

General Language and Formatting

Document Formatting

General guidelines

Use double space throughout, with an extra space between major headings, e.g., between Introduction and Methods and Materials.

Use the same typeface and size for all of the text, preferably 12 point Times New Roman.

Use continuous line numbering starting from the very beginning of the title page. Please try to get the numbering on the left side of the page.

Use a consistent format for paragraphs, headings etc.

An English sentence cannot start with a numerical number, i.e., 5: no; Five: yes

The numbers one, two and three can be written out, but all other numbers should be the actual number, i.e., 4, 5, 6....

Punctuation

There is a space before the “open parenthesis” and after the “closed parenthesis” but not within the parentheses, e.g., “Zhong et al. (2004) showed....”.

The close quote goes after a comma or final period and before other punctuation unless it appears within a direct quote, e.g., Liu wrote: “A good paper is well written. Is your paper well written?”

Equations: Space before and after the equal sign preferred. Either $\text{pH}=7$ or $\text{pH} = 7$ is acceptable as long as spacing is the same on both sides of the equal sign.

Slash mark: no space on either side: mg/L. This can also be expressed as mgL^{-1} or mg L^{-1} as long as you are consistent throughout the paper.

Numbers: Words versus numerals

The numbers one, two and three can be written out in the text but all other numbers should be written as numbers. Use numbers for 1, 2, and 3 when they are attached to materials or data. Numbers can be written out as the first word in a sentence, but always as a word and never as a numeral. The immediate units after the initial number would use any abbreviation established, e.g., “Five ml....”

Italics

Genus (always capitalized) and species are expressed in italics along with the expressions *in vivo*, *in vitro*, *in situ* and other foreign language words. (Note: If you use section headings as italics, then the foreign words would not be italicized to provide a contrast.)

Abbreviations

Once an abbreviation is defined, it should be used throughout the rest of the manuscript, although it may be re-defined or not used in the figures and tables. Genus species information can be abbreviated after the first use to G. species without formally defining it.

The words being abbreviated may not need to be capitalized even if the abbreviation is all caps. Abbreviations are both singular and plural so a small “s” at the end of an abbreviation is not used in Food Bioscience.

Spelling

Please use American, not British, English unless you are a native British English speaker. If you use

British English, please be sure you are not using *any* American English.

Please use the “spell-check function” in WORD to avoid obvious spelling errors. It should be set for either British or American English as appropriate.

Plural and Singular

Most samples, most materials, and most experiments involve more than one item, e.g., “The seeds were....” and not “The seed was....”.

Capitalization

Only proper nouns are generally capitalized in English. Please be consistent with capitalization.

General Language

No use of first person (e.g., I, we, our) **and no contractions** (e.g., didn't).

Note that “its” is a possessive representing ownership and is fine, but “it’s” means “it is” and must be written out as two words. Cannot is one word.

Sequence of numbers rule

If a series of numbers with the same units are written in immediate proximity, the units should be given once at the end of the sequence, e.g., 5, 10, 15 and 20 mg.

“Respectively”

The word “respectively” has a comma before and after except when it is the last word of a sentence. It is only used when two separate “lists” need to be matched to each other.

“Also”

The word “also” should generally not start a sentence. If needed, it should be inserted in its right place within the sentence.

Word choices

Words with "emotional/marketing" connotations do not belong in critical scientific writing. Also by using the same words throughout, the reader never has to ask the question of “are these really synonyms or is the author trying to imply some nuance of difference?” A few of the common words that are misused with suggestions for replacements are shown below in alphabetical order. The replacement words should make sense in the context of the sentence. (Using the same simpler words repeatedly is desirable in science writing, but not in more general writing.)

