

GUIDE LINES FOR PREPARING THE MANUSCRIPT*

Editors and reviewers spend many hours reading manuscripts, and therefore appreciate receiving manuscripts that are easy to read and edit. Much of the information given below is designed to accomplish that goal and the following could be used as the background and rationale for preparing manuscripts for publication in the proceedings of the ***First International seminar and workshop on fermented foods held in Anand, Gujerat State, India on 13-14 Nov 2003.***

GENERAL PRINCIPLES

Sections: The so-called "IMRAD" structure is not simply an arbitrary publication format, but rather a direct reflection of the process of scientific discovery. Therefore the text may be divided into sections with the headings **I**ntroduction, **M**ethods, **R**esults, and **D**iscussion. Long articles may need subheadings within some sections (especially the Results and Discussion sections) to clarify their content.

Some types of articles, such as case reports, reviews, and editorials, are likely to need other formats.

Spacing: Double spacing of all portions of the manuscript - including the title page, abstract, text, acknowledgments, references, individual tables, and legends - and generous margins (**3 cm left, 1.5 cm right, 2.5 cm top and 2.5 cm bottom**) make it possible for editors and reviewers to edit the text line by line, and add comments and queries, directly on the paper copy. If manuscripts are submitted electronically, the files should be double spaced, because the manuscript may need to be

Page numbering: Authors should therefore number all of the pages of the manuscript consecutively, beginning with the title page on the top right hand side. During the editorial process reviewers and editors frequently need to refer to specific portions of the manuscript, which is printed out for reviewing and editing difficult unless the pages are numbered.

*indebted to "Uniform Requirements for manuscripts submitted to biomedical journals" www.icmje.org

TITLE PAGE

The title page should carry the following information:

1. **The title of the article.** Concise titles are easier to read than long, convoluted ones. Titles that are too short may, however, lack important information, such as study design (which is particularly important in identifying randomized controlled trials). Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific.
2. **Authors' names and institutional affiliations.** Some journals publish each author's highest academic degree(s), while others may not. However, this information may be provided in the manuscript
3. **The name of the department(s) and institution(s)** to which the work should be attributed.
4. **Corresponding authors:** The name, mailing address, telephone and fax numbers, and e-mail address of the author responsible for correspondence about the manuscript . The "corresponding author;" may or may not be the "guarantor" for the integrity of the study as a whole. If someone is identified in that role, the corresponding author should indicate clearly his or her e-mail address for easy communication.
5. **Request for reprints:** The name and address of the author to whom requests for reprints should be addressed or a statement that reprints will not be available from the authors.
6. **Source(s):** of support in the form of grants, equipment, drugs, or all of these.
7. **Running head:** Usually of no more than 40 characters at the top of each page. Running heads are used within the editorial office for filing and locating manuscripts.
8. **Word counts:** A word count may be provided for the text only (excluding abstract, acknowledgments, figure legends, and references) allows editors and reviewers to assess whether the information contained in the paper warrants the amount of space devoted to it.

9. The number of figures and tables: The number of figures and tables that belong to the manuscript must be noted on the title page. It is difficult for editorial staff and reviewers to tell if the figures and tables that should have accompanied a manuscript were actually included unless the numbers of figures and tables that belong to the manuscript are noted on the title page.

ABSTRACT

An abstract should follow the title page: The abstract should provide the context or background for the study and should state the study's purposes, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

Because abstracts are the only substantive portion of the article indexed in many electronic databases, and the only portion many readers read, authors need to be careful that abstracts reflect the content of the article accurately.

Key words: Following the abstract, authors may provide, and identify as such, 3 to 10 key words or short phrases that capture the main topics of the article. These will assist indexers in cross-indexing the article and may be published with the abstract.

INTRODUCTION

Provide a context or background for the study (i.e., the nature of the problem and its significance). State the specific purpose or research objective of, or hypothesis tested by, the study or observation; the research objective is often more sharply focused when stated as a question. Both the main and secondary objectives should be made clear, and any pre-specified subgroup analyses should be described. Give only strictly pertinent references and do not include data or conclusions from the work being reported.

METHODS

The Methods section should include only information that was available at the time the plan or protocol for the study was written; all information obtained during the conduct of the study belongs

in the Results section.

Technical information

Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods ; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration.

Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

Statistics

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals).

References for the design of the study and statistical methods should be to standard works when possible (with pages stated). Define statistical terms, abbreviations, and most symbols. Specify the computer software used.

Selection and Description of Participants

Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. Because the relevance of such variables as age and sex to the object of research is not always clear, authors should explain their use when they are included in a study report; for example, authors should explain why only subjects of certain ages were included or why women were excluded. When authors use variables such as race or ethnicity, they should define how they measured the variables and justify their relevance.

The guiding principle should be clarity about how and why a study was done in a particular way.

RESULTS

Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Extra or supplementary materials and technical detail can be placed in an appendix where it will be accessible but will not interrupt the flow of the text.

When data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support.

Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables.

