

# *Journal of Food Protection*<sup>®</sup>

## Instructions for Authors

### SCOPE OF THE JOURNAL

The *Journal of Food Protection*<sup>®</sup> (*JFP*) is an international monthly scientific journal in the English language published by the International Association for Food Protection (IAFP). *JFP* is intended for publication of research and review articles on all aspects of food protection and safety. Major emphases of *JFP* are placed on studies dealing with (i) causes (microorganisms, chemicals, natural toxicants) and control of all forms of food-borne illness; (ii) hazards (microorganisms, allergens, chemicals), contamination (feces, insects, rodents) and their control in raw foods and in foods during processing, distribution, preparation, and service to consumers; (iii) causes of food spoilage and its control through processing (low or high temperatures, preservatives, drying, fermentation, irradiation, pressure, and other innovative technologies); (iv) microbiological food quality and methods to assay microbiological food quality; and (v) wastes from the food industry and means to use or treat the wastes.

**Manuscripts of a sensitive nature.** Bioterrorism and food security are of major concern to all involved in food production, processing, evaluation and distribution including members of IAFP. Manuscripts dealing with sensitive issues are expected to approach the subject from a preventative stance and not provide a how to guide. A review policy is used in the evaluation of manuscripts submitted for publication in journals printed by IAFP to minimize the possibility that their contents may be used to pose a food security threat.

**Suitability of publication.** Prospective authors with questions about the suitability of their research are invited to request an opinion from the Scientific Editors.

### HOW TO SUBMIT MANUSCRIPTS

Submit manuscripts online at <http://foodprotection.allentrack.net>. Instructions for online submission are available at that site. Within 24 hours after receiving a confirmation E-mail from the Editorial Assistant containing links to the Mandatory Copyright form, a copy of the form must be E-mailed, faxed or mailed to the Editorial Assistant (address at the end of these instructions). All material dealing with affairs of the Association, book reviews, or news and events of interest to Members is published in *Food Protection Trends* (*FPT*). Such material should be sent directly to Donna Bahun, *FPT* Production Editor at the Administrative Editor's address (address at the end of these instructions).

### TYPES OF PAPERS

**Research papers.** Research papers report the results of original research which have not been published elsewhere. If the research has in part been previously reported, such as on a Web site, in a thesis or dissertation, or in another journal, this must be disclosed in the author's letter of submission. The journal will consider for publication research reports, which due to government regulations, have previously appeared on Web sites. A research paper usually consists of 10-12 double-spaced typewritten pages of text, the reference list, tables and figures. Research papers deal with its subject in some depth.

**Research notes.** A research note is a short paper that describes observations made in a limited area of investigation. Negative results are sometimes best reported in the form of a research note. However, the research note should not be used

as a vehicle for reporting results of inferior research. A research note usually consists of nine or fewer double-spaced typewritten pages of text and appropriate figures and tables. The author must specify that a manuscript is submitted as a research note so it can be properly evaluated during the review process.

**Letter to the Editor.** *JFP* invites Letters to the Editor. Letters commenting on articles printed in this publication are subject to review from the Scientific Editors before acceptance. Letters to the Editor are limited to no more than 5 double-spaced pages. The author of the article that is the focus of the letter is provided the opportunity to respond to the comments. This response is sent back to the author of the letter who is then given the option to continue with the publication process or to withdraw the Letter to the Editor. If withdrawn, neither the Letter to the Editor nor the author's response will be published. If not withdrawn, both the Letter to the Editor and the author's response will be published in their entirety. Please send all Letters to the Editor to the Administrative Editor at the address below.

### PREPARATION OF MANUSCRIPTS

All parts of manuscripts must be typed fully double-spaced, at least 10-pt. type including references, tables, table captions, footnotes, and figure legends. Manuscripts must be in Word, WordPerfect or text formats. Page margins on all sides must be at least 1 in. (2.5 cm) wide. Lines on each page must be numbered to facilitate review of papers; but final revised manuscripts must NOT have line numbers. Number all pages, including tables and figures. *JFP* uses American conventions of spelling and punctuation.

