



Author Guidelines

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2021 August 23

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The manuscript is in English language, original, and has not been previously published, nor before another journal for consideration. The authors shall read and comply with the [ethical practice](#) in research & publication.
- The submission file is in Microsoft Word file format, if the manuscript is written in LaTeX, a pdf file can be submitted along with the source LaTeX file.
- The Manuscript has been prepared as per [Author Guidelines](#) of this Journal. The text shall be in single-column layout, single-spaced; uses an 11-point font (Times New Roman); employs italics (only if necessary due to scientific reason) rather than underlining; and all illustrations, figures, and tables are placed within the text at the appropriate place.
- Complete detail of each author has been added in the manuscript and all authors shall be added during step 3 of the submission process in the same order as appeared in the manuscript.

Author Guidelines

- This journal will consider *Research Article*, *Review Article*, *Short Review*, and *Short Communication*; visit section policy for more detail on each article type.
- Author(s) are expected to comply with the best [ethical practice](#) in research & publication.
- The author is supposed to aware of [paper publishing process](#) and required [reviewing time](#) under **free publication** as well as **rapid publication** options.

Prior to submitting your manuscript, please ensure that your manuscript is according to the following guidelines.

Submission Method

The manuscript shall be submitted by using online submission system only. The submitting author is responsible for the submission on behalf of all authors.

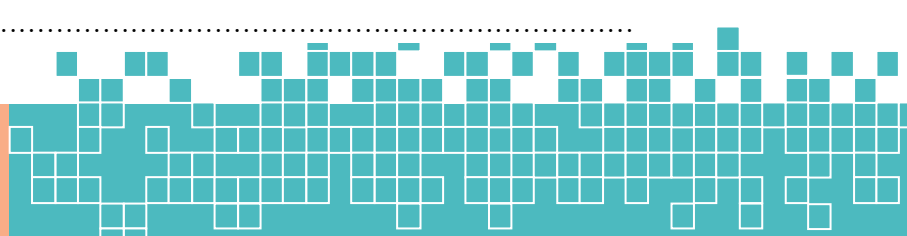
Cover letter Requirement

A separate [cover letter](#) in pdf file should be uploaded during the manuscript submission (step 2) that includes:

- Declaration from the corresponding author on the behalf of all co-author(s) for its originality and non-simultaneous submission to any other journal.
- An explanation for the suitability of the article in this journal in the view of the journal's aims and scope.
- Highlights that convey the core findings of the article in 3 bullet points. (Maximum 90 characters per bullet point including spaces).
- The suggestion of 3 potential reviewers with their affiliation and working email id. Referees should be selected from the other institutions than those where the author(s) work.

Author's Detail Requirement

- The first page of the article (Just before abstract section) should include complete detail of each author in the following format (use the same format as given below)-
- Full Name:
- Highest Qualification:



- Affiliation (Department and College/University):
- Post/Rank (If a student, provide the course name and course year):
- ORCID: If available.....
- email id: (fake/wrong/invalid email id may cause article rejection)

All author(s) presented in the manuscript should be added in the same order during step 3 of online submission.

Text formatting requirements

- The manuscript should be in A4 size with a single column layout, normal margin and the text should be single-spaced; with 11-point, Garamond font.
- All manuscripts must contain the essential elements of the article and divide the article into clearly defined sections, for example, **Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion, Conclusions, Declarations, and References**. Further, all Headings/subheadings should be numbered appropriately using the style tag of Microsoft Word (heading 1, heading 2.....).
- The abstract should be within 300 words. Abstract and conclusion section should be written with continuous sentences without any subheading in it, do not use bullet point/numbered list. The abstract and conclusion section should not have any citations within it.
- If your article includes any Supplementary material, this should be uploaded separately as the supplementary file in step 2 of the submission process.
- The final formatting of the published article is different than the submission requirement as final formatting in the accepted article gets applied by our copyeditor at the copyediting stage. Hence, author shall follow this guideline for formatting instead of following the pattern of the published article of this journal.

Figures and tables embedded in the text

- All illustrations; figures and tables should be placed within the text at the appropriate place with a consistent figure/table number and descriptive title (caption).
- Each figure/table should be explained in the text by referring to the corresponding figure/table number.
- Please ensure that the figures are of high resolution and the tables are drawn using MS word table tool.

