

# A Tutorial on How to Utilize SportRxiv

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## Abstract

SportRxiv (pronounced as “Sport Archive”) is a scholarly self-archiving service that allows those who work and/or study within sport and exercise science to publicly post open access versions of their scholarly work. These works often come in the form of “preprints” which are scholarly manuscripts that have yet to be peer-reviewed and are often submitted to peer-reviewed scholarly journals. SportRxiv allows those that write scholarly work in sport and exercise science to retain ownership of their work by allowing them to post their “author version” of their manuscripts. This ensures that a copy of their work will always be publicly available regardless of whether the work is later published in a scholarly journal. In this manuscript, I will briefly describe the submission, moderation, and updating process at SportRxiv.

Keywords: *tutorial; kinesiology; exercise science; preprints; postprints*

## What can you submit to SportRxiv?

SportRxiv accepts submissions from the disciplines of sport and exercise science (also known as kinesiology and movement science), sport and exercise studies, rehabilitation and therapy, through to theater, dance, and performance studies. Sub-disciplines include biomechanics, development and management, history, philosophy, physiology, physiotherapy, psychology, and sociology — to name a few. As a scholarly archive, SportRxiv will accept any *scholarly* work that is related to sport and exercise science. This includes manuscripts that are original research, reviews, meta-analyses, methodological tutorials, commentaries. Generally, it is the policy of the moderation team to err on the side of accepting submissions even if its relation to sport and exercise science is only tangential.

The main criteria is that it must be *scholarly* work. Historically, most submissions have met that criteria. A submitting author should have nothing to worry about so long as the discussion is scholarly and references other relevant scholarly work. However, submissions that are more akin to “blogposts” filled with personal opinions lack references to relevant scholarly work, will be rejected.

## Formatting and Writing Your Submission

SportRxiv does not have specific formatting requirements, but certain items need to present within the manuscript file.

1. Title page
  - A title page needs to be present within the manuscript file which includes the title, authors, author affiliation information, and contact information for the corresponding author.
2. References
  - In-text citations and a full reference list
3. Indication of the status of the manuscript
  - Within the manuscript file, the authors should indicate whether the article is a preprint (not peer reviewed) or if it is a postprint (peer reviewed)

These are just the basic requirements to ensure all relevant information for potential readers is available. Also, as I note in the moderation section, SportRxiv can only accept English language submissions at this time.

## Submission Templates

In order to aid authors, SportRxiv also provides authors with a templates to help with writing and formatting their submissions. The Open Science Framework hosts a repository that contains template files (Caldwell et al., 2022). Included in that repository are a Word template (.docx), Libre template (.odt), and LaTeX template (.tex). Additionally, there is a [link to a Google Doc](#) that also serves as a template.

Furthermore, authors can use the Quarto markdown program to write their manuscripts (Allaire et al., 2022). Nolte & Caldwell (2022) have written a SportRxiv specific Quarto template, and authors are welcome to use this for their submissions.

## Submitting to SportRxiv

The submission process of SportRxiv is rather simple, but sometimes issues can occur. Also, it can be confusing for authors that are submitting their first manuscript. Therefore, we have provided a detailed account in this text. Additionally, there are [YouTube](#) videos to help with this process. Relevant links to specific videos are provided throughout this text. However, a full playlist if available [here](#).

## Step 1: Start Submission

In order to start a submission, go to [sportrxiv.org](https://sportrxiv.org) and click on the “Submissions” tab. Within that tab there are instructions for how to submit, and the basic rules. After clicking on “make a submission” you will be taken to the first stage of the submission process.

You will then need to make the following selections:

1. Select the section as “Preprints”
2. Select a category, or categories, for your manuscript
3. Review and agree to the submission requirements
  - Make sure your manuscript fits these requirements
4. Write any comments to the moderators
  - This is a good place to highlight any potential issues to the moderators
5. Acknowledge the copyright agreement
  - Authors retain rights to their manuscripts (CC-BY)

Next, click “save & continue”. A video of this process can be found [here](#).

## Step 2: Upload Submission

Next, you will be taken to a tab that is labeled “Galleys”. The galleys are the files you want SportRxiv to host. The item that *must* be uploaded is a file that contains the manuscript. However, other files and links to separate repositories for data and code can also be included as galleys. In any case, you will need to click “Add Galley”, see Figure 1. A video of the galley process can be found [here](#).

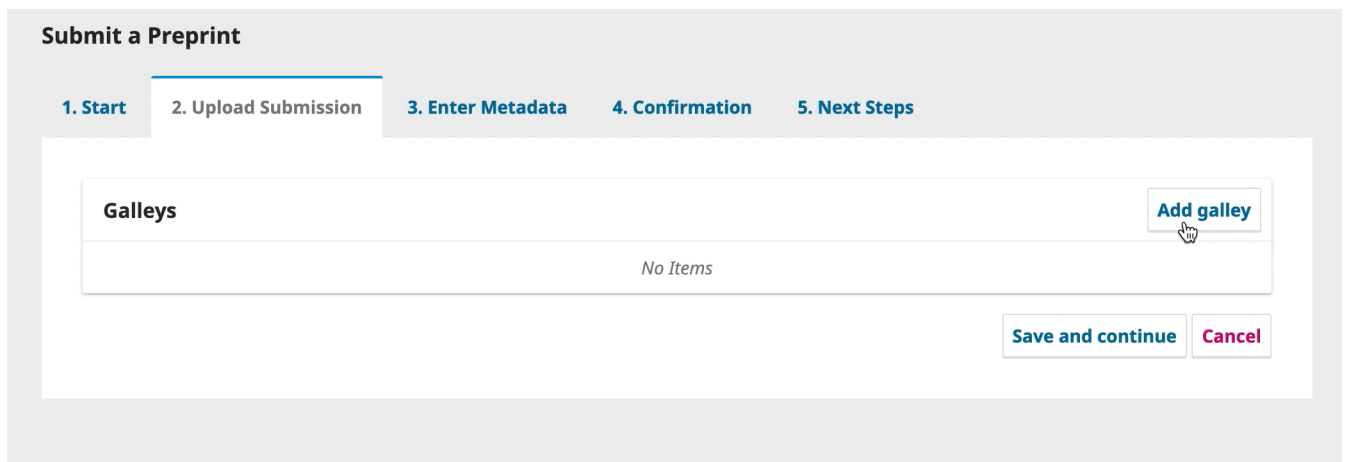
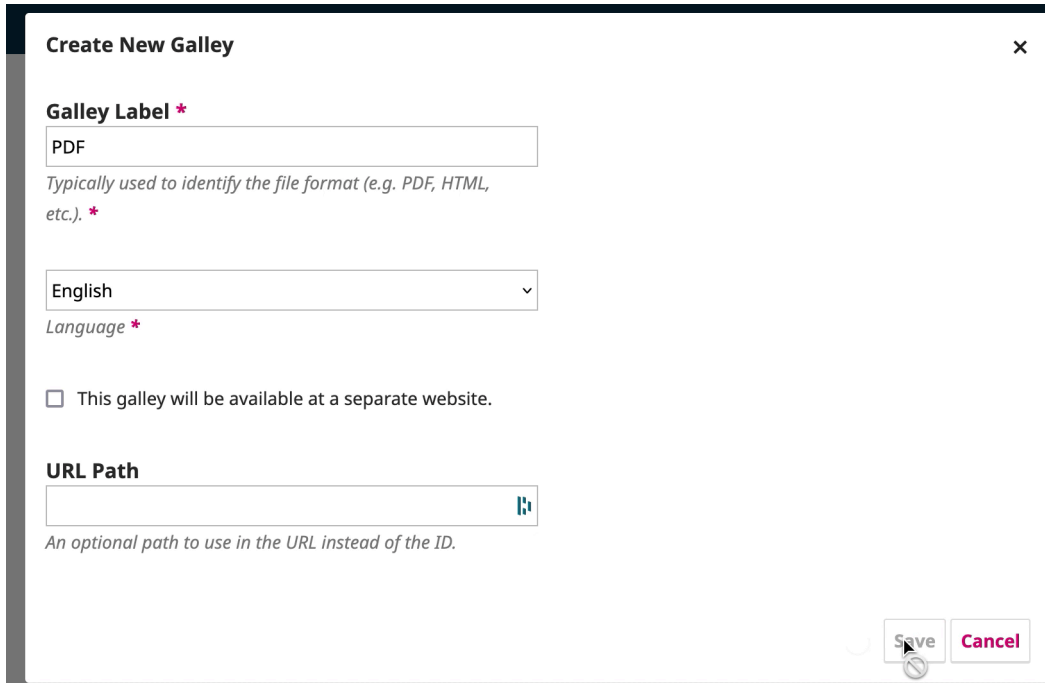


Figure 1: Screenshot of adding a galley.

