

4. November 2002

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## EDITORIAL POLICIES

### SCOPE OF THE JOURNAL

The Deutsche Zeitschrift fuer Sportmedizin - German Journal of Sports Medicine is dedicated to the science and practice of Sports Medicine and its border fields which investigate the influence of exercise, training and sports as well as lack of exercise to healthy and sick people of all age-groups, related to prevention, diagnosis, therapy, rehabilitation and physical training.

Manuscripts which deal with actual scientific and medical findings, new hypotheses, actual controverses and problems in real life will be published. Possible Topics are physiology and pathophysiology of exercise, medical and biological findings, the medical therapy of exercise-related medical problems, epidemiology of sedentary lifestyle and related disorders, therapy of sports injuries - especially the conservative postoperative treatment of injuries -, medical training and rehabilitation medicine, as well as special social, cultural, psychological and special science-related political and juristical aspects of the entire scientific field.

### PRINCIPLES OF GOOD SCIENTIFIC PRACTICE IN SPORTS MEDICINE

The German Journal of Sports Medicine pricipless are in good accordance with statements of the International Committee of Medical Journal Editors and the standards as „Unique Requirements for Manuscripts Submitted to Biomedical Journals“ published and updated May 2000 (<http://www.icmje.org/index.html>).

The Journal admits to the general principles of scientific and medical practice which are in particular: to work lege artis, to protocol, to work out experiments to document and save the data in a structured way, to doubt consequently self-critically data and to protect strictly trueness with regard to the manuscripts of partners, competitors and previous scientists.

This includes that the manuscript will be written in a way that it is verifiable, that the relevant preliminary work of other authors is taken into consideration and acknowledged and that all authors share responsibility of the complete manuscript. The authors assure, that, on request, they will provide their original data to the Editors or the reviewers if requested.

The Journal strongly disagrees with all forms of scientific misconduct as are neglect of intellectual property, plagiarism or the demand to be coauthor without the agreement of the other real authors, sabotage of other colleagues` research as well as the support and toleration of active and passive incorrect behaviour. An academic position never justifies an independent authorship.

The ethical principles of being a physician and the ethical principles of sports, especially the general rules for research in sports will be accepted. This includes particularly the principles for a doping-free sport according to the actual respective versions of the guidelines of the German National Association for Sports (DSB), the World-Anti-Doping-Agency (WADA), and International Olympic Committee (IOC). All authors assure that they will take care of these principles and accept them. This does not exclude scientific discussions of such guidelines and rules.

A main principle of work in Sports Medicine is to observe the rights of patients, athletes and subjects respectively their parents according to the declaration of Helsinki, especially the respect of their rights of self-determination and the free and forceless agreement to participate in scientific examinations. Similarly, the ethical principles for the treatment of experimental animals must also be observed as established in the relevant laws.

The authors must provide a statement of disclosure of conflict of interest, e.g. regarding financial relationship or payment in connection with publication in the German Journal of Sports Medicine.

All authors must sign a form that these principles are accepted before publication of the manuscript.

## **PEER REVIEW**

All manuscripts of the "Deutsche Zeitschrift für Sportmedizin" will be reviewed. This process of peer review is subject to certain principles and rules.

### **Principles of peer review**

The process of peer review helps to ensure the quality of the journal. Manuscripts are evaluated regarding the relevance to the objectives of the journal, scientific creditability and editorial aspects like completeness, style and comprehensibility. The peer review serves to support the authors by giving advices for changes, shortening or inclusion of non-observed aspects. The process of peer review requires the principle of fairness and scientific care.

The peer review is strictly confidential. The reviewer must keep all documents and informations to the manuscript strictly confidential and is not allowed to share them with other persons. The reviewer's decision must be objective and the Editors must be informed immediately of any conflicts of interest. This is especially valid for manuscripts of personal friends, close colleagues or competitors if there are personal differences. In such cases the final decision about the reviewer lies within the Editors. With submission of a manuscript, authors may provide names of possible reviewers from whom they may assume a possible personal conflict of interest. The Editors are certainly not bound to these suggestions.

### **Process of peer review**

1. After receiving a manuscript, it will be reviewed by the Editor-in Chief or a member of the Editorial Board. A manuscript can be rejected at this stage of the review process, if it does not fulfill formal criterias or if two members of the Editorial Board conclude that it does not have sufficient merit to warrant publication.
2. The manuscript will then be sent to two other members of the Scientific Board of the Journal or to other scientific experts. The names of authors and of the institution are regularly blinded to the reviewers. The peer review includes a confidential judgement and an open part with general and especial indications and should be finished within 4 weeks.
3. This open part of peer review will be submitted to the authors together with the final decision of the Editorial Board concerning acceptance, revision with conditions or rejection of the manuscript.
4. If revision of a manuscript is requested, the authors must respond accordingly to the reviews, and have to indicate clearly any changes that have been made in the manuscript or explain differences of opinion.
5. The peer review process will be continued until a final decision about acceptance or rejection is made by the Editors.
6. Reviews and correspondence concerning the manuscripts will be kept on file for a reasonable period of time together with the manuscripts. Therefore manuscripts will not be returned to the authors.