References

- The author should include at least 50% recent (from last 2 years) reference citations.
- All references must be numbered consecutively and citations of references in the text should be identified using numbers in square brackets (e.g., “as explained by AIJR [1]”; “as discussed in many reports [2]-[6]”).
- All references should be cited within the text; otherwise, these references will be automatically removed.
- All cited references should be listed after the Declarations section in the [IEEE style](#). For example

[3] W. S. Author, “Title of paper,” Name of Journal in italic, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year. doi or URL (link)

Main features of citation style are given as-

- The author's name format is, "first name (Initial), middle name (Initial) and last name". This differs from other styles where the author's last name is first.
- The title of an article (or chapter, conference paper, patent, etc.) is in quotation marks.



- The title of the book or journal is in italics.
- If any reference is not available online it should be modified/deleted, as we do not support offline references.

Kindly note that only scholarly literature can be used as a reference, grey literature or unauthentic website/social media cannot be included as a reference.

Declarations Requirement

- The author should add the following set of declarations at the end of the manuscript-
Study Limitations: Provide all possible limitations faced in the study which might significantly affect research outcome, If not applicable, write, none.
- Acknowledgments:** If not applicable, write, none
- Funding Source:** If no funding source exists, write, none.
- Competing Interests:** The author must add a statement for the potential conflict of interest; refer to Competing Interests form for more detail on competing interests.
- Warning for Hazard:** If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.
- For Human and Animal-Related Study:**
- If the work involves the use of human/animal subjects, each manuscript should also contain the following set of the declarations-
- Ethical Approval:** Provide an ethical approval authority name with the reference number. If not required, provide an ethical exemption letter of not required. The author should upload a scanned pdf copy of the ethical approval/exemption letter during manuscript submission. Visit [this link](#) for more detail on the ethical approval policy.
- Informed Consent:** Write a statement for the informed consent taken from the patients/participants/respondent to publish this study. The editor may ask to upload the scan pdf copy if required.
- The author may download MS Word Template to prepare the manuscript by clicking [here](#).**

Article Processing Charge (APC) & Reviewing Time

- All articles published in the “*Journal of Humanistic Approach to Sport and Exercise Studies (HASES)*” are fully open access and freely available online, immediately upon publication. This journal offers two publishing model based on reviewing time and author(s) interest as per detail given below-
- Normal Publication (Free):** In this publishing model author(s) do not need to pay any kind of fee and accepted articles will be published free of charge. In the normal publication model, the first-round review report will be available within 6-10 weeks of submission date. The second review round may take up to 6 weeks. Normally there would be only 2 rounds review and if third-round requires it may take up to 4 weeks. Unsatisfactory revision even after the third round review will be rejected. There is no submission or any other kind of fee for the article submitted to this journal. All submitted articles will be processed under Normal publication by default if the author(s) would not send an email request or indicate their interest in Rapid Publication through the comment section during submission.
- Rapid Publication (Rapid Review):** Author(s) can choose rapid publication model by writing in comments for the Editor section of submission step 1 that they are interested in rapid publication and agree to pay article processing charge after article gets ready for acceptance as per following schedule (Select one of the options)-
- Rapid Review 1:** The first round review report will be available **within 3 weeks** and the author(s) will need to pay \$100 (USD) if ready for acceptance. Second and each subsequent round may take up to 2 weeks with a maximum of 3 rounds.

Rapid Review 2: The first round review report will be available **within 12-14 days** and the author(s) will need to pay \$500 (USD) if ready for acceptance. Second and each subsequent round may take up to 10 days with a maximum of 3 rounds.

Rapid Review 3: The first round review report will be available **within 5-7 days** and the author(s) will need to pay \$1000 (USD) if ready for acceptance. Second and each subsequent round may take up to 5 days with a maximum of 4 rounds.

- ❑ Normally there would be only 2 review rounds to take a final decision however, in case of unsatisfactory revision, a final decision will be taken after completing maximum review rounds as explained above in each option. If the author(s) forget to choose the rapid publication model during submission, then they can email at info@hasesjournal.com at any later stage by mentioning one of the above options. If the author(s) would not indicate their interest in Rapid publication, the article will be automatically considered under Normal publication.

Kindly note that all publishing models have the same review process and acceptance criteria, the only difference in the time period of reviewing.