## Manuscript

The manuscript file must be a PDF (preferred), Word (docx or ODT), or HTML file type. In order to add the manuscript file(s), you click "Add Galley" then provide the appropriate file label (i.e., PDF, Word, or HTML), and then click "Save", as seen in Figure 2, in the bottom right corner of the pop-up box. A new pop-up will load where you will be prompted to upload the manuscript file. Next, select the "Preprint Component" as "Preprint Text", then upload the file.



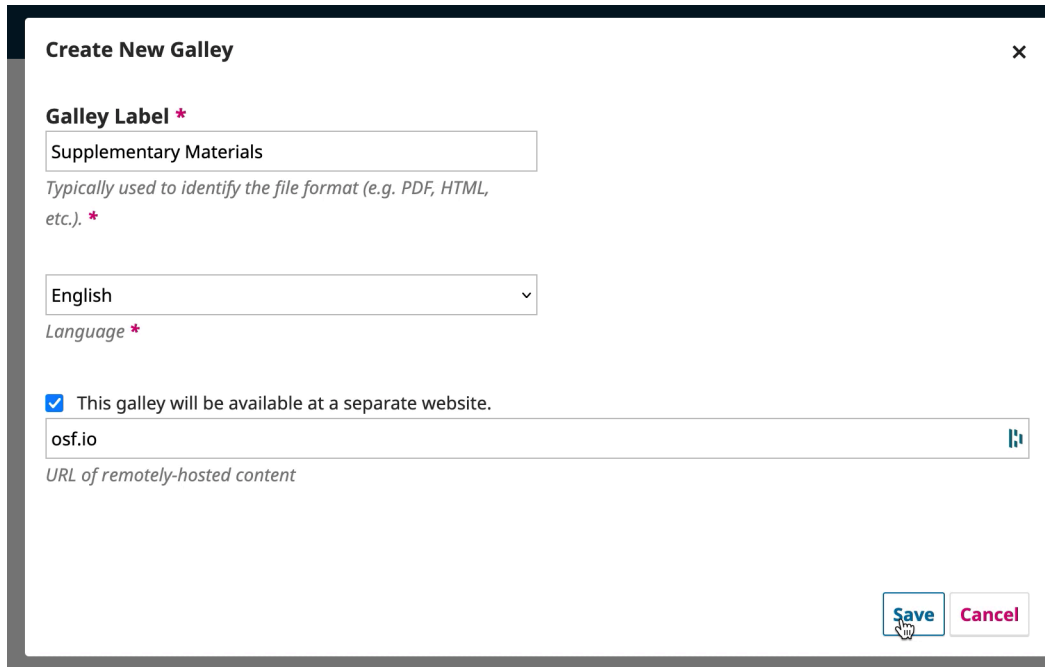
The screenshot shows a "Create New Galley" dialog box with the following fields and options:

- Galley Label \***: A text input field containing "PDF". Below it is a note: "Typically used to identify the file format (e.g. PDF, HTML, etc.). \*
- Language \***: A dropdown menu currently set to "English". Below it is a note: "Language \*
- This galley will be available at a separate website.
- URL Path**: A text input field with a small icon on the right. Below it is a note: "An optional path to use in the URL instead of the ID."
- At the bottom right, there are "Save" and "Cancel" buttons.

Figure 2: Screenshot of creating a PDF manuscript galley.

## Other Files

SportRxiv is intended to only host the main manuscript file(s). Supplementary tables/figures (as PDF or Word files) can be uploaded as separate files. However, we would strongly advocate using independent repositories such as FigShare, Open Science Framework (OSF), or Zenodo to host your supplementary materials, code, or data. Links to these repositories can be made with the galleys. Simply create a galley, click the box labeled “This galley will be available at a separate website” (see Figure 3), then provide the link to the specific repository (preferable using the DOI based web address).



**Create New Galley** ×

**Galley Label \***

Supplementary Materials

*Typically used to identify the file format (e.g. PDF, HTML, etc.). \**

English ▾

*Language \**

This galley will be available at a separate website.

osf.io

*URL of remotely-hosted content*

Save Cancel

Figure 3: Screenshot of creating a supplementary material galley.

