

Guide for Authors of Manuscripts for *JAOCS*

Executive Summary: Extensive changes have been made in how *JAOCS* handles manuscripts. To avoid delays in processing of manuscripts, authors are strongly encouraged to read these instructions carefully. A summary of the changes is listed below:

- A completed Manuscript Submission Form, signed Transfer Copyright Form, and U.S. \$50 manuscript processing fee must accompany the manuscript. Printable versions of these forms appear periodically in *JAOCS* and are available from the *JAOCS* web site at www.aocs.org/press/forms_jaocs.pdf. To submit electronically, please visit www.aocs.org/press/forms_jaocs.asp.
- The manuscript must be identified with one of the five subject areas on the Manuscript Submission Form as (1) Biotechnology and Biocatalysis, (2) Nonfood or Industrial Applications, (3) Analytical and Physical Chemistry, (4) Processing and Engineering Technology, (5) Food, Feed Science, and Nutrition, or (6) Nutraceuticals and Functional Foods. Failure to identify the manuscript by one of the above-mentioned subject areas will result in a delay in processing.
- The initial submission of the manuscript must be accompanied by PDF file(s) for faster processing. Please refer to the disk preparation section for details.
- Manuscripts submitted to *JAOCS* should be concise, typed double-spaced on 8.5" × 11" or A4 paper. The length of the manuscript, except review articles, should not exceed 20 pages including the following features: an abstract of no more than 200 words and no literature references; an Introduction of up to 3 pages; and no more than 8 graphic elements—figures, schemes, photographs, and tables. Figures and tables should be limited to those necessary to convey the principal message of the paper; they are not a required element. The number of references should not exceed 15–20, except for review papers. Please refer to the rest of these instructions for further details or view the latest version of these instructions online at www.aocs.org/press/guide_jaocs.pdf.
- Specific experimental methods should be sufficiently detailed, including replications/duplications, for others to repeat in comparative analyses. All data must be accompanied by appropriate statistical analyses.
- Acronyms such as GLC, HPLC, GC–MS, in place of full spelling for instruments, equipment, etc. may be used without spelling the terms out because these are generally recognized terms. Please refer to the *JAOCS* web site (www.aocs.org/press/jaocs-abbreviations.pdf) for an updated list of acceptable acronyms or to page ix of the January 2002 issue.
- Review articles and "Hot Topic" papers will receive special attention for rapid review and, if accepted, publication.
- Letters to the Editor, as brief reports of significant new findings, new interpretations of published data, or new features of equipment, instrumentation, or techniques, should show the following: (1) What was the problem, research development, or technology that the authors wished to demonstrate? This should be new, ground-breaking information that should be of immediate interest to scientists and engineers in the field—the reason for quickly publishing the work. (2) What research work was completed to solve the problem or demonstrate the research development and/or technology? (3) What is the expected outcome or impact of the work? Who and/or what research work will be benefited or can be advanced by the findings? Authors should demonstrate that stakeholders and/or peers will take notice of the work, warranting special publication as a Letter to the Editor.
- Names of instruments and equipment, and their manufacturers, no longer need to be noted in the Experimental Procedures section. However, sources of chemicals, columns, packing materials, and the like should be included, along with locations of these suppliers.

JAOCS publishes original research articles, invited reviews, and letters to the editor that add significantly to the body of knowledge concerning the science and technology of fats, oils, oilseed proteins, and related materials. Included are reports of advances, innovations, or important new information pertaining to analysis, properties, processing, products, and applications of these food and industrial resources. Breakthroughs in food science and technology, biotechnology (including biocatalysis and bioprocessing), and industrial products and applications are particularly appropriate.

Letters to the Editor provide a means of publishing brief reports of significant new findings, new interpretations of published data, or new features of equipment, instrumentation, or techniques. Because of their brevity, letters to the editor can receive expedited review.