Unacceptable in most cases

According to the method of XX

Appeared

Analyzed

Applied (verb)

Assessed

By using

By XX (instrument or test)

Caused*

*Generally requires much more work to fully prove

Conducted

Contained

Critical

Crucial

Darkness

Examples of acceptable replacements

Using the method of XX

Were seen

Measured (equipment measures, people and software analyze)

Used

Measured

Using

Using XX (instrument or test)

Led to

Did

Had

Important

Important

The dark

Declined	Decreased
Demonstrated	Showed, shown
Detected	Observed
Displayed	Had
Dramatically	Significantly (statistically)
Employed	Used
Enhanced	Increased
Examined	Studied, measured
Exerted	Had, showed
Exhibited	Showed
Exists	Is found
Evaluated	Measured
Evidenced	Seen
Factors	Compounds (when it is more specific)
Findings	Results
Finding by XX	Findings of XX
Firstly, secondly...	First, second...
Found	Observed
Following	Using
Generated	Obtained
Had showed	Had shown
Identified	Measured
Immodest	[A less emotional word]
Imparted	Gave
In contrast	On the other hand
In fact	[not needed]
In order to (do)	To (do)
In short	Briefly
Indicated	Suggested that
Innovative	New
Key	Important
Lab	Laboratory
Like	Such as
Listed	Shown
Literatures	Literature
Novel	New
Obtained supernatant	Supernatant (and similar examples)
Obvious, Obviously	(Please do not use)
Per	/
Performed	Did/Done
Played	Had
Possessed	Had
Presented	Showed, shown
Produced	Led to
Produced sample	Sample (and similar examples)
Proved*	Indicated, suggested, showed
*Generally requires much more work to fully prove	
Provided	(Means the company gave it to you for free)
Raised	Increased
Recorded	Measured, obtained
Required	Needed (in many cases)
Resultant supernatant	Supernatant (and similar examples)
Research	Study
Revealed	Showed
Rich	Good, high

Solution mixture	Solution
Submitted	Used
Such as....., etc.	Such as and etc. are redundant
Suggested	Suggested that
This result	These results
Through	Using
Till	Until
Tons (English, 2,000 lb)	Tonnes (Metric, 2,200 lb or 1,000 kg)
Under HPLC (a method)	With HPLC
Under vacuum (ok)	Under vacuum
U.S.A.	USA [journal preference]
Utilized	Used
Via	Using, with
Verifies	Confirms
vortexing	Vortexing [trademark]
was/were did	was done
was/were showed	was shown
With XX (software or instrument)	Using XX (software or instrument)
Work	Study
XX levels	[The word "level" may not be needed.]
XX process	[The word "process" may not be needed.]
XX content	[The word "content" may not be needed.]

Finalizing the Submission: Working with the Editor

Proof-Reading

It is critical that you proof-read your manuscript very carefully before submitting the first time and any subsequent times.

Please turn on both the American spell checker and grammar checker in WORD to help catch mistakes.

When you are making corrections, please try not to make new mistakes, especially forgetting consistency with the choices you have previously made.

When rewriting, please only submit one version of the manuscript, i.e., the one with the corrections clearly showing.

My Editorial Tools

Brackets

When I make a comment or ask a question, I try to put the comment in [brackets]. These need to be addressed. Note that these are sometimes not edits; they are substantive issues for which I expect a response. When you respond by making changes in the text, please highlight that text. [Note: In the actual article, brackets should only be used in equations, not in the text.] Please put any comments in the text and not in a letter to the editor. Please also note that all changes do NOT have to be listed once you are working with the editor.

Highlighting text to help the editor

Some form of highlighting (e.g., highlighting or a different colored typeface) is required for all changes to help speed the review process.

The Editor's Abbreviations

These are the abbreviations I use in the comment box. They are listed in alphabetical order.

abbreviate = abbrev
approximate = approx
awkward wording = awk
before and after = b&a
capitalize = cap
capitalize after colon in a title = cct
conflict of interest statement = cofi
comma = com
comma before and after = cb&a
concentration = conc
define = def
drop = d
end here = eh
equipment information = ei
Food Bioscience =FBS
good keyword = gkw
guidance document = gd
hyphen = hyp
incomplete = inc
italics = i
keyword = kw
location = loc
lower case = lc
maximum time = max t
meaning what = mw
new paragraph = para
no italics = ni
no spacing= nspa
past tense = past
present tense = pres
proof-reading = pr
period = per
plural = pl
reference = ref
replace = r or r:
restore = rest
reverse words = rw
reverse order = ro
room temperature = RT [please give a range]
see earlier = se
sentