
Instructions to Authors

1 SCOPE AND EDITORIAL GUIDELINES

The Brazilian Journal of Physical Activity and Health (BJPAH), the official periodical of the Brazilian Society of Physical Activity and Health, publishes articles on the results of research and studies on physical activity and health in different population subgroups. The journal accepts articles that fall into one of the following categories: original articles, systematic reviews, editorials and letters to the editor. In addition to the articles in these categories, the journal is interested in manuscripts that fit the scope of the following special sections: action research; research and post-graduation in physical activity and health; and innovative curricular experiences in physical activity and health. Epidemiological, clinical, experimental or qualitative studies focusing on the “physical activity-health” interrelation, as well as studies on physical activity patterns in different population groups, validation of methods and instruments to measure physical activity and intervention studies to promote physical activity are examples of studies that comply with the editorial guidelines of the journal.

It is a multidisciplinary periodical that accepts contributions from researchers whose investigative efforts contribute to the development of the “area of physical activity and health”. Upon submitting the manuscript, the authors must attest that the paper was not previously published or being analyzed by another journal, while being assessed by the editorial board of the Brazilian Journal of Physical Activity and Health. As a way to formally attest that they assume this responsibility, the authors must sign a declaration provided by the journal. The manuscripts must be unpublished and all the authors must have contributed substantially to its development to the extent that they can assume responsibility for their authorship (see authorship criteria in item 3.7). The submission of a manuscript containing study results that have been preliminarily published in abstract form are accepted.

2 ASSESSMENT OF MANUSCRIPTS

The Brazilian Journal of Physical Activity and Health adopts the peer review system. This means that manuscripts submitted to the journal will be reviewed by two or more referees, indicated by one of the associate editors. The associate editor analyzes the referees’ opinions and issues a final conclusive report that is sent to the assistant editor who informs the authors of the decision. The double-blind review process is adopted; as such, neither will the *ad hoc* referees know who the authors of the manuscript are, nor will the authors know who the referees were. The journal has international and national *ad hoc* referees with research experience in physical activity and health on its editorial board.

The editorial process starts with a preliminary assessment, where the assistant editor analyzes whether the manuscript was prepared according to present guidelines (“Instructions to Authors”). If the format does not comply with these guidelines, the article is returned to the authors for reformatting. It is

important to remember that manuscripts that do not meet these guidelines can be refused outright. The manuscript assessment process is only initiated when all the required documents have been sent (declaration of responsibility, declaration of conflict of interest, declaration of authorship and a copy of the Ethics Committee certificate for studies with human beings or animals). Furthermore, a declaration of copyright transfer will also be required, as described in item 3.5 of this guideline.

In the next phase, one of the editors-in-chief is designated to analyze the manuscript considering its compatibility in relation to the editorial guidelines of the journal; and the potential contribution of the article to the advancement of knowledge of physical activity. If approved in this phase, the manuscript proceeds to the next stage of the assessment process; otherwise, the refusal is immediately communicated to the authors.

The third stage of manuscript assessment initiates when one of the associated editors is designated by the editor-in-chief to accompany the manuscript assessment process. In this stage, the associate editor initially judges the article's potential, considering scientific rigor, originality and linguistic quality. If approved at this stage, the manuscript is sent for analysis to at least two *ad hoc* referees; otherwise, the authors are immediately informed of the refusal. If the manuscript reaches the *ad hoc* referee analysis phase, the associate editor waits for their opinions before making the decision to accept or refuse the manuscript.

The decision regarding the manuscript will be communicated to the authors considering three possibilities: (1) REFUSED, with no possibility of resubmission; (2) REVISIONS REQUIRED; and (3) ACCEPTED.

If the editorial decision is “revisions required”, the authors will have thirty (30) days from the date they were informed of the editorial decision to send the response to referees letter along with the corrected manuscript.

After acceptance, the authors will receive the typographic proof of their article, which must be revised and resubmitted to the BJPAH within 48 hours.

