

Instructions for Inputting Your Manuscript into the JSB Template

Thank you for submitting your work to the *Journal of Sport Behavior*! Our journal uses a specific template for publishing and before your submission can be sent out for review, it must be submitted using the JSB template. Below you will find instructions for inputting your manuscript into our JSB template. If accepted, your article will be electronically published based on this format.

The JSB template details some sections that can be used in a manuscript. Note that each section has a corresponding style, which can be found in the “Styles” menu of Microsoft Word. Sections that are not mandatory are listed as such. The level 1 section titles provided in the template are for Articles. Review Papers and other types of manuscripts have a more flexible structure.

General Instructions:

- The below step-by-step instructions include the title of the corresponding style to utilize within Word, if needed. To select a style:
 - o Click the “Styles Pane” button in the ribbon at the top of your document. This will produce a column on the right with a list of styles to apply. Where it says “List” at the bottom, select “Recommended,” if it is not already selected. This will provide the JSB template styles at the top of your list. Then click on the appropriate style to apply it (see below step-by-step instructions for style guide).
 - o Another method is individually selecting styles by clicking “Format” in the menu bar, then “Style...”
- To input your information into the template, first select the style you want to use (see above). Copy a section from your manuscript then click “Edit” in the top menu bar, then “Paste and Match Formatting”
- Before sending your completed template back to us:
 - o Make sure your ENTIRE manuscript complies with APA 7th edition formatting. This includes your References section (i.e., italicization of journal names, including DOI’s, etc.)
 - o Double check that the formatting retained all instances of italics, superscript, etc.
 - o Make sure ALL tables/figures/schemes are in a version that can be edited for resizing purposes. We recommend utilizing 600dpi (dots per image).
- If there is a large space between some text due to Word’s page format limitations (e.g., between text and a table/figure), that is okay. You will see the line numbers on the left do not change. The extra space will not be reflected when the article is published online.
- The following detailed instructions are provided for instances such as adding additional information or if there are problems with the paste and match formatting function.

Step-by-Step Instructions:

1. Specify the type of paper (i.e., Article, Review, Communication, etc.) *Style: JSB_1.1_paper type
2. Insert your paper title *Style: JSB_1.2_title
3. Insert author name(s) *Style: JSB_1.3_author names
4. Identify author affiliation(s) *Style: JSB_1.4_author affiliation
5. Add contact information for corresponding author *Style: JSB_1.5_correspondence
6. Insert your abstract *Style: JSB_1.7_abstract
7. Make sure to provide keywords for your article below the abstract *Style: JSB_1.8_keywords
8. Insert main body of manuscript utilizing the following styles:
 - a. For Level 1 headings – JSB_2.1_heading 1

- b. For Level 2 headings – JSB_2.2_heading2
 - c. For Level 3 headings – JSB_2.3_heading3
 - d. For your main text – JSB_3.1_text
9. Within the Results section, there are examples of how to utilize itemized or bulleted lists, tables/figures, and equations. These are the styles used:
- a. Itemized list *Style: JSB_3.7_itemize
 - b. Bulleted list *Style: JSB_3.8_bullet
 - c. Mathematical equation *Style: JSB_3.9_equation
 - d. Specifying equation number *Style: JSB_3.a_equation_number
 - e. Table body *Style: JSB_4.2_table_body
 - f. Table caption *Style: JSB_4.1_table_caption
 - g. Table footer *Style: JSB_4.3_table_footer
 - h. Figure *Style: JSB_5.2_figure
 - i. Figure caption *Style: JSB_5.1_figure_caption
- Note: Tables and figures should use “Gill Sans MT” 12pt font
10. The section following Conclusions comprised of *Supplementary Materials, Author Contributions, Funding, Acknowledgements, and Conflicts of Interest* is optional. Feel free to add or remove. *Style: JSB_6.1_Supplementary; JSB_6.2_Acknowledgements; JSB_6.3_AuthorContributions (any of these can be used for this section)
11. Appendices are also optional. If including an appendix, *Style: JSB_2.1_heading1 & JSB_3.1_text
12. References *Style: JSB_7.1_References

If you have any questions, please contact the JSB editorial assistant:
Melissa Myers – journalofsportbehavior@gmail.com