

# Instructions for authors

APUNTS. *MEDICINA DE L'ESPORT*, a publication of the Consell Català de l'Esport (Catalan Sports Council), is a scientific journal dedicated to sports medicine. It publishes articles in Spanish, Catalan and English. The Journal regularly includes, original articles on applied research, clinical cases, editorial articles or comments, articles on the behaviour to follow while practising sport or physical activity in illnesses or certain situations, and a section dedicated to Art and Sport. All these, except the Art and Sport section, will be subjected to an anonymous external peer review process.

## Language

APUNTS. *MEDICINA DE L'ESPORT* accepts articles in Catalan, Spanish or English. APUNTS. *MEDICINA DE L'ESPORT* assumes the costs of the translations into Catalan or Spanish with the aim that the journal will be bilingual in these languages.

Apunts. *Medicina de l'esport* translates into English those articles which due to their interest and importance it considers that they should be translated into this language. Likewise, once an article is definitively accepted, the authors - if they wish - could also translate it into English and if this is of sufficient quality, Apunts. *Medicina de l'esport* will also edit the article in this language.

Articles published in Apunts. *Medicina de l'esport* are summarised and indexed in Scopus, ScienceDirect, Heracles, EMBASE/Excerpta Medica, EMCARE, Dialnet, IBECs, E-revist@s, Sportdiscus and Latindex.

## 1. Submission of manuscripts

Manuscripts may be submitted electronically via <http://ees.elsevier.com/apunts>. All accepted articles become the permanent property of APUNTS. *MEDICINA DE L'ESPORT* and cannot be reproduced, wholly or in part, without the permission of the Editor of the Journal. If their work is published, the author(s) exclusively transfer(s) the reproduction, distribution, translation and public communication rights of their work to APUNTS. *MEDICINA DE L'ESPORT*. Previously published works, or those submitted to another biomedical journal at the same time, will not be accepted.

## 2. Types of manuscripts that may be published

### 2.1. Editorials

With some exceptions, these will be commissioned by the Editorial Committee on a current topic, which may or may not refer to an article published in the same issue of APUNTS. *MEDICINA DE L'ESPORT*. They usually consist of 800-1000 words with a maximum of 15 literature references. A single author is preferred.

### 2.2 Originals

Original articles must follow the format of, Introduction, Material and methods, Results, and Discussion. The maximum length of the text will be approximately 3,500 words, and up to 6 figures or tables will be accepted. It is essential to include a structured abstract in Spanish or Catalan, and in English, with not more than 250 words in length. Three to 6 key words will be included after the abstract.

If the original article is a clinical trial, APUNTS. *MEDICINA DE L'ESPORT* recommends that all the authors register it in a public access electronic register, in accordance with the recommendations of the International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org/faq.pdf>). In this respect, all clinical trials are defined as those research projects that prospectively assign human subjects to a determined intervention or group to study the cause-effect relationship between the intervention and the clinical result. The researchers who conduct a randomised prospective study should consult the latest version of the CONSORT (Consolidated Standards of Reporting Trials) (<http://www.consort-statement.org/>) criteria and include a flow-chart of the type recommended by CONSORT, detailing the distribution of the subjects under study during the running of the same. Randomised, prospective studies should be clearly identified in the title and in the abstract of the article. Likewise, it must include the register number and the register name in the last line of the abstract.

Trials may be registered in any of the following registers (or in others that comply with the ICMJE regulations):

- Clinical Trials: <http://www.clinicaltrials.gov/>
- ISRCTN Register: <http://www.controlled-trials.com/isrctn/>
- Netherlands Trial Register: <http://www.trialregister.nl/trialreg/index.asp>
- UMIN Clinical Trials Registry: <http://www.umin.ac.jp/ctr>

### 2.3 Reviews

APUNTS. *MEDICINA DE L'ESPORT* will give special priority to those review works that focus on current topics. The maximum length of the text will be approximately 4500 words, and up to 6 figures and tables will be allowed. It is essential to include a non-structured abstract, in Spanish or Catalan and English, which is no longer than 150 words. Three to 6 key words will be included after the abstract.

If the authors carry out a systematic review of the literature on a topic or a meta-analysis, they should adhere to the recommendations proposed by QUOROM (Quality of Reporting of Meta-analyses) (Moher D, Cook DJ, Eastwood S, Olkin I, Rennie D, Stroup DF, for the QUOROM Group. Improving the quality of reports of meta-analyses of randomised controlled trials: the QUOROM statement. *Lancet*. 1999;354:1896-900) ([www.consort-statement.org/QUOROM.pdf](http://www.consort-statement.org/QUOROM.pdf)).

### 2.4. *Special Articles*

This section will include articles related to Sports Medicine, which due to their characteristics cannot be considered for the Originals or Reviews sections. The text length will be approximately 4500 words and up to 6 figures and tables will be allowed. It is essential to include a non-structured abstract, in Spanish or Catalan and English, which is no longer than 150 words. Three to 6 key words will be included after the abstract.

### 2.5. *Clinical Cases*

Clinical Cases will be the description of one or more clinical experience cases which will show little known facts of part or all of the phenomenon in its application to sport. Case studies may be included in which new, exceptional aspects are described or which add important assessments. The maximum length will be approximately 900 words, and must be structured into the following sections: Introduction, Presentation of the case and Discussion. Two figures and two tables will be accepted. The bibliography must not exceed 15 references. It will include a non-structured abstract, in Spanish or Catalan and English, which is no longer than 150 words. Three to 6 key words will be included after the abstract

### 2.6. *Letters to the Editor*

The Editorial Committee encourages readers to submit objections or comments related to articles recently published in the Journal and, in some cases, on important articles published in other journals. This correspondence must contain interesting ideas and comments and must always be supported by scientific data and a maximum of ten literature references. Whenever possible the reply letter from the authors of the article commented on will be published at the same time. It will contain a maximum of 450 words. There will be a maximum number of four authors.

## 3. *Preparation of the manuscript*

The manuscript must be submitted in the following format:

### *Title Page*

This page must contain the following information in the order shown here: Title in Spanish or Catalan and English, which should be concise but informative; Name and surnames, institution and city of the authors; name postal address, e-mail, telephone and fax of the author for correspondence; support received for carrying out the study in the form of grants; to mention if part of the information in the manuscript was presented previously in a conference and to specify its name, the date and place it was held; number of words in the manuscript, excluding the first page with the title, the bibliography, figures and tables.

### *Abstract*

It is one of the fundamental sections of the article, as through this, the basic information of the study is obtained in the bibliographic indexes. In *Apunts. Medicina de l'esport* it must contain a maximum of 250 words, and must be structured into four parts: Introduction, which will indicate the aims of the study; Material and methods, which will describe, the patient series, the laboratory materials and other methods used, the nature of the study (randomised, retrospective, experimental, etc.),

Results, which will include basic data with numeric values and their statistical significance; and Conclusions, where it will succinctly point out the main conclusions of the study.

In Reviews, Special Articles and Clinical Cases, the abstract must not be structured, but must be equally informative on its content.

Abbreviations will be avoided in the Abstract.

In all cases, the authors must also submit an English version of their abstract.

After the abstract, the authors must specify, and identify as such, 3 to 6 key words that will help to index the article in data bases. The terms in the "Medical Subject Headings" (MeSH Terms) of Index Medicus should be used, which can be consulted and downloaded at <http://www.nlm.nih.gov/mesh/>.

### *Introduction*

It will be brief and must only provide the necessary explanation in order that the reader can understand the text that follows. It must not contain figures or tables. It must clearly express the aim(s) of the work in the last paragraph.

### *Material and methods*

The first paragraph of the material and methods section must mention the design type (experimental, clinical, retrospective, prospective, observational, clinical trial, controlled or not, etc.) and the study setting (multi-centre or not, type of centre, etc.). The methods and procedures used must be set out with sufficient detail in order to allow other researchers to reproduce the research. In clinical trials, details will be given of the randomisation method. Furthermore, the method used to calculate sample size must be specified, as well as the main variable of the study and an explanation of its calculation. The methodology used in the statistical analysis must be explained.