3 PREPARATION AND SUBMISSION OF MANUSCRIPTS

3.1 Submission

The Brazilian Journal of Physical Activity and Health accepts spontaneous submissions in six categories:

a) Original articles

Aimed at publishing the results of research conducted applying rigorous scientific methods, subject to replication and/or generalization, encompassing both quantitative and qualitative investigative approaches in physical activity and health. Other contributions such as reviews, reports, case studies, opinions and viewpoints will not be considered original articles.

b) Review articles

Aimed at publishing systematic reviews through which the authors can present a summary of available knowledge regarding a relevant topic of physical activity and health.

c) Letters to the editor

This space is aimed at the reader or researcher who wishes to submit a comment or deeper reflection on the content of an article published in the journal.

d) Special section “ On action diagnosis: experiences in promoting physical activity and health”

Is a section aimed at publishing articles on conceptual bases, logical models and the results of interventions that promote physical activity and health. This section seeks to reveal professional intervention experiences that involve an effort to apply previously produced scientific knowledge to promote physical activity and health.

e) Special section “Research and post-graduation in physical activity and health”

Is a section aimed at publishing articles presenting research experiences and researcher qualification. Relevant to this section are contributions that describe ways of organizing study or working groups in a network in order to develop research projects and the qualification and training of human resources to investigate physical activity and health.

f) Special section “Innovative curricular experiences in physical activity and health”

Is a space aimed at reporting innovative curricular experiences in the initial qualification (graduation) that focus on physical activity and health.

In addition to articles published in the aforementioned categories, by invitation from the Editorial Board, the journal can also publish editorials, comments and opinions. Contact the journal in case of doubt regarding compliance of a manuscript to editorial guidelines or classification of the manuscript into one of the spontaneous submission categories.

3.2 Conflicts of interest

Transparency of the peer review process and credibility of published articles depend, at least in part, on how conflict of interest is dealt with during the writing, peer review and editorial decision making. This type of conflict may emerge when authors, reviewers or editors have interests that, apparently or not, may influence the preparation or assessment of manuscripts. Thus, both authors and reviewers must inform the journal about the existence of conflicts of interest of any kind. Conflicts of interest may be personal, commercial, political, academic or financial. When the authors submit a manuscript, they are responsible for recognizing and revealing the existence of financial conflicts, or of any other nature, that may influence their work. The authors must acknowledge in the manuscript all financial support for the study as well as other financial or personal connections with respect to the research. The *ad hoc* reviewers must also decline to review a manuscript when there is any conflict of interest that could influence their opinion. At manuscript submission the authors must also send the conflict of interest declaration provided by the journal.

3.3 Ethical aspects

The authors must declare in the text, whether the research was approved by the Research Ethics Committee in accordance with the Declaration of Helsinki, in resolution no. 196/96 or 466/12 (for studies conducted after December 11, 2012) of the National Health Council and the other guidelines in force. In experimental studies involving animals, as established by the Brazilian College of Animal Experimentation (COBEA), the guidelines and ethical principles regarding animal experimentation must be respected. The clinical trials must be duly registered at the Brazilian Registry of Clinical Trials (ReBEC), Ministry of Health (<http://www.ensaiosclinicos.gov.br/>), or other international data banks (ex.: ClinicalTrials- <http://clinicaltrials.gov/>). The authors must send, along with the manuscript, a certified copy or declaration attesting compliance with ethical research guidelines, including a copy of research protocol approval by the Ethics Committee with human beings. Studies that do not comply with these requirements will not be accepted for publication in the journal.

3.4 Language

Written manuscripts are accepted in the following languages: Portuguese, Spanish or English. Manuscripts in Portuguese and Spanish must be accompanied by abstracts in the original language and in English. Those submitted in Spanish must also contain an Abstract in Portuguese. Manuscripts in English must also include an abstract in the original language and in Portuguese. For submissions in Portuguese or Spanish, we offer the option of an English translation of the manuscript, at a cost to the authors.

3.5 Authors' copyrights

At submission the authors must include a signed declaration of copyright transfer. This declaration must be prepared in accordance with the model provided by the journal (<http://periodicos.ufpel.edu.br/ojs2/index.php/RBAFS/index>). Articles accepted for publication become the property of the journal, and may not be reproduced, in whole or in part, including translation into another language, without the written authorization of the Brazilian Journal of Physical Activity and Health.

3.6 Acknowledgement/Financing

At the end of the text, authors must mention sources of financing for the study and the names of institutions, agencies or individuals that should be thanked for support provided during the study. The authors must keep documental proof that the individuals or institutions cited in the acknowledgement section agreed to the inclusion of their names, since this nominal mention may imply endorsement of the results and conclusions of the study.

