



Admission Rules for Authors/Co-workers

The journal **Actividad Física y Deporte: Ciencia y Profesión** is a periodic publication of Col·legi Oficial de Llicenciats en Educació Física i en Ciències de l'Activitat Física i de l'Esport de la Comunitat Valenciana (from now COLEF CV). COLEF CV is the Official School of Graduates in Physical Education and Sports Science of Valencian Community.

One of the journal objectives is to inform the collegiate members about the actions carried out by COLEF CV. The other objective is to publish opinion articles, essays, research works, critical analysis of research papers, bibliographic reviews, researches and experiences. All of these works are related with Physical Activity and Sports Science, the professional people who are working in this sector and other associated sciences.

Two annual publications are edited in June and December. All the accepted material for the publication will be property of this journal and it mustn't be published or reproduced without the journal official permission. The journal has to evaluate the work and it must be original. Furthermore, the author must ensure that the work has not been previously published in other journal.

If the work has been previously published in other media, the author must point out the date of the publication and other necessary information for its search. Also, if necessary, the author must attach the written authorization for its publication.

The journal **Actividad Física y Deporte: Ciencia y Profesión** accepts English and Spanish works. However, all the publications must contain an abstract in both languages.

ADMISSION RULES

The documents must be an original work of the author. They must be sent in electronic format to this email address: direccionrevista@colefcafecv.com

The following information must be included in the email:

1. **Covering letter.** The author must indicate the type of the article and the statement of uniqueness, that is to say, the article must not be published in other journals or in process of being published. A summary of the work specifying the authorship will be written and, moreover, the author will relinquish the rights to the journal **Actividad Física y Deporte: Ciencia y Profesión**. Finally, the author will specify the following: full name, postal and mailing address, telephone number and, if is necessary, the institutional membership.

2. **Title page.** The information of the authors must be attached by order of collaboration.
 - Title of the article.
 - Name and surname, postal and mailing address of all the authors and institutional membership.
 - Naming of an author to address all the mail.
3. **Abstract:** 250 words maximum. If it is a scientific work it must be divided into these sections: Introduction, Objectives, Methods, Results, Discussion and Conclusions. All the articles must include an English and a Spanish version of the abstract and they have to include the same information.
4. **Keywords:** Four or five keywords will be included and they can not appear in the title.
5. **Body.** The photos or pictures, diagrams and bibliography will be included in this section. Graphics and tables will appear in the annexes. The scientific works must contain these sections: Summary/abstract, Introduction, Methods (study design, population, statistical treatment, procedures, ethical standards, etc.), Results, Discussion, Conclusions and References. If the article is submitted in English, a revision made by a professional (translator, proofreader) or by an English-speaking person is recommended.
6. **Attached files.** Images, graphics, diagrams, pictures, etc will be numbered and ordered according to the full text paper. The author must pay attention to the information described in item 5. All the illustrations, tables, examples, etc that were not author's creation will be indicated. Also, the author will indicate the original source of them. The images must be clear if the author wants to include them in the work. Redundants or repetitive tables or figures will not be used. The use of explanatory legends is recommended.
7. An opportune consent must be attached in case of use original materials from other authors, such as photos, illustrations, etc.
8. If the work has received aid of any kind (material, financial support, etc), then the author will explain in detail this aid as well as the organism, institution, business or enterprise that provides it.
9. **Formatting guideline.** The author can use Microsoft Word 95 or later versions. The maximum extension will be 15 pages including abstract, keywords, tables, images and bibliography; a4 size; single-space line, no headline, numbered footer line, page margins (top, bottom, left and right - 2.5 cm). Font Times New Roman 12. In the first page of the article the title must appear. For its blinded revision the authors must not write their names nor in the principal document nor in their metadata. The title of the article must be written both in English and Spanish. Footnotes are not recommended. If you need to write a footnote you should write it in Times New Roman 10 at the pertinent page. Abbreviations and/or acronyms must be written completed the first time they appeared in the text. According to the bibliographic references, the author must follow APA rules (Publication manual of the American Psychological Association. —. 6th ed.).



