



## GUIDELINES FOR THE PREPARATION OF FULL PAPERS

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*The abstract should provide the reader with enough information to fully understand the aims, method, the results and the implications of the work. Use one or two lines to write the title in Times New Roman size 11, capitals and bold. Skip one line and type the name of the authors in Times New Roman 10. Skip one line and write in Times New Roman 9 and cursive the affiliation of the authors (centre and/or university, city). The names of the authors are to be presented in the following form, 1<sup>st</sup> Surname, Initial Name 1, Initial Name 2; if there are several authors they should be separated by a semi-colon. Skip one line and to include the e-mail of contact like the example. Skip one line. Do not use headings for the abstract and write it in a single paragraph of no more than 20 lines justified on the right and left and in Times new Roman size 10 cursive. It should not exceed 450 words. The abstract should be presented in English (included the title to the key words), besides as in the “official” language (articles will be accepted in Spanish, French, Galician and Portuguese). Skip one line at the end of the abstract. The phrase “key words” should be written in Times New Roman size 10 bold; after a colon the key words should be written in the same size but in cursive and without bold..*

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**Key Words:** use only one line for a maximum of six key words and then skip 2 lines

## INTRODUCTION

The experience we have gained from the publication of other documents (Gonzalez, Sanchez and Gomez, 2004) has prompted us to be careful with the instructions given to authors for the preparation of papers which will make up the Proceedings Book.

Following the instructions of this document will help towards making a good quality book. If the document is received after the closing date or does not comply with the established format, inclusion in the Proceedings Book cannot be guaranteed.

The document should include the following sections: INTRODUCTION which should state briefly the primary literature sources and indicate the significance and purpose of the document; METHOD, if required, should indicate research design, procedures, data analysis; in the case of documents of revision, experiences, reflections... indicate the resources used in the preparation; RESULTS can be presented as a text or by means of tables or figures; DISCUSSION, explain the most important findings and compare them with previous studies; CONCLUSION, references should be made to the implications and applications of the work; BIBLIOGRAPHY, where all bibliographic sources of citations made in the document are noted. An optional section of ACKNOWLEDGEMENTS may also be included.

The document must be written in English or “official” language (articles will be accepted in Spanish, French, Galician and Portuguese) with a maximum length of 10 pages, simple line spacing, in Times New Roman size 10 with normal character spacing. Paper format A4. The margins should be as follows: right (3cm), left (3cm), top (3cm), bottom (3cm). The printing should be right and left justified. Do not indent the first line of paragraphs.

Use one or two lines to write the title in Times New Roman size 11, capitals and bold. Skip one line and type the name of the authors in Times New Roman 10. Skip one line and write in Times New Roman 9 and cursive the affiliation of the authors (centre and/or university, city). The names of the authors are to be presented in the following form, 1<sup>st</sup> Surname, Initial Name 1, Initial Name 2; if there are several authors they should be separated by a semi-colon.





Each of the sections indicated (Introduction, Method, Results...) should be justified on the left, with the same size letter as the rest of the text (size 10) but in capitals and bold. After each title, start to write on the next line. Finish the sections (Introduction, Method, Results...) and skip one line. If subtitles are needed then use normal characters and bold. Do not skip lines between paragraphs or sub-sections.

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## **METHOD**

In this section the research design and the procedures used to carry out the data analysis should be indicated. In the case of documents of revision, experiences, reflections...indicate the methods and resources used for the preparation.

This section should be detailed enough for the reader to fully understand the work without the need to consult any other sources. The description can be summarized when accepted techniques are applied.

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## **RESULTS**

The results of the work should be presented clearly and precisely. Prepare simple, clear tables (table1). Figures and tables should be used when they show more clearly the information to be presented; if used, units of measurement must be clearly shown. In both figures and tables Arabic numbers should be used in the sequence in which they appear in the text and situated in the corresponding space, in accordance with the text, putting the word "table" or "figure" and the corresponding number in bold. Each figure and each table should be accompanied by a suitable brief legend; the abbreviations used should be explained in the legend.

Before the legend of the tables and after them skip one line.

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**Table 1.** Congress held by the Federation of Lifesaving of Galicia.

	Year	City	Organiser
I	1999	Coruña	I Congress of lifesaving
II	2001	Coruña	II Congress of lifesaving
III	2003	Sanxenxo	III Congress of lifesaving
IV	2007	Coruña	I International Congress of lifesaving

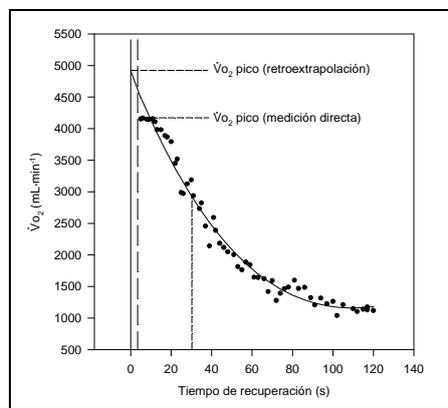
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The size of the text of the legend of the tables and figures should be size 9 in normal style and the word "Table" or "Figure" and the corresponding number in bold. The legend of the tables and figures should be centred.

We have used as an example of a graph (figure1) a curve representing the recuperation of oxygen consumption (Rodriguez 1999). The figures should have a border applied to the graph with a width of 1/2 point.

Before the figure and after its legend skip one line.

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**Figure 1.** Curve showing the recuperation of oxygen consumption measured directly (breath by breath) during a recuperation period following a trial maximum of 400m. The regression curve and peak value  $VO_2$  are measured directly and calculated by retroextrapolation.





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You are advised that illustrations in colour can be used. It is our intention to publish the proceedings book in full colour, however, you must bear in mind that the final publication could be in black and white. For this reason care must be taken to ensure that the graphics show the information clearly, given that they could be published in black and white.

The tables and figures together with titles, headings and legends should be contained within the margins established for the text. If the presentation of equations, graphic representations or photos is necessary, they should be referred to as figures.

The units of measurement used should be those of the system international (SI)

The results and discussion may be combined in a single section in order to save space.

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### **DISCUSSION**

The discussion should be directly related to the work; it should not be merely a revision. The company which prints the document will only send the proofs to the editors of the book; therefore it is important that authors make sure that the document is as comprehensive as possible.

For the preparation of these guidelines we have used as a base the criteria established for the presentation of communications in the IV Congress of Spanish Association of Sciences of the Sport and the X<sup>th</sup> Internacional Symposium Biomechanics and Medicine in Swimming.

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### **CONCLUSION**

This section should include reference to the implications and applications of the work. Given the practical nature of the areas that make up the congress, an effort should be made to include elements which benefit both the practice of the sport and the work of the professionals.

We thank you for observing the instructions explained here, it means that papers received can be published in the same format; we regret that those papers which do not follow these guidelines will be excluded from publication in the proceedings book.

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### **BIBLIOGRAPHY**

González, M. A., Sánchez, J. A. & Gómez, J. (Eds.). (2004). *Preparación profesional y necesidades sociales (Educación física, deporte, ocio, tercera edad, salud,...)*. A Coruña: Xaniño.

Rodríguez, F. A. (1999). Cardiorespiratory and metabolic field testing in swimming and waterpolo: from physiological concepts to practical methods. In K. L. Keskinen, P. V. Komi & A. P. Hollander (Eds.), *Biomechanics and medicine in swimming VIII*, pp. 219-226. Jyväskylä: Gummerus Printing.

The bibliographic references should be included at the end of the text, in alphabetical order of the authors and follow APA rules. In this section bibliographic references which are not mentioned in the work should not appear. The references are to be presented in Times New Roman size 9 and with an anterior spacing between paragraphs of 3 points, as in the example of the references at the beginning of this section.

Book: Surname, First Name initials of author (year of publication). Title, place of publication: Publishing company.

Example:

Cavanagh, P.R (1981). The running shoe book. Mountain View, CA: Anderson

Article from a magazine: Surname, First Name initials of author (year of publication). Title. Magazine, number, page.

Example:

Cavanagh, P.R. & Lafortune, M.A. (1980). Ground reaction forces in distance running. *Journal of biomechanics*, 13, 397-406.

Congress: Surname, First Name initials of author (year of publication). Title, congress, page numbers.

Edition: Place.

Example:





Bruggemann, G.P. (1991) Application of Biomechanical Principles to Training and Performance in Elite Athletes. Segundo Congreso Mundial del COI de Ciencias del Deporte , pp.45-49. Comité Internacional Olímpico: Barcelona.

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#### **ACKNOWLEDGEMENTS**

Finally, this space can be reserved at the end of the document to recognize financial or institutional support or any individual help which has contributed significantly to the work, as long as the person concerned is not listed among the authors.

