BEACH HANDBALL STUDY SUBMISSION GUIDELINES FOR THE EHF WEB PERIODICAL

By George Bebetsos, Member Beach Handball Commission

The Web Periodical is a peer-reviewed journal published by the European Handball Federation (EHF). The journal, from 1994-2004 in printed form, has been published electronically since 2004. As of February 2009 the Beach Handball Commission (BC) decided to make significant changes to the format and direction of the beach handball articles submitted to the journal. The contents and articles of the periodical are freely accessible through the eurohandball.com sub domain http://activities.eurohandball.com/?mode=105&ctrl=10.

The Beach Handball Commission accepts studies in all areas of beach handball: Coaching, training, exercise physiology, biomechanics, kinesiology, sports medicine, sport psychology, sports management, sociology etc. Articles in the English language are submitted electronically, via e-mail, to the respective section of the Periodical. Articles are accepted for publication under the condition that they have not been submitted or published (partly or as a whole) elsewhere. The scientific content and legal related issues are exclusive responsibilities of the author(s). All research projects are accepted under the condition that they satisfy the guidelines for human or animal research published by the Helsinki Declaration.

The Beach Handball Commission accepts the following types of studies:
1. Research studies: Original and independent projects from all areas of beach handball.
2. Case studies: Studies which describe cases of athletes assessment and the training/exercise program they had followed.
3. Literature reviews: These are bodies of text that aim to review critical points of current knowledge on a particular topic.

Submission process
1. The study is submitted electronically (via e-mail) to the Web Periodical contact address: froeschl@eurohandball.com
2. The manuscript should be written in Microsoft Word (any version) in Times New Roman
3. The article should be typed to A4 dimensions with margins of 2.5 cm. It should not exceed 20 pages in length, including references, tables, figures and appendices. Line numbering should be activated from the start of the text.
4. The following files are submitted:
   • Title Page: In a separate file, write the title of the paper, the authors and their details. The full details of the correspondence author are, also, provided (Photographic image of author to be submitted).
   • Main article: The file should be arranged in the following order: Title Page (no author names), Abstract, Introduction, Methods, Results, Discussion, and Tables.
   • Figures: They are submitted as separate files, (tiff, bmp, power point or excel).
A necessary pre-condition for article submission is the agreement of all the authors in the final submitted draft of the manuscript. The responsibility is carried by the correspondence author who signs the cover letter. (Publication rights to be submitted)

**Peer-review Process**
The steps in the review process are the following:
1. The BC checks whether the article is within the scope of the Periodical and satisfies the general requirements for publication.
2. The BC examines whether the manuscript is formatted based on the Journal Style. In case this does not occur, the BC will contact the author(s) and ask to reformat the paper and resubmit it.
3. The revision process depends on the article content and the reviewing time needed collaboration.
   As a general policy, the revision process does not exceed four weeks.
4. The BC informs the author(s) about the outcome of the review. There are four possible outcomes: Accept, Revise and Accept, Major Revision and Reject.
5. In case of revision, the author(s) should revise the paper and respond to the comments in all points made by the reviewers.
6. The BC has the right to reject the article at any time during the revision process.
9. If an article is rejected, then it can not be resubmitted to the Periodical.
10. When the article is accepted for publication, it is edited by the BC and the proofs are sent to the author(s) for their final agreement prior to publication.

**Language**
The journal publishes articles in English (electronic version) language. Abstracts are freely available through the web site of the journal [http://activities.eurohandball.com](http://activities.eurohandball.com).

**Publication costs**
The Periodical is free of charge.

**Duplicate submissions**
All articles are considered for publication under the pre-condition that they had not been submitted for publication elsewhere, in any language or form. In this case, the article is returned to the author(s).

**Manuscript format**

A. Original research study

- **Separate title page:** The author(s) should state the title of the study. The title should be concise and accurate, reflecting the type of study, the sample and the variables under examination. The name(s) of the author(s) is/are then listed together with the relevant institutes/organisations. Full details of the corresponding author are then provided. In this page, the potential funding received for this project should, also, be mentioned.
- **Main article:**
Title Page: Include the title only; no names of the author(s) should be provided. Page number should start from this page, on the upper right header of the page.

Abstract: The second page includes the abstract. The abstract should make clear the purpose and the content of the study. It should be concise, no more than 150 words and it should include the aim, the methods, the main findings and the conclusions of the project. After the abstract, the author(s) should provide five keywords.

Introduction: This section includes a presentation of the problem, short review of the literature and identification of the rationale and importance of undertaking this study. At the end of this section, the aims and hypothesis (or research questions) should be listed.

Methods: This includes description of the design, the sample, instrumentation, the measurement process (in detail) and data analysis. It is a necessary requirement for all the beach handball studies published in the EHF Web Periodical that it is written: “a) the study was performed after having obtained signed informed consent from all participants, and b) the study has obtained ethical approval from an institution where the research was carried out”.

Results: The results should include the statistical findings and the variables. They should include the Tables and the Figures. Avoid replications between the text, the Figures and the Tables.

Discussion: The main findings of the study are discussed and explained based on previous literature. It is recommended that the structure of the discussion is such that it answers sequentially all the hypothesis posed in the introduction.

Conclusion: This is a brief statement of the main findings of the study. The last statement is a summary statement regarding the implications of the study.

References: In general, the Periodical follows the American Psychological Association (APA) style (5th edition, see: www.crk.umn.edu/library/links/apa5th.htm). References should be listed on a separate page, at the end of the main text. Text citations should include the author names and the year of publication. For two authors, the format is (Roger & Brown, 1998); for three authors, list the first author and then abbreviate with et al. (Roger et al., 1998). The references are listed at the end of the text in alphabetical order; if two references have the same first author, the reference which is most recent should be listed first; in case that two references have the same first author and year of publications, then they should be cited in the text as (Brown, 1998A) and Brown, (1998B) and listed accordingly in the final references list.

Examples of references are as follows:

Articles: Name of authors (Year), Title, Journal, Volume, Pages.

Book: Authors, (Year), Title, Editors (if available), City of Publication, Publisher, Page Numbers


Edited book: Authors, (Year), Title, in Editors (if available), Series Title, City of Publication, Publisher, Page Numbers
Conference proceedings: References to Conference proceedings should be included when it is absolutely necessary. The format is as follows: Name of authors, (Year), Title, Conference Name, Editors, City, Publishers, and Pages


Appendices: If necessary, the appendices are listed after the references.

Tables: Tables follow the appendices. Each table is placed in a separate page and should not have vertical lines. The abbreviations are explained in the table legend. Each table should stand independently within the text and it should not replicate the text or figures.

Figure Legends: The figure legends are listed after the tables, in a separate page.

Figures: Each figure is submitted as a separate electronic file.

B. Case study

The manuscript should not exceed four pages of A4 (excluding figures, images or tables). It consists of:

1. Title and author details.
2. Abstract with Keywords.
4. Methods and Results: A short description of the history, the assessment and laboratory tests or training program, including the main results.
5. Discussion and Conclusions.
6. References (no more than ten references).
7. A minimum number of tables and figures (no more than two tables or figures).

**Questions which must be answered upon submission:**

- Is the article formatted based on the Journal Style?
- Do you have separate Title Page, Main Article and Figures?
- Is it clear in the paper, that the experiments have been conducted based on code of ethics for research?
- Is it clear in the paper that all the participants provided their written agreement in order to participate in the experiment?
- Have you tested the reference style?