Papers whose principal contents have been published or are being considered for publication by another journal are not accepted. Approved manuscripts become the property of AOCS Press and may not be reproduced in whole or in part without written permission from the Editor-in-Chief of *JAOCS*, the Executive Director of the Society, or the AOCS Press Director. A completed Manuscript Submission Form and a signed copy of the Transfer of Copyright form, which appears periodically in *JAOCS* and is also available from the AOCS Press web site (www.aocs.org/press/forms_jaocs.pdf), must be submitted by the authors with the manuscript. A transmittal letter is not required; the manuscript submission form serves that purpose.

Send manuscripts to John Cherry, Editor-in-Chief, *Journal of the American Oil Chemists' Society*, c/o AOCS Press, 2211 W. Bradley Ave., Champaign, IL 61821 USA. Manuscripts must be in standard U.S. English, typed and double-spaced. Copies made by dot-matrix printers are unacceptable. Authors who have difficulty with English should obtain the assistance of colleagues more proficient in the language, e.g., in the English departments of their universities, in writing their manuscripts.

Submit two complete copies (on 8.5 × 11 in. or A4 paper with 4-cm margins) and original artwork to the editor requesting consideration of the manuscript as an article or letter to the editor. Use line numbering on all pages after the title page so reviewers and editorial staff can refer easily to specific lines and pages in the text. Consult recent issues of the *JAOCS* for all elements of general form. More specific details of form are outlined below. It is appropriate but not necessary to suggest names of possible reviewers.

PREPARATION OF MANUSCRIPT

For Articles

Title Page (Page 1 of manuscript).

Title: Brief, descriptive, concise, and containing important words for indexing. Limited to 100 characters and spaces. No additions or subtitles indicating a numbered series of papers are allowed.

Authors: Authors' names and the affiliation of each are listed in the by-line. By-lines of articles and reviews are placed after the title, and those for letters to the editor appear at the end of the text. Authors may give their full first name(s) or initials. Authors' names in Cyrillic, Japanese, etc. should be transliterated to conform with *Chemical Abstracts* usage. An asterisk follows the name of the author to whom correspondence should be addressed. Current addresses of authors, if different from those listed in the by-line, and other pertinent information may be given in an unnumbered footnote to the respective author's name (see below). The authors' names are followed by the name of the institution where the research was done, including city, state, country (if not the U.S.), and postal code. In publications originating from several institutions, the names of all authors shall be cited first in the by-line, with superscript lowercase italicized letters used to refer the reader to the name of the institution with which each author is affiliated.

Running title: A running title, which is not to exceed 50 characters and spaces total, should be on the title page.

Page proof recipient: Name and complete mailing address. Telephone and fax numbers must be supplied. Please include an e-mail address if available.

Footnotes: All footnotes must be typed and double-spaced. All footnotes except for the author's address are to be numbered consecutively by superscript Arabic numerals. Footnotes to the title page may include current addresses of authors if different from the address where the study was undertaken and may give street addresses of institutions, if necessary. Grant support and recipients of fellowships shall not be listed in a footnote but in the Acknowledgments. The use of footnotes to the text is discouraged. If used, all footnotes are to be brief.

Abstract: Maximal length of the abstract is 200 words; no literature references should be contained in the abstract. The abstract should briefly state the objective and approach and give a succinct summary of results and major conclusions drawn. Emphasis should be on what was found, not what was done.

Key words: Authors are asked to list in alphabetical order up to ten (10) key words or phrases that describe the subject matter of their paper. Authors should select one key word or phrase that best describes the subject matter and so indicate by underlining or italicizing it. Since key words and phrases will be used for indexing, special attention should be given to them.

Text (Page 3 and subsequent pages of the manuscript)

Introduction: The introduction stands without a heading and should be brief and informative with a few key references to orient readers. The introduction should not be a lengthy review of all background literature. It should be limited to identifying the gap in scientific knowledge or the problem (practical or theoretical) that the research addressed. This should seldom require more than one column (approximately 480 words). No more than 8–10 references should need to be cited.

