Manuscript preparation guidelines

Journal of Quantitative Analysis in Sports (JQAS)



This document provides authors with details on policy, formatting, layout requirements, and copyediting pertaining to final manuscript submission to this journal. All manuscripts must have correct formatting to be considered ready for publication.

The entire manuscript submission and review process is handled through an online system named ScholarOne. All manuscripts should be submitted to http://mc.manuscriptcentral.com/dgjqas

The ScholarOne system has been designed to improve the scholarly publication process for authors. Among the many improvements we offer over traditional journals, the most significant is that we have dramatically shortened the period between the initial submission and the final publication of a peer-reviewed article. Much of this time savings is due to the innovative use of electronic publication. These innovations, however, require certain changes in the way authors need to prepare accepted manuscripts for electronic publication.

EDITORIAL POLICY

Unpublished material: Submission of a manuscript implies that the work described is not copyrighted, published or submitted elsewhere, except in abstract form. The corresponding author should ensure that all authors approve the manuscript before its submission.

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CONTENT AND STRUCTURE

- Manuscripts should be submitted as Word documents or pdf files. If the manuscript was prepared using LaTeX, please submit the LaTeX source.
- Write your article in English
- Manuscripts should be de-identified, as reviews are blind to the author(s)' identities.
- Manuscripts should be formatted for 8.5 by 11 inch paper with 1 inch margins. Do not use two-column format for your text.
- Font size should be 11 or 12 point. Use only Unicode fonts (e.g. Times New Roman, Arial)

- The manuscript should use double-spaced lines (approximately 26 lines per page). If you use the DeGruyter LaTeX template, you will need to increase the default line spacing.
- Typical JQAS manuscripts are 20–30 pages long. Longer papers are discouraged.
- Manuscripts should include an abstract of about 200 words, and roughly 3-6 key words that do not appear in the paper's title.
- Please use the Chicago Manual of Style author-date system for parenthetical citation in the text and the related reference list entry. For more specific details please visit: http://www.chicagomanualofstyle.org/tools_citationguide
 .html and click on the Author-Date tab.
- Please supply figures in separate files, not embedded in the text. Please see the "Tables, Figures, and Graphs" section below for more detailed instructions regarding figure submission.

LATEX TEMPLATE

For authors working with LaTeX files, please see the related files and documentation at

http://www.degruyter.com/staticfiles/pdfs/DeGruyter_LaTeX_template_package.zip, including a template for author use and instructions for working with the files.

COLORED TEXT

 Set the font color to black for the majority of the text. De Gruyter encourages authors to take advantage of the ability to use color in the production of figures, maps, images, and graphs.

EMPHASIZED TEXT, TITLES, AND FOREIGN TERMS

- To indicate text you wish to emphasize, use italics rather than underlining. The use of color to emphasize text is discouraged.
- Foreign terms should be set in italics rather than underlined.
- Titles of books, movies, etc., should be set in italics rather than underlined.

ABBREVIATIONS

The use of abbreviations and acronyms is permitted provided they are defined the first time they are used.

HEADINGS

Headings (e.g., title of sections) should be distinguished from the main body text:

- Clearly indicate the heading hierarchy.
- Be consistent in whether or not you use headline case, or you capitalize the first word and leave the rest in lowercase.

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FOOTNOTES

- Footnotes are generally discouraged; please use footnotes sparingly.
- Footnotes must appear at the bottom of the page on which they are referenced rather than at the end of the paper.
- Excessively long footnotes are better handled in an appendix.

TABLES, FIGURES & GRAPHS

- General requirements: All illustrations must be of reproduction-ready quality and in EPS, TIF, or JPG format. They will be reduced in size to fit, whenever possible, the width of a single column. Lettering of all figures within the article should be uniform in style (preferably a sans serif typeface like Helvetica) and of sufficient size (ca. 8 pt.). Uppercase letters A, B, C, etc. should be used to identify parts of multi-part figures. Cite all figures in the text in numerical order. Indicate the approximate placement of each figure. Do not embed figures within the text body of the manuscript; submit figures in separate files. Only figures (graphs, line drawings, photographs, etc) should be labeled as 'figures', not tables or equations.
- Halftone figures (grayscale and color) should have a minimum resolution of 300 dpi and be of good contrast.
 Authors are welcome to submit color illustrations. We are pleased to offer both Print and Online publication of color figures free of charge.
- Line drawings must be of reproduction-ready quality.
 Please note that faint shading may be lost upon reproduction. When drawing bar graphs, use patterning instead of grey scales. Lettering of all figures should be uniform in style. A resolution of 1200 dpi is recommended.
- Figure legends: Provide a short descriptive title and a legend to make each figure self-explanatory on separate pages. Explain all symbols used in the figures. Remember to use the same abbreviations as in the text body.
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 proofs and should be completed and returned with the
 corrected proofs immediately.
- Please do not embed figures in the text. Instead, they should be referenced in the text and submitted in separate files.
- Number tables consecutively using Arabic numerals. Tables should appear in the document near where they are referenced in the text. Provide a short descriptive title,

- column headings, and (if necessary) footnotes to make each table self-explanatory. Refer to tables in the text as Table 1, 2 etc. Use Table 1, etc. in the table legends.
- Tables must not be displayed as images.

MATHEMATICS AND EQUATIONS

- Roman letters used in mathematical expressions as variables must be italicized. Roman letters used as part of multi-letter function names should not be italicized.
 Subscripts and superscripts must be a smaller font size than the main text.
- Type short mathematical expressions inline.
- Longer expressions must appear as display math, as must expressions using many different levels (e.g., such as fractions).
- Ensure that Equations are typed or created with a plug-in, such as Word Formula Editor or MathType. Mathematical expressions must not be displayed as images
- Important definitions or concepts can also be set off as display math.
- Number your equations sequentially.
- Insert a blank line before and after each equation.
- When proofing your document, pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other-than-standard fonts.

COPYEDITING/LANGUAGE EDITING

De Gruyter does provide a *light* copyedit of manuscripts for this journal, but authors remain responsible for being their own copyeditors.

LANGUAGE EDITING

All manuscripts must be written in clear and concise English. If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), then you may wish to employ—at your expense—the services of a professional language editor. Please get in touch with the Language Editors directly to discuss details.

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