Manuscripts are divided into sections, which must be arranged in the following order: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Figure legends, Tables, and Figures. Except for the introduction, all of these sections have separate headings, which should appear in the manuscript worded exactly as above. Subheadings take the form of paragraph lead-ins. Paragraph lead-ins should be boldface, indented, and run in with the text, separated by a period. Third-order subheadings will not be accepted. *JFP* follows many of the recommendations for manuscript preparation in the *ASM Style Manual*, 2nd ed., 1991, published by the American Society for Microbiology. Authors will find useful guidance concerning scientific nomenclature, abbreviations, numbers and measurement, English, references, tables, and figures, as well as a helpful bibliography. For further reference, see *Scientific Style and Format: The CBE Manual*, 6th ed., Cambridge University Press, 1994; and *The Chicago Manual of Style*, 15th ed., University of Chicago Press, 2003; and the bibliographies in these guides.

### ORGANIZATION OF RESEARCH PAPERS AND RESEARCH NOTES

**Title page.** Type double-spaced on a separate page. At the top provide a running head indicating the topic of the paper. Then list the full title of the paper; the names of all authors; and name and address of the institution(s) or organization(s) where the work was done. When authors are affiliated with more than one department or unit within an institution or

with more than one institution, superscript numbers are used to indicate each author's address. Above the footnotes, supply a short title or running head and three to five key words, indicating the principal topics of the paper, to be used for indexing. Footnotes are used to give the present addresses of authors who are no longer at the institution(s) where the work was done. A footnote asterisk (\*) must be placed after the name of the author to whom correspondence about the paper and proofs are to be sent. The telephone, fax, and E-mail numbers of this author are placed in the footnote of the author for correspondence. No manuscript text appears on the title page.

**Abstract.** An abstract of no more than 250 words must be placed on the second page of the paper to summarize the principal points of the study. The abstract does not contain references, figures, or tables. Abstracts are reprinted separately by abstracting services and therefore must be meaningful without reference to the body of the paper.

**Introduction.** The introductory section has no title and begins on the page following the abstract. It provides the reader with sufficient background information to evaluate the results of the research. An extensive review of the literature is not needed. The introduction also gives the rationale for and objectives of the study that is being reported.

**Materials and Methods.** Sufficient information must be provided so that another researcher can repeat the experiments that are described in the paper. If reference is made to a method published elsewhere in a journal or document that may not be readily available to most readers, then details of the method are to be included. If a published method is modified, such modification(s) must be described. Sources (company, city, state, or country) of unusual chemicals, bacterial strains, reagents, and equipment must be identified. Delete registered and trademarks when given with trade names.

**Results.** The Results section provides information by means of text, tables, and figures. Results and Discussion may be combined, or there may be a separate Discussion section. If a Discussion section is to be included, place extensive interpretations of results in the Discussion section. Tables and figures must be numbered in the order in which they are mentioned in the text. All tables and figures must be cited in the text. Tables and figures reporting results should not be cited in the Materials and Methods section.

**Discussion.** Do not extensively repeat the introduction or Results sections. Provide an interpretation of the results in relation to known information. Conclusions should be included in this section.

**Acknowledgments.** Acknowledge financial and personal assistance (sources other than your institution or any potential conflict of interest).

**References.** Number and order the references alphabetically by the last names of the authors between and within each reference. Order references chronologically only when all authors' names are the same. Only the first author's name and initials are inverted. All references **must** be cited in the text by italicized numbers in parentheses, with a space between the numbers of the references: (3, 7, 22). Journal names are italicized and abbreviated according to the style of *BIOSIS*. References may be made to papers that are in press, i.e., that have been accepted for publication. References for papers that have not been accepted for publication should be listed by the authors' names, as submitted for publication. Tables and figures follow the references (see preparation of figures section). Examples of different types of references are given below.

