

(Revised March 2010)

This Authors' Guide has been adapted, with permission, from the Journal of Athletic Training Author Guide and follows it as closely as possible. This was done so that authors and peer reviewers who write or review for both journals will have consistent policies to follow.

### Submission Policies

1. Submit the entire manuscript (including tables and figures) to *Athletic Training Education Journal (ATEJ)* at: <http://atej.msubmit.net/>  
The term *figure* refers to items that are not editable, either halftones (photographs) or line art (charts, graphs, tracings, schematic drawings), or combinations of the two. A *table* is an editable item that needs to be typeset.
2. When submitting a manuscript online each author must comply with the following statements : This manuscript 1) contains original unpublished material that has been submitted solely to the *Athletic Training Education Journal*; 2) is not under simultaneous review by any other publication; and 3) will not be submitted elsewhere until a decision has been made concerning its suitability for publication by the *Athletic Training Education Journal*; 4) the following statement: "In consideration of the NATA's taking action in reviewing and editing my submission, I the undersigned author hereby transfer, assign or otherwise convey all copyright ownership to the NATA, in the event that such work is published by the NATA. Further, I verify that I have contributed substantially to this manuscript as outlined in item #3 of the current Authors' Guide." By signing the letter, the authors agree to comply with all statements. Manuscripts that are not accompanied by such a letter will not be reviewed. Accepted manuscripts become the property of the NATA. Authors agree to accept any minor corrections of the manuscript made by the editors.
3. The *ATEJ* conforms to the International Committee of Medical Journal Editors Uniform Requirements for Manuscripts

Submitted to Biomedical Journals. Each author must be specifically identified in the published manuscript, in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

Authorship credit should be based only on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not constitute authorship. For additional information, please visit the Uniform Requirements website:

<http://www.icmje.org/index.html>.

Authorship credit must be substantiated at the time of submission. The Authorship form, which is available on the *ATEJ* website:

<http://www.nataej.org>. Contribution categories include conception and design; acquisition of data; analysis and interpretation of the article for important intellectual content; final approval of the article; provision of study materials or patients; statistical expertise; obtaining of funding; administrative, technical, or logistic support; and collection and assembly of data. (Categories borrowed with permission of the *Annals of Internal Medicine*.) Contributors to the manuscript who do not qualify for authorship should be thanked in the Acknowledgments section.

4. Financial support or provision of supplies used in the study must be acknowledged. Grant or contract numbers should be included whenever possible. The complete name of the funding institution or agency should be given, along with the city and state in which it is located. If individual authors were the recipients of funds, their names should be listed parenthetically.
5. Authors must specify whether they have any commercial or proprietary interest in any device, equipment, instrument, or drug that is the subject of the article in question. Authors must also reveal if they have any financial interest (as a consultant, reviewer, or

- evaluator) in a drug or device described in the article.
6. For experimental investigations of human subjects, state in the Methods section of the manuscript that an appropriate institutional review board approved the project. The principles outlined in the Declaration of Helsinki should be followed (please see *Bull Pan Am Health Organ.* 1990;24:606-609).
  7. Signed release letters are required to verify permission for the *Athletic Training Education Journal* to 1) reproduce materials taken from other sources, including text, figures, or tables; 2) reproduce photographs of individuals; and 3) publish a Case Report. A Case Report cannot be reviewed without a release letter signed by the individual being discussed in the Case Report. Email a scanned copy of the release letter at the time of submission.
  8. The *Athletic Training Education Journal* uses a double-blind review process. Authors and institutions should not be identified in any way except on the title page.
  9. Manuscripts are edited to improve the effectiveness of communication between author and readers and to aid the author in presenting a work that is compatible with the style policies found in the *AMA Manual of Style*, 10<sup>th</sup> ed. (Flanagin & Christiansen), 2007. Page proofs are sent to the author for proofreading when the article is typeset for publication. It is important that they be returned within 48 hours. Important changes are permitted, but authors will be charged for excessive alterations.
- Style Policies**
10. Each page must be printed on one side of 8 ½ x 11-inch paper, double-spaced, with 1-inch margins in a font no smaller than 10 points. Each page should include line continuous line counts to facilitate the review process. Do not right justify pages.
  11. Manuscripts should contain the following, organized in the order listed below, with each section beginning on a separate page:
    - a. Abstract and Key words
      - Key Words: use 3 to 5 words that do not appear in the title
    - b. Text (body of manuscript)
    - c. References
    - d. Tables (each on a separate page)
    - e. Legends to figures
    - f. Figures
  12. Begin numbering the pages of your manuscript with the abstract page as #1; then, consecutively number all successive pages.
  13. Titles should be brief within descriptive limits (a 16-word maximum). If a disability is the relevant factor in an article, the name of the disability should be included in the title. If a technique is the principal reason for the report, it should be in the title. Often both should appear.
  14. The title page should also include the name, title, and affiliation of each author, and the name, address, phone number, fax number, and e-mail address of the author to whom correspondence is to be directed. No more than 3 credentials should be listed for each author.
  15. A structured abstract of no more than 300 words must accompany all manuscripts. Type the complete title (but not the authors' names) at the top, skip 2 lines, and begin the abstract. Items that are needed differ by type of article. The following is not an exhaustive list of the types of manuscripts that will be entertained by the *ATEJ* but does present the most common manuscripts submitted.
    - Original Research** articles: Context, Objective, Design, Setting, Patients or Other Participants, Intervention(s), Main Outcome Measures(s), Results, Conclusions, and Key Words.
    - Literature Reviews:** Context, Objective, Data Source(s), Data synthesis, Conclusion(s) and Key Words.
    - Educational Technique** articles: Context, Objective, Background, Description, Clinical Advantage(s), Conclusion(s), and Key Words.
    - Survey** articles: Context, Objective, Design, Setting, Patients or Other Participants, Data Collection and Analysis, Results, Conclusion(s), and Key Words.
    - Commentary** articles: Context, Objective, Background, Synthesis, Results, Recommendation(s), Conclusion(s), and Key Words.

16. Begin the text of the manuscript with an introductory paragraph or two in which the research question(s) or purpose is clearly stated and developed. Tell why the study needed to be done or the article written and end with a statement of the problem (or controversy). Highlights of the most prominent works of others as related to your subject are often appropriate for the introduction, but a detailed review of the literature should be reserved for the discussion section. In a 1- to 2-paragraph review of the literature, identify and develop the magnitude and significance of the controversy, pointing out differences among others' results, conclusions, and/or opinions. The introduction is not the place for great detail; state the facts in *brief*, specific statements and reference them. The detail belongs in the discussion. Also, an overview of the manuscript is part of the abstract, not the introduction. Writing should be in the active voice (for example, instead of "Subjects were selected," use "We selected subjects") and in the first person (for example, instead of "The results of this study showed," use "Our results showed").
17. The body or main part of the manuscript varies according to the type of article (examples follow); however, the body should include a discussion section in which the importance of the material presented is discussed and related to other pertinent literature. When appropriate, a discussion subheading on the educational relevance of the findings is recommended. Liberal use of headings and subheadings, charts, graphs, and figures is recommended. The following is not an exhaustive list of the types of manuscripts that will be entertained by the *ATEJ* but does present the most common manuscripts submitted:
  - a. The body of an **Original Research** or a **Survey** article consists of a methods section, a presentation of the results, and a discussion of the results. The methods section should contain sufficient detail concerning the methods, procedures, and apparatus employed so that others can reproduce the results. The results should be summarized using descriptive and inferential statistics and a few well-planned and carefully constructed illustrations.
  - b. The body of a **Literature Review** article should be organized into subsections in which related thoughts of others are presented, summarized, and referenced. Each subsection should have a heading and brief summary, possibly one sentence. Sections must be arranged so that they progressively focus on the problem or question posed in the introduction.
  - c. The body of an **Educational Techniques** article should include both the *how* and *why* of the technique: a step-by-step explanation of how to perform the technique, supplemented by photographs or illustrations, and an explanation of why the technique should be used. The discussion concerning the *why* of the technique should review similar techniques, point out how the new technique differs, and explain the advantages and disadvantages of the technique in comparison with other techniques. Percentages should be accompanied by the numbers used to calculate them. When reporting no significant results, a power analysis should be provided.
  - d. The body of a **Commentary** article should be presented chronologically so that it corresponds with the specific topic. In addition, the author should include *why* and *how* the presented information will benefit *Athletic Training Education*. The author(s) should reference the presented material.
  - f. The body of a **Communications** article including official Position Statements and Policy Statements from the NATA Education Council. Technical Notes on such as research design and statistics; and articles on other professional issues of interest to the readership are solicited by the *ATEJ*. An author who has a suggestion for such a paper is advised to

