

Guidelines for Authors

May 2022

*** Please use the bookmark function to navigate within the guidelines. ***

When preparing the final version of the manuscripts, either NEW or REVISED authors should strictly follow the guidelines. Manuscripts departing substantially from the guidelines will be returned to the authors for revision or, rejected.

1. UNIFORM REQUIREMENTS

1.1. Overview

The *Innovative Technologies in Sport and Physical Activity* (IT-SPA) applies the Creative Commons Attribution (CC BY) license to articles and other works it publishes.

There is no charge for submissions and no page charge for accepted manuscripts. However, if the manuscript contains graphics in color, note that printing in color is charged.

IT-SPA adopts a double-blind approach for peer reviewing in which the reviewer's name is always concealed from the submitting authors as well as the author(s)'s name from the selected reviewers.

IT-SPA honors a six-weeks for an initial decision of manuscript submission.

Authors should submit the manuscripts as one Microsoft Word (.doc) file.

Manuscripts must be provided either in standard UK or US English. English standard should be consistent throughout the manuscripts.

Format the manuscript in A4 paper size; margins are 1 inch or 2.5 cm all around.

Type the whole manuscript double-spaced, justified alignment.

Use Times New Roman font, size eleven (11) point.

Number (Arabic numerals) the pages consecutively (centering at the bottom of each page), beginning with the title page as page 1 and ending with the Figure legend page.

Include line numbers (continuous) for the convenience of the reviewers.

Apart from chapter headings and sub-headings avoid any kind of formatting in the main text of the manuscripts.

1.2. Type & Length

IT-SPA publishes following types of papers:

Original scientific papers are the results of empirically- or theoretically-based scientific research, which employ scientific methods, and which report experimental or observational aspects of sports science and medicine, such as all clinical aspects of exercise, health, and sport; exercise physiology and biophysical investigation of sports performance; sport biomechanics; sports nutrition; rehabilitation, physiotherapy; sports psychology; sport pedagogy, sport history, sport philosophy, sport sociology, sport management; and all aspects of scientific support of the sports coaches from the natural,

social and humanistic side. Descriptive analyses or data inferences should include rigorous methodological structure as well as sound theory. Your manuscript should include the following sections: Introduction, Methods, Results, and Discussion.

☒ Open Submissions

☒ Indexed

☒ Peer Reviewed

Original scientific papers should be:

- Up to 3000 words (excluding title, abstract, tables/figures, figure legends, Acknowledgements, Conflict of Interest, and References);
- A structured abstract of less than 250 words;
- Maximum number of references is 30;
- Maximum combined total of 6 Tables/Figures.

Review papers should provide concise in-depth reviews of both established and new areas, based on a critical examination of the literature, analyzing the various approaches to a specific topic in all aspects of sports science and medicine, such as all clinical aspects of exercise, health, and sport; exercise physiology and biophysical investigation of sports performance; sport biomechanics; sports nutrition; rehabilitation, physiotherapy; sports psychology; sport pedagogy, sport history, sport philosophy, sport sociology, sport management; and all aspects of scientific support of the sports coaches from the natural, social and humanistic side.

☒ Open Submissions

☒ Indexed

☒ Peer Reviewed

Review papers should be:

- Up to 6000 words (excluding title, abstract, tables/figures, figure legends, Acknowledgements, Conflict of Interest, and References);
- A structured abstract of less than 250 words;
- Maximum number of references is 100.

Editorials are written or commissioned by the editors, but suggestions for possible topics and authors are welcome. It could be peer reviewed by two reviewers who may be external or by the Editorial Board.

☐ Open Submissions

☒ Indexed

☒ Peer Reviewed

Editorials should be:

- Up to 1000 words (excluding title, abstract, tables/figures, figure legends, Acknowledgements, Conflict of Interest, and References);
- A structured abstract of less than 250 words;
- Maximum number of references is 10.

