



# Journal for Advancing Sport Psychology in Research

Author Handbook

This handbook provides authors detailed guidance on  
how to prepare a manuscript for submission in  
*Journal for Advancing Sport Psychology in Research*  
(JASPR).

# 01

## Welcome to *JASPR*.

*JASPR* is a peer-reviewed academic publication focused on rigorous undergraduate and graduate student-led scholarly work. Submissions include primary and secondary, basic, applied, and developmental research using qualitative, quantitative, and mixed methodologies. Submissions can expand across a range of psychological topics in the domains of sport, exercise, and performance.

### *JASPR* Vision

To expand the field of psychology in the domains of sport, exercise, and performance by providing the student community a unique and inspiring platform to engage and disseminate rigorous scholarship.

### *JASPR* Mission

*JASPR* aims to expand the field of psychology in the domains of sport, exercise, and performance by publishing rigorous scholarship for students, academics, researchers, and applied practitioners. Specifically, *JASPR* provides students and early-career professionals aspiring to develop their scholarship skills with innovative opportunities to participate as authors, reviewers, and editorial board members within a mentored publishing infrastructure.

# 02

## What is peer review?

Peer review is the primary means of quality control used by scholarly journals to ensure the research articles that are published are original, valid, and reliable.

Consistent with *JASPR*'s vision and mission, and with a goal to maintain integrity of the peer-review process, *JASPR* uses an external, double-blind peer review process. This means that the handling editor(s) do not review the manuscript, and instead invite student and professional reviewers for each manuscript. In the peer review process, both the identity and affiliations of authors and reviewers are anonymized. Decisions on manuscripts are made based on submitted reviewer reports.

### Am I qualified to submit to *JASPR*?

Yes! Any work that is first-authored by a student is welcome to be submitted to *JASPR*. In accordance with the mission and vision of *JASPR*, submitting to the journal is meant to be a mentored learning experience for students to get hands-on experience with the peer review process.

As authors, *JASPR* recognizes that you take great pride in your work, which is why *JASPR* has ensured that the submission guidelines and peer review process are in place to help you enhance your manuscripts.

The following sections of the author handbook will walk through the peer review process and key submission guidelines that you will need before submitting to *JASPR*.