- ❑ **Note:** Considering articles under rapid review will depend upon the availability of related reviewers which will be confirmed to the author after they request for rapid review. Further, the article under rapid review cannot be withdrawn at any stage of submission/publication. The author will be responsible for the timely response of any query/comments or an explanation if requires an extension. Not responding to the editor will be considered as author misconduct which may result in blocking, surcharge, or other misconduct action. APC is not refundable in any circumstances even if the article gets retracted or removed due to the author's ethical misconduct.
- ❑ Above APC info has been updated on 10/10/2018
- ❑ **APC for Non-academic R&D divisions**
Research Articles from the authors belong to the R&D division of non-academic industries will be processed as follows-
- ❑ **Regular Publication (Non-academic):** In this option author(s) need to pay \$500 (USD) after the article gets ready for acceptance. For Iranian authors, APC will be Rs 35000/- (INR). In this option, the first-round review report will be available within 3 weeks of submission date. The second round review may take up to 2 weeks. Normally there would be only 2 review rounds and if third-round requires it may take up to 10 days. Unsatisfactory revision even after the third round review will be rejected.
- ❑ **Rapid Review (Non-academic):** The first round review report will be available within 10-14 days and the author(s) will need to pay \$1000 (USD) if ready for acceptance. Second and each subsequent round may take up to 10 days with a maximum of 3 rounds.
- ❑ Submitting author need to select any one option after the submission either by emailing us or by replying discussion initiated by us. The article will get processed after selecting an option.

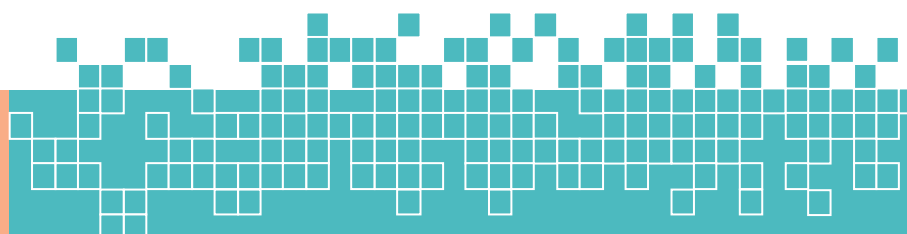
Research Article

- ❑ Research articles should present new experimental studies in elaborate form that constitute a significant contribution to knowledge. Kindly follow the author [guidelines](#) for manuscript preparation.

Review Article

- ❑ Review articles should be balanced with the objective analyses of the current research topics with descriptions of relevant scientific literature and discussions that are easy to grasp for the audience of any materials-science related discipline. Review articles should provide the authors' insight into future directions and their opinion of the major challenges faced by researchers in the field. They should be around 10-20 double-spaced typed pages. Kindly follow the author [guidelines](#) for manuscript preparation.

Short Review



- Journal of Humanistic Approach to Sport and Exercise Studies (HASES) publishes short review or mini-review for researchers who wish to summarize a field of scientific research and share this work as widely as possible. Short Review papers provide an overview of the main developments on a particular topic, with an emphasis on recent developments, and sketch an outlook on future developments. They should be no longer than 14 double-spaced typed pages and 8 figures.

Short Communication

- Short communications are the one that should present new important findings in a brief form. They should be no longer than six double-spaced typed pages and 4 figures. Kindly follow author [guidelines](#) for manuscript preparation.

Copyright Notice

- Author(s) retains full copyright of their article and grants non-exclusive publishing right to **Journal of Humanistic Approach to Sport and Exercise Studies (HASES)**.
- Author(s) can archive pre-print, post-print and published version/PDF to any open access, institutional repository, social media or personal website provided that published source must be acknowledged with citation and link to publisher version.

Privacy Statement

- The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Section Policies

Research Article

Research articles should present new experimental studies in elaborate form that constitute a significant contribution to knowledge. Kindly follow the author guidelines for manuscript preparation.

Open Submissions

Indexed

Peer Reviewed

Review Article

Review articles should be balanced with the objective analyses of the current research topics with descriptions of relevant scientific literature and discussions that are easy to grasp for the audience of any materials-science related discipline. Review articles should provide the authors' insight into future directions and their opinion of the major challenges faced by researchers in the field. They should be around 10-20 double-spaced typed pages. Kindly follow the author guidelines for manuscript preparation.