Whenever it is intended to publish a very uncommon observation, the literature search method, the key words used, years covered, and the date of updating must be specified in the text.

When experiments on humans are presented, it must indicate whether the procedures that were followed were in accordance with the ethical guidelines of the Committee responsible for human experimentation (institutional or regional) and with the principles of the Helsinki Declaration of 1975, revised in 1983 and available at <http://www.wma.net/e/policy/b3.htm>. A photocopy of the approval by the corresponding Ethics Committee will be provided. When animal experiments are performed, it must mention whether the European Community guidelines on animal research were followed.

### *Results*

The observations made with the material and methods used are set out, not interpreted. These data will be shown in a logical sequence and may be expressed in detail in the text or with the addition of tables and figures, but the tables and figures data must not be used repeatedly in the text.

### *Discussion*

The authors must express their own opinions on the subject without repeating the data provided in the Introduction and Results in detail.

They will highlight here: 1) the significance of the practical application of the results; 2) the considerations

on a possible inconsistency of the methodology and the reasons why the results could be valid; 3) the relationship with similar publications and a comparison between the areas of agreement and disagreement, and 4) the indications and directions for future studies, expounding new hypotheses when these are justified, clearly labelling them as such. Emphasis should be made on novel and important aspects of the study and the conclusions they obtained.

### **Acknowledgements**

Where necessary it will mention the people (whose intellectual contribution does not justify being included as an author), centres or bodies that may have collaborated or supported the carrying out of the work. If there are commercial implications they must also be mentioned in this section.

### **Bibliographic references**

These will be presented using Arabic numbers according to their appearance in the text with the corresponding correlative numbering. The article will always show the reference number in superscript, which may or may not be accompanied by the name of the authors; when these are mentioned in the text, if it is a work carried out by two, both are mentioned, and if there are several, the first is mentioned followed by the expression et al. Journal names must be abbreviated in accordance with the style used in Index Medicus, available at: <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>. If the journal is Spanish and is not found in Index Medicus, it must be abbreviated with the style used in CINDOC, available at: [http://dice.cindoc.csic.es/listado\\_revistas.php?letra=A](http://dice.cindoc.csic.es/listado_revistas.php?letra=A). If the journal is Latin American and is not found in Index Medicus, it must be abbreviated in accordance with the style used in Latindex, available at: <http://www.latindex.unam.mx/>.

Wherever possible, the inclusion of text books or minutes of meetings as references must be avoided. The use of imprecise phrases as bibliographic references will be avoided and phrases such as “unpublished observations” or “personal communication” may not be used, but they can be mentioned between parentheses within the text. The bibliographic references must be checked by comparing with the original documents, always indicating the initial and final page of the reference.

The format of the references must follow the rules adopted by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

The examples shown below are some of the those most commonly used:

#### **1.1. Journal Article**

Surname and initials of name separated by commas. All authors will be mentioned if there are 6 or less, placing only a comma between them, and a full stop after the last author. If there are 7 or more, only mention the first 6 and add the expression et al. Then include the title of the work in the original language and a full stop, abbreviated name of the journal, also followed by a full stop, year of publication followed by a semi-colon, volume number followed by a colon, and first and last page number of the article, separated by a hyphen.

1.1.1. Standard journal article with less than 6 authors: Robles Gil MC, Muñoz Marín D, Olcina Camacho GJ, Timón Andrada R, Maynar Mariño M. Modificaciones de la

composición corporal de mujeres pre y posmenopáusicas sometidas a un programa de aeróbic. *Apunts Med Esport.* 2010;45:3-7.

1.1.2. Standard journal article with more than 6 authors: Ayán C, Molina AJ, García H, González G, Álvarez MJ, Fernández T, et al. Efecto de una modificación reglamentaria en la incidencia de lesiones en lucha leonesa. *Apunts Med Esport.* 2010;45:17-22.

