Instructions for Authors for Preparation of Manuscripts for *Sports Medicine*

**General Information**

**Journal Aim and Scope**

*Sports Medicine* focuses on definitive and comprehensive commissioned review articles that interpret and evaluate the current literature to provide the rationale for and application of research findings in areas such as:

- sports medicine and sports science (including performance research)
- the medical syndromes associated with sport and exercise
- the practical role that clinical medicine plays in sport, through injury prevention and treatment
- the medical use of exercise for rehabilitation and health and the application of physiological and biomechanical principles to specific sports.

**Authorship and Contributorship Criteria**

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Authors should meet all the following criteria: (i) conceived and planned the work that led to the manuscript or played an important role in the acquisition, analysis and interpretation of the data or both; (ii) wrote the paper and/or made substantive suggestions for revision and; (iii) approved the final submitted version. The corresponding author takes responsibility for the work as a whole, from inception to the published manuscript, and will be responsible for sign-off of the final proofs prior to publication.

The Author Declaration Form is attached (see Appendix C) and is also available on the journal website. The journal will not publish a manuscript unless it has received a signed copy of this form from all authors. Any change in authors and/or contributors after initial submission must be approved by all authors. This applies to additions, deletions, change in order of the authors, or contributions being attributed differently. Any alterations must be explained to the editor.

The corresponding author must provide a statement indicating the names and contributions of all persons who have contributed to the work reported in the manuscript but who do not fulfil authorship criteria. This information will be published in an Acknowledgments section of the paper. Authors should obtain written permission from individuals to be named in the Acknowledgments section.

**Conflict of Interest Statement for Authors**

The potential for conflict of interest arises when authors have personal or financial relationships that could influence their actions. All authors should indicate potential conflicts of interest, including specific financial interests relevant to the subject of their manuscript, on the in section F of the Author Declaration Form (see Appendix C). To prevent ambiguity, authors must state explicitly whether potential conflicts *do or do not* exist. Details of relevant conflicts of interest (or the lack of) must be declared in the Acknowledgments section of the manuscript for all authors.

**Role of the Funding Source**

All sources of funding used to support the preparation of a paper should be declared in the Acknowledgements section of the manuscript.
Manuscript Submission

Please note that all material submitted for publication must be submitted exclusively to *Sports Medicine*. To submit a manuscript to the journal you will need to log onto the AdisOnline site (www.adisonline.com) and following the links and instructions to our online submission system (Adis Editorial Manager; http://adis.edmgr.com). Step-by-step instructions are available on the website.

Manuscripts must be prepared and submitted in the manner described in “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” (see http://www.icmje.org/).

If you are unable to submit through the Editorial Manager site, e-mail us at journals@adis.co.nz or sportsmed@adis.co.nz, and include the journal name and “Article Submission” in the subject line.

Manuscript Format and Style

*Sports Medicine* publishes several categories of review articles, each with its own specific focus/format (see Appendix B for type of reviews and their scope), and letters to the editor. Authors should specify in their covering letter the category they prefer for their submission.

In general, manuscripts should be prepared and paginated in the following manner:

A. **Title page**: include title, authors (please also provide forename(s)) and institutions for each author where the work was done (indicating the city), and a condensed running title of not more than 50 characters including spaces.

B. **Acknowledgments**: See Appendix A, point 8.

C. **Name and address for correspondence**: Mailing address plus telephone and fax number. An e-mail address should also be supplied, but will not be published without your permission.

D. **Table of contents**

E. **Figure captions**

F. **Abstract**: The abstract should succinctly highlight, in an informative manner, the specific important points addressed in the main body of the text; it should not just describe the general areas covered in the manuscript. The journal style is to not cite references in the abstract so as to provide a discrete synopsis of the article. The length can be up to ~400-500 words.

G. **Text pages** (with page numbering)

H. **Conclusion**

I. **Footnotes**

J. **Reference list** (in Vancouver style)

K. **Tables** (begin each table on a new page)

L. **Figures** (place each figure in a separate file)

Please put sections A-K into a single file.

