TSAC REPORT AUTHOR GUIDELINES

MISSION OF THE TSAC REPORT

The mission of *TSAC Report* is to be a leading voice in strength and conditioning for tactical facilitators and operators. This peer-reviewed journal will achieve this mission by publishing basic, research-based, or well-reasoned articles that are practical and of a style appealing to the audience. *TSAC Report* publishes articles for Members of the NSCA.

PRODUCTION SCHEDULE

2018 Submission Deadlines and Publication Dates

Cover Date	Number	Article Deadline	Author Revisions Period	Final Author Approval	Publication Date
January	48	10/9/2017	11/22 – 12/4/2017	12/20 – 12/27/2017	1/2/2018
April	49	1/8/2018	2/23 – 3/6/2018	3/21 – 3/28/2018	4/2/2018
July	50	4/9/2018	5/25 – 6/5/2018	6/20 – 6/27/2018	7/2/2018
October	51	7/9/2018	8/24 – 9/4/2018	9/19 – 9/26/2018	10/1/2018

SUBMISSION CONTACT

Submissions for consideration for publication in *TSAC Report* should be emailed to the NSCA Publications Manager and Managing Editor, Matthew Sandstead, at matthew.sandstead@nsca.com. Please contact the Managing Editor if you have any questions prior to submission.

GENERAL AUTHOR GUIDELINES

All author submissions must be original work and not published elsewhere. Prior to publication, the lead author will be required to sign an Author Agreement assigning temporary copyright of the work to the NSCA for exclusive publishing, thus reserving their agreed upon submission slot in *TSAC Report*. Before agreeing to a submission slot, the author(s) should receive approval to submit through their chain of command, if necessary.

Each submission will undergo a plagiarism check, double-blinded peer and editorial review, and copyediting; and the NSCA and Editor reserve the right to reject any submission. Despite possible rejection, many submissions are rejected with eligibly for resubmission. The author(s) will be responsible for acquiring the necessary permission to republish any material (e.g., tables, photos, images, etc.) prior to publishing, if necessary. However, if any of these materials are bound by copyright, they will not be included in the final publication.

TSAC Report seeks to achieve an informative and conversational writing style and tone. Technical terms should be explained in ordinary language whenever they appear. The subject matter of *TSAC Report* is slightly more technical than that found in most newsstand publications, but less technical than the NSCA's Professional Publications (the *Strength and Conditioning Journal* and *the Journal of Strength and Conditioning Research*).

References are not required necessarily; however, statements or claims made for which evidence exists, or those that need evidence to support the safe implementation of the information, will require in-text references. Complete bibliographical information for any publications cited should be provided in the reference list at the end of the submission that correspond to the in-text numerical references. This reference list should be listed alphabetically and not in order of appearance within the text. Primary sources such as published research studies are recommended as the basis of referential support for submissions. Any information gleaned from secondary sources should be fact-checked by the author(s) and cited whenever necessary. Each submission should contain information that the NSCA Member can use in a practical training setting, or explain the reasoning for presenting the information for a certain population. All submissions should be relevant to the identified audience and contain practical implications.

AUTHOR BIOS AND HEADSHOTS

Each individual that contributed to the submission is required to include a bio. Bios should be about 75 – 125 words each and highlight academic degrees earned, certifications and licensures, distinctions, recognitions, fellowships, past and current positions, and any relevant professional accomplishments. In addition to a bio, each individual should include his or her credential line above the bio when sent with the submission. The NSCA reserves the right to limit the credentials listed on an author's byline, but will allow inclusion of those credentials to be listed in the bio (extra space in the bio will be permitted to list relevant accomplishments and earned credentials not recognized by the NSCA on the byline). If possible, authors are encouraged to submit a headshot to be used on the NSCA website.

SUBMISSION AND REVIEW PROCESSES

Prior to signing and returning the Author's Agreement to reserve a submission slot, the author(s) must obtain approval/authorization through the appropriate chain of command, if necessary. Once the article is submitted by the agreed upon deadline, it begins a plagiarism check, followed by a double-blinded peer-review process. Once all of the reviews have been returned, the NSCA compiles any comments, changes, requests for clarification, etc. and applies any necessary grammatical or formatting changes. The Editors then review the updated article and provide feedback and/or final changes. During this step of the process, each article is addressed individually based on the necessary changes identified during the previous review steps. After the peer-review and Editorial processes conclude, a version of the article will be prepared and presented to the author(s) that may require author input, clarification, approval of changes, addition of supporting research, or revisions.

The author(s) will be given the marked up version, and provided about two (2) weeks to make the changes/additions/clarifications. If some requests for edits or revisions are deemed unreasonable or unnecessary, the author should provide reasoning or edits to justify/explain their stance. During this step, authors are encouraged to communicate their concerns or questions to the Managing Editor. The time period for this "Author Revisions Period" can be found in the yearly production schedule.

Once returned, the Editor will approve of any additions/edits before the submission begins layout. If any delays occur, the Managing Editor should be notified immediately. Short extensions may be possible for large scale revisions, but advance notice of any necessary extensions should be provided as early as possible to avoid publication delays.

The Managing Editor will provide proofs to the author(s) for final approval before the issue is scheduled to publish. However, the author(s) will only be given one (1) week to approve the final copy, or provide any final changes, before the issue releases. The time period for this "Final Author Approval" step can be found in the yearly production schedule.

All changes must be approved by the Editor prior to release. If no response is provided by the author(s) during final author approval, and the article is approved by the Editor, it will be included in the agreed upon issue and published on schedule. Authors have the right, at any time during the submission or review processes, to withdraw their submission from consideration in the *TSAC Report* by contacting the Managing Editor.

