

## Style Guidelines

### In submission email please include:

- The name(s) of the author(s)
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author

### Text must include

Author information (name, affiliation)  
Abstract (150-250 words)  
Keywords (4-6)  
Introduction  
Materials and method  
Analysis  
Conclusion  
Figures and tables with captions – if applicable  
Bibliography – Harvard reference style

### Text formatting

- Submit document in Word
- Use a normal, plain font (e.g., 10-point Times Roman) for text
- Double spaced
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- 5 pages for a short report and 10 pages for a paper (these are flexible guidelines)

### References

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

Reference list entries should be alphabetized by the last names of the first author of each work. Please alphabetize according to the following rules: 1) For one author, by name of author, then chronologically; 2) For two authors, by name of author, then name of coauthor, then chronologically; 3) For more than two authors, by name of first author, then chronological

### Reference style: Harvard

#### *Journal article*

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) *Effect of high intensity intermittent training on heart rate variability in prepubescent children*. Eur J Appl Physiol 105:731-738. <https://doi.org/10.1007/s00421-008-0955-8>

Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists will also be accepted:

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. N Engl J Med 341:325–329

### Article by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*.  
<https://doi.org/10.1007/s001090000086>

Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

### **Chapter**

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257

### **Online document**

Doe J (1999) Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. Available via DIALOG. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan 199

### **Other:**

#### **Headings**

Please use words heading hierarchy for accessibility.

#### **Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter.

#### **Footnotes**

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

#### **Acknowledgments**

Acknowledgments of people, grants, funds, etc. should be placed at the end of the paper before the reference list. The names of funding organizations should be written in full.

#### **Tables**

- All tables are to be numbered using roman numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

#### **Figures**

- All figures are to be numbered using arabic numerals.
- Alt text should be used:  
*Alt text helps people who can't see the screen to understand what's important in visual content. Visual content includes pictures, SmartArt graphics, shapes, groups, charts, embedded objects, ink, and videos. In alt text, briefly describe the image and mention its intent. Screen readers read the text to describe the image to users who can't see the image.*

*Avoid using text in images as the sole method of conveying important information. If you must use an image with text in it, repeat that text in the document. In alt text, briefly describe the image and mention the existence of the text and its intent.*

We **Recommend that authors test the accessibility** of their documents in word. The easiest way is to try to save it as a pdf-file and look for advice - when the yellow warning is gone, it is ready!