**Abbreviations and Symbols**

Use SI symbols and recognised abbreviations for units of measurement. The first time an abbreviation appears it should be preceded by the full name for which it stands, followed by the abbreviation in parentheses. Generally, abbreviations should be avoided as much as possible, and used only when the full term would make the text unduly cumbersome.

**Drug Names**

Generic names (International Nonproprietary Names [INN] or United States Adopted names [USAN]) must be used. In review papers, brand names or trade names can be used in selected instances, e.g. when use of the generic name would be impractical or ambiguous. In original research a therapeutic intervention should be named by both its generic name and trade name (along with the manufacturer and location) in the methods section in order to precisely identify the product investigated.
Tables and Figures

Tables and figures help to convey information to the reader. Please make every effort to include such items in your article. Tables can be used, for example, to summarise important points, to compare agents or treatment regimens, or to list information that would otherwise impede the flow of the text. Figures may be schematic diagrams, graphical representations of data, photographs or treatment algorithms. Large numbers of tables and figures and lengthy tables can be problematic in print – these can, however, be published online-only as supplementary material.

Tables

Tables should be comprehensible without reference to the text, and data given in tables should in general not be duplicated in the text or figures. Any necessary descriptions should appear in the table heading, and abbreviations and footnotes should be placed immediately below the table. Each table should be cited in the text. Please prepare tables in ‘table format’, rather than using ‘tab’ or ‘indent’ commands. Do not format tables using word spaces. Number tables with Roman numerals (I, II, etc.) and provide a heading for each. Please put each table on a separate page. This is an example of the standard style for tables.

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Illustrations

Good quality printouts of each illustration should be supplied on separate sheets. Captions should make the illustration understandable independent of the text, and each figure should be cited in the text. Symbols, abbreviations and spelling should be consistent with the text. Lettering and symbols on figures should be clear and legible, preferably in Helvetica or Arial typeface. The author’s name, the figure number and top of the figure must be indicated (lightly) on the back of each print.

Computer-Generated Illustrations

Figures should be prepared, where possible, using a computer drawing program. The saved file should be in PC format (not Macintosh), with a preview image included. Each figure (including components of a multi-part illustration) should be saved as a separate file. Preferred typefaces for lettering and axis labels are Helvetica or Arial: any other fonts should be embedded in the file. The finish type size is 7pt for text and labels.

Line Drawings and Charts

Excel, Adobe Illustrator or CorelDraw files are preferred. If tints are used, we recommend using the range 20% to 80% and keeping a minimum 20% step between tints.

Photographs and Colour Artwork

Photographs should be supplied as high-resolution files at a minimum 300 dpi resolution (.TIF or .EPS files). Halftone illustrations should be saved or exported as .TIF files. Halftone figures without line artwork should be supplied at a minimum 300 dpi resolution; those incorporating line artwork or text (including screen grabs) should be supplied at a minimum 1200 dpi resolution. Each color halftone should be saved or exported in 32-bit CMYK. These should be supplied as a single 4-colour image (not as separated CMYK subfiles), and the CMYK colour profile is preferred over RGB or other palettes. If the file is compressed, please indicate the type of compression method used.
Non-Electronic Preparation
If computer-generated illustrations cannot be submitted, traditionally prepared artwork should be professionally drawn and photographed. Photos and colour pictures should be submitted as well-contrasted photographic prints trimmed at right angles or as 35mm transparencies.

Reference Style

References are required to support all significant statements. They are also used to indicate the origin of material (quotations, tables, figures), and as a source for research and further reading.

References need to be given in a form where the reader can quickly and easily identify the correct reference and locate the material in a library or on a database. Please cite primary sources of information, as opposed to books or reviews, where possible.

Our referencing system is based on the ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals’ (the ‘Vancouver’ style), with some minor modifications.

Citations in Text

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables and captions by superscript arabic numerals in square brackets. For example,

Stress can be fatal.[4,5]
Smith and Maple[12] found that stress can be fatal.
Green et al.[14] among others,[15-19] have disagreed with this assertion.

Note: These examples are chosen to illustrate particular points that may arise occasionally. In general, it is not necessary to mention the authors’ names in the text in the Vancouver system (including in tables). The only reason to do so is if you specifically wish to draw the reader’s attention to the authors – for example, in relation to a controversial issue where there are groups of authors whose views are well known to be polarised.

References cited only in tables or in captions to figures should be numbered as if they appear in the text at the first mention of the particular table or illustration.

Include among the references papers accepted but not yet published; give the journal and add ‘In press’ in the reference list (see example 43). Try to avoid using abstracts as references. ‘Unpublished observations’ (i.e. your own unpublished work) and ‘personal communications’ (i.e. the unpublished work of others) may not be used as references, although they may be inserted (in parentheses) in the text. If you cite a ‘personal communication’ you should provide written evidence that the person(s) quoted has given permission for the use of the material. Information from manuscripts submitted but not yet accepted should be cited in the text as ‘unpublished observations’ (in parentheses).

Reference List

List references in numerical order.

Titles of journals should be abbreviated according to the style used on MEDLINE. Please consult the Journals Database on the MEDLINE website:

State or province abbreviations should accompany city names (for conference locations or place of publication). The country may also be included where the location could be unclear to readers.

Only the first three authors’ names are given, then ‘et al.’ for additional authors. Spellings in references should appear as in the original publication; accents in the original should be followed. If the month of publication is available that should also be included. Authors should verify their reference citations against the original documents. Please use the style illustrated in the following examples.

Examples of correct forms of references are as follows:
Articles in Journals

Standard journal article

Optionally, if a journal carries continuous pagination throughout a volume, or if the month/date and issue number are not readily available, this information may be omitted.


Organisation as author
5. Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. Lancet 1977; II: 742-4

No author given

Article in a foreign language (though please use English titles wherever possible)

If an article in a foreign language contains a translated title or abstract, this should be used in the reference.


Volume with supplement

Issue with supplement

Volume with part

Issue with part

Issue with no volume

No issue or volume

Type of article indicated as needed
17. Spargo PM, Manners JM. DDAVP and open heart surgery [letter]. Anaesthesia 1989; 44: 363-4

Article with published erratum

Books

Chapter in a book

Conferences
Abstract in a book

Abstract in a book without editors

Paper in supplement to journal

Unpublished Conference Proceedings

Other Monographs
Scientific and technical report

Dissertation

Legal material
In general, because the format of legal citations varies widely (both between and within countries), the format of the original source should be followed. However the standard is that ‘The Blue Book’ should be used for US articles and ‘Big OSCOLA’ (the Oxford Standard for the Citation of Legal Authorities; Available at URL: http://www.law.ox.ac.uk/oscola) for UK/European articles.

Other published material
Computer file
34. Renal system [computer program]. MS-DOS version. Edwardsville (KS): Medi-Sim, 1988

Internet

Cochrane Reviews/CD-ROMs

Epublised journals

Epublised in advance of print version

Newspaper article
41. Rensberger B, Specter B. CFCs may be destroyed by natural process. Washington Post 1989 Aug 7; Sect. A: 2 (col. 5)

Miscellaneous
42. New Zealand official yearbook. 94th ed. Wellington, New Zealand: Department of Statistics, 1990

Unpublished material
Data on file

45. Data on file, Schering AG, 1993

In press
Appendix A

Checklist for Submission

To submit a paper please log on to the AdisOnline web page (www.adisonline.com) and follow the links.

Your manuscript/submission should include the following:

☐ Title page, including a word count for text only, exclusive of title, abstract, references, tables, and figure legends.

☐ Designation of a corresponding author and provide a complete address, telephone and fax numbers, and e-mail address.

☐ An abstract that conforms to the required abstract format.