3.7 Collaborators

The individual contributions of each author in the preparation of the article must be specified. It is important to remember that authorship criteria must be based on ICMJE, guidelines, which determine the following: recognition of authorship must be based on substantial contribution related to the following aspects: 1. Conception and presentation or analysis and interpretation of data; 2.

Writing or relevant critical review of intellectual content; 3. Final approval of the version to be published. These three conditions must be entirely complied with.

4 MANUSCRIPT PREPARATION

All the articles must be accompanied by a letter of submission directed to the editor-in-chief, indicating the section in which the article is to be included (see categories listed in item 3.1) and stating the potential contribution of the study to the area of physical activity and health. The authors must also provide all the declarations required with the manuscript submission, as follows: **declaration of responsibility, declaration of conflict of interest and declaration of transfer of copyright**, attaching them as “supplementary documents”. Also attach **documentary proof of compliance with the ethical requirements of the study**, as described in item 3.3. After submission, the authors assume complete responsibility for the content of the manuscript, as well as for obtaining authorization for using illustrations and data of third parties.

The manuscripts must be prepared considering the category of the article and criteria presented in the following chart.

Category of the article	Number of words in the text*	Number of words in the abstract	Number of characters in the title**	Number of references	Number of illustrations
Original	4,000	250	100	30	5
Review	6,000	250	100	100	5
Letter to the Editor	750	-	100	5	1
Special Sections***	1,500	150	100	15	2****

* Without including the abstract, references and illustrations. ** Character count with spaces. *** Categories D, E and F presented in item 3.1. **** One of the illustrations must be the logical model of the program/intervention

The manuscripts must be prepared in the text editor of Microsoft Word. The files must have a DOC, DOCX or RTF extension. The following recommendations for preparing the text file are to be adopted:

- The file must be prepared in A4 paper format, with margins of 2.5 cm;
- The text must be digitized with double spacing between the lines, using “Times New Roman” font, size 12 throughout the text, including the references;
- Pages must be numbered in the upper right corner, starting with the “title page”;
- Include line numbering (page layout), restarting numbering on every page;
- Footnotes are not permitted.

At submission, the authors must attach the title page in “supplementary documents”.

The title page must include the following information, in the order below:

- Category of the manuscript;
- Complete title;

- Complete title in English;
- Running title, with, at most, 50 characters including spaces;
- The author(s) and their respective institutional affiliations should be organized in the following sequence: Institution, Department, City, State and Country. After submission of the article, altering manuscript authorship will not be permitted;
- Information on the corresponding author, including complete address, with CEP (postal code), telephone number and e-mail;
- Word count in the text and abstract, as well as the number of references and illustrations.
- The file with the body of the manuscript must contain the main text (page with **the title of the manuscript, abstract, introduction, methods, results and discussion**), **references and illustrations, and be attached in “submission document”, following the specific guidelines for each type of manuscript.**

For original and review articles, include on the first page the title of the study and a non-structured abstract with up to 250 words, whose content must describe the following: objectives, methods, results and conclusions. Below the abstract the authors must list 3 to 6 keywords to be searched in the base of health sciences descriptors (DeCS, available for consultation at <http://decs.bvs.br>) or in Medical Subject Headings (MeSH, available for consultation at <http://www.nlm.nih.gov/mesh/MBrowser.html>). It is suggested that the authors use keywords that do not appear in the title of the article.

In articles submitted for special sections the content of the abstract is at the discretion of the authors, respecting the 150-word limit. Next, English translations of both the abstract and keywords must be included. In the abstract avoid the use of acronyms and abbreviations and do not cite references.

The text of all manuscripts must be divided into sections, as follows: introduction, methods, results, discussion and references. A page break must be inserted at the end of each section. All manuscripts must contain a conclusion within the discussion section, not as a separate section.

4.1 References

The maximum number of references must be rigorously adhered to. This information is described in the chart with orientations on manuscript preparation.

The references must be presented in the body of the text using a numeric system, by order of appearance in the text, using superscript Arabic numerals. If more than two references are cited in sequence, only the first and last should be digitized, separated by a hyphen (Example: ⁵⁻⁸). In cases of alternate references, all should be digitized, separated by a comma (Example: ^{12,19,23}).