Open Submissions

Indexed

Peer Reviewed

Short Review

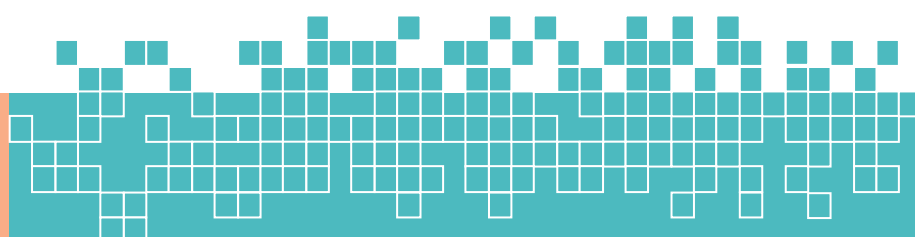
Journal of Modern Materials publishes short review or mini-review for researchers who wish to summarize a field of scientific research and share this work as widely as possible. Short Review papers provide an overview of the main developments on a particular topic, with an emphasis on recent developments, and sketch an outlook on future developments. They should be no longer than 14 double-spaced typed pages and 8 figures.

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Open Submissions

Indexed

Peer Reviewed

Publication Ethics

It is of great importance to agree upon international standards of expected ethical behavior based on the guidelines of the Committee on Publication Ethics (COPE). A brief publication ethics statement has been provided below.

Submission Policy

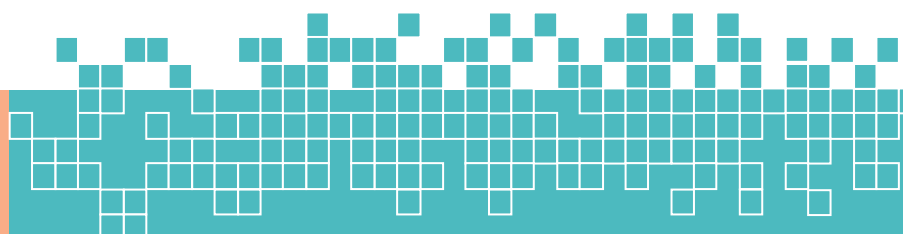
Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that it will not be submitted elsewhere until under consideration by this journal, that its publication is approved by all authors and tacitly or explicitly by the authorities responsible where the work was carried out. However, we accept submissions that have previously appeared on preprint servers (for example arXiv, bioRxiv, Nature Precedings, Philica, Social Science Research Network, and Vixra); have previously been presented at conferences (With 30% additional work) and not published in the journal. Authors are responsible for updating the archived preprint with the journal reference (including DOI) and a link to the published articles on the appropriate journal website upon publication.

Author's Responsibilities

- Author/s warrants that his/their manuscript is an original work that has not been published before and is not under consideration for publication elsewhere either in printed or electronic form.
- Authors warrant that all who have contributed significantly to the manuscript are indicated as authors.
- Authors warrant that the rights of third parties will not be violated and that the publisher will not be held legally responsible should there be any claims for compensation.
- Authors are exclusively responsible for the contents of their submissions, the validity of the results and must make sure that they have permission from all involved parties to make the data public.
- Authors wishing to include figures, charts or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.
- It is the responsibility of each author to ensure that papers submitted to this journal are written with ethical standards in mind and that they do not contain plagiarism. Authors affirm that the article contains no unfounded or unlawful statements and does not violate the rights of others.
- When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editorial office or publisher and cooperate to address the issue in accordance with COPE guideline.

Journal's Responsibilities

- Protect the reputation of our journals and published work by publishing content of the highest quality and relevance in a timely and responsible manner.
- Provide detailed information concerning both our understanding of publication ethics and our implementation of the same. Emphasise a desire for prevention, not eventual detection, of ethical misconduct.
- Adhere to COPE's core practice and keep our editorial boards, publishing staff and society partners up-to-date with their guidelines and policies, adapting our own where appropriate.