contact the Editorial Office for instructions.

18. The manuscript should **not** have a separate summary section, as the abstract serves as a summary. It is appropriate, however, to tie the article together with a summary paragraph or list of conclusions at the end of the discussion section.
19. References should be numbered consecutively, using superscript arabic numeral, in the order in which they are cited in the text. References should be used liberally. It is unethical to present others' ideas as your own. Also, use references so that readers who desire further information on the topic can benefit from your scholarship.
20. References to articles or books, published or accepted for publication, or to papers presented at professional meetings are listed in numerical order at the end of the manuscript. Journal title abbreviations conform to *Index Medicus* style. Examples of references are illustrated below. See the *AMA Manual of Style 10<sup>th</sup> Ed.* for other examples.

**Journals:**

1. Livecchi NM, Merrick MA, Ingersoll CD, Stemmans CL. Teacher-centered instruction improves written test performance compared to student-centered instruction but not practical test performance for pre-athletic training majors. *J Allied Health* 2004;33(3):2004.
2. Miller MG, Berry DC. An assessment of athletic training students' clinical-placement hours. *J Athl Train.* 2002;3(4)7:229S-235S.

**Books:**

1. Meichenbaum D, Biemiller A. *Nurturing independent learners: Helping students take charge of their learning.* Cambridge MA: Brookline Books.

Kinetics; 1996:35-52.

**Presentations:**

1. Trowbridge CA. Writing quality test questions. Presented at: 2005 NATA Athletic Training Educators Conference; Montgomery, TX

**Videos:**

1. *Spine Injury Management* [videotape]. Champaign, IL: Human Kinetics; 2001.

**Software:**

1. *SPSS Base for Windows* [computer program]. Version 11.0. Chicago, IL: SPSS Inc; 2001.

**Internet Sources:**

1. National Athletic Trainers' Association Position Statement: preventing, detecting, and managing disordered eating in athletics. Available at: <http://www.nata.org/statements/position/DisorderedEating.pdf> Accessed July 29, 2008.
21. Table Style: 1) Title is bold; body and column headings are Times Roman type; 2) units are set above rules in parentheses; 3) numbers are aligned in columns by decimal; 4) footnotes are indicated by symbols (order of symbols: \*, †, ‡, §, ¶); 5) capitalize the first letter of each major word in titles; for each column or row entry, capitalize the first word only.
22. All digital images, (ie photographs, line art, figures) should be black and white and scanned to a resolution of 600 dots per inch (dpi) at full size in jpeg or tiff format.
23. Legends to figures are numbered with arabic numerals in order of appearance in the text. Legends should be on separate pages at the end of the manuscript.
24. The *ATEJ* follows the redundant publication guidelines of the Council of Science Editors, Inc. (*CBE Views*. 1996;19:76-77).

2. Silverman SJ. How and why do we research? In: Silverman SL, Ennis CD eds. *Student Learning in Physical Education.* Champaign, IL: Human