## Paper in a journal

Cabedo, L., J. N. Sofos, and G. C. Smith. 1996. Removal of bacteria from beef tissue by spray washing after different times of exposure to fecal material. *J. Food Prot.* 12:1284–1287.

## Paper or chapter in a book

West, D. I., and L. B. Bullerman. 1992. Physical and chemical separation of mycotoxins from agricultural products, p. 52–57. In J. E. Smith (ed.), *Mycotoxins and animal feeding stuffs*, vol. 4. CRC Press, Boca Raton, FL.

## Book by author(s)

Pitt, J. I., and A. D. Hocking. 1997. *Fungi and food spoilage*. Blackie Academic and Professional, London.

## Book by editor(s)

Doyle, M. P., L. R. Beuchat, and T. J. Montville (ed.). 1997. *Food microbiology: fundamentals and frontiers*. ASM Press, Washington, D.C.

## Patent

Hussong, R. V., E. H. Marth, and D. G. Vakaleris. January 1964. Manufacture of cottage cheese. U.S. patent 3,117,870.

## Publication with no identifiable author or editor

Anonymous. 1998. Guide to minimize microbial food safety hazards for fresh fruits and vegetables. U.S. Department of Health and Human Services, Food and Drug Administration, Center for Food Safety and Applied Nutrition, Washington, D.C.

## Electronic mail

E-mail messages should include the name of the person who sent the message, the date, the subject, the sender's E-mail address, and availability (if appropriate). Notaro, J. 13 June 1994. Banned in the USA [E-mail:jnotaro@ukans.edu]. Available from: the author at Smith@odo.msoe.edu. If the subject is not available, the message should be listed as a Personal Communication. Sofos, J. N. 3 January 2001. Personal communication [E-mail: jsosos@ceres.agsci.colostate.edu].

## Web pages

Include author, date, title, availability information, and accession date, if needed. Anonymous. 19 February 2000. Avis du Centre national de reference des *Listeria* de l'Institut Pasteur [press release]. Available at: <http://www.agriculture.gouv.fr/actu/doss/com190200.htm>. U.S. Food and Drug Administration. 1999. Guidance for industry: reducing microbial food safety hazards for sprouted seeds. Docket no. 99D-4488. Available at: <http://vm.cfsan.gov/~dms/sprougd1.html>. Accessed 17 July 1999. Wang, S. L., and G. C. L. Chu. 2001. Evaluation of modified atmosphere packaging systems for retaining freshness of Ontario's fruit and vegetables. Available at: <http://gov.on.ca/OMAFREA.../archives/researchfund/ofpdocs/fp4041.html>. Accessed 9 November 2001.

## Full-text articles obtained from an online source

For journals without volume and page information, a document number may be used:

Harrison, C. L., P. Q. Schmidt, and J. D. Jones. 2 January 1992. Aspirin compared with acetoaminophen for relief of headache. *Online J. Therap.* [serial online]. Doc. no. 1.

For journals with volume and page information, include same information as print journals as well as availability information and accession date:

Friedman, S. A. January 1988. Preeclampsia: a review of the role of prostaglandins. *Obstet. Gynecol.* [serial online] 71:22–37. Available from: BRS Information Technologies, McLean VA. Accessed 15 December 1990.

## ORGANIZATION OF REVIEW OR GENERAL INTEREST PAPERS

Review or general interest papers must have a title page and an abstract as described in the section on research papers. The remainder of the text begins with an introductory statement and then is divided into appropriate sections with headings and subheadings. An acknowledgment section may come at the end of the text, followed by the references, as described for a research paper. Authors are encouraged to cite appropriate recent review papers in lieu of discussing numerous older papers.

## PREPARATION OF TABLES

If submitting tables, the format must be XLS or DOC. Each table, comprising the title, body, and footnotes, must be typed double-spaced on a sheet of paper separate from the text. Number tables consecutively as cited in the text. The title is brief but fully descriptive of the information in the table. Headings and subheadings must be concise; abbreviations are used. Use no vertical rules and only three full horizontal rules: under the title, under the box heads, and at the bottom of the table. Use italic superscript letters for footnotes. Like data in columns reads down, not across. A well-organized table should be understandable without extensive reference to the text.

