

November, 2002

*Research Quarterly For Exercise and Sport*  
APA/RQES Style Checklist

Use this checklist to check that your manuscript conforms to format and style requirements specified in the *Publication Manual of the American Psychological Association* (5<sup>th</sup>, ed., 2001). Page numbers refer to the appropriate section of the APA manual. This is only a general guide; consult the manual for specifics.

**General: Spacing (between and within lines). Page Numbering, Length**

- [ ] The manuscript is double-spaced throughout (including references). (p. 286)
- [ ] Space only once after all punctuation, including colons and end-of-sentence punctuation marks except after internal periods in abbreviations (e.g., a.m.). (p. 290)
- [ ] Page numbers and manuscript page headers are provided in the upper right-hand corner of every page of the manuscript. (pp. 288, 298)
- [ ] The length of manuscript is no more than 28 pages. If the manuscript is submitted as a Research Note, no more than 14 pages. (see RQES *Guidelines for Contributors*)

**Title Page**

- [ ] A Current address, telephone number, e-mail address, and fax number are supplied. (pp. 296, 300)
- [ ] A “blinded” title page is included. Only the title appears on this page. (p. 296)

**Abstract**

- [ ] The abstract is on a separate page, double-spaced, and titled as such. (p. 298)
- [ ] The length of the abstract is no more than 120 words. (p. 298)
- [ ] Key words: At the bottom of the abstract, supply no more than 4 key words that may be used in indexing the article after publications. Do not use words that are also in the title of the manuscript.

**Informed Consent for Human Participants**

- [ ] Stated in the Method section that informed consent was obtained from all human research participants. (see RQES *Guidelines for Contributors*)

**Footnotes and Author’s Notes**

- [ ] Content footnotes are on a separate page entitled “Footnotes” after the “Author Note.” (p. 287)
- [ ] Funding sources and acknowledgements are listed on a separate page entitled “Author Note.” Provide all authors’ departmental and institutional affiliations and designate the address of the corresponding author to whom inquires should be sent. (p. 300)

**Text**

- [ ] The title of the manuscript is placed at the top of the first page of the text (i.e., the page that follows the paged entitled “Abstract”). The title “Introduction” is not used. (p. 298)
- [ ] All authors are listed in a reference the first time that the reference is cited, except for an article with six or more authors; for example, (Smith, Jones, & Smith, 1967). Thereafter, use the “et al.” convention; e.g., (Smith et al., 1967) for references with three or more authors. (pp. 208-209)
- [ ] Use italics for emphasis no underscores or bold face type.
- [ ] Use ampersand (&) in the reference list, in tables, and for references within parentheses in the text; for example, (Smith & Jones, 1950). In the text, do not use the ampersand; e.g., “Smith and Jones (1950) found. . .” (p. 209)

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- [ ] Appropriate headings are used. The types vary according to the structure of the manuscript. Typically, three levels will be needed. (pp. 289-290)
- [ ] The term “participants” is used instead of “subjects.”
- [ ] Refer to tables and figures by their numbers; e.g., “The data are related (see Figure 2)...” Do not state “in the figure below...” (p. 155)
- [ ] Measurements are reported in metric units. (p. 130)
- [ ] Results of statistical tests are presented with test statistic, degrees of freedom, and *p* value; e.g., “The effect of the treatment was nonsignificant,  $F(2, 96) = 8.22, p > .05$ ,” or  $t(40) = 2.76, p < .05$ . (p. 138)
- [ ] Please provide a strength of association statistic such as effect size,  $R^2$ , redundancy, omega squared, or other value to indicate the strength of significant findings beyond just “ $p < .05$ .” (pp. 25-26)
- [ ] Do not use zeros before the decimal point with *p* values, correlations, reliabilities, and validities. (p. 128)
- [ ] Numbers are spelled or written as numerals appropriately. (pp. 122-130)
- [ ] A term to be abbreviated is, on its first appearance, spelled out completely and followed immediately by its abbreviation in parentheses; for example, maximal oxygen consumption ( $VO_2$  max). Do not include the abbreviation unless it is to be used again. (pp. 103-105)

#### **Reference List**

- [ ] Typed according to APA style (i.e., alphabetical order, correct indentations). (pp. 215-219)
- [ ] Use italics, not underscores, for book & journal titles and volume numbers.

