

## Submission guidelines

### Guidelines

#### Submission

An author may submit a maximum of two abstracts as first author. The submitted abstract must be presented at the conference by one of the first authors. It is possible to appear as co-author on other abstracts. Please note that after your submission further changes cannot be accepted. **Conference registration for the presenting author is obligatory before January 10<sup>th</sup> 2020.** All accepted abstracts will be published in the Proceedings book of the 7<sup>th</sup> International Scientific Conference of Slovenian Gymnastics Federation 2020.

An author may also submit a full paper. All accepted full papers will be published in the e-book of the 7<sup>th</sup> International Scientific Conference of Slovenian Gymnastics Federation 2020.

Abstracts and full papers without paid registration fees will not be published.

#### Reviewing

All abstracts will be reviewed by Scientific Committees, which will make recommendations as to the type of presentation (oral or poster).

The full papers will be double-blind reviewed and will be published after both positive reviews.

#### Presentation

Presenters must be registered for the conference at the latest by **January 10<sup>th</sup> 2020** to guarantee publication of the abstract in the proceedings. Later registrations will lead to an exclusion of the abstract.

**Oral** presentation format is PowerPoint. Oral presentation time will be 10 minutes plus 2-3 minutes for discussion. Oral presentations must be pre-uploaded in the Conference Office afore.

**Poster** presentation format is PowerPoint (one slide). Poster presentation time will be 3 minutes plus 1-2 minutes for discussion. Poster presentations must be pre-uploaded in the Conference Office afore.

Please find poster model [here](#).

#### Abstract submission

Please read these guidelines carefully before preparing the abstract. Abstract guidelines are the same for both oral and poster presentations.



## General instructions

1. The deadline for the submission of abstracts is **1st December 2019**. The notice of acceptance will be sent to authors no later than 22<sup>th</sup> December 2019.
2. The abstracts must summarize original work.
3. It is helpful to download the model abstract from the conference web site and replace the corresponding items.
4. Abstracts should be typed according to the following technical instructions.
5. The submitted abstract must be **presented** at the conference **by one of the authors**. The surname of the presenting author must be underlined. Each author is permitted to submit a **maximum of two** abstracts as the first author.
6. Presenting authors **must register** as conference delegates and pay the registration fee **no later than 10<sup>th</sup> January 2020** to guarantee the publication of the abstract in the Proceedings book. Abstracts without paid registration fees will not be published.
7. **All accepted abstracts will be published in the Proceedings book of the 7<sup>th</sup> International Scientific Conference of Slovenian Gymnastics Federation 2020.**
8. Abstracts should be sent to kongres@gimnasticna-zveza.si. The receipt of abstract submission will be confirmed by e-mail.

## Technical instructions

1. **Language.** The abstract should be written in **English** and the **native language** of the author.
2. **Length.** Abstracts are restricted to 3,000 characters (including spaces, title, authors and institutions). They may not contain any tables or graphs and are restricted to ASCII-characters only.
3. **Titles.** The title should be written in UPPER CASE letters in font **Arial**, font size **12pts bold**. It should be brief and describe the author's work. Do not use any subtitles.
4. **Authors.** Only surname and initial of first name of authors should be written without any academic or other titles.
5. **Institutions.** Use one single line for each institution; order: Institution, City, Country.
6. **Content.** The abstract should describe the objectives of the study, methods, results, and conclusions. It should be written in font **Arial**, font size **10pts**. Type the text single spaced with no indentations, alignment left. All content of the abstract is in the sole responsibility of the author(s) of the abstract.

7. **Figures and tables.** If the abstract includes a table, graph or photo, the text character count must be limited to accommodate the graphic elements. Such elements should be only in black and white colours.
8. **References** in the text have to be cited at the end of the abstract (they must fit in the 3000 characters). Format should follow the American Psychological Association (APA) reference style. References are not obligatory in the abstract.
9. Send your abstract in **file format** Word 2010 or earlier (\*.doc.) and as Adobe Acrobat file.
10. Please find an abstract submission example [here](#).

## Full paper submission

The authors can submit also a full paper. Please read these guidelines carefully before preparing the full paper.

### General instructions

1. The deadline for submitting a full paper is **10<sup>th</sup> December 2019**. The notice of acceptance will be sent to authors no later than 22<sup>nd</sup> December 2019.
2. A full paper should be typed according to the following technical instructions.
3. The submitted paper must be **presented** at the Conference **by one of the authors**. Each author is permitted to submit a **maximum of two** papers as the first author.
4. Presenting authors **must register** as conference delegates and pay the registration fee **no later than January 10<sup>th</sup> 2020**. The full papers are double-blind reviewed and will be published after both positive reviews. Full papers without paid registration fees will not be published.
5. All accepted full papers will be published in the e-book of the **7<sup>th</sup> International Scientific Conference of Slovenian Gymnastics Federation 2020**.
6. Full papers should be sent to [kongres@gimnastica-zveza.si](mailto:kongres@gimnastica-zveza.si). The receipt of a full paper will be confirmed by e-mail.

### Technical instructions

1. **Language.** The full paper should be written in **English**. It is very welcome to attach the paper also in the **native language** of the author. However, the **abstract in the native language** of the author is obligatory.
2. **Length.** The length of the full paper is restricted to maximum 35,000 characters.

3. **Titles.** The title should be written in UPPER CASE letters in font **Arial**, font size **12pts bold**. It should be brief and describe the author's work. Do not use any subtitles.
4. **Authors and Institutions.** Order: Author(s), Institution, City, Country. Use one single line for each author.
5. **Abstract.** See guidelines for abstract. Include up to eight keywords that describe your paper for indexing and for web searches of your manuscript.
6. **Content.** The full paper (max. 35,000 characters including abstract, footnotes and references) should report original research, presenting all the standard elements of scientific investigation (introduction, method (including participants, instruments and procedure), results, discussion, and references). It should be written in font **Arial**, font size **10pts**. Type the text single spaced with no indentations, alignment left. All content of the paper is in the sole responsibility of the author(s) of the paper.
11. **Figures and tables.** If the full text paper includes a table, graph or photo, the text character count must be limited to accommodate the graphic elements. Such elements should be only in black and white colours.
12. **References** in the text have to be cited at the end of the full paper (they must fit in the 35,000 characters). Format should follow the American Psychological Association (APA) reference style.
13. Send your full paper in **file format** Word 2010 or earlier (\*.doc.) and as Adobe Acrobat file (pdf).

Please find a full paper submission example [here](#).

## Important dates

1. The deadline for the submission of abstracts and papers is **10<sup>th</sup> December 2019**.
2. The notice of acceptance will be sent to authors by **22<sup>nd</sup> December 2019**.
3. Obligatory Conference registration for the presenting author, and other participants: before **January 10<sup>th</sup> 2020**.