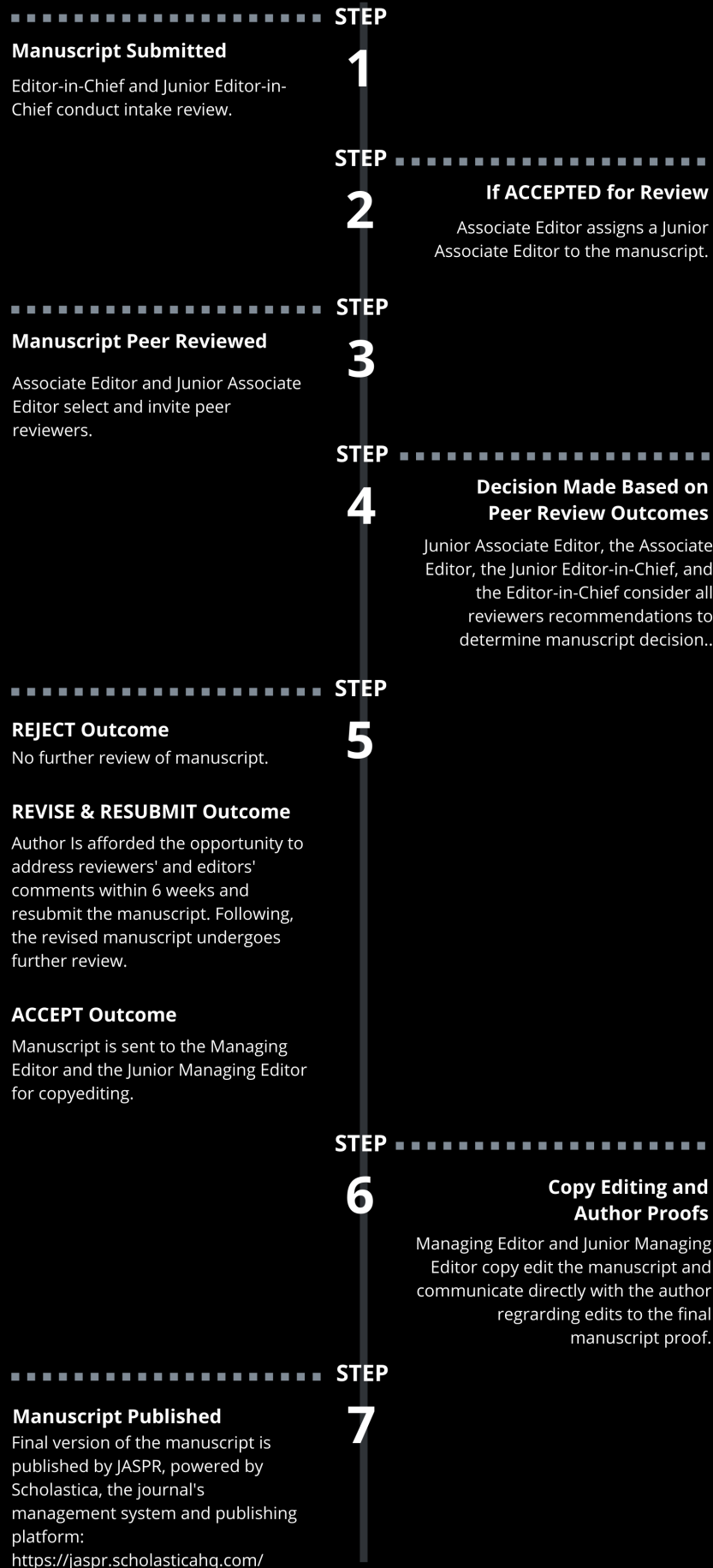
# 03

## What is the publication process @ JASPR?

To view a detailed diagram of JASPR's publication process

**CLICK HERE**

## Peer Review Process @JASPR



# 04

## What are important pre-submission guidelines and processes to consider?

**Does the manuscript align with the mission & scope of *JASPR*?**

Before submitting a manuscript, take a look at *JASPR*'s mission & scope and assess if your manuscript aligns well. If your work supports the mission and fits within the scope of the journal, continue to look at other aspects of the manuscript for fit. If not, another journal may be a better fit for your work.

Next, assess the work for its originality and potential interest to the readership of *JASPR*. Does the manuscript move the field forward? Do the findings add to the knowledge base? If so, continue to look at the manuscripts adherence to submission guidelines.

**Is the manuscript original & of interest to *JASPR*'s readership?**

**Does the manuscript follow submission guidelines?**

Lastly, assess the work for its adherence to *JASPR*'s submission guidelines. Does the manuscript follow APA 7th edition guidelines? Are all font and heading styles formatted to *JASPR*'s specifications? Is the manuscript appropriately prepared for a blind peer review process? Are all required supporting documents appropriately completed?

# 05

## How to prepare a manuscript according to *JASPR*'s submission guidelines?



All manuscripts must be submitted in English. American or British spelling and punctuation are acceptable, but must be used consistently throughout the manuscript.



The official font style and font size of *JASPR* is Calibri, 11-point font. All manuscripts must be submitted in this style and size.



Quantitative manuscripts must be maximum of 25 pages and qualitative/mixed-method research maximum of 35 pages in length, inclusive of title page, abstract, main body of manuscript, references, footnotes, tables, and figures.



All submissions should include ALL the required paper elements:

Cover Letter	Text (main body of manuscript)
CRedit Role Statement	Headings
Submission Checklist	In-Text Citations
Title Page (blinded)	Quotations
Running Head	References
Abstract	Footnotes (as needed)
Keywords	Tables
	Figures



Authors are referred to APA's Sample Professional Paper as an illustrative guide to required paper elements and formatting.

# 06

## What is a cover letter?

A cover letter is your formal request to the editorial board to consider your manuscript for publication.

**Authors must submit a cover letter as a separate file accompanying their manuscript.**

The cover letter should include the length of the manuscript and the number of figures and tables included.

The cover letter should also confirm the authorship order, assurances that the corresponding author will take responsibility for notifying co-authors in a timely manner in relation to any correspondence received during the review process, notice of any conflicts of interest, and verification that the research received ethical approval from a university ethics board when applicable.

Permission to use any copyrighted material must also be indicated. The corresponding author's e-mail address and telephone number should be included for further correspondence.

For further information, consult the APA Publication Manual, page 382.



# 07

## What is a CRediT Role Statement?

CRediT (i.e., Contributor Roles Taxonomy) is a universal high-level taxonomy that can be used to distinguish different contributions to scientific scholarly output. There are 14 different roles, described in more detail below.

**The CRediT Role Statement must be submitted as a separate file accompanying the manuscript.** All authors are expected to have made substantive contributions to the drafting or revising of the manuscript in different CRediT roles.

For more Information see <https://credit.niso.org/>.

To download *JASPR*'s  
CRediT Role Statement



**CLICK HERE**

# 08

## CRedit Role Descriptions

**Conceptualization** Ideas; formulation or evolution of overarching research goals and aims.

**Data Curation** Management activities to annotate (produce metadata), scrub data and maintain research data (including software code where it is necessary for interpreting the data itself) or initial use and later reuse.

