

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:

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PAPER SIZE

Width: 17.5 cm
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Original manuscripts may be submitted in English or Afrikaans and should be sent to:

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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

provided in the cover letter.

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 ¹**author(s)** must be numbered according to their ¹**department(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

spacing). 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); McGuines *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 (capitals) after the body of text under the heading, **References** (capitals) 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 (capitals) 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:

VAN WYK, G.J. & AMOORE, J.N. (1995). A practical solution for calculating instantaneous values of tension in the extensor muscles of the knee joint during extension and flexion. *South African Journal for Research in Sport, Physical Education and Recreation*, 18(1): 77-97.

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:

JEWETT, A.E.; BAIN, L.L. & ENNIS, C.E. (1995). *The curriculum process in Physical Education* (2nd ed.). Madison, WI: WCB Brown & Benchmark.

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:

DE RIDDER, J.H. (1999). Kinanthropometry in exercise and sport. In L.O. Amusa, A.L. Toriola, I.U. Onyewadume (Eds.), *Physical Education and sport in Africa* (pp.235-263). Ibadan (Nigeria): LAP Publications.

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:

CRAVEN, D.H. (1978). The evolution of major games. Unpublished PhD-dissertation. Stellenbosch: Stellenbosch University.

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 Locator (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:

ACKERMANN, E. (1996). "Writing your own Web Pages." *Creating Web Pages*. Hyperlink: [<http://www.mwc.edu/ernie/writeweb/writeweb.html>]. Retrieved on 22 October 1999.

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:

CAPE ARGUS (The) (1980). 10 January, p.4.

INTERVIEWS

Example:

POTGIETER, J.R. (2003). Personal interview with the Chairperson of the Department of Sport Science. 31 January. Stellenbosch: Stellenbosch University.

CORRESPONDENCE

Example:

POTGIETER, J.J.J. (2003). Personal correspondence of the Director of the Sport Bureau, 5 February. Stellenbosch: Stellenbosch University.

CONGRESS PROCEEDINGS

Example:

RENSON, R. (Ed.) (1976). *The history, the evolution and diffusion of sport and games in different cultures*. Proceedings of the 4th International HISPA Congress, Leuven, Belgium, 1-5 April 1975. Brussels (Belgium): B.L.O.S.O.

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

REES, R. (1976). Organisation of sport in nineteenth century Liverpool. In R. Renson (Ed.), *The history, the evolution and diffusion of sport and games in different cultures* (pp.237-247). Proceedings of the 4th International HISPA Congress, Leuven, Belgium, 1-5 April 1975. Brussels (Belgium): B.L.O.S.O.

ADMINISTRATION

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