☐ An acknowledgments section. This section must include details of the following: (i) any funding provided for conduct of the study and/or preparation of the paper; (ii) the role of the funding organisation or sponsor in any of the following should be specified: design and conduct of the study; collection, management, analysis, and interpretation of the data; and preparation, review, or approval of the manuscript; (iii) relevant conflicts of interest for all authors; and (iv) all persons who made substantial contributions to the work, but who do not meet the criteria for authorship.

☐ Completed ‘Author Declaration Form’ document for all named authors.

☐ Completed Copyright Transfer Form (or Publishing Agreement for US Government Employees) – please make sure that the title of the paper is on the form and that it has been witnessed.

☐ Written permission from each individual identified as a source for personal communication or unpublished data.

☐ Written permission from authors and the original copyright owner to reproduce or adapt previously published text, figures, and tables in print, online, and licensed versions of the Journal. Provide a copy of the original source.

☐ Informed consent forms for identifiable patient descriptions, photographs, and pedigrees.

Also:

☐ Check all references for accuracy and completeness. Put references in Vancouver format in numerical order, making sure each is cited in sequence in the text.

☐ Include a title for each table and figure – a brief, succinct phrase, preferably no longer than 10 to 15 words – and explanatory legend as needed.
Appendix B

Article types published in *Sports Medicine*

All review articles should be readable and authoritative, of international scope, and appropriately referenced.

**Review Article (word count up to 6000)**

A review article should:
- Provide an authoritative, comprehensive and critical review of the literature.
- Provide a balanced, rather than personal, view of the literature.
- Emphasise and highlight the practical implications and educational message(s).
- Be fully referenced, with all agents of relevance to the topic discussed in order to provide full coverage of the area.

**Current Opinion (word count 1500 to 3000)**

A current opinion article should:
- Place an area in perspective given that it is of current international interest and a consensus has not yet been reached; therefore, the arguments presented may be controversial, but at the same time must be balanced and rational.
- Emphasise and highlight the practical implications and educational message(s).
- Personal opinion, clearly identified as such, can be included.

**Leading Article (word count up to 3000)**

A leading article should:
- Provide a short, balanced overview of the current state of development of the area.
- Emphasise and highlight the practical implications and educational message(s).

**Injury Clinic (word count up to 3000)**

An injury clinic should:
- Provide an overview from the latest studies of a particular sports injury or injuries.
- Provide clinically useful information.
- Provide guidelines for treatment and rehabilitation.

**Letter to the Editor (word count up to 1000)**

A brief correspondence item commenting on an article published recently in the journal; a response to the comments would normally be sought from the authors of the original article and published in the same issue, where possible.
AUTHOR DECLARATION FORM

At submission, EVERY AUTHOR listed in the manuscript must READ and COMPLETE the following statements on: (A) Authorship Responsibility, (B) Authorship Criteria, (C) Authorship Contribution, (D) Funding Disclosures, (E) Contributor Disclosures/Acknowledgments, and (F) Conflicts of Interest Disclosures.

It is important that you return this form as early as possible in the publication process. EVERY AUTHOR MUST COMPLETE AN INDIVIDUAL COPY OF THE FORM, AND EVERY SECTION OF THE FORM MUST BE COMPLETED. We will NOT publish your manuscript until every author has completed the form and returned it to us.

Your name (please print):  
E-mail:  
Journal name:  
Corresponding author:  
Manuscript title:  

A. AUTHORSHIP RESPONSIBILITY
☐ I certify that BOTH of the following statements are correct (PLEASE CHECK THE BOX).
  • The manuscript represents valid work; neither this manuscript nor one with substantially similar content under my authorship has been published or is being considered for publication elsewhere (except as described in the manuscript submission); and copies of any closely related manuscripts are enclosed in the manuscript submission; AND
  • For manuscripts with more than one author, I agree to allow the corresponding author to serve as the primary correspondent with the editorial office and to review and sign off on the final proofs prior to publication; or, if I am the only author, I will be the corresponding author and agree to serve in the roles described above.