- When necessary, request proof of originality/accuracy from the corresponding author of any work submitted to any of our journals.
- Use plagiarism detection software (currently using similarity check by CrossRef powered by Ithenticate) when necessary for any submission to any journal at any stage of the submissions and publication process.
- Provide a transparent submission and publication process, with full respect and care paid to the author. This includes detailed and dedicated instructions to authors for each journal, outlining referencing style, accepted article types, and submission processes.
- Investigate thoroughly any suggestion of ethical misconduct detected during any stage of the submissions process. This can include but is not restricted to plagiarism, redundant publication, fabrication, or misuse of data and authorial disputes.
- Correct substantive errors in galley according to COPE guidelines in a timely fashion. When necessary, retract articles that we deem to be unethical, misleading or damaging according to the retraction policy and COPE guideline.
- When necessary, publish errata, corrigenda, and retractions in a timely and responsible fashion, detailing the decision through notice publication.
- Remain in good communication with editors, authors, reviewers, and society partners (where applicable).

Editor's Responsibilities

- An editor is responsible for deciding which articles submitted to this journal will be published and in which issue.
- The editor is guided by the policies of the Journal's Editorial Board, taking into account the quality of papers, their originality, relevance, and readability, and their accord with the aims and scopes of the journal.
- The editor is obliged to provide clear and transparent guidelines for Authors in preparing manuscripts for publishing. Instructions for Authors are available at journal's website.
- The editor is obliged to provide clear and transparent guidelines for Peer Reviewers, to provide confidentiality of peer review and to protect Peer Reviewers' identity. Editors are also encouraged to give reviewing credit to each reviewer through Publons reviewer recognition platform.
- The editor should send articles to verified reviewers only available in reviewer database. If other reviewer required to be invited, the editor should verify their identity, email address, and subject expertise through all possible web search.
- Editor and Editorial Board take into account legal requirements in force regarding libel, copyright infringement, and plagiarism. The editor is due to react if there is any justified suspicion about ethical misconduct in both published and unpublished papers.
- The editor must hold no conflict of interest with regard to the articles considered for publication. If Editor feels that there is likely to be a perception of a conflict of interest, the selection of reviewers and all decisions on the paper shall be made by another editorial board member. Since the identity of the authors and reviewers should be unknown to each other, the Editor is obliged to guarantee their anonymity.

Reviewer's Responsibilities

- Manuscripts received for review must be treated as confidential documents. Reviewers must not use knowledge of the work they're reviewing before its publication to further their own interests.
- Reviewers must not have any conflict of interest with respect to the manuscript and authors. If any conflicts exist, the reviewers must report them to the Editor without delay.
- Reviewers are obliged to send the review report to the Editorial Board within two weeks upon receipt of the manuscript. Reviews must be conducted objectively. Personal criticism of the author

is deemed inappropriate. Reviewers are expected to express their views clearly, with supporting arguments.

- The reviewer should accept the reviewing invitation only if that manuscript relevant to reviewer's expertise. The reviewer should notify the Editor if found himself/herself unqualified to review the research work reported in the manuscript or knows that its timely review will be impossible.
- Seek advice from the editor if anything is unclear at the time of invitation and remain in good communication with both the publisher and the editor.
- If there is any justified suspicion about plagiarism or ethical misconduct in the manuscript, the reviewer is obliged to inform the Editor about it.
- Reviewers should alert the Editor to any well-founded suspicions or the knowledge of possible violations of ethical standards by the authors.
- Reviewers should recognize relevant published works that have not been cited by the authors and alert the Editor to substantial similarities between a reviewed manuscript and any manuscript published or under consideration for publication elsewhere, in the event, they are aware of such. Reviewers should also alert the Editor to a parallel submission of the same manuscript to another journal, in the event they are aware of such.

Identifying Conflict of Interest

Any financial interests or connections, direct or indirect, or other situations that might raise the question of bias in the work reported or the conclusions, implications or opinions stated including- pertinent commercial or other sources of funding for the individual author(s) or for the associated department or organization, personal relationships, or direct academic competition.

Ethical Consideration for Human and Animal-Related Study

If the research work involves the use of human/animal subjects, ethical approval/exemption letter should be obtained from IRB/ethical committee/institution head and should be uploaded scan copy of the ethical approval/exemption letter during manuscript submission. If the human participant involved, a signed & informed consent letter should be taken from the participant by informing them the purpose, benefit, risk, and other associated factors with the study. The editor may ask to upload the scan copy if required. In all such studies, the author will require to include a set of declarations before the references section as described in the author guideline of this journal.

Procedures for Dealing with Unethical Behavior

Anyone may inform the journal or publisher at any time of suspected unethical behavior or any type of misconduct by giving the necessary information/evidence to start an investigation.

