Contributors’ guidance for Physical Education Matters

Physical Education Matters is the journal of the Association for Physical Education (afPE). It is published three times a year (spring, summer and autumn) and is distributed to afPE members and partners. It primarily focuses on physical education, sport and physical activity for children and young people (aged 3-21 years) in education settings but also considers the wider influences on these areas, such as developments in education, sport and health.

We welcome contributions from those who wish to make a positive difference to children and young people’s engagement in, and learning through, physical activity. We aim to support new and experienced writers to submit their work so that we share a variety of perspectives. Final decisions on publication are made by the editorial board.

House style

It would be extremely helpful if contributors could bear the following in mind:

- documents should be submitted in Word and there is no need to format layout, titles etc.; this will be done by the printers
- word count should be multiples of approx. 750 words per page, e.g. 750 words = one page, 1500 words = two pages or 2250 = three pages; shorter or longer articles will be considered on an individual basis (NB. Word count may need to be reduced to accommodate photos)
- unless at the beginning of a sentence, physical education always has lower case ‘p’ and ‘e’
- unless at the beginning of a sentence, sport always has a lower case ‘s’
- physical education and school sport are… (not ‘is’)  
- acronyms and abbreviations must be written in full the first time they are used in each article; thereafter the abbreviation may be used, e.g. “... the benefits of outdoor and adventurous activities (OAA) are well known. OAA is...”
- UK English is preferred, e.g. “…ise” endings instead of “…ize”
- numbers one to ten written in full; thereafter numerical (11, 106 etc.)
- 90 per cent rather than 90% (except in graphs and tables)
- double speech marks for direct speech or quotes; otherwise single speech marks
- Harvard referencing (where applicable).

Thank you. Please note that the editor will amend the final copy to suit our house style.

Visit the afPE website to see a sample copy: http://edition.pagesuite-professional.co.uk/Launch.aspx?PBIID=60a002b9-195c-4e97-a3e1-d00a22169e6e

Photos

Contributors’ photographs can be submitted – as separate JPGs, not embedded in Word documents. These must have parental permission for photos of under-18s, be at least 300dpi (at least 1mb), and adhere to afPE health and safety standards. Alternatively, images can be supplied by afPE.