Short reports of experimental work, new methods, or a preliminary report can be accepted as two page papers. Your manuscript should include the following sections: Introduction, Methods, Results, and Discussion.

☒ Open Submissions

☒ Indexed

☒ Peer Reviewed

Short reports should be:

- Up to 1500 words (excluding title, abstract, tables/figures, figure legends, Acknowledgements, Conflict of Interest, and References);
- A structured abstract of less than 250 words;
- Maximum number of references is 15.

Peer review - fair review provides authors who feel their paper has been unfairly rejected (at any journal) the opportunity to share reviewer comments, explain their concerns, and have their paper reviewed for possible publication in IT-SPA.

☒ Open Submissions

☒ Indexed

☐ Peer Reviewed

Peer review - fair review should be:

- Up to 1500 words (excluding title, abstract, tables/figures, figure legends, Acknowledgements, Conflict of Interest, and References);
- A structured abstract of less than 250 words;
- Maximum number of references is 15.

Invited papers and award papers include invited papers from authors with outstanding scientific credentials. Nomination of invited authors is at the discretion of the IT-SPA editorial board. IT-SPA also publishes award papers selected by the scientific committee of the annual conference.

☐ Open Submissions

☒ Indexed

☐ Peer Reviewed

Invited papers and award papers should be:

- Up to 3000 words (excluding title, abstract, tables/figures, figure legends, Acknowledgements, Conflict of Interest, and References);
- A structured abstract of less than 250 words;
- Maximum number of references is 30;
- Maximum combined total of 6 Tables/Figures.

Meeting Abstracts contain conference abstracts of the sports science papers presented at the annual conference and sponsored meetings. This publication offers a first look into the current research in the field of Sports Science.

☐ Open Submissions

☒ Indexed

☐ Peer Reviewed

Meeting Abstracts should be:

- Restricted to 250 words (including title, authors and institutions) and must include the following separate sections: [1] purpose; [2] methods; [3] results; [4] conclusion;
- Without references;
- Without Tables/Figures.

1.3. Submission

IT-SPA only accepts electronic submission to the e-mail of the Journal Office: journal@pastechl.me.

Submitted material includes:

- A manuscript prepared according to the Guidelines for the Authors;
- A signed form that states the study was not previously published, nor has been submitted simultaneously for consideration of publication elsewhere, that states that all of the authors are in agreement with submission of the manuscript to IT-SPA, and that, for studies that use animal or human individuals, authors must include information regarding their institution's ethics committee, and which identifies the official approval number;
- A signed form that there is no conflict of interest.

Name the files according to the family name of the first author. Authors submitting revised versions of the manuscript can use the identification number of their manuscript as provided by the Journal Office. See example:

- ✓ FAMILY NAME-manuscript.doc – (main manuscript file)
- ✓ FAMILY NAME-statement.PDF – (authorship statement)
- ✓ FAMILY NAME-declaration.PDF – (declaration of potential conflict of interest)
- ✓ FAMILY NAME-fig1.tiff – (Figure 1)

1.4. Peer Review Process

An original manuscript submitted for publication will be submitted to the review process as long as it fits the following criteria:

- The study was not previously published, nor has been submitted simultaneously for consideration of publication elsewhere;
- All persons listed as authors approved its submission to IT-SPA;
- Any person cited as a source of personal communication has approved the quote;
- The opinions expressed by the authors are their exclusive responsibility;
- The author signs a formal statement that the submitted manuscript complies with the directions and guidelines of IT-SPA.

The editors-in-chief, executive editor and associate editors will make a preliminary analysis regarding the appropriateness, quality, originality and written style/grammar of the submitted manuscript. The editors reserve the right to request additional information, corrections, and guideline compliance before they submit the manuscript to the ad-hoc review process.