Experimental procedures: Sufficient detail or literature ref-

erences to such methods should be included in the Experimental Procedures section to permit other scientists to repeat or extend the experiments. This section should also contain an overview of the experimental approach used, especially in the case of complex or unusual designs. Include how the data were evaluated; the relevance of the data; and sample preparation, described with enough detail to enable others to repeat the experiment. Also provide information on the experimental procedures, including the type of test used and efforts to balance or randomize samples and/or tests. In most cases, data should be evaluated by statistical analysis and a proper procedure referenced. Data should not be reported to more significant figures than justified by the experimental procedures used.

Results and discussion: A single section, the Results and Discussion section, succinctly relates the research findings and how these respond to the gap or problem identified in the introduction. Lengthy speculation and extrapolation of the findings should be omitted. This section should be organized to supplement, but not repeat, data in tables and figures and to present in narrative form equations, formulae, and data for which tables or figures are unnecessary. No statement of planned future research or publication is allowed. No separate conclusions or summary section or paragraph is used. Include such conclusions in the abstract.

Organizationally, only one level of division is allowed within the Experimental Procedures or Results and Discussion sections. Headings for subsections below these major divisions are italicized and in line with the following text.

Acknowledgments: As a group, in simplest form, e.g., "This work was supported in part by research grants from _____. Jane Doe performed chromatographic analysis; John Smith provided technical assistance; Jan Jackson provided valuable advice."

References: A good article will contain not more than 15–20 references. These should be cited in parentheses in numerical sequence in the text and listed under References by number in the order cited. See *CASSI (Chemical Abstracts Service Source Index)* for correct journal title abbreviations. Use *Ibid.* for repeating a reference to the same journal. The first author should be listed last name first followed by initials; subsequent authors are listed by initials followed by last name. All journal articles should have their titles in English included (in initial capitals) immediately preceding the name of the journal. Beginning and ending page numbers should be provided, followed by the year of publication in parentheses. Manuscripts accepted for publication are shown as "in press." Do not include unpublished, private communications or manuscripts in preparation on this list (include them in the text). Enclose copies of each "in press" manuscript or in-preparation draft cited. Do not accumulate references under a single number, but use a new number for each citation. Include authors for patents if possible. Following are examples of the correct format for listing references:

REFERENCES

1. Nelson, L.A., T.A. Foglia, and W.N. Marmer, Lipase-Catalyzed Production of Biodiesel, *J. Am. Oil Chem. Soc.* 73:1191–1195 (1996).
2. Moussata, C.O., and C.C. Akoh, Lipase-Catalyzed Incorporation of Oleic Acid into Melon Seed Oil, *Ibid.* 74:177–179 (1997).
3. Gunstone, F.D., Chemical Properties, in *The Lipid Handbook*, edited by F.D. Gunstone, J.L. Harwood, and F.B. Padley, Chapman & Hall, London, 1986, pp. 449–484.
4. Francis, F.J., and F.H. Clydesdale, *Food Colorimetry: Theory and Applications*, AVI Publishing, Westport, 1975, pp. 171–181.
5. Karnofsky, G.B., and R.J. Hansotte, Process for Extracting Oleaginous Seed Materials, Particularly Cottonseed, with Aqueous Alcohol, U.S. Patent 4,359,417 (1982).
6. Reeves, R., AI Ranges a Useful Tool, *inform 13* [On-line]:898–899 (2002).
7. National Institutes of Health, Menopausal Hormone Therapy, <http://www.nih.gov/PHTindex.htm> (accessed Jan. 2003).

For Letters to the Editor

Please refer to recent issues for examples of typical letter style. Generally letters should consist of a maximum of five typed double-spaced pages, including data and literature references. Letters do not contain an abstract. Please see guidelines for Letters to the Editor in the Executive Summary.

For All Types of Manuscripts, Where Applicable

Tables: Should be limited to two or three. Do not include them in the text, but place each on a separate sheet, numbered (Arabic) and titled, first word of column heads capitalized, units of expression under heads, lowercase italic superscripts (*a,b,c, ...*) for footnotes. Tables should be understandable without reference to the text.