The bibliographic references must include all the necessary information to enable that any reader could find a document or could cite it. The information must be exact. Then it is important to check carefully the data written in the bibliography or in the full text as they appear in the original document. They must be the same in both sections.

In the section “**References**”, the author only must include the references of sources that have been cited in the text and vice versa.

ARTICLES:

AUTHORS:

Write the surname (or surnames) and next the initials of the name for all the authors. Use comma to differentiate the authors and to separate the surnames for the name. If there are more than two authors, the connection between the last and the next to last must be done with “y” (Spanish) and with “&” (English).

Vega, I.

Sánchez, J.M. & Ros, F.

Peñaranda, M., Serrano, A. & González, J.M.

Example of a citation in the text:

(Sánchez, Serrano & Ros, 2012)

PUBLICATION DATE

Write the year in which the article was published. Always in brackets. Then, you must write a full stop. If the author has written more than one article that year, a letter in alphabetic order is set to indicate the number of articles. In the reference of the accepted articles to be published, but not published yet, the author must write in brackets “in press” (English publication).

(2007).

(1996c).

(In press).

TITLE

Write in capital letters only the first word of the title and subtitle (if exists). Do not underline or put in between quotation. Use Arabic numbers, not Roman numbers, if



you need to number the different sections. The author can only use Roman numbers if they appear in the title. Write a full stop at the end.

La psicología.

Estudio sobre las catecolaminas en el diencéfalo.

JOURNAL NAME, VOLUME, NUMBER AND PAGES

Write the full name of the journal in italics font. The first letter of each word must be written in capitals. Indicate the volume number in italics. Do not write "vol." before the number. The number of the volume should appear in brackets.

Write the numbers of the first and last page of the article separated between a dash. After, write a full stop. Use commas to separate the sections of the bibliographic reference elements. Then, a comma will appear between the title and the volume number.

, *Anales de Psicología*, 22 (8), 34-56.

, *Revista de Psicología del deporte*, 34 (7), 41-56.

, *Journal of Personality and Social Psychology*, -3 (2), 345-356.

SOME EXAMPLES

ARTICLE BY ONE AUTHOR:

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232.

ARTICLE BY TWO AUTHORS:

Sanchez, D. y King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295.

Villagrà, A. y Román, A. (1981). Diferente utilidad de las bases de datos americanas y europeas en las ciencias sociales. *Revista Española de Documentación Científica*, 4(3), 113-129.

JOURNAL ARTICLE BY MULTIPLE AUTHORS:

Van Vugt, M., Hogan, R. y Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3), 182-196.

BOOKS:

AUTHORS

The same as in regular publications. If the book has got Editor or Editors (who coordinate the publication scientifically), their names appear in the place for authors but with the abbreviation "Ed." (Singular) or "Eds." (Plural).

Other abbreviations:

Coordinator/s (Coord). (Coords).



Director/s (Dir). (Dir).
Compiler,s (Comp). (Comps).

Examples:

Suppe, F. (Ed.)
Quiñones, E., Carpintero, H. & Tortosa, F. (Eds.)
Leventhal, M. (Coord.).

TITLE

Write the first word of the title (or subtitle) in capitals. Also, in italics. Use Arabic numbers, no Roman numbers, if you need to indicate the different sections of the book. The author can only use Roman numbers if they appear in the title. Write a full stop at the end of the title. If the author needs to write the Edition, this will appear after the title in Arabic numbers: "(Ed.)"

Examples:

Análisis bibliométrico de la literatura científica.
Mente y cuerpo (2º Ed.).
Imbéciles morales.

EDITION PLACE AND PUBLISHER

Write the name of the city in where the book has been edited (*country or region if it was necessary*).

Name of the publisher but without writing "Publisher". The author must only write "Publisher" if this word is contained in the publishing house name. Do not write the abbreviation. Write a full stop after the publisher's name.

If the name of the author and the name of the publisher is the same, you will write "author" instead the publishing house name.

Madrid: Rialp.
Washington, DC: McGraw Hill.
London, United Kingdom: Routledge and Kegan Paul.

BOOKS: SOME EXAMPLES

BY ONE AUTHOR:

Kidder, T. (1981). *The soul of a new machine*. Boston: Little, Brown & Company.

BY TWO AUTHORS:

Frank, R. H. y Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston: McGraw-Hill/Irwin.

CORPORATE AUTHOR:

American Psychiatric Association (1994). *Diagnostic and statistical manual of mental disorders*. (4º Ed.). Washington, DC: Author.

NO AUTHOR OR EDITOR:

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Springfield, MA: Merriam-Webster.

BOOK CHAPTER:

The chapter is in a book, then we need to cite it.

- Name of book editors: the initials are written before the surnames.
- Before the title of the book, the pages of the chapter must appear in brackets and with the abbreviation "pp:"
- The year is only written at the beginning.

SOME EXAMPLES

Nuthall, G. y Spook, I. (2005). Contemporary models of teaching. En R. M. W. Travers (Ed.), *Second handbook of research on teaching* (pp. 47-77). Chicago: Rand McNally.

Woodward, J. T. (2009). Children's learning systems. En J. T. Woodward, A. Pimm, S. S. Keenan, M. N. Blum, H. A. Hammer y P. Sellzner (Eds.), *Research in cognitive development: Vol. 1. Logical cognition in children*. (pp. 18-26). Nueva York: Springer.

Hammond, K. R. y Adelman, L. (1986). Science, values, and human judgment. En H. R. Arkes y K. R. Hammond (Eds.), *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge: Cambridge University Press.

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. En T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago: University of Chicago Press.

SCIENTIFIC AND TECHNICAL REPORT

It is used the same process that for books and periodic publications. And:

- If the organisation that edits the report assigns a number, this number will be written in brackets after the title without full stop.
- If the name of the institution that edits the report is little known, the author will write the name of the institutions or organisation. First, the general name and then the specific name. The information about the deposit service of the document must be written in brackets at the end.

SOME EXAMPLES:

National Institute of Mental Health. (2003). *Television and behavior: Ten years of scientific progress and implications for cighties* (DHHS Publication N° ADM 82-1995). Washington, DC: U. S. Government Printing Office.

Gottfredson, L. S. (2006). *How valid are occupational reinforcer pattern scores?* (Report N°. CSOS-R-292). Baltimore, MD: Johns Hopkins University, Center for Social Organisation of School.

DISSERTATIONS/DOCTORAL THESIS

The citation of thesis is similar to a book citation: Surname, I. (year). *Title*. Dissertation, Department, Institution (Place).

SOME EXAMPLES:



Mendoza, L. E. (1969). *La orientación como técnica pedagógica. Su aplicación en Panamá*. Dissertation, Facultad de Filosofía y Ciencias de la Educación, Universidad Complutense de Madrid.

Beck, G. (1992) *Bullying among incarcerated young offenders*. Dissertation, Birbeck College, University of London.

Goldfredson, G. D. (1978). *Why don't vocational interests predict job satisfaction better than they do?*. Dissertation, Johns Hopkins University.

OTHER DOCUMENTS

Communications, posters, presentations in conferences, symposiums, scientific meetings, etc.

Basic: Surname, I. (year). Title. ((Ex.Presentation)) in ((Ex. Congress)), date, city.

SOME EXAMPLES

Beck, G. y Fireland, J. (1995). Measuring bullying in prisons. Communication in *II Congreso Internacional de Criminología*, 7-13 September, Madrid.

López, S. y Araujo, L. L. (2006). Prevención del abuso a menores en los centros educativos. *Poster in XVIII Symposium de la Sociedad Sexológica Española*, 15-19 April, Gijón.

ELECTRONIC DOCUMENTS

Do not include the name of the database where the article was found. Only in case of being a thesis/dissertation or an electronic book. Do not write the date in which the article was read. Do not write full stop after the web address (URL). The URLs of electronic journals with public domain and/or accessible databases only when they are useful to find the article.