IT-SPA uses ad-hoc reviewers, who volunteer to analyze the merit of the study. Typically, one or two expert reviewers are consulted in a double-blind process. Authors are notified by e-mail when their submission has been accepted (or rejected). Minor changes in the text may be made at the discretion of the editors-in-chief, executive editor and/or associate editors. Changes can include spelling and grammar in the chosen language, written style, journal citations, and reference guidelines. The author is notified of changes via email. The final version is available to the author for his or her approval before it is published.

1.5. Open Access License and Publisher Copyright Policies



IT-SPA applies the Creative Commons Attribution (CC BY) license to articles and other works it publishes. If author(s) submit its paper for publication by IT-SPA, they agree to have the CC BY license applied to their work. Under this Open Access license, the author(s) retain copyright, but agree that anyone can reuse their article in whole or part for any purpose, for free, even for commercial purposes. Anyone may copy, distribute, or reuse the content as long as the author(s) and original source are properly cited. This facilitates freedom in re-use and also ensures that IT-SPA content can be mined without barriers for the needs of research. On the other hand, the author(s) may use content owned by someone else in their article if they have written permission to do so. If the manuscript contains content such as photos, images, figures, tables, audio files, videos, et cetera, that the author(s) do not own, IT-SPA will require them to provide it with proof that the owner of that content has given them written permission to use it, and has approved of the CC BY license being applied to their content. Otherwise, IT-SPA will ask the author(s) to remove that content and/or replace it with other content that you own or have such permission to use. IT-SPA provides a form the author(s) can use to ask for and obtain permission from the owner.

In addition, the author(s) may freely use the content they previously published in a paper through another publisher and they own the rights to that content; however, that's not necessarily the case and it depends on the license that covers the other paper. Some publishers allow free and unrestricted reuse of article content they own, such as under the CC BY license. Other publishers use licenses that allow reuse only if the same license is applied by the person or publisher reusing the content.

If the article was published under a CC BY license or another license that allows free and unrestricted use, the author(s) may use the content in the submitted manuscript provided that the author(s) give proper attribution, as explained above. If the content was published under a more restrictive license, the author(s) must ascertain what rights they have under that license. IT-SPA advises the author(s) not to include any content in the submitted manuscript which they do not have rights to use, and always give proper attribution.

The editors of IT-SPA consider plagiarism to be a serious breach of academic ethics. Any author who practices plagiarism (in part or totality) will be suspended for six years from submitting new submissions to IT-SPA. If such a manuscript is approved and published, public exposure of the article with a printed mark ("plagiarized" or "retracted") on each page of the published file, as well as suspension for future publication for at least six years, or a period determined by the editorial board. Third party plagiarized authors or institutions will be notified, informing them about the faulty authors. Plagiarism will result in immediate rejection of the manuscript.

IT-SPA only publishes studies that have been approved by an institutional ethics committee (when a study involves humans or animals). Fail to provide such information prevent its publication. To ensure these requirements, it is essential that submission documentation is complete. If you have not completed this step yet, go to IT-SPA website and fill out the two required documents: Declaration of Potential Conflict of Interest and Authorship Statement. Whether or not your study uses humans or animals, these documents must be completed and signed by all authors and attached as supplementary files in the originally submitted manuscript.

1.6. After Acceptance

After the manuscript has been accepted, authors will receive a PDF version of the manuscripts for authorization, as it should look in printed version of IT-SPA. Authors should carefully check for omissions. Reporting errors after this point will not be possible and the Editorial Board will not be eligible for them.

Should there be any errors, authors should report them to the Office e-mail address journal@pastechl.me. If there are not any errors authors should also write a short e-mail stating that they agree with the received version.

1.7. Code of Conduct Ethics Committee of Publications



IT-SPA is hosting the Code of Conduct Ethics Committee of Publications of the COPE (the Committee on Publication Ethics), which provides a forum for publishers and Editors of scientific journals to discuss issues relating to the integrity of the work submitted to or published in their journals.