Investigation

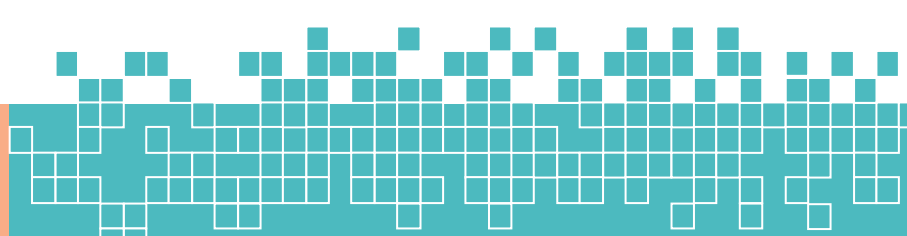
An editor will consult with the Section Editors on decisions regarding the initiation of an investigation. During an investigation, any evidence should be treated as strictly confidential and only made available to those strictly involved in investigating. The accused will always be given the chance to respond to any charges made against them. If it is judged at the end of the investigation that misconduct has occurred, then it will be classified as either minor or major.

Minor Misconduct

Minor misconduct will be dealt directly with those involved without involving any other parties, e.g.:

- Communicating with authors/reviewers whenever a minor issue involving misunderstanding or misapplication of academic standards has occurred.
- A warning letter to an author or reviewer regarding fairly minor misconduct.

Major Misconduct



The Editor-in-Chief, in consultation with the Section Editors, and, when appropriate, further consultation with a group of experts should make any decision regarding the course of action to be taken using the evidence available. The possible outcomes are as follows (these can be used separately or jointly):

- Publication of a formal announcement or editorial describing the misconduct.
- Informing the author's (or reviewer's) head of department or employer of any misconduct by means of a formal letter.
- Referring the case to the author's organization for further investigation and action.
- The formally announced retraction of publications from the journal in accordance with the COPE guideline and Retraction Policy.
- A ban on submissions from an individual for a defined period.

When dealing with unethical behavior, the Editorial Staff will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): <http://publicationethics.org>

Retraction Policy

Manuscripts published in the Journal shall remain extant, exact, and unaltered as long as it is possible. However, occasionally, circumstances may arise where a published manuscript will later require retraction. The main reason for retraction is serious flaws in the article which were not detected prior to publishing. The aim of retraction is for preserving the integrity of science and not for the purpose of punishing the author. Standards for dealing with retractions have been developed by a number of library and scholarly bodies, and COPE practice has been adopted by this journal to deal with retraction. The original content of the retracted article will remain unchanged with a watermark in the PDF indicating on each page that it is "RETRACTED."

Peer Review Process

Manuscripts will be subject to double-blind peer review and are expected to meet standards of academic excellence. If approved by the editor, submissions will be considered by two or more peer-reviewers, whose identities will remain anonymous to the authors.

Reviewer Guideline

An invitation email with the article title, abstract, reviewing due date, and link to access reviewer's dashboard will be sent to the verified reviewer where the reviewer can login using their user id and password to accept or decline the review request. If the reviewer chooses to accept the reviewing tasks a page of reviewing guidelines will open which will contain a brief instruction for the reviewer and few links to additional resources for the reviewer. After reading the guideline reviewer can click on the "continue to step #3" tab which will enable downloading the full manuscript and a filling review response form. Review response form normally contains few questionnaires and two textboxes; one for writing comments to the author and other for writing confidential comments to the editor. The reviewer can fill this response form when ready to provide feedback and select recommendation from the dropdown list then click on the 'submit review' button. Additionally, the reviewer may upload their review report as a word/pdf file attachment which is optional and not recommended unless necessary due to mathematical symbols/typo requirement.

CrossMark Policy

All articles of the Journal of Humanistic Approach to Sport and Exercise Studies (HASES) will be published with CrossMark logo to maintain the publication record. CrossMark logo may not be active in Galley Proof version.



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no liability in the event of issuance of any claims for damages. The Publisher will not be held legally responsible should there be any claims for compensation.

Self-archiving policy

Authors are permitted to deposit publisher's version (PDF) of their work in an institutional repository, subject-based repository, author's personal website (including social networking sites, such as ResearchGate, Academia.edu, etc.), and/or departmental website at any time after publication.

Full bibliographic information (authors, article title, journal title, volume, issue, pages) about the original publication must be provided and links must be made to the article's DOI and the license.

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