#### **Figures and Tables**

- [ ] Figure captions are on a separate page entitled “Figure Captions.” (pp. 199, 302)
- [ ] Each Table and Figure is on a separate page. (pp. 301-302)
- [ ] Tables and Figures are lettered proportionate to size of illustrations. The smallest letters and symbols must be legible after the table or figure is reduced. (pp. 174, 188-197) Note: in final copy, tables & figures will be either 3 1/4 inches wide or 6 1/2 inches wide. Authors may want to prepare figures according to these sizes.
- [ ] Tables are double-spaced and have titles. (pp. 155-159, 301)
- [ ] Tables are not included for information which is or could be part of the text. Simple information is best integrated into narrative. (pp. 147-154)
- [ ] Tables include notes, which are placed below the tables, to clarify acronyms used (e.g., Note. RT = reaction time.) (pp. 170-173)
- [ ] Order of pages after the text of manuscript is references, appendixes, author note, footnotes, tables, figure captions, and figures. (p. 287)

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**Computer Diskette Submission Guidelines**  
*Research Quarterly for Exercise and Sport*

The *Research Quarterly for Exercise and Sport* goes to press via AAHPERD's desktop publishing process in Reston, Virginia. This process provides authors with proofs in "near publication" format. Therefore, it is important that authors follow specific guidelines to prepare computer diskettes that facilitates manuscript publication. Please review these guidelines carefully as you prepare your final manuscript and computer diskette for submission and publication. If you have any questions about these procedures, please call the *RQES* editorial office Teachers College, Columbia University (212) 678-3731 or Linda Topper, *RQES* Managing Editor, in Reston (703/476-3400 ext 484).

- 1) Diskette preparation
  - a) Prepare your manuscript in a word processing program, preferably Microsoft Word, for the PC. Other acceptable word processing programs are Microsoft Works, Claris Works, or Wordperfect.
  - b) Use high-density 3.5-inch diskettes only. Format the disk for PC.
  - c) Label your diskette with:
    - (1) Author name
    - (2) Manuscript title
    - (3) The word processing program you used.
  
- 2) General issues
  - a) Keep everything left justified only. Do no other justifying of the text.
  - b) Type only one space after a period or colon; not two.
  - c) Do not hyphenate words.
  - d) Enter a "carriage return" only at the end of a paragraph.
  
- 3) Preparing tables
  - a) Do all tables in the word processing program you use for the manuscript.
  - b) DO NOT use Excel or Lotus or any other spreadsheet program.
  - c) Do not use color.
  - c) When setting up tables in the word processing program, DO NOT use lines or underlines.
  - d) When setting up tables in the word processing program use only 1 tab (DO NOT space or use cells) between columns (it is more difficult to edit and reformat tables for layout, when cells have been used). Follow APA style for caption and column headers (i.e., capitalize only the first word of a title.)
  
- 4) Preparing figures
  - a) Design material to fit within RQES column widths. Figures SHOULD BE either 1 column wide (3 inches) or a full page width (6 ½ inches.) Figures that don't fit these widths will be reduced or enlarged accordingly.
  - b) For graphs, use a line weight of at least 1 point or more.
  - c) Typeface should be univers 57 condensed, or a similar sans serif typeface. Typeface should be 9 point or 10 point. Note that if figures must be reduced or enlarged to fit the width specified above, the type size will also reduce or enlarge proportionally.
  - d) To distinguish bars or segments of bars in a chart, use a bold cross-hatch pattern or patterns of bold diagonal lines. (If you use a monitor that shows shades of gray, do not use fine-dot patterns. Be sure that different bars contrast each other by 30% of gray tone.) DO NOT use color.
  - e) Provide a laser copy of each figure; dot-matrix type is not acceptable. Include the figure number with each laser copy.
  - f) Create figures in a graphics program, such as Adobe Photoshop or Illustrator, saving the art as TIFF or EPS files for the PC. Or use Microsoft Word or PowerPoint, and save files for the PC. DO NOT compress files.
  - g) Save each figure as a separate document.
  - h) Be sure to save your figures to your diskette.
  
- 5) Be certain the computer version identically matches the 2 hard copies you send.
  
- 6) Check your reference list carefully. Recent evidence suggests as many as 50-70% of these entries are in error; that is, missing or inaccurate information is presented.

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Thanks for checking these issues carefully. Concern for detail will expedite publication of your manuscript.