DOI: DIGITAL OBJECT IDENTIFIER

DOI is a unique alphanumeric string used to identify electronic documents and provides a persistent link to its location on the internet. Not all books have got a DOI but if the document has got it, the author must write this information as part of reference information. If the document has not got DOI, the author must write the URL.

SOME EXAMPLES

SCIENTIFIC ARTICLE WITH DOI, IN EBSCO DATABASE

Demopoulos, A. W. J., Fry, B. & Smith, C. R. (2007). Food web structure in exotic and native mangroves: A Hawaii–Puerto Rico comparison. *Oecologia*, 153(3), 675-686. doi: 10.1007/s00442-007-0751-x

ARTICLE WITHOUT DOI, EBSCO

Parés-Ramos, I. K., Gould, W. A. & Aide, T. M. (2008). Agricultural abandonment, suburban growth, and forest expansion in Puerto Rico between 1991 and 2000. *Ecology & Society*, 13(2), 1-19.



WEB ARTICLE

Cintrón, G., Lugo, A. E., Pool, D. J. & Morris, G. (1978). Mangroves of arid environments and adjacent islands. *Biotropica*, 10(2), 110-121. Retrieved from: <http://www.jstor.org/pss/2388013>

ELECTRONIC BOOKS

Montero, M. & Sonn, C. C. (Eds.). (2009). *Psychology of Liberation: Theory and applications*. [Versión de Springer]. doi: 10.1007/978-0-387-85784-8
By Jesús Domínguez, J. (1887). *La autonomía administrativa en Puerto Rico*. [Versión de Library of Congress]. Retrieved from: <http://memory.loc.gov/cgibin/query/r?ammem/lhbpr:@field%28DOCID+@lit%28lhbpr33517%29%29>

CHAPTER FROM AN ELECTRONIC BOOK

Graham, G. (2008). Behaviorism. In Zalta, E. N. (Ed.), *The Stanford Encyclopedia of Philosophy (Otoño 2008 Ed.)*. Retrieved from: <http://plato.stanford.edu/archives/fall2008/entries/behaviorism>

WIKIPEDIA ARTICLES

Psychology. (n.d.). In *Wikipedia*. Retrieved 14th October, 2009, from <http://en.wikipedia.org/wiki/Psychology>

WEB DOCUMENTS WITH AUTHOR

NAACP (2001, 25 de Febrero). *NAACP calls for presidential order to halt police brutality crisis*. Retrieved the 3rd of June of 2010 from: http://www.naacp.org/president/releases/police_brutality.htm

WEB DOCUMENTS: NO AUTHOR, NO DATE

Gvu's 8th www user survey (n. d.). Retrieved the 13th of September of 2009 from: <http://www.gvu.gatech.edu/user-surveys/survey-1997-10/>

JOURNAL ARTICLES

JOURNAL: Surname, I. (Year, date). Title of the article. *Name of the journal*, pp. (initial page and final page).

ONLINE JOURNAL: Surname, I. (Year, date) Title of the article. *Name of the journal*. Retrieved from URL.

EXAMPLES

Schwartz, J. (1993, 30 September). Obesity affects economic, social status. *The Washington Post*, pp. 1-4.

Brody, E. J. (2007, 11 de December). Mental reserves keep brain agile. *The New York Times*. Retrieved from: <http://www.nytimes.com>

PUBLICATION AGREEMENT



The submitted works will be checked by two professional and anonymous copy editors from the Scientific Committee of the Journal. They will rule if the work can be published or not.

If the requirements are not accomplished, the work can be rejected or it can be checked slowly. This can cause a delay in the check or in the publishing process.

If the journal asks for some corrections, the Scientific Committee can reserve the right of admit the corrections that the author has made.

Once the works are admitted, the Journal will communicate to the author the approval or the no approval of the original.

The Direction Journal will deliver the notes of the original documents and the Direction will reserve the right to publish the work in the publication they deem opportune.

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