

Author Guidelines

You may choose to submit your manuscript as a *single Word* to be used in the refereeing process. Only when your paper is at the revision stage, you will be requested to put your paper into a 'correct format' for acceptance and provide the items required for the publication of your article. The corresponding author was requested to give full contact details of all authors.

To expedite the review process, authors will also be prompted to nominate *3 potential referees*, who are not at the same institute/collaborator to serve as potential referees. The referee detail contains the full name, designation, institute/ university details, present email id, web link address and area of expertise. But we won't guarantee you that your manuscript will be sent to the given reviewers.

Types of papers

Original research article, Case study & Review articles

All manuscripts should be concisely written, stressing the motivation for, and the novel aspects of, the work. Contributions should contain an Abstract (not more than 300 words) and a Conclusions section, which particularly in the case of theoretical papers translates the results into terms readily accessible to most readers.

There is a page limit for manuscript and also for figures and tables. Regular research articles should not exceed 20 pages (1.5 spacing) not excluding more than 10 figures and 3 tables. For review articles it should exceed more than 50 pages (including figures and tables).

Priority communications

For priority communication (letters) is dedicated to publishing novel, cutting edge reports of broad interest to the sports community (must be accompanied by a statement regarding the "prime novelty"). The manuscript submitted for review should not exceed 3000 words, 5 figures (resolution at least 300 dpi in TIF image format) and 3 tables. This includes everything: the title, authors, affiliations, abstract, keywords, the body of the manuscript, conclusion, acknowledgments, references, figure captions, tables, etc.

Priority communications should be submitted to the Editor-in-chief of respective journal and will be given priority in both the refereeing and production processes.

Submission checklist:

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

All necessary files have been uploaded for manuscript:

1. Abstract
2. Include keywords
3. All figures (include relevant captions)
4. All tables (including titles, description, footnotes)
5. Ensure all figure and table citations in the text match the files provided

Essential title page information

Title: Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

Author names and affiliations: Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

Corresponding author: Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

Present/permanent address: If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Cover letter guidance

A cover letter (sometimes referred to as a justification or letter to reviewers) is an excellent opportunity for you to promote your work to the editor and reviewers. This is a chance for you to explain the importance of the work submitted and why it is most suitable for the journal.

Things to consider:

- Make sure you state the correct journal name
- Address your letter to the Editor in chief
- Include a succinct statement about the importance and/or impact of your work
- Avoid repeating information that is already in your abstract or introduction
- Check your spelling

Declaration of interest:

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work.

Changes to authorship

Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

Manuscript submission:

Authors should submit their articles to the editor email journalbudpe@gmail.com While submitting the article, corresponding author should provide the email ID of all the co-authors.

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.

Authorship and Contributorship

Everyone listed as an author should meet our criteria for authorship. Everyone who meets our criteria for authorship must be listed as an author.

We expect that all authors will take public responsibility for the content of the manuscript submitted to BNJPEES. The contributions of all authors must be described.

All authors will be contacted by email at submission to ensure that they are aware of and approve the submission of the manuscript, its content, and its authorship. BNJPEES journal require that all co-authors confirm their assent to publication by email.

Qualifying for Authorship

Authorship criteria is based on the International Committee of Medical Journal Editors (ICMJE) *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

The ICMJE lists four conditions for authorship credit. Authors must meet all four conditions in order to be listed.

- Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data, and
- Drafting the article or revising it critically for important intellectual content, and
- Final approval of the version to be published, and
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Group Authorship

The ICMJE recommends that group authorship adhere to the following guidelines:

When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship/contributorship defined above, and editors will ask these individuals to complete journal-specific author and conflict-of-interest disclosure forms. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation in the manuscript title page and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments.

Please be aware that as of October 2016, the National Library of Medicine's (NLM) policy has changed and PubMed will only index individuals and the names of consortia or group authors listed in the author byline itself. Individual consortium/group author members listed in the author byline must qualify for authorship according to our criteria.

Author Contributions

The contributions of all authors must be described. BNJPEES has adopted the CRediT Taxonomy to describe each author's individual contributions to the work. The submitting author is responsible for providing the contributions of all authors at submission. We expect that all authors will have reviewed, discussed, and agreed to their individual contributions ahead of this time. Contributions will be published with the final article, and they should accurately reflect contributions to the work.

Contributor Role	Role Definition
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) for 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 the published work, specifically visualization/data presentation.
Writing – Original Draft Preparation	Creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
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 – including pre- or post-publication stages.

Acknowledgments

Contributors who do not meet the criteria for authorship should be mentioned in the Acknowledgments. It is expected that those being acknowledged have given their permission to be named.

Corresponding Author Responsibilities

The corresponding author takes responsibility for and speaks on behalf of all authors.

Pre-publication:

- Ensure that the manuscript is in full adherence with all author guidelines
- Ensure that all authors have access to the final version of the manuscript that is submitted to the journal, and agree to the author list and author contributions.
- Ensure that all authors have seen the final draft of the manuscript before it is published.
- Provide to the journal written confirmation that all authors consent to any requested changes in the manuscript's authorship.

Post-publication:

- Continue to be the point of contact for queries about the published paper.
- Inform all co-authors of any matters arising and ensure such matters are dealt with promptly.

Professional Medical Writers

The involvement of any professional medical writer in the publication process must be declared. The *European Medical Writers' Association Guidelines* contain additional information about the role of medical writers.

Authorship Changes

BNJPEES journal follow the *COPE guidelines* for changes in authorship.

Changing the author list after submission requires agreement from all authors. This includes additions, deletions, and changes in ordering. Requests must come from the corresponding author along with an explanation for the change. If the change is deemed to be appropriate, the corresponding author must receive and provide to BNJPEES the consent to the change from all the authors, including any being added, deleted, or reordered.

Authorship issues identified after publication may result in a correction. In the case of an authorship dispute, the journal will not arbitrate. If the authors are unable to resolve the dispute themselves, we will raise the issue with the authors' institution(s) and abide by its guidelines.