



XII МЕЖДУНАРОДНЫЙ НАУЧНЫЙ КОНГРЕСС
“СПОРТ, ЧЕЛОВЕК, ЗДОРОВЬЕ”
“SPORT, PEOPLE AND HEALTH”
XII INTERNATIONAL SCIENTIFIC CONGRESS



International Public Organization
for Promotion of Science and Sports
«Sport, People and Health»



AUTHOR'S GUIDE

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1. Requirements for the Design of Scientific Materials;
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This guide is made for authors wishing to participate in the **XII International Congress "Sport, People and Health"**. It contains detailed instructions and requirements for the submission of scientific materials, preparation of oral and poster presentations, participation in online sessions. The purpose of this guide is to simplify the preparation process, help authors to meet all established standards and avoid errors in submissions.

To participate in the Congress it is necessary to [register on the official website](#) of the Congress and pay the publication fee after the Scientific Committee confirms the acceptance of your materials for publication.

Key Dates:

- **Submission** of scientific materials for publication in the Collection of Materials of the Congress (RSCI supported) **from 01.10.2024 to 01.02.2025**
- **Payment** for the publication of articles **before 01.03.2025**
- **By 20.03.2025**, each participant must confirm their presentation with a report (form of participation).

Reports (online / offline):

- In plenary sessions – 20-25 min.
- Presentation at panel sessions – 15-20 min.
- In sections – 10 -12 min. (leading reports in sections – 15-20 min).
- Poster presentations should be presented on the ISO216 sheet: width -0.841 m, height - 1.189 m. The authors of the poster presentations must be present according to the program for question sessions.

The Scientific Committee reserves the right to reject articles that do not meet the thematic directions of the Congress or design requirements, or received by the Scientific Committee later than **February 01, 2025** as well as the right to final editing of articles in the process of publishing.

Authors will be notified about the status of publication of the article in the Collection until **March 01, 2025**; notification about inclusion in the programme of oral or poster presentations of the Congress - not later than **March 31, 2025**.

Requirements for the Design of Scientific Materials - submissions for publication in the Collection of Materials

In order to be accepted for publication, scientific materials have to possess scientific novelty, relevance, and practical significance, their design has to comply with the presented requirements. The content has to correspond to the thematic directions of the Congress.

Articles containing signs of falsification of scientific research results, initial data and information, as well as plagiarism - presentation of other people's ideas and achievements as their own, use of other people's texts without reference to the source - are not accepted for publication.

Materials should be prepared in accordance with the requirements and submitted in Russian or English (translations made by means of an automatic online translator without appropriate editing are not accepted).

- **Article volume** - up to 6 full A4 pages, including the list of references, tables and figures, orientation - portrait. Word transpositions in the text of the article are not allowed.
- Text editor: **Microsoft Word for Windows version 6.0** and higher.
- Page margins: top, bottom, right - 2.0 cm, left - 3.0 cm.
- Font type: **Times New Roman**, font size - **14 pt**.
- Line spacing - 1.5, alignment - width.
- Paragraph indentation, the same throughout the text - 1.0 cm.
- When submitting an article, please provide the article indexes (UDC) according to the tables of the Universal Decimal Classification (<https://udcsummary.info/php/index.php?id=68076&lang=en>).

Recommended structure of the article

1. Number and name of the Congress section.
2. UDC (placed on the first line of the article with left-alignment without paragraph indentation).
3. Title of the article in Russian/English: 14 pt., Times New Roman, capital letters, bold, formatting - in the centre of the page.
4. Surnames, first names, patronymics of the authors, title, academic degree in Russian/English: under the title, 14 pt., Times New Roman, formatting - in the centre of the page.
5. Abbreviated official name of the organisation in Russian/English: under the surnames and initials of the authors, 14 pt., Times New Roman, formatting - in the centre of the page.
6. City and country in Russian/English (to be indicated for each author) under the name of the organisation, 14 pt., Times New Roman, formatting - in the centre of the page.
7. Short abstract of the article in Russian/English (up to 500 characters with spaces), which should include the following aspects: subject, topic, purpose of the work, method and methodology of the work, results of the work, the field of application of the results, conclusions.
8. Keywords (in Russian/English) are selected from the text of the material (no less than 3 and no more than 10) and placed on a separate line after the abstract. Key words are given in the nominative case.
9. Bullets 3-8 should be presented in Russian and separately in English. Full names of authors should be transliterated.
10. Brief introduction (where it is necessary to present the existing results in the given field of research and the goals of the work aimed at achieving new knowledge).
11. Research methods (materials and methods).
12. Research results and their analyses.
13. Conclusion (conclusions).
14. The number of co-authors in one article is allowed no more than 4.
15. All bibliographic sources presented in the publication should be referenced in the text of the article.