TYPES OF SUBMISSIONS

Feature Articles

Feature articles run approximately 1,000 – 2,500 words. Feature articles typically include sample programs or sample figures showing readers how to apply the concepts discussed in the article, if necessary. Featured articles should present a main focus for the article or explain the intended takeaway for readers. The author(s) can add value for readers by using charts, tables, photos, illustrations, or other similar materials, but these are not required (they will not count against the word count either). Any associated figures or images will need to be original and not copyrighted, or have previously obtained permission for reuse. Any images that require permission to reuse that are not obtained by the author(s) will likely be excluded. Individuals that agree to submit a feature-length article are not required to submit further installments or follow-up articles, and are not restricted from submitting more feature articles in the future.

Columns

Columns must be a minimum of 1,000 words in length and may or may not include an additional sample program. Authors that agree to submit columns must agree to contribute to each issue for the yearly publication run (4 issues per year). Columns are typically governed by an overall theme within the scope of the publication (e.g., nutrition-based, practical application, etc.).

FORMAT

There is a preferred page layout for *TSAC Report* submissions. All submissions should be Microsoft Word® files. The font should be Garamond and size 12 throughout the entire document. Author(s) should eliminate all tabs and separate each paragraph with a blank line. The following layout values may be found in the "paragraph" section of Word documents: aligned left, no values for indentations, spacing values of "0 pt" for before and after, and a line spacing value of "multiple" at "1.15."

REFERENCES

TSAC Report requires authors to include proper in-text references, a reference list in alphabetical order (not order of appearance), and citations for any other information gleaned from external sources used to complete the submission. It is important that references be sorted alphabetically by the first letter of the lead author's last name and that any in-text references correctly correspond to the numbered references.

Reference lists should be numbered and indented (numbers set at 0.25" and text set at 0.5") as shown below. The following are examples of common reference formats:

Scientific/research journal:

1. Johnson, L, White, K, and Smith, R. Leg injuries in sports. *Journal of Sports Medicine* 11(3): 14–25, 2009.

Published book or textbook:

2. Johnson, L, and White, K. *Strength and power training for young athletes*. New York, NY: Broadway Books; 23–45, 2009.

Chapter in a published book or textbook:

3. Holcomb, W. Stretching and Warm-Up. In: Baechle, TR, and Earle, RW (Eds.), *Essentials of Strength Training and Conditioning.* (2nd ed.) Champaign, IL: Human Kinetics; 321–342, 2000.

Position statement published online:

4. Faigenbaum, AD, Kraemer, WJ, Blimkie, C, Jeffreys, I, Micheli, LJ, Nitka, M, and Rowland, TW. Youth Resistance Training: Updated Position Statement Paper From the National Strength and Conditioning Association. Accessed January 1, 2015 from http://journals.lww.com/nsca-jscr/Fulltext/2009/08005/Youth_Resistance_Training__Updated_Position.2.aspx.

Content pulled from a website:

5. Quinn, E. Eating before exercise – Foods for athletic competition. *About.com Sports Medicine*. 2010. Retrieved October 2010 from http://sportsmedicine.about.com/od/sportsnutrition/a/EatForExercise.htm.

Below is the basic format for a reference in the reference list:
Author, AA, Author, BB, and Author, CC. Title of article. *Title of Periodical* xx(x): xxx–xxx, year.

Below is the basic format for an in-text reference:
The study claimed that when 20 g of protein was consumed, strength gains improved (2).

FIGURES, TABLES, AND PHOTOS

Authors are encouraged to submit photos, table, and/or figures that help to explain or complement the written text. Such materials should be submitted electronically as separate files. Figures, tables, and photos must be of good quality and high resolution.

For photos, the acceptable file types are JPEG, TIFF, RAW, or PSD files. The author(s) should never send photos from the Internet or embed them into Word/Excel/PowerPoint documents. Formats like GIF, BMP, and PNG are web formats and are too low of a resolution for inclusion in *TSAC Report*. Please contact the Managing Editor to arrange submission of high resolution photos.

A good guideline is to look at the file size—if it is measured in MB, it is a good indication that it would be fine for print; however, if it is measured in KB, it is likely too low of a resolution for *TSAC Report*. Depending on the file size or quality, exceptions can be made by the Managing Editor regarding the potential inclusion of photos.

All photos should demonstrate appropriate health and safety procedures in the weight room or training environment (i.e., wearing shirts and shoes, removing hats, using safety collars on the bar, etc.). Authors should consult the *NSCA's Professional Standards and Guidelines*, and NSCA's textbooks for more information. The focus of a photo should not be on commercial products or the identity of the school or business. All figures, photos and tables must be labeled appropriately, and any in-text citations must reflect those labels as well.

- ***Figures and photos must be sent separately as high-resolution files.*** (Please contact the Managing Editor if other accommodations need to be made for figure/photo submission, or if you have any questions regarding file size.)

Tables typically include sample programs, exercises, etc.

- ***Tables must be submitted as simple, formatted Word tables or in Excel format.*** Tables submitted as image files may be rejected and returned to the author(s) for revision. The preferred method of submission for tables is as separate Word files containing only the table (but Excel files are acceptable as well). Tables of excessive length may be returned to the author to clarify or to condense the information.

The final decision for the inclusion and appearance of figures, tables, and photos is of the discretion of the NSCA and the Editor.

The decision of the NSCA and the Editor is final regarding acceptance, rejection, and formatting of all submissions.