2. MANUSCRIPT STRUCTURE

2.1. Title Page

The first page of the manuscripts should be the title page, containing: title, type of publication, running head, authors, affiliations, corresponding author, and manuscript information. See example:

Transfer of Learning on a Spatial Memory Task between the Blind and Sighted People
Spatial Memory among Blind and Sighted

Original Scientific Paper

Transfer of learning on a spatial memory task

Selcuk Akpinar¹, Stevo Popović^{1,2}, Sadettin Kirazci¹

¹Middle East Technical University, Physical Education and Sports Department, Ankara,
Turkey

²University of Montenegro, Faculty for Sport and Physical Education, Niksic, Montenegro

Corresponding author:

S. Popovic

University of Montenegro

Faculty for Sport and Physical Education

Narodne omladine bb, 84000 Niksic, Montenegro

E-mail: stevop@ac.me

Word count: 2,980

Abstract word count: 236

Number of Tables: 3

Number of Figures: 3

2.1.1. Title

Title should be short and informative and the recommended length is no more than 20 words. The title should be in Title Case, written in uppercase and lowercase letters (initial uppercase for all words except articles, conjunctions, short prepositions no longer than four letters etc.) so that first letters of the words in the title are capitalized. Exceptions are words like: "and", "or", "between" etc. The word following a colon (:) or a hyphen (-) in the title is always capitalized.

2.1.2. Type of publication

Authors should suggest the type of their submission.

2.1.3. Running head

Short running title should not exceed 50 characters including spaces.

2.1.4. Authors

The form of an author's name is first name, middle initial(s), and last name. In one line list all authors with full names separated by a comma (and space). Avoid any

abbreviations of academic or professional titles. If authors belong to different institutions, following a family name of the author there should be a number in superscript designating affiliation.

2.1.5. Affiliations

Affiliation consists of the name of an institution, department, city, country/territory(in this order) to which the author(s) belong and to which the presented / submitted work should be attributed. List all affiliations (each in a separate line) in the order corresponding to the list of authors. Affiliations must be written in English, so carefully check the official English translation of the names of institutions and departments.

Only if there is more than one affiliation, should a number be given to each affiliation in order of appearance. This number should be written in superscript at the beginning of the line, separated from corresponding affiliation with a space. This number should also be put after corresponding name of the author, in superscript with no space in between.

If an author belongs to more than one institution, all corresponding superscript digits, separated with a comma with no space in between, should be present behind the family name of this author.

In case all authors belong to the same institution affiliation numbering is not needed.

Whenever possible expand your authors' affiliations with departments, or some other, specific and lower levels of organization.

2.1.6. Corresponding author

Corresponding author's name with full postal address in English and e-mail address should appear, after the affiliations. It is preferred that submitted address is institutional and not private. Corresponding author's name should include only initials of the first and middle names separated by a full stop (and a space) and the last name. Postal address should be written in the following line in sentence case. Parts of the address should be separated by a comma instead of a line break. E-mail (if possible) should be placed in the line following the postal address. Author should clearly state whether or not the e-mail should be published.

2.1.7. Manuscript information

All authors are required to provide word count (excluding title page, abstract, tables/figures, figure legends, Acknowledgements, Conflict of Interest, and References), the Abstract word count, the number of Tables, and the number of Figures.

2.2. Abstract

The second page of the manuscripts should be the abstract and key words. It should be placed on second page of the manuscripts after the standard title written in upper and lower case letters, bold.

Since abstract is independent part of your paper, all abbreviations used in the abstract should also be explained in it. If an abbreviation is used, the term should always be first written in full with the abbreviation in parentheses immediately after it. Abstract should not have any special headings (e.g., Aim, Results...).

Authors should provide up to six key words that capture the main topics of the article. Terms from the Medical Subject Headings (MeSH) list of Index Medicus are recommended to be used.

Key words should be placed on the second page of the manuscript right below the abstract, written in italic. Separate each key word by a comma (and a space). Do not put a full stop after the last key word. See example:

Abstract

Results of the analysis of...