### **SUBMISSION OF MANUSCRIPTS FOR THE "DEUTSCHE ZEITSCHRIFT FÜR SPORTMEDIZIN"**

The most important requirements for the "Deutsche Zeitschrift für Sportmedizin" are that the manuscripts are of highest quality, deal with latest and important findings of scientific interest and that they are relevant for practical work according to the objectives of the journal, e.g. scientific based and comprehensible medicine and science.

The language of the Journal is German. All manuscripts must have an abstract in German and in English translation and keywords in both languages. An additional summary with practical relevance is recommended for scientific review articles.

For special issues of the Journal, guest-editors may be invited by the Editorial Board, who will revise these papers and may organize peer review in accordance with the Editorial Board.

For publication in the German Journal of Sports Medicine original manuscripts of German scientists are suitable which have already been published in an international

journal of other language if the journal is not addressed to a substantial readership of the German Journal of Sports Medicine, if the manuscripts are of a high scientific quality and originality and contain important information. Written permission for publication must be obtained for the contents of the article from the publisher and must be presented to the Editors at submission.

The purpose of this special rule is to promote that German scientists publish in their own Journal in their mother language.

### **Style of manuscripts**

The manuscripts should be concise, sentences should be short. Manuscripts that are accepted for publication will be editorially revised for use of language.

Concerning the photographs of patients or athletes, even if they are persons of contemporary life, the authors must submit a personal written consent from the person in question. This is particularly valid for photographs of patients or experimental subjects.

### **TYPES OF MANUSCRIPTS**

**Review manuscripts** should provide latest scientific data or relevant informations for medical or training practice to the readership from a general point of view. Therefore all relevant literature shall be quoted. The manuscript should not exceed 7 printed pages. Facts, which are in discussion, must be clearly defined as such to the readers.

**Original manuscripts** should describe important facts in the field of experimental and practical sports medicine. They must be short and should not exceed 4 printed pages. Every further page from the 5.th printed page must be paid in contribution towards costs of 150 €.

**Clinical cases** or studies should not exceed more than 2 printed pages, they should present a certain case and discuss it with the relevant medical literature. As a rule, they contain about 5 essential references, which will help the readers to inform themselves about the theme.

**Reports from literature** may be submitted independently and when requested by the Editorial Board. Essential and important manuscripts for the medical or sports medical progress should be reviewed here, in general they should not exceed more than 1/2 printed page.

**Congress reports** will be requested generally before an event by the Editorial Board. The Editors will determine scope and content. Congress reports should describe shortly interesting progress in the field of Sports Medicine to the readership.

**Letters to the Editor** are of particular interest. They should focus a point of view and express critically to published papers or to general problems of Sports Medicine. They may not offend one`s personality. In individual cases, the Editorial Board reserves the right not to publish or to shorten letters to the Editor. If letters to the Editors refer to published articles, authors of the article have the opportunity to respond within 3 weeks. Then, the reply will be published together with the letter to Editor.

**Personal news** are welcome to the Editorial Board. They regard important events like presentation of awards, appointments, honours and special birthdays. They should not exceed more than 2 printed sentences or 1 paragraph. At special occasions, as at outstanding events or obituaries of important personalities of Sports Medicine, which rendered exceptional outstanding services to the German Society of Sports Medicine, respectively to the German Journal of Sports Medicine, appreciations may be published up to half a printed page. Such articles have to be approved before from the Editor-in-Chief.

**Guidelines** for Sports Medicine can be submitted only by authorized committees of the German Society of Sports Medicine. Additionally, the Editorial Board may ask certain authors or working groups to write articles for special themes which may serve as guidelines .

Approved by the Editorial board, Kaiserslautern, February 21, 1999  
Revised, November 4, 2002

### **Additional Guidelines for Authors**

The DZSM is published entirely in German. An international internet issue in English language is in preparation.

The manuscript may be submitted and the review process may be conducted in English. After acceptance of the manuscript, the authors may provide a German translation, otherwise, the journal will translate the manuscript.

Many informations regarding the DZSM can be obtained from the homepage of the DZSM: <http://www.zeitschrift-sportmedizin.de>. There can be found guidelines for authors in German and previous issues and articles which can be downloaded for free.

Submission of the manuscript requires a signed submission form, where the authors declare, that they agree with the Journal's policies described above and that there are no conflicts of interests.

References are cited by number and are ordered alphabetically according to the first author. There is a library module for „Reference Manager Version 9" for download in the homepage.

Citation format for Journals:

Hiatt WR, Regensteiner JG, Wolfel EE, Carry MR, Brass EP: Effect of exercise training on skeletal muscle histology and metabolism in peripheral arterial disease. *J Appl Physiol* 81 (1996) 780-788.

Citation format for Books:

Poortsmans JR: Effects of long lasting exercise and training on protein metabolism, in: Howald H, Poortsmans JR (Hrsg): *Metabolic adaptations to prolonged physical exercise*. Birkhäuser Verlag, Basel, 1975, 212-226.

Figures and Tables should be numbered and referenced by numbers in the text. A list of the Figures legends, the Figures and Tables should be supplied each on separate sheets.

All submissions for international authors should be directed to the Editor-in-Chief:

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