## PREPARATION OF FIGURES

Type figure legends double-spaced in a list on a page separate from the figures. Number each consecutively as cited in the text. All illustrations, both line drawings and halftones (e.g., photographs), must be scanned prior to submission. Original figures should not be less than 85 mm wide and should not be framed with a box. Figures containing multiple components (e.g., 1A, 1B, 1C, etc.) should be mounted together on the same page with appropriate labels. Place the figure number on the upper-right hand corner of the page. Data presented in figures must not be repeated in tables.

Photographs can be printed in color, but there is an additional cost to the author. Authors who wish to publish color photographs must contact the Administrative Editor for cost estimates immediately upon acceptance of the manuscript.

Embed fonts when using Photoshop, CorelDraw, Illustrator and other graphics programs. If you do not embed your fonts, and we do not have them in our library, your figure will not convert to PDF.

If submitting electronic figures, the preferred formats are TIF, EPS, JPG, PDF or PS. The following native application file formats are also acceptable for final figures: Adobe Photoshop, Adobe Acrobat, Illustrator, Macromedia FreeHand, Corel Draw, Canvas, PowerPoint, Word and Excel. If you have other software, you should scan your figures and submit as TIF files. The resolution required for halftone and color images is 300 dots per inch (dpi); line is usually good at 300 dpi, but if there are fine lines and screens, figures should be scanned at 600 dpi. Please note that images that are in JPG or GIF format are normally 72 dpi and not acceptable for printing. Digital color files must be submitted in CMYK mode.

All images that have been placed or imported into your figure file must accompany the figure file at the final submission. Rationally name each figure or photo. For example, save a photograph as photo.tif.

## COMMON ABBREVIATIONS

Frequently used acceptable abbreviations are given below. For further details on abbreviations, see the current edition of the *ASM Style Manual*. Note that a period is used with some but not all abbreviations. Abbreviations of non-SI units (e.g., atm) must be followed by the corresponding converted quantity and SI unit in parentheses: 1 atm = 101.29 kPa. (Exception: lb/in<sup>2</sup>.)

ångström, Å	lux, lx
atmosphere, atm	meter, m
base pairs, bp	microequivalent, µeq
British thermal unit, BTU	microgram, µg
calorie, cal	microliter, µl
centimeter, cm	micrometer, µm
CFU (never spelled out: colony-forming units)	micromole, µmol
cubic centimeter, cm <sup>3</sup>	milliequivalent, meq
day (no abbreviation)	milligram, mg
degree Celsius, °C	milliliter, ml
degree Fahrenheit, °F	millimeter, mm
diameter, diam	millimolar, mM
enzyme-linked immunosorbent assay, ELISA	minute(s), min
equivalent weight, equiv wt	molar, M
fluid ounce, fl oz	mole, mol
foot (feet), ft	most probable number, MPN
gallon, gal	nanometer, nm
gram, g	normal, N
gravity, g	number, no.
hour(s), h	parts per billion, ppb
inch, in.	parts per million, ppm
international unit, IU	percent, %
intramuscular, i.m.	PCR (never spelled out: polymerase chain reaction)
intraperitoneal, i.p.	pound, lb
intravenous, i.v.	pounds per square inch, lb in <sup>2</sup>
kilocalorie, kcal	revolutions per minute, rpm
kilogram, kg	second, s
kilometer, km	species (singular), sp.
lethal dose, median, LD <sub>50</sub>	species (plural), spp.
liter (no abbreviation)	specific activity, sp act
logarithm (base 10), log	UV (never spelled out: ultraviolet)
logarithm (base e), ln	volume, vol
lumen, lm	weight, wt

## POLICY ON COMMERCIALISM

Manuscripts submitted for consideration for publication in *JFP* are not to be used as a platform for commercialism or the promotion of branded products or services. References to branded products or services except as may be warranted by scientific merit and research data or as are necessary for the understanding evaluation and replication of the work described are to be avoided. However, scientific merit should not be diluted by proprietary secrecy. The excessive use of brand names, product names, logos or trade names, failure to substantiate performance claims, and the failure to objectively discuss alternative methods, processes, products and equipment may be considered indicators of commercialism. Disclosure and acknowledgment of both funding sources and any conflicts of interest by the authors is encouraged. Restricting commercialism benefits the authors and the audience of *JFP*.

The Scientific Editor shall in his or her sole discretion, determine whether a submitted manuscript violates this policy on commercialism.

## REVIEW PROCEDURE

Authors of manuscripts submitted for consideration to be published in *JFP* are notified by E-mail when the manuscripts are received. Authors can monitor the status of their papers by logging on to <http://foodprotection.allentrack.net>. Authors are responsible for their login ID and password throughout the review process. The manuscript number assigned must be included in all future correspondence and on the revised manuscript for identification. Manuscripts are accepted for publication only after they have been reviewed by two or more members of the Editorial Board or by others with the requisite expertise. After review, the manuscript is returned to the author for revision in accord with suggestions made by the reviewers and the Editor. Authors can hasten publication of their papers by submitting well-written manuscripts conforming to *JFP* style and by revising and returning manuscripts promptly. If, after review of a manuscript is completed, the author chooses to withdraw rather than to revise the paper, the Scientific Editor must be notified promptly. If the author does not respond within two months after a reviewed paper is returned, the paper will be considered withdrawn. Authors are notified by E-mail when a manuscript has or has not been accepted for publication. Page proofs of accepted manuscripts are sent to the author for correction. They should be proofread carefully according to the instructions attached and returned within four days. Authors will be charged for major revisions to their manuscripts.

Membership in the Association is not a prerequisite for acceptance of a manuscript for publication. Non-member scientists are invited to submit papers for consideration for publication.

The Scientific Editors assume that the corresponding author has received proper clearance from his or her organization and from co-authors for review and publication of the paper. It is also assumed that the paper is not being considered for publication in any other journal or publication.

Authors are responsible for the scientific accuracy of their papers. *JFP* assumes no responsibility for errors made, including those that may be made in the copy-editing process, or conclusions reached by authors.

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## MANUSCRIPT SERVICE CHARGE

A page charge of US\$90 per printed page for Members of IAFP, or US\$120 per printed page for nonmembers for publication of all research papers and notes, and US\$45 per printed page of all submitted review and general interest papers will be assessed. Review papers invited by one of the Scientific Editors are exempt from the manuscript service charge.

Organizations and institutions commonly accept the manuscript service charge as a necessary cost of conducting research and communicating the results. An exemption from payment of the page charge will be made only under extenuating circumstances that must be described by the author(s) when it is first submitted.

Authors will be informed of the actual cost of the manuscript service charge upon receipt of proofs of the paper. Arrangements for payment of the manuscript service charge must be made at that time.

## REPRINTS

Reprints of a paper may be ordered by the author when the page proofs are returned. Reprint orders must be received prior to the printing of the journal. An appropriate form for this purpose is attached to the proofs. Paper or electronic reprints are available. The cost varies according to the number of pages in a paper and whether or not covers are ordered. No free reprints are provided.

The Association office can supply photocopies of any papers published in *JFP* or its predecessors, the *Journal of Milk and Food Technology* and the *Journal of Milk Technology*. Arrangements to obtain such reprints are made with the Order Processing Department.

## INDEXES

The *Journal of Food Protection* is indexed in *Index Medicus*, *Current Contents*, *Biological Abstracts*, *Chemical Abstracts*, *Food Science and Technology Abstracts*, *Microbiological Abstracts (CAS)*, *BIOSIS*, *Dairy Science Abstracts*, *Zeitschrift für Lebensmittel untersuchung und Forschung*, *Milchwissenschaft*, and *Barbour Index*.

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