The list of references must be organized in accordance with the Vancouver style, explained in detail in Uniform Requirements for Manuscripts Submitted to Biomedical Journals, available for consultation at http://www.nlm.nih.gov/bsd/uniform_requirements.html. References must be numbered sequentially as they appear in the text and must be aligned to the left. Personal communications, abstracts and unpublished data should not be included in the list of references and must not be used as references in the body of the text. Name all the authors of the study when the number is six or less, and only the

first six followed by the expression. “et al” when there are more than six. Abbreviations of journal names must conform with the titles available in the List of Journals Indexed in Index Medicus (www.nlm.nih.gov/pubs/libprog.html) or in the case of non-indexed periodicals, with the official abbreviated title they adopt. The editors encourage, whenever possible, references of articles published in the Brazilian Journal of Physical Activity and Health. Attention! Upon submitting the manuscript, be sure to deactivate the automatic functions created by the computer programs used to manage references (example: EndNote). Do not submit the manuscript with hyperlinks between references and the list presented at the end of the text.

The following are examples of scientific study references:

- **Periodical articles**

- ▣ **Journal articles with up to 6 authors**

Hallal PC, Victora CG, Wells JCK, Lima RC. Physical inactivity: prevalence and associated variables in Brazilian adults. *Med Sci Sports Exerc.* 2003;35:1894-900.

- ▣ **Journal articles with more than 6 authors**

Mattos LA, Sousa AGMR, Feres F, Pinto I, Tanajura L, Sousa JE, et al. Influência da pressão de liberação dos stents coronários implantados em pacientes com infarto agudo do miocárdio: análise pela angiografia coronária quantitativa. *Arq Bras Cardiol.* 2003; 80(3): 250-9.

- ▣ **Articles published in journal supplements**

Webber LS, Wattigney WA, Srinivisan SR, Berenson GS. Obesity studies in Bogalusa. *Am J Med Sci.* 1995; 310(Suppl 1): S53-61.

- **Books and book chapters**

- ▣ **Book – Individual authorship**

Nahas MV. Atividade física, saúde e qualidade de vida. Londrina: Midiograf, 2001.

- ▣ **Book – Institutional authorship**

Sociedade Brasileira de Hipertensão, Sociedade Brasileira de Cardiologia, Sociedade Brasileira de Nefrologia. IV Diretrizes Brasileiras de Hipertensão Arterial. São Paulo: BG Cultural; 2002.

- ▣ **Book chapter – individual authorship**

Zanella MT. Obesidade e fatores de risco cardiovascular. In: Mion Jr D, Nobre F (eds). *Risco cardiovascular global: da teoria à prática.* 2ª ed. São Paulo: Lemos Editorial; 2000. p. 109-25.

- **Thesis or Dissertation**

Brandão AA. Estudo longitudinal de fatores de risco cardiovascular em uma população de jovens [tese de doutorado]. Rio de Janeiro: Universidade Federal do Rio de Janeiro; 2001.

- **Electronic format studies**

Sabroza PC. Globalização e saúde: impacto nos perfis epidemiológicos das populações. In: 4º Congresso Brasileiro de Epidemiologia [online]; 1998 Ago 1-5; Rio de Janeiro. *Anais eletrônicos.* Rio de Janeiro: ABRASCO; 1998. [citado 1999 jan 17]. Available at url:<http://www.abrasco.com.br/epirio98>

- **Illustrations (Tables, Figures, Charts and Photographs)**

Limit the number of illustrations to a maximum of 5 (five). All the illustrations should be inserted, whenever possible, in the same text file, after the bibliographic references, and must be accompanied by a self-explicative title. Units of measurement, abbreviations, symbols and statistics must be presented in a clear and objective manner. Illustrations must be monochromatic (on a gray scale). Photographs can be used, but must be in black and white and of good quality. Illustrations must be used only when necessary for effective understanding of the paper, without repeating previously presented information in the body of the text. All illustrations must be numbered by order of appearance, depending on the type (Table or Figure), and the approximate location in which it should be inserted must be indicated. Photographs, illustrations, charts and the like must be identified as figures. Use the same font as the text to prepare illustrations.

4.2 Manuscript submission

Manuscripts must be submitted on the electronic platform of the journal, which must be accessed at the following address: <http://periodicos.ufpel.edu.br/ojs2/index.php/RBAFS/index>. To make the submission, the first author (or corresponding author) must be registered on the platform.