Key words: spatial memory, blind, transfer of learning, feedback

2.3. Main Chapters

Starting from the third page of the manuscripts, it should be the main chapters. Depending on the type of publication main manuscript chapters may vary. The general outline is: Introduction, Methods, Results, Discussion, Acknowledgements (optional), Conflict of Interest (optional), and Title and Abstract in Montenegrin (only for the authors from former Yugoslavia, excluding Macedonians and Slovenes). However, this scheme may not be suitable for reviews or publications from some areas and authors should then adjust their chapters accordingly but use the general outline as much as possible.

2.3.1. Headings

Main chapter headings: written in bold and in Title Case. See example:

✓ **Methods**

Sub-headings: written in italic and in normal sentence case. Do not put a full stop or any other sign at the end of the title. Do not create more than one level of sub-heading. See example:

✓ *Table position of the research football team*

2.3.2 Ethics

When reporting experiments on human subjects, there must be a declaration of Ethics compliance. Inclusion of a statement such as follow in Methods section will be understood by the Editor as authors' affirmation of compliance: "This study was approved in advance by [name of committee and/or its institutional sponsor]. Each participant voluntarily provided written informed consent before participating." Authors that fail to submit an Ethics statement will be asked to resubmit the manuscripts, which may delay publication.

2.3.3 Statistics reporting

IT-SPA encourages authors to report precise p-values. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Use normal text (i.e., non-capitalized, non-italic) for statistical term "p".

2.3.4. 'Acknowledgements' and 'Conflict of Interest' (optional)

All contributors who do not meet the criteria for authorship should be listed in the 'Acknowledgements' section. If applicable, in 'Conflict of Interest' section, authors must clearly disclose any grants, financial or material supports, or any sort of technical assistances from an institution, organization, group or an individual that might be perceived as leading to a conflict of interest.

2.4. References

References should be placed on a new page after the standard title written in upper and lower case letters, bold.

All information needed for each type of must be present as specified in guidelines. Authors are solely responsible for accuracy of each reference. Use authoritative source for information such as Web of Science, Medline, or PubMed to check the validity of citations.

2.4.1. References style

IT-SPA adheres to the American Psychological Association 7th Edition reference style. Check the Publication Manual of the American Psychological Association (2019), Seventh Edition that is the official source for APA Style, to ensure the manuscripts conform to this reference style. Authors using EndNote® to organize the references must convert the citations and bibliography to plain text before submission.

2.4.2. Examples for Reference citations

Works by one author

- ✓ In one study (Reilly, 1997), soccer players...
- ✓ In the study by Reilly (1997), soccer players...
- ✓ In 1997, Reilly's study of soccer players...

Works by two authors

- ✓ Duffield and Marino (2007) studied...
- ✓ In one study (Duffield & Marino, 2007), soccer players...
- ✓ In 2007, Duffield and Marino's study of soccer players...

Works by three or more authors: cite only the name of the first author followed by et al. and the year

- ✓ Bangsbo et al. (2008) stated that...
- ✓ In one study (Bangsbo et al., 2008), soccer players...

Works by organization as an author: cite the source, just as you would an individual person

- ✓ According to the American Psychological Association (2000)...
- ✓ In the APA Manual (American Psychological Association, 2003), it is explained...

Two or more works in the same parenthetical citation: citation of two or more works in the same parentheses should be listed in the order they appear in the reference list (i.e., alphabetically); separated by a semi-colon

- ✓ Several studies (Bangsbo et al., 2008; Duffield & Marino, 2007; Reilly, 1997) suggest that...

2.4.3. Examples for Reference list

Works by one author

Borg, G. (1998). *Borg's perceived exertion and pain scales*: Human Kinetics.