**Formal Analysis** Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.

**Funding Acquisition** Acquisition of the financial support for the project leading to this publication.

**Investigation** Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

**Methodology** Development or design of methodology; creation of models.

**Project Administration** Management and coordination responsibility for the research activity planning and execution.

**Resources** Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.

**Software** Programming, software development; designing computer programs; Implementation of the computer code and supporting algorithms; testing of existing code components.

**Supervision** Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.

**Validation** Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.

**Visualization** Preparation, creation and/or presentation of published work through visualization.

**Writing - Original Draft** Preparation, creation and/or presentation of the published initial draft.

**Writing - Review & Editing** Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision.

# 09

## What is a submission checklist?

The Submission Checklist is a list of items required when submitting manuscripts to *JASPR*. It serves as a reminder for the authors on what to submit and in what order.

**The submission checklist must be included as a separate file accompanying the manuscript.**

The corresponding author must sign the submission checklist in acknowledgement that all required elements are Included in the submission.

To download the  
Submission Checklist



**CLICK HERE**

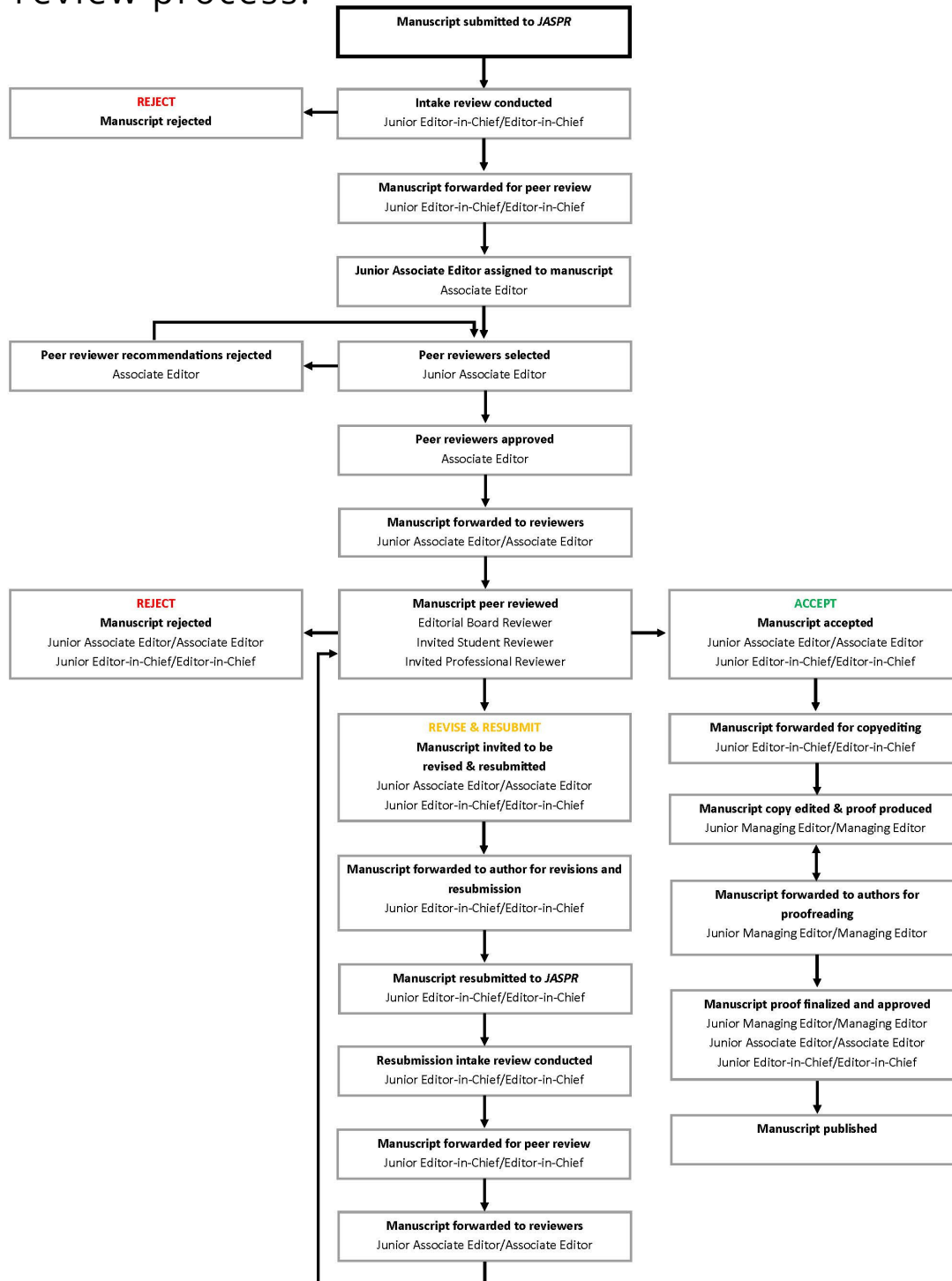
# 10

## How to submit a manuscript to *JASPR*?

1. Go to *JASPR*'s website **For authors**-page and click SUBMIT A MANUSCRIPT.
2. **Add Manuscript Information.** This includes: Title, Abstract, Keywords.
3. Upload the **Primary Manuscript File**. This should be prepared according to APA 7th edition guidelines, and free of any author identifiers.
4. Upload **Supporting Files**. These include The Cover letter, CRediT Role Statement, Submission Checklist, and any other necessary supplementary files not included in the Primary Manuscript File.
5. Add **Corresponding Author Details**. You are required to provide author first and last name, email, department, institution, degrees, and ORCID ID. You can, if you wish, provide additional optional demographic information.
6. Add additional authors by clicking the **Add Another Author** link.
7. Add any possible **Reviewers to Avoid**. These include students and professionals with conflict of interest.
8. Click **Continue to Next Step**.
9. **Review** your submission details for accuracy.
10. Once reviewed, tick the box next to: *I understand that I can't make any changes to this submission after submitting it.*
11. Click **Submit Manuscript**.

## What happens after a manuscript is submitted to *JASPR*?

The manuscript will go through rigorous, double-blinded peer-review process. \_\_\_\_\_



# 12

## What happens after all the blind reviews are submitted?

### Post-review processes:

- The Associate Editor and Junior Associate Editor will collate all reviews of the manuscript to make a publication recommendation to the Editor-in-Chief and Junior Editor-in-Chief.
