of web page in italics, Uniform Resource Locater (URL) or access path in text brackets (do not end the path statement with a full stop) and date of access. See "How to cite information from the Internet and the Worldwide Web" at http://www.apa.org/journals/webref.html for specific examples. When citing a web site in the text, merely give the author and date (in this case: Ackermann, 1996).

Example of Web Page:

When referencing an article in a **NEWSPAPER** the key word of the newspaper is typed in capitals, as this is how it will appear in the alphabetical references, namely The CAPE ARGUS will appear under “C” or Die BURGER will appear under “B”.

Example:

**INTERVIEWS**

Example:

**CORRESPONDENCE**

Example:

**CONGRESS PROCEEDINGS**

Example:
When referring to a paper presented in the above-mentioned proceedings, it must be presented as follows:


**ADMINISTRATION**

If authors honour the rules and specifications for the submission of manuscripts, unnecessary delays would be avoided. A manuscript that does not meet the requirements, as set out above, will be returned to the author without being evaluated. Requesting copying right concerning figures or photographs is the responsibility of the authors and should be indicated.

The corresponding author will receive a complimentary copy of the journal and five reprints of the article. The original manuscripts and illustrations will be discarded one month after publication unless a request is received to return the original to the first-named author. A page fee of **R150** per page is payable on receipt of an account issued by the Editor.