1.1.3. Supplement Volume Article  
Del Río C, Biondo S, Martí-Ragué J. Incontinencia fecal. Valoración del paciente. *Tratamientos clásicos. Cir Esp.* 2005;78 Supl 3:34-40.

1.1.4. Article in pre-publication with DOI  
Hägglund M, Waldén M, Til L, Pruna R. The importance of epidemiological research in sports medicine. *Apunts Med Esport.* 2010. doi:10.1016/j.apunts.2010.02.006.

1.1.5. Article in print  
Drobnic F. Síntomas de vías respiratorias altas y normativa antidopaje de 2010. La pseudoefedrina: camino de ida y vuelta. *Apunts Med Esport.* In print 2010.

1.1.6. The author is an organisation  
Serveis Mèdics Futbol Club Barcelona. Guía de Práctica Clínica de las lesiones musculares. *Epidemiología, diagnóstico, tratamiento y prevención Versión 4.5* (9 de febrero de 2009). *Apunts Med Esport.* 2009;164:179-203

1.1.7. Individual and organisation, both are authors  
Vallancien G, Emberton M, Harving N, Van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol.* 2003;169:2257-61.

1.1.8. No author  
21st century heart solution may have a sting in the tail. *BMJ.* 2002;325:184.

1.1.9. Volume with a supplement  
Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache.* 2002;42 Suppl 2:S93-9.

1.1.10. Journal issue with a supplement  
Glauser TA. Integrating clinical trial data into clinical practice. *Neurology.* 2002;58(12 Suppl 7):S6-12.

#### **1.2. Book and book chapters**

##### **1.2.1. Complete book**

###### **1.2.1.1. Authors as editors**

Mvoelkel NF, MacNee W, editors. *Chronic obstructive lung diseases.* Hamilton: BC Decker Inc.; 2002.

1.2.1.2. Personal Author(s) (not editors) Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.

###### **1.2.1.3. Authors and different editors**

Breedlove GK, Schorfheide AM. *Adolescent pregnancy.* 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

###### **1.2.1.4. Organisation as author**

Royal Adelaide Hospital; University of Adelaide, Department of Clinical Nursing. *Compendium of nursing research and practice development, 1999-2000.* Adelaide (Australia): Adelaide University; 2001.

#### 1.2.2. Book chapter

Weibel ER. The structural basis of lung function. En: West JB, editor. Respiratory physiology: people and ideas. New York: Oxford University Press; 1996; p. 3-46.

#### 1.3. Documents in electronic format

##### 1.3.1. Standard article in electronic format

Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [electronic journal] 1995;1 [consulted 05-06-1996]: Available at: <http://www.cdc.gov/ncidod/EID/eid.htm>

##### 1.3.2. CD-ROM

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

##### 1.3.3. Internet site (page)

Cancer-Pain.org [internet page]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 16 Mayo 2002; quoted 9 Jul 2002]. Available at:<http://www.cancer-pain.org/>.

#### 1.4. Other published material

1.4.1. Conference proceedings. Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

#### Tables

All the tables will be presented at the end of the manuscript, after the bibliography, and on a page that will include: a) the table number according to its order of appearance in the text, also using Arabic numerals, but not sequential with the figure numbers; b) corresponding description (title). It will be ensured that they are clear and without corrections. Acronyms and abbreviations will always be accompanied by an explanatory footnote. If symbols have to be used, low case letters in superscript in alphabetical order will be used.

#### Figures

Figures, graphs and diagrams are considered as photographs. Each one will be in a separate file, preferably in JPG or TIFF format.

The journal Editorial Committee reserves the right to reject, prior to informing the authors, those figures that are not of the required quality to obtain a good reproduction. Graphs and diagrams will be made taking care that their format is 9 X 12 cm or a multiple. The same rules will apply as for photographs. Photographs, diagrams and graphs will be numbered consecutively and jointly as figures.

The figure footnotes must be included on a separate page, at the end of the manuscript, after the bibliography or after the tables, where applicable, with Arabic numerals that correspond to the figure. When symbols, arrows, numbers or letters are used to identify one or several parts of the figures, the significance of each one of them must be clearly identified and explained in the footnotes. The magnification and staining method will be specified in histology reproductions.

