

Guidance for Contributors to Research Matters

The Research Committee, in collaboration with the journal editor, Carol Hawman, shares responsibility for the content of Research Matters and offers the following guidance to potential contributors.

1. Editorial policy and aims

Research Matters encourages contributions from a wide range of authors and members, including from students, teachers, individuals working in higher education, and other researchers. Specifically, the aims of Research Matters are to:

- engage and keep afPE members up to date with key national and international research developments and findings that are relevant to physical education policy and practice
- provide an opportunity for all afPE members to engage with and contribute to Research Matters (as authors, reviewers, practitioners, researchers and students)
- support afPE members to establish, conduct and share their research and, in particular, to support less experienced authors/researchers.

2. Contributions

Research Matters strives to be distinct in content and scope from other 'research' journals in the area and is keen to consider any of the following types of contribution.

- Various **research-related articles/papers** that range in:
 - length, e.g. abstracts, reports, short articles (750-1500 words), as well as the standard longer articles (maximum 3000 words)
 - type, e.g. empirical studies, reviews, opinion or individual case study articles.
- **Research news** (national and international). For example, news about new publications, research reports, papers or debates, research opportunities, relevant web sites, forthcoming research seminars/ conferences, conference reports/summaries.
- **Research questions.** For example, identify/encourage research on certain topics, answer members' research-related questions, invite members to communicate with each other over research areas of common interest.
- **Practitioner-based research** that links theory to, and has clear implications for, practice and which could cover any of the above.

3. Submission process

Contributions should be submitted electronically to Nigel Green at nrgreen58@gmail.com. Contributors will receive acknowledgement of receipt of their submission and the review process will be initiated (further details of which are provided below).

4. Review process

All submissions will undergo an informal review to ensure the quality and relevance of the contribution to Research Matters. **Research-related articles/papers will undergo anonymous peer review** and reviewers will be asked to recommend whether:

- a. the piece be accepted for publication
- b. accepted subject to amendments, or
- c. rejected.

The peer reviewers will offer constructive feedback to the author(s).

If applicable, a recommendation may be made for the article to be considered for inclusion in another section of the journal. In which case, further communication will be through the journal editor.

5. Presentation

- **Length** – Within reason, contributions can be of any minimum length and ideally should be a maximum length of 3000 words. (Longer papers, of the highest quality and relevance, will be considered.)
- **Format** – Contributions must be in English, double-spaced, with generous margins. If there are multiple sheets, these should be numbered, and any title and section headings used should be clear.
- **Spelling, language and accuracy** – Authors should use UK English and language should be free from bias/discrimination. In addition, the journal has some basic house style rules (please see list which follows) which contributors are requested to follow. Contributions should be carefully checked for style and errors prior to submission.
- **Author(s) details** – The type and title of the contribution, the author's full name and affiliation, and, for multiple authors, the corresponding author's name and e-mail address should be provided with the contribution.

- **Tables/figures/illustrations/photos** – Any tables/figures/illustrations/photos should accompany the contribution and not be included in the text. They should be referred to as Table/Figure 1, Table/Figure 2, etc. and be numbered in the order in which they appear in the text. Photographs (with relevant consents) can be submitted to accompany the contribution or, alternatively, images can be supplied by afPE's official photographer. Photographs should be at least 300dpi (at least 1mb) for print quality.

6. Copyright

I warrant to the best of my knowledge that I have full power to enter this agreement.

I warrant to the best of my knowledge that, except for the material for which permissions have been obtained, the work is:

- original
- does not violate any right of privacy
- is not libellous
- does not infringe upon any statutory or common copyright law
- has the approval of my institution (where relevant).

I warrant to the best of my knowledge that any photographs of children aged 17 years or younger provided by me have parental permission for publication in Physical Education Matters.

I hereby grant the Association for Physical Education, publisher of Physical Education Matters, the non-exclusive right to publish my work in Physical Education Matters.

I acknowledge that having the work accepted for publication in Physical Education Matters does not mean the work represents the views of the Association for Physical Education.

The publisher and editor acknowledge that the contributor will receive full credit for contributing the work.

7. Proofs

Proofs will be sent to the corresponding author prior to publication, for checking and approval. The proofs should be carefully checked and corrected and returned as quickly as possible. Any suggested corrections should only be very minor.

House style

- Physical education has a lower case 'p' and 'e' (except when physical is the first word in a sentence).
- Acronyms/abbreviations should be written in full the first time they are used followed by the abbreviation in brackets. Thereafter the abbreviation may be used. For example, 'the benefits of outdoor and adventurous activities (OAA) are well known. OAA has a special place in the curriculum...'
- Numbers one to ten should be written in full and thereafter be numerical.
- In text ...per cent should be used instead of %; % may be retained in figures/tables.
- Single speech marks should be used (unless for direct speech/quotes).
- Lower case should be used in bullet points (without semi colons).
- For research-related articles/papers, authors should supply complete references which adhere to the Harvard style.

Nigel Green, Editor of afPE's Research Matters (Physical Education Matters)