B. AUTHORSHIP CRITERIA
To fulfil all of the criteria for authorship, every author of the manuscript must have made substantial contributions to ALL of the following aspects of the work:
  • Conception and planning of the work that led to the manuscript or acquisition, analysis and interpretation of the data, or both; AND
  • Drafting and/or critical revision of the manuscript for important intellectual content; AND
  • Approval of the final submitted version of the manuscript.
☐ I certify that I fulfil ALL of the above criteria for authorship (PLEASE CHECK THE BOX).

C. AUTHORSHIP CONTRIBUTION
I certify that I have participated sufficiently in the work to take public responsibility for (PLEASE CHECK 1 OF THE 2 BOXES BELOW):
☐ Part of the content of the manuscript; OR
☐ The entire content of the manuscript.

D. FUNDING DISCLOSURES
PLEASE CHECK 1 OF THE 2 BOXES BELOW:
☐ I certify that no funding has been received for the conduct of this study and/or preparation of this manuscript; OR
☐ I certify that all financial and material support for this work is clearly described in the Acknowledgments section of the manuscript.

E. CONTRIBUTOR DISCLOSURES
All persons who have made substantial contributions to the work reported in the manuscript (e.g. data collection, data analysis, or writing or editing assistance) but who do not fulfill the authorship criteria MUST be named with their specific contributions in the Acknowledgments section of the manuscript. Groups of persons who have contributed may be listed under a heading such as ‘Clinical investigators’ and their function described. Because readers may infer their endorsement of the manuscript, all persons named in the Acknowledgments section MUST give the authors their written permission to be named in the manuscript.
☐ I certify that all persons who have made substantial contributions to this manuscript but who do not fulfill the authorship criteria are listed with their specific contributions in the Acknowledgments section in the manuscript, and that all persons named in the Acknowledgments section have given me written permission to be named in the manuscript.
F. CONFLICT OF INTEREST DISCLOSURES

A conflict of interest exists when professional judgment concerning a primary interest (such as patients’ welfare or the validity of research) may be influenced by a secondary interest (such as financial gain or personal rivalry). A conflict of interest may arise for authors when they have a financial interest that may influence – probably without their knowing – their interpretation of their results or those of others.

We believe that to make the best decision on how to deal with a manuscript we should know about any such conflict of interest that the authors may have. We are not aiming to eradicate conflicts of interests – they are almost inevitable. We will not reject manuscripts simply because the authors have a conflict of interest, but we will publish a declaration in the manuscript as to whether or not the authors have conflicts of interests.

All authors **MUST** complete the following checklist:

Your name (please print):  _______________________________________

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Every author MUST complete option 1 or option 2 as appropriate below. If you answered "Yes" to any of the questions relating to financial conflicts of interests in the table above (or if you wish to disclose a non-financial conflict of interest), you MUST write a suitable statement in the box below. This statement will be published in the Acknowledgments section of the manuscript.

☐ I have no conflicts of interest to declare; OR

☐ Please insert the following statement regarding conflicts of interest in the Acknowledgments section of the manuscript:

Declaration: I certify that I have fully read and fully understood this form, and that the information that I have presented here is accurate and complete to the best of my knowledge.

Your name (please print): __________________________________________________

Signature (please HAND-WRITE): _______________________________________________

Date: ________________________________

The completed form should be sent by fax to (New Zealand) +64-9-477 0781 or scanned and sent as an email attachment.
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7. I/we are not aware of any circumstances that may prejudice this assignment to ADI BV.
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9. This Deed is governed by the laws of New Zealand.

Signed by the author/s: (Signing for and accepting responsibility for releasing this material on behalf of any and all co-authors):

Signature: ...........................................................................................................................

Name:

Date:

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Name: ...............................................................................................................................

Address: ............................................................................................................................

Occupation: .........................................................................................................................

NB: In the event the Work has been prepared in the course of your employment, it will be necessary to have an authorized representative of your employer sign this form as provided for below.