16. A bibliographic list in alphabetical order is placed at the end of the article.

*Footnotes in the text of the article are placed in square brackets directly in the text or at the end of the sentence, indicating first the number of the source in the reference list, then, after a comma, the page number, the dot at the end of the sentence is placed after square brackets, for example, [1, p. 21].

NOTE:

a) drawings (graphs, diagrams) in Word / Excel, placed in the text, are to be black and white only and should be submitted as separate files.

Figures, diagrams and formulae should allow editing.

Charts and graphs drawn in Excel must be presented in Excel.

Images obtained with specialised application programs should be saved in vector form and exported in eps. format.

When saving images in raster form, it is required to ensure high resolution of the image (at least 300 dpi).

Mathematical expressions should be made in MathType formula editors or in-built in MS Word.

Inscriptions and other notations on graphs and figures should be clear and easy to read.

b) each article is made and submitted as a separate file.

Requirements for scientific presentation (PPT)

Presentations should include the following slides:

1. Title data (name of the organisation where the work was performed, title of the report, full name and position of the author)
2. Relevance of the work
3. Purpose of the research
4. Objectives of the study
5. Materials and methods of research
6. Results obtained (up to 5 slides)
7. Main conclusion (s)

Requirements for scientific presentation:

1. Use the standard programme - Microsoft PowerPoint.
2. Presentation format - pdf. or pptx.
3. The title of the presentation should have the following format: author's surname, section number (e.g. Mr.Tompson_presentation_7).
4. Place one or not more than two pictures on the slide.
5. Font size for the main text - from 18 pt, for headings - from 28 pt.
6. Number the slides to make them easier for the audience to navigate.
7. Use illustrations, infographics, diagrams and other visual elements that make it easier to understand.
8. Be careful with animation: such effects are not always appropriate at scientific events.

Please note - the speaker's time limit is 10-12 minutes.

***By 01.04.2025** the speaker should send the presentation in PDF or PPTX format to the Congress e-mail: **sporthealth.spb@gmail.com**.

Requirements for the poster presentations

Authors of poster presentations should be present according to the programme for question sessions.

Stand format: A0 (841×1189 mm), vertical orientation of the stand.

The stand should be made on heavy laminated paper, density - not less than 200 g/m².

Structure of the poster presentation:

- Name of organisation/department
- Presentation title
- Information about the author
- Purpose, objectives
- Materials and methods
- Results
- Conclusions

General requirements to the design of the poster presentations:

- A clear and precise presentation of the key points of the paper, allowing the Congress participants to understand its main meaning even in the absence of the authors;
- Demonstration materials may include: tables, charts, graphs, diagrams, records from recording devices, fragments of laboratory logs, etc;
- Each illustration in the poster report should be signed.

We recommend that the author of a poster presentation prepares a short summary (orally) of his/her work, which he/she will present to the Congress participants.

*By **01.04.2025**, the poster paper layout should be sent to the Congress e-mail **sporthealth.spb@gmail.com** in *pdf format with the file name: author's surname_poster_ section number, (e.g. Mr.Tompson_poster_7).

Video requirements

1. Video format: MP4, M4V, MOV MPG or MPEG
2. Image size: 16:9
3. Video resolution 1920 × 1080
4. Clear, crisp sound with no extraneous noise
5. Video duration up to 10 minutes

It is possible to make a video recording of the presentation in advance and send the video until **01.04.2025** to the Congress e-mail: **sporthealth.spb@gmail.com**.

Online speakers

For online participation in the Congress it is necessary to register on the official website of the Congress and pay the publication fee (payment for publication is made only after confirmation by the Scientific Committee on acceptance of materials for publication).

Before 20.03.2025 online participants should confirm the presentation of the report by writing a letter to the Congress e-mail: **sporthealth.spb@gmail.com**, indicating the form of participation (online report) and the name of the speaker (if there are several co-authors).

Before 01.04.2025 each speaker should send the presentation of the report (see the requirements for the design of slides of the presentation of the oral report) to the Congress e-mail: **sporthealth.spb@gmail.com**.

Technical testing will be conducted with all online speakers (preliminary date and time will be agreed with each speaker) 1-2 days before the Congress.

An online participant who was unable to attend the test (and, if any, fix tech. Issues on their side) may be excluded from the event presentation programme.

All online speakers will be sent individual links to participate in Congress events, which are not shared with outside participants.

Online participants (not speakers) will have access to a general link on the homepage of the Congress website to the online broadcast on youtube.com.