If photographs or patient data are reproduced, they must not be able to identify the subject. In all cases, the authors must obtain the written informed consent of the patient (family or legal representative when the circumstances so require it), which authorises their publication, reproduction and circulation in APUNTS. MEDICINA DE L'ESPORT.

Likewise, the authors are responsible for obtaining the appropriate permissions to reproduce previously published material (text, tables, figures) in APUNTS. MEDICINA DE L'ESPORT.

#### 4. Cover letter

The authors must submit a cover letter addressed to the Journal Editorial Committee in which it describes the characteristics of the manuscript and its potential relevance. It must contain the title of the work and the section of the journal in which it requests the publication to be placed. It will also contain the following information:

##### a) Originality of the material

A statement that the contents of the article are original and have not been published previously or sent or submitted for consideration, wholly or in part, to any other publication.

APUNTS. MEDICINA DE L'ESPORT will not consider manuscripts for publication that have been submitted simultaneously to other journals, or redundant or duplicate publication, that is, articles that substantially overlap another already published, in print or by electronic means. Therefore, the authors are obliged to provide information on any other previous or duplicate publication, or the presentation of any part of the work in another journal or communication media.

These restrictions are not applicable to abstracts of communications, presentations or conferences presented in national or international scientific meetings.

The authors must be aware that not to reveal that the material submitted for publication has already been wholly or partly published, is a serious breach of scientific ethics.

Similarly, authors who reproduce previously published material in their article (text, tables or figures) are responsible for obtaining the appropriate permission to reproduce such material in Apunts. Medicina de l'esport. The authors must have obtained written authorisation both from the author and the publishing company that has published this material and submit copies of these to Apunts. Medicina de l'esport.

##### b) Conflicts of interests

A statement on funding aspects or of any other type that could constitute a conflict of interests. When the authors submit a manuscript for publication, they are responsible for declaring all financial and personal relationships that could bias their work. To avoid ambiguity, the authors must explicitly declare whether there is a conflict of interests or not, providing further details, if necessary, in a letter accompanying the manuscript.

##### c) Authorship

A statement that all the authors have read and approved the manuscript and that the requirements for authorship have been met. All those who are shown as author of an article must have played an important part in the design and development of this, as well as assuming responsibility for the contents and also must agree with its final version.

Thus, in general, to be an author, the following requirements must be met: to have contributed substantially to the conception and design, or data acquisition, or data analysis or interpretation; to have written the draft of the article or has critically reviewed its intellectual content; to have approved the version that is finally going to be published.

##### d) Informed consent

A statement on obtaining the patient informed consents. If photographs or patient data are reproduced in the article (including names, initials, or hospital numbers of the patients or judicial proceedings numbers), these must not be able to identify the subject. In all cases, the authors must have obtained the written informed consent from

the patient (or legal representative, or parent or guardian if the patients are minors), that authorises its publication, reproduction and circulation on paper support and on the internet in APUNTS. MEDICINA DE L'ESPORT.

*e) Ethical responsibilities*

In all studies conducted on humans, the authors must indicate whether the procedures and methods used are adapted to the current ethical standards of the committee responsible for experiments on humans in their institution and with the Helsinki Declaration of the World Medical Association (1964 and subsequent versions: <http://www.wma.net/e/policy/b3.htm>).

In studies carried out on animals, the authors must clearly indicate that the studies have been conducted following the the animal well-being recommendations and

policies in accordance with authorised guidelines, such as the ILAR Guide for the Care and Use of Laboratory Animals (1996 and subsequent editions) of the Institute of Laboratory Animal Research, Commission on Life Sciences, National Research Council (<http://www.nap.edu/catalog/5140.html>).

## **5. Editorial process**

All original contributions will be assessed by expert reviewers appointed by the Editors. During the editorial process, the journal editorial team will maintain correspondence with author who has been designated as such. Once the manuscript has been accepted for publication, galley proofs will sent to the author for correspondence, who must review it within a maximum period of 72 hours.