

# *Journal of Food Protection*

## Instructions for Authors

### SCOPE OF THE JOURNAL

The *Journal of Food Protection (JFP)* is an international monthly scientific journal in the English language published by the International Association for Food Protection. *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 foodborne illness; (ii) contamination (microorganisms, chemicals, insects, rodents) and its 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) food quality and microbiological, chemical, and physical methods to assay food quality; and (v) wastes from the food industry and means to use or treat the wastes. Prospective authors with questions about the suitability of their research for publication are invited to request an opinion from one of the Scientific Editors.

### HOW TO SUBMIT MANUSCRIPTS

The *Journal of Food Protection* encourages online submission of new manuscripts at [www.foodprotection.org](http://www.foodprotection.org). Within 24 hours after completing the online submission, a copy of the Mandatory Assignment of Copyright form must be mailed to the Editorial Office. Authors who prefer to submit via the mail should send their manuscript on disk and one paper copy to Bev Corron, Administrative Editor, International Association for Food Protection, 6200 Aurora Avenue, Suite 200W, Des Moines, IA 50322-2864, USA. Manuscripts must include one set of original figures, as well as a cover letter. Revised manuscripts and figures must be submitted in triplicate (original and two copies) to the Scientific Editor. All material dealing with affairs of the Association, book reviews, or news and events of interest to Members is published in *Food Protection Trends* (formerly *Dairy, Food and Environmental Sanitation*). Such material should be sent directly to Donna Bahun, *FPT* Production Editor.

### TYPES OF PAPERS

**Research papers.** A research paper reports the results of original research which have not been published elsewhere. It usually consists of 10 to 12 double-spaced typewritten pages of text, the reference list, tables, and figures. A research paper deals with its subject in some depth.

**Research notes.** A research note is a short paper that describes observations made in a rather 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.

**Review and general interest papers.** Well-written, thorough, interpretive, well-documented review or general interest papers on subjects within the scope of *JFP* are encouraged. Authors are invited to discuss their plans for review papers with the Scientific Editors before preparation.

**Letter to the editor.** Readers are invited to comment on papers via letters to the Administrative Editor. A letter to the editor must be typed, double-spaced, and signed by its author(s). Authors of the papers that are subjects of letters will be given the opportunity to respond to letters to the editor before publication.

### PREPARATION OF MANUSCRIPTS

All parts of manuscripts must be typed fully double-spaced, including references, tables, table captions, footnotes, and figure legends. 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 and obtainable from the ASM Press. 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*, 14th ed., University of Chicago Press, 1993; 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 is 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. There is no conclusion section at the end of the paper. 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. Names that are registered trademarks should be so indicated (e.g., Styrofoam).

**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.

**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. Cite all references 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*. 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, Fla.

### 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.msosoe.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: jsfos@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 référence 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/sproug1.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 on-line 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.

References may be made to papers that are in press, i.e., that have been accepted for publication. Papers that have not been accepted for publication may only be listed in the text by the authors' names and address, as unpublished data.

Tables and figures follow the references (see preparation of figures section).

### 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

Each table, comprising the title, body, and notes, 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 camera-ready. Submit glossy prints of photographs, not computer scans.

A scale marker to indicate magnification must be present on photomicrographs. 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.

All line drawings (graphs, charts, diagrams, etc.) must be submitted in camera-ready form on laser paper. If graphs are computer generated, printed copies of the graphs must be produced by a laser printer, with sufficiently dark printing of appropriately sized symbols, letters, and numerals. Graphs produced by dot-matrix printers or with faint lines and lettering are not acceptable. Figures are commonly reduced to the width of one column (85mm) of print. If the original figure can be produced to a one-column width, further reduction will not be necessary; otherwise, lettering should be of sufficient size to allow for reduction. Original figures should not be less than 85 mm wide and should not be framed with a box. Data presented in figures must not be repeated in tables.

If submitting electronic figures, the preferred formats are TIFF and EPS. Native application files such as Adobe Acrobat, Adobe Illustrator, Adobe PhotoShop, Canvas, Corel Draw, and Freehand are also acceptable. Files in word-processing (Microsoft Word, WordPerfect), spreadsheet (Microsoft Excel), and presentation (PowerPoint) programs are not acceptable. The resolution for grayscale and color figures should be 300 dpi; line art resolution should be 1200 dpi. When submitting electronic figures, hard copies must also be submitted.

Label each figure in the upper right-hand corner with the figure number; indicate the top of the figure with an arrow: Fig. 3, top ↑.

Label photos lightly on the back in pencil or attach an adhesive label. Place photos in a labeled envelope.

### 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	lumen, lm
atmosphere, atm	lux, lx
base pairs, bp	meter, m
British thermal unit, BTU	microequivalent, $\mu\text{eq}$
calorie, cal	microgram, $\mu\text{g}$
centimeter, cm	microliter, $\mu\text{l}$
CFU (never spelled out: colony-forming units)	micrometer, $\mu\text{m}$
cubic centimeter, cm <sup>3</sup>	micromole, $\mu\text{mol}$
day (no abbreviation)	milliequivalent, meq
degree Celsius, °C	milligram, mg
degree Fahrenheit, °F	milliliter, ml
diameter, diam	millimeter, mm
equivalent weight, equiv wt	millimolar, mM
fluid ounce, fl oz	minute(s), min
foot (feet) ft	molar, M
gallon, gal	mole, mol
	most probable number, MPN
	nanometer, nm

gram, g	normal, N
gravity, <i>g</i>	number, no.
hour(s), h	parts per billion, ppb
inch, in.	parts per million, ppm
international unit, IU	percent, %
intramuscular, i.m.	polymerase chain reaction, PCR
intra-peritoneal, 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	ultraviolet, UV
logarithm (base <i>e</i> ), ln	volume, vol
	weight, wt

## POLICY ON COMMERCIALISM

Manuscripts submitted for consideration for publication in the *Journal of Food Protection* 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. In general, the spirit and principles of the Policy on Commercialism also apply to manuscripts submitted for consideration of publication in the *Journal of Food Protection*. Restricting commercialism benefits the authors and the audience of the *Journal of Food Protection*. 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 the *Journal of Food Protection* are notified by letter when the manuscripts are received. The manuscript number assigned in this letter must be included in all future correspondence and on the revised manuscript for identification. Manuscripts are accepted for publication only after they have been critically 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 by one of the Scientific Editors for revision in accord with suggestions made by the reviewers and the Editor. Three clean copies of the revised manuscript and the original manuscript must be returned to the appropriate Scientific 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 letter or electronic 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 48 hours. 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.

Papers accepted for publication become the copyrighted property of the *Journal of Food Protection* and the International Association for Food Protection. Reprinting any material from *JFP* or republishing any papers or portions thereof are prohibited unless permission is granted in writing by the Administrative Editor.

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.

## MANUSCRIPT SERVICE CHARGE

A service charge (page charge) of US\$90.00 per printed page for Members of the International Association for Food Protection, or US\$120.00 per printed page for nonmembers for publication of all research papers, and US\$45.00 per printed page for publication of all submitted review papers will be assessed, with no exceptions. 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) in the cover letter that accompanies the manuscript 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. Reprints are available with or without covers in multiples of 100. 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 the *Journal of Food Protection* 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.