- The Editor-in-Chief and the Junior Editor-in-Chief will then make a decision on the manuscript outcome. Possible outcomes are: Accept, Revise and Resubmit, or Reject.
- The Editor-in-Chief or the Junior Editor-in-Chief will notify the corresponding author of the publication decision, along with the completed reviews.

Please note that **authors are responsible for the preparation of manuscripts to permit a blind review.** Every effort should be made to omit clues to authors' identities, including acknowledgements, institutional information, and easily identifiable self-references.

# 13

## What review information is shared with the authors?

Following a double-blind peer-review, the Editor-in-Chief and the Junior Editor-in-Chief will provide the authors access to reviewer responses to:

### **RATING SCALE QUESTIONS. These provide authors details related to the manuscript's:**

- Fit with the journal's vision, mission, and scope
- Contribution to psychology of sport, exercise and performance literature
- Scientific and scholarly merits
- Adherence to the APA guidelines and Journal Article Reporting Standards

### **OPEN RESPONSE QUESTIONS. These provide authors:**

- A succinct overview and evaluation of the manuscript
- Major comments, aimed to provide the editor(s) and the author(s) with details of the most concerning issues pertaining the manuscript
- Minor comments, aimed to provide the editor(s) and the author(s) with details of the concerns that make a lesser impact on the research.

For more details on reviews, please see **JASPR Reviewer Form** and **Reviewer Handbook**

# 14

## What happens next?

The answer depends on the publication decision outcome for the manuscript.

### **If the decision is **Reject**.**

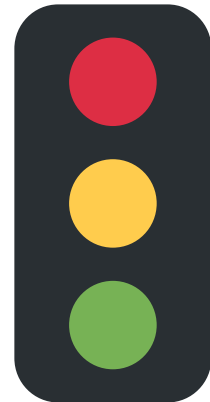
The manuscript should be submitted elsewhere.

### **If the decision is **Revise and Resubmit**.**

Author(s) are afforded an opportunity to address reviewers' and editors' comments within 6 weeks. Authors should address each of the reviewers' concerns in a separate document submitted with their revised manuscript. Following resubmission, the revised manuscript will be returned to the original reviewers for subsequent review(s). This process takes the same format as the original review conducted. Please note a resubmitted manuscript will not be sent back to reviewers if the quality of the revisions can be adequately evaluated by the Associate Editor/Junior Associate Editors, without additional reviewer input.

### **If the decision is **Accept**.**

Once a manuscript has been accepted, corresponding authors will be sent proofs of the article. To ensure a fast publication process corresponding authors will be expected to return their proof corrections within 1 week. The proof-checking process is used solely for checking the typesetting, editing, completeness, and correctness of the text, tables, and figures. Significant changes to the article, at this stage, will only be considered with permission from the Editor-in-Chief.





We hope authors have found this handbook helpful in navigating the manuscript preparation, submission, and review process.

Thank you for your contribution to *JASPR* and for upholding the integrity of peer reviewed research in the field of psychology across sport, exercise, and performance.