## Enter Metadata

The next step in the process is to enter the metadata. This step ensures that a manuscript is indexed correctly with the right keywords, contributors, and references. The steps for this process are the following:

1. Enter the title, subtitle, and abstract
  - Prefixes (e.g., “A” or “The”) in the title should be added to the “Prefix” box before the title.
  - The subtitle, typically, is any text in the title after a punctuation.
  - E.g., the title of this article is “A Tutorial on How to Utilize SportRxiv” with a subtitle “A Submission Tutorial”
  - The abstract for submissions are rather flexible, some abstracts can be as short as one sentence.
2. Enter keywords
  - The keywords make your article easier to find and should focus on words not included in the title or abstract.
  - You can enter word/words and separate each keyword/phrase with a comma.
3. References
  - While cumbersome, we require authors to copy and paste their reference list into our metadata section.
  - This ensures appropriate indexing for your article.
  - Each reference should start on a new line.
  - SportRxiv does not have any reference formatting requirements, but including the DOI for each reference is *highly* recommended.
4. Enter contributors
  - All contributors must be added, individually, as contributors
  - A given (i.e., first) and family (i.e., last) name *must* be added for each contributor
  - For this submission my given name would be “Aaron” and my family would be “Caldwell”
  - A preferred public name can be provided as well to ensure the name appears as intended
  - For example, my preferred public name is entered as “Aaron R. Caldwell”

A video of the metadata process can be found [here](#).

## Moderation Process

Once you submit your manuscript, moderators are notified that a new submission is available. A senior moderator will then assign a moderator to the manuscript. Initial moderation usually occurs within 24 hours with an average time of submission to initial moderation decision of approximately 8 hours.

The moderation is rather simple, and is there to ensure that manuscripts are in basic compliance with our rules. This is to ensure the proper metadata will be submitted for indexing, and

that readers can properly read your work. This process includes the following steps.

1. Checking the metadata (title, subtitle, abstract, keywords, and references)
  - Moderators are checking to make sure this information is included and properly done
2. Ensuring the primary submission is in the English language
  - At this time, SportRxiv can only support English language submissions
  - If there is the demand for other language support, and we have moderators with competency in that language, we will explore adding other languages
3. Check that the galleys are available and labeled correctly
  - Often submitting others will incorrectly label galleys
  - E.g., "caldwell\_manuscript.pdf" instead of the correct label of "PDF"
  - Sometimes many files, such as large database files, are uploaded, in those cases authors will be asked to host those files elsewhere (e.g., OSF).
4. Check that the manuscript files include a full manuscript with an appropriate title page
  - This is simple check to make sure the manuscript is scholarly work and not an advertisement or blog post
  - Often the title page will contain information that contradicts the metadata in which case the moderator will contact the authors about the discrepancy.

## **Moderation Decision**

Moderators have the decision to reject or post the submitted manuscript. However, moderators often contact the authors using the "Discussion" tab on submissions to have them modify their submission. Once the submission has been modified, authors can then use the "Discussion" tab to allow the moderator to know the submission is ready for moderation again.

## **Rejected Submissions**

Sometimes a submission is not within the guidelines of SportRxiv standards. In these rare instances the submission is rejected, and the moderator will often provide a detailed account of why this occurred. In my experience, the majority of rejected submissions are suspected spam submissions that have dozens of errors within the submission process. A few rejections occur when submissions are very brief and lack scholarly rigor, and the moderator considered the submission closer to a blog post than scholarly work. A rare few rejections are submissions where the submitting authors have rushed through the submission process, and in their rush, created one too many errors for us to sufficiently moderate the submission.

A submitting author can appeal the decision by emailing SportRxiv or by responding to the moderator. Furthermore, authors are welcome to modify their manuscripts to meet SportRxiv standards, and create a completely new submission. The SportRxiv moderation team is very reasonable, and is only there to make sure submission meet minimum reporting standards.

We strongly recommend that submitting authors reach out at any point in the process if they have any concerns.

## **Creating New Versions**

SportRxiv allows authors to treat their manuscripts as living documents that can be updated at any time. If an author wants to modify their manuscript, all they need to do is contact the moderator who can then create a new version to be modified. Anything within the submission can be modified including the galley files, contributors, title, subtitle, abstract, references, or any other metadata. The manuscript files can be edited by changing the attached file. For example, the "PDF" galley would be updated by going to the Galleys tab then clicking on "PDF" and selecting "change file". All manuscripts are version controlled so old versions will still be accessible. Additionally, if the work has been published in an academic journal, a link to the work can be provided using the "relations" tab. Once the modifications are finished, the author will need to message the moderator again to let them know the new version is ready to be posted.

## **Conclusions**

SportRxiv is here to serve the sport and exercise community as a scholarly archive service. This service allows anyone to submit their scholarly work to be hosted in perpetuity. Unlike other "preprint" servers, SportRxiv is topic specific and is a moderated service. The moderation on our server provides a basic quality filter and ensures your work is properly indexed. We hope this tutorial, and the associated resources (i.e., templates and videos), make the submission process a SportRxiv a little bit easier.



## References

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