Works by two authors

Duffield, R., & Marino, F. E. (2007). Effects of pre-cooling procedures on intermittent-sprint exercise performance in warm conditions. *European Journal of Applied Physiology*, 100(6), 727–735. <https://doi.org/10.1007/s00421-007-0468-x>

Works by three to twenty authors

Nepocatych, S., Balilionis, G., & O'Neal, E. K. (2017). Analysis of dietary intake and body

composition of female athletes over a competitive season. *Montenegrin Journal of Sports Science and Medicine*, 6(2), 57–65. <https://doi.org/10.26773/IT-SPA.2017.09.008>

Works by more than twenty authors

Krustrup, P., Mohr, M., Amstrup, T., Rysgaard, T., Johansen, J., Steensberg, A.,... Bangsbo, J. (2003). The yo-yo intermittent recovery test: physiological response, reliability, and validity. *Medicine & Science in Sports & Exercise*, 35(4), 697–705. <https://doi.org/10.1249/01.mss.0000058441.94520.32>

Works by group of authors

NCD-RisC. (2017). Worldwide trends in body-mass index, underweight, overweight, and obesity from 1975 to 2016: a pooled analysis of 2416 population-based measurement studies in 128.9 million children, adolescents, and adults. *Lancet*, 390(10113), 2627–2642. [https://doi.org/10.1016/s0140-6736\(17\)32129-3](https://doi.org/10.1016/s0140-6736(17)32129-3)

Works by unknown authors

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Merriam-Webster.

Journal article (print)

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5–13.

Journal article (electronic)

Aarnivala, H., Pokka, T., Soininen, R., Mottonen, M., Harila-Saari, A., & Niinimäki, R. (2020). Trends in age- and sex-adjusted body mass index and the prevalence of malnutrition in children with cancer over 42 months after diagnosis: a single-center cohort study. *European Journal of Pediatrics*, 179(1), 91–98. <https://doi.org/10.1007/s00431-019-03482-w>

Thesis and dissertation

Pyun, D. Y. (2006). *The proposed model of attitude toward advertising through sport*. [Unpublished Doctoral Dissertation]. The Florida State University.

Book

Borg, G. (1998). *Borg's perceived exertion and pain scales*: Human Kinetics.

Chapter of a book

Armstrong, D. (2019). Malory and character. In M. G. Leitch & C. J. Rushton (Eds.), *A new companion to Malory* (pp. 144–163). D. S. Brewer.

Reference to a Facebook profile

Little River Canyon National Preserve (n.d.). *Home* [Facebook page]. Facebook. Retrieved January 12, 2020 from <https://www.facebook.com/lirinps/>

2.5. Tables

All tables should be included in the main manuscript file, each on a separate page right after the Reference section.

Tables should be presented as standard MS Word tables.

Number (Arabic) tables consecutively in the order of their first citation in the text.

Tables and table headings should be completely intelligible without reference to the text. Give each column a short or abbreviated heading. Authors should place explanatory matter in footnotes, not in the heading. All abbreviations appearing in a table and not

considered standard must be explained in a footnote of that table. Avoid any shading or coloring in your tables and be sure that each table is cited in the text.

If you use data from another published or unpublished source, it is the authors' responsibility to obtain permission and acknowledge them fully.

2.5.1. Table heading

Table heading should be written above the table, in Title Case, and without a full stop at the end of the heading. Do not use suffix letters (e.g., Table 1a, 1b, 1c); instead, combine the related tables. See example:

- ✓ **Table 1.** Repeated Sprint Time Following Ingestion of Carbohydrate-Electrolyte Beverage

2.5.2. Table sub-heading

All text appearing in tables should be written beginning only with first letter of the first word in all capitals, i.e., all words for variable names, column headings etc. in tables should start with the first letter in all capitals. Avoid any formatting (e.g., bold, italic, underline) in tables.

2.5.3. Table footnotes

Table footnotes should be written below the table.

General notes explain, qualify or provide information about the table as a whole. Put explanations of abbreviations, symbols, etc. here. General notes are designated by the word *Note* (italicized) followed by a period.