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Signed for and on behalf of employer: ................................................................................

Name and position (please print): .......................................................................................

Date:
Publishing Agreement with Adis Data Information BV (Adis BV) [For US Government Employees]

Article Title: ____________________________________________________________

In consideration of acceptance of publication of the Work by Wolters Kluwer Health | Adis (“Adis”), I/we further provide the following warranties relating to the Work to Adis Data Information BV (“ADI BV”):

1. Subject to clause 3, at the time of assignment, I/we confirm that the Work does not copy or substantially reproduce any other manuscript or copyrighted work or otherwise infringe the intellectual property rights of any third party.
2. Subject to clause 3, no pre-existing copyright restrictions apply to the Work, or any portion thereof.
3. If, and to the extent that, the Work incorporates material owned by a third party (or is otherwise subject to copyright restrictions), including without limitation, figures and tables used in previous articles, I/we will notify Adis of this upon submission of the Work and deliver to Adis the written consent of the copyright owner(s) to the use of such material or, upon request, assist Adis to obtain the same, for all purposes stated above.
4. The Work has not been nor will it in future be submitted for publication or published in whole or substantial part elsewhere, without the written consent of ADI BV or Adis.
5. I/we shall indemnify and keep ADI BV and Adis indemnified against all actions, suits, proceedings, claims, demands and costs arising out of any breach of these warranties.
6. In the case of the Work being the report of a study, I/we confirm that it is an accurate representation of the trial results.
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9. This Deed is governed by the laws of New Zealand.

Signed by the author/s: (Signing for and accepting responsibility for releasing this material on behalf of any and all co-authors):

Signature: .................................................................................................................... ............................
Name: .......................................................................................................................... ............................
Date:

In the presence of Witness:

Signature: .................................................................................................................... ............................
Name: .......................................................................................................................... ............................
Address: ...................................................................................................................... ............................
Occupation: .................................................................................................................... ..........................

NB: As the work has been prepared in the course of your employment, it is necessary to have an authorized representative of your employer sign this form as provided for below.

Name of Employer: ........................................................................................................

Signed for and on behalf of employer: ........................................................................

Name and position (please print): ...............................................................................

Date:
Appendix E

Permissions Request Letter

Sample: PERMISSIONS REQUEST LETTER

Dear Permissions Editor

I am writing to request your permission to reproduce the following figure/table, for which you hold the copyright, from the journal …JOURNAL TITLE… This material will appear in an article entitled ‘…YOUR ARTICLE TITLE…’ by …AUTHORS… et al, which is to be published in the journal …OUR JOURNAL… Please note that the publisher, Wolters Kluwer Health | Adis, may redraw figures to conform to house style.

Fig./table(s) X from: FULL JOURNAL CITATION

The publisher requests non-exclusive worldwide rights for all markets, media, translations and editions. Full acknowledgment to the original source will of course be given. The permission of both the author and the publisher is being sought.

Your confirmation by return airmail or fax to me or to Wolters Kluwer Health | Adis, would be very much appreciated. [41 Centorian Drive, Private Bag 65901, Mairangi Bay, Auckland 1311, New Zealand. (fax +64 9 477 0781)].
Appendix F

Consent for Publication of Identifying Material in *Sports Medicine*

I give my permission for the following material to appear in the print, online, and licensed versions of *Sports Medicine* and for *Sports Medicine* to grant permission to third parties to reproduce this material.

Title or subject of article or photograph: ____________________________________________
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I understand that my name will not be published but that complete anonymity cannot be guaranteed.

*Please check the appropriate box below after reading each statement.*

☐ I have read the manuscript or a general description of what the manuscript contains and reviewed all photographs and illustrations in which I am included that will be published.

*or*

☐ I have been offered the opportunity to read the manuscript and to see all photographs and illustrations in which I am included, but I waive my right to do so.

Signed__________________________________ Date__________________
Print name______________________________

If you are granting permission for another person, what is your relationship to that person?

____________________________________________________________________________