Figures and schemes: Artwork should be limited to two or three and should be understandable without referring to the text. Photocopies and slides are unacceptable. Do not embed figures and schemes in the text, but place each on a separate sheet. Artwork must be of good quality. If submitting a chromatograph, please have it redrawn. If a computer was used to create the figure, please follow instructions under Computer Disk Preparation below.

Size: Maximum 8.5 × 11 in. or A4.

Paper: Line drawings on white with black ink, laser proofs of computer-generated artwork, or glossy black-and-white photographs; no black grids. *JAOCs* does not ordinarily print art in color unless authors make a contribution to defray the additional printing costs. No dot-matrix computer graphics. Thin or gray lines do not print well and should not be used.

Lettering: Commercial lettering guide is preferred (typed lettering is not acceptable; professional hand lettering is usually acceptable); a minimal amount of lettering on figures is recommended. Make sure the lettering is large enough to be readable if reduced and not so large that it overpowers the figure. Center lettering, such as axis labels, on the figure. Use reduced lettering size for subscripts and superscripts. Try to keep lettering style uniform between figures, and use the same size font in lettering figures.

Letter height: Use at least 4 mm or 2% of figure width for single printed column or 1% for double column.

Graphical elements: Only the following symbols shall be used in the figure if explained in the legend: ○, ●, □, ■, △, ▲, ▽, ▼, ◇, ◆, ☆, ★. Figures must be in black and white, not colors or grays: If shading is desired, for example, as in bar charts, use patterns instead of levels of gray.

Identify: Figure number and author(s) should be written lightly on the back of each figure. If legend or text mentions figure parts by name, e.g., (A), (B), (C), then those labels should appear on the figures for correct and readily accessible identification.

Figure legend page: Use separate typed sheet for figure number(s) (Arabic), title, key to lettering and explanatory detail, plus references, if necessary.

Comments on tables and figures: These should be limited to eight total. They are space-consuming and expensive. They should be kept to a minimum and should not be repetitious, i.e., the same information should not appear in both the text and/or tables and figures, nor should data be displayed in both tabular and graphic form. Lists should not be presented as tables. If figures must be redrawn, this will be at the author's expense.

Equations: Set in-text equations on one line, e.g., $A = B/(C - D)$. However, equations intended to be displayed on a line by themselves should be set display style, e.g.,

$$A = \frac{B}{C - D} \quad [1]$$

Do not confuse mathematical symbols with abbreviations. An excellent discussion of this topic is found on page 102 of *The ACS Style Guide*, 2nd edition, American Chemical Society, Washington, DC, 1997.

Abbreviations. Many familiar notations appear without periods, e.g., mL, g, s, h (for others see *CBE Style Manual*, 5th edition, American Institute of Biological Sciences, Washington, DC, 1983). If abbreviating terms, please spell them out when they first appear. Abbreviations may be introduced in the Abstract for terms used there more than once. However, this does not replace the need to define them again the first time they are used in the remainder of the paper.

Other items of form. Use of the metric system is required (other units optional in parentheses); use decimals, not fractions and percent symbol (%) only after numbers; °C, °F, and K. Type-written or hand-lettered characters that are subject to misinterpretation (e.g., Greek letters) must be spelled out in the margin the first time they appear; formal name and EC number of enzymes are at first mention, and trivial name used subsequently, if more convenient; commercial products expressed by common name or scientific name (if one exists), followed by trade names in parentheses only if essential; promotional statements concerning commercial products are unacceptable.

COMPUTER DISK PREPARATION

File formats required for on-line peer review are different from those required for accepted manuscripts. Electronic files should be organized as follows:

Initial submission:

Manuscripts must be accompanied by a computer file. AOCS Press reserves the right to return any manuscripts not accompanied by the proper electronic file(s) without review. The file format required for fastest processing through peer review is PDF (Acrobat). Authors who are unable to create a PDF file on their own should visit the Adobe Create a PDF web site at <https://createpdf.adobe.com/>. This service will create up to 5 PDF files at no charge.

Authors who do not supply PDF files should supply Word or WordPerfect files for their manuscripts, per the instructions in the Final files section. Files supplied in this manner will not be processed as quickly as those supplied in PDF.

Final files:

Text and tabular material: To expedite copy editing and typesetting, authors should supply Word or WordPerfect file(s) containing text, references, and figure captions; and a table file containing tables (if applicable). Please supply files for the figures only if the figures are available in one of the approved graphic formats listed below. Authors should always supply a clean hard copy of any figures should scanning be necessary. Authors who do not have access to Word or WordPerfect should use the "Save As" option in their word processors to save a separate copy of each file in RTF, or if that option is unavailable, then ASCII (PC) or Text-Only (Macintosh) format onto a disk.

Approved graphic formats:

- Figures should be saved in Photoshop, Illustrator, Acrobat (PDF), or Freehand, or
- exported to one of the following formats at a high resolution: PDF, PCX, JPEG, GIF, or Bitmap formats for the PC; or PDF, PICT, TIFF, JPEG, GIF, or Chemdraw formats for the Macintosh.

Graphic formats to avoid: While the following list is by no means comprehensive, it is our experience that the following formats do not work because they are not designed for compatibility with typesetting systems, or because they do not provide sufficient resolution for print production. AOCS Press staff will scan any graphics that are provided in these nonrecommended formats.

- PowerPoint files containing photographs generally do not provide high-quality output and should not be submitted.
- SigmaPlot files.
- Graphics embedded in another text, e.g., Word or WordPerfect, document.

Questions about computer file preparation and formats may be directed to the AOCS Press production manager at publications@aoacs.org.

Follow appropriate italicization conventions (e.g., *m/z*, *cis*, *trans*, *n*-hexane, *in vitro*, *E. coli*) and spacing, e.g., 30 (min) instead of 30(min); $X = +3 \pm -4$. Do not use spaces around slashes (/). Numerals and functions (e.g., log, max, min) are not italicized. Mathematical variables, coefficients, and constants are italicized.

FINAL REVISIONS

Authors have **three months** to return reviewed manuscripts that require revisions. Revised manuscripts submitted after this time will be treated as new submissions.

During final revisions prior to acceptance, we will request two hard copies of the manuscript plus a floppy disk (3 1/2" high density) containing the ultimate draft of the manuscript with a statement identifying the file formats used. See Computer Disk Preparation section for detailed instructions.

Submitted disks must match the submitted hard copy exactly, i.e., the latest version of all files should be saved or copied onto the submitted disk.

PROCEDURE FOR ACCEPTED PAPERS

Page Proofs

Proofs and reprint order form will be e-mailed to the corresponding author. Corrections to proofs and responses to any notes to authors must be returned within 48 hours. Authors will be charged for changes other than correction of typesetting errors unless based on questions by the editors. It is the author's duty to proofread proofs for errors.

Charge to Authors

A page charge statement accompanies page proofs. Page charges are customary and common. Most authors/institutions accept page charges as part of the cost of publishing which, in turn, is an integral part of the cost of research. Authors without funds must apply directly to the editor-in-chief for relief from page charges when submitting a manuscript. Each application will be decided based on individual merit.

FOR THE AUTHOR'S THOUGHT

The experienced reader appreciates the additional effort an author puts forth to present his or her work concisely and clearly, because it permits the reader to gain the greatest return for the time invested in reading. Excessive verbosity should be avoided, as should unnecessary tables, figures, and references. The author's success in this effort is an important factor in determining the time in which editors and reviewers complete their tasks, the speed with which acceptable manuscripts are published, and the effectiveness of the service provided for progress in science and technology. Efficiency, speed, and accuracy in publishing the author's work are also greatly enhanced by the proper submission of text and artwork on disk in the acceptable formats listed in this guide. It is the responsibility of authors to follow the manuscript submission guidelines. Failure to do so may result in return of the manuscript without review.