Avoid non-technical uses of technical terms in statistics, such as "random" (which implies a randomizing device), "normal," "significant," "correlations," and "sample."

Where scientifically appropriate, analyses of the data by variables such as age and sex should be included.

DISCUSSION

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. For experimental studies it is useful to begin the discussion by summarizing briefly the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice.

Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. In particular, authors should avoid making statements on economic benefits and costs unless their manuscript includes the appropriate economic data and analyses.

Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such.

ACKNOWLEDGEMENT

Acknowledgements should be included at the end of the text

REFERENCES

General Considerations Related to References

Although references to review articles can be an efficient way of guiding readers to a body of literature, review articles do not always reflect original work accurately. Readers should therefore be provided with direct references to original research sources whenever possible. On the other hand, extensive lists of references to original work on a topic can use excessive space on the printed page.

Avoid using abstracts as references. References to papers accepted but not yet published should be designated as "in press"; authors should obtain written permission to cite such papers as well as verification that they have been accepted for publication. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source.

Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. For scientific articles, authors should obtain written permission and confirmation of accuracy from the source of a personal communication.

Style and Format

- References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses.
- References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure.
- All references should be listed at the end of the paper in a chronological order as it appears in the text.
- References should list author's last name followed by initial(s), year, title of the article, full name

of the journal (in italics), volume, and inclusive page numbers:

Some examples are given below :

- **Articles:** Nair B. M, Öste R, Asp N. G and Dahlqvist A (1976) Enzymatic hydrolysis of food proteins for amino acid analysis- Solubilisation of the protein. *J of Agric. and Food Chem* 24-2 , 386-390
- **Books:** Montgomery D. C (1983) Design and analysis of experiments (New York, USA, John Wiley & Sons)
- **Chapters:** Prajapati J. B and Nair B. M, (2003) The History of Fermented Foods, In: E Farnworth E R (Ed) Hand Book of Fermented Functional Foods. (Boca Raton, USA CRC Press LLC) pp 1-25
- The titles of journals should be abbreviated according to the style used in *Index Medicus*. (<http://www.nlm.nih.gov>).

Tables

Tables capture information concisely, and display it efficiently; they also provide information at any desired level of detail and precision. Including data in tables rather than text frequently makes it possible to reduce the length of the text.

- Type or print each table with double spacing on a separate sheet of paper. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Do not use internal horizontal or vertical lines. Give each column a short or abbreviated heading. Authors should place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations. For footnotes use symbols,
- Identify statistical measures of variations, such as standard deviation and standard error of the mean. Be sure that each table is cited in the text.

Illustrations (Figures)

- Figures should be either professionally drawn and photographed, or submitted as photographic quality digital prints. In addition to this authors may submit electronic files of figures in a format

(e.g., JPEG or GIF) that will produce high quality images; authors should review the images of such files on a computer screen before submitting them, to be sure they meet their own quality standard.

- Send sharp, glossy, black-and-white or color photographic prints of 127 × 173 mm (5 × 7 inches). Letters, numbers, and symbols on Figures should be clear and even throughout, and of sufficient size that when reduced for publication each item will still be legible. Figures should be made as self-explanatory as possible, since many will be used directly in slide presentations. Titles and detailed explanations belong in the legends and not on the illustrations themselves.
- Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background.
- Do not use photographs of people who are not identifiable or their pictures must be accompanied by written permission to use the photograph. Whenever possible permission for publication should be obtained.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required irrespective of authorship or publisher
- Authors should consult the editorial office about requirements for figures submitted in electronic formats.

Legends for Illustrations (Figures)

- Type or print out legends for illustrations using double spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations.
- When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend.
- Explain the internal scale and identify the method of staining in photomicrographs.

Units of Measurement

- Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples.
- Temperatures should be in degrees Celsius.

Abbreviations and Symbols

- Use only standard abbreviations; the use of non-standard abbreviations can be extremely confusing to readers. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

SENDING THE MANUSCRIPT

Electronic submission of manuscripts, whether on disk or as attachments to electronic mail, is encouraged and accepted. Electronic submission saves a lot of time and allows the manuscript to be handled in electronic form throughout the editorial process (for example, when it is sent out for review).

In addition to the electronic version, send one original and three copies of the manuscript and figures in paper version; they are all needed for peer review and editing, and editorial office staff cannot be expected to make the required copies.

A Cover letter. Manuscripts must be accompanied by a cover letter, which could/should include the following information.

- A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form (see below); and
- The name, postal address, e-mail address, Fax number and telephone number of the corresponding author, who is responsible for communicating with the other authors about

revisions and final approval of the proofs.

- A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper.
- A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form
- The letter should give any additional information that may be helpful to the editor. Copies of any permission to reproduce published material, to use illustrations or report information about identifiable people, or to name people for their contributions must also accompany the manuscript

The manuscript should be send by e-mail (to Dr JB Prajapati<jbprajapati@gauanad.com>) as word document. In addition to the e-mail version one original and three copies of the paper version and a diskette of all materials including illustrations and tables should be send to the editorial office as soon as possible and not later than 1st of march 2004.

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