- ✓ *Note.* CI: confidence interval; Con: control group; CE: carbohydrate-electrolyte group.

Specific notes explain, qualify or provide information about a particular column, row, or individual entry. To indicate specific notes, use superscript lowercase letters (e.g. ^a, ^b, ^c), and order the superscripts from left to right, top to bottom. Each table's first footnote must be the superscript ^a.

- ✓ ^aOne participant was diagnosed with heat illness and n = 19. ^bn = 20.

Probability notes provide the reader with the results of the tests for statistical significance. Probability notes must be indicated with consecutive use of the following symbols: * † ‡ § ¶ || etc.

- ✓ *P<0.05, †p<0.01.

2.5.4. Table citation

In the text, tables should be cited as full words. See example:

- ✓ Table 1 (first letter in all capitals and no full stop)
- ✓ ...as shown in Tables 1 and 3. (citing more tables at once)
- ✓ ...result has shown (Tables 1-3) that... (citing more tables at once)
- ✓in our results (Tables 1, 2 and 5)... (citing more tables at once)

2.6. Figures

On the last separate page of the main manuscript file, authors should place the legends of all the figures submitted separately.

All graphic materials should be of sufficient quality for print with a minimum resolution of 600 dpi. IT-SPA prefers TIFF, EPS and PNG formats.

If a figure has been published previously, acknowledge the original source and submit a written permission from the copyright holder to reproduce the material. Permission is required irrespective of authorship or publisher except for documents in the public domain. If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph whenever possible permission for publication should be obtained.

Figures and figure legends should be completely intelligible without reference to the text.

The price of printing in color is 50 EUR per page as printed in an issue of IT-SPA.

2.6.1. Figure legends

Figures should not contain footnotes. All information, including explanations of abbreviations must be present in figure legends. Figure legends should be written below the figure, in sentence case. See example:

- ✓ **Figure 1.** Changes in accuracy of instep football kick measured before and after fatigued. SR – resting state, SF – state of fatigue, * $p > 0.01$, † $p > 0.05$.

2.6.2. Figure citation

All graphic materials should be referred to as Figures in the text. Figures are cited in the text as full words. See example:

- ✓ Figure 1
- × figure 1
- × Figure 1.
- ✓ ...exhibit greater variance than the year before (Figure 2). Therefore...
- ✓ ...as shown in Figures 1 and 3. (citing more figures at once)
- ✓ ...result has shown (Figures 1-3) that... (citing more figures at once)
- ✓ ...in our results (Figures 1, 2 and 5)... (citing more figures at once)

2.6.3. Sub-figures

If there is a figure divided in several sub-figures, each sub-figure should be marked with a small letter, starting with a, b, c etc. The letter should be marked for each subfigure in a logical and consistent way. See example:

- ✓ Figure 1a
- ✓ ...in Figures 1a and b we can...
- ✓ ...data represent (Figures 1a-d)...

2.7. Scientific Terminology

All units of measures should conform to the International System of Units (SI).

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples.

Decimal places in English language are separated with a full stop and not with a comma. Thousands are separated with a comma.

Percentage	Degrees	All other units of measure	Ratios	Decimal numbers
✓ 10%	✓ 10°	✓ 10 kg	✓ 12:2	✓ 0.056
× 10 %	× 10 °	× 10kg	× 12 : 2	× .056

Signs should be placed immediately preceding the relevant number.

✓ 45±3.4

✓ p<0.01

✓ males >30 years of age

× 45 ± 3.4

× p < 0.01

× males > 30 years of age

2.8. Latin Names

Latin names of species, families etc. should be written in italics (even in titles). If you mention Latin names in your abstract they should be written in non-italic since the rest of the text in abstract is in italic. The first time the name of a species appears in the text both genus and species must be present; later on in the text it is possible to use genus abbreviations. See example:

✓ First time appearing: *musculus biceps brachii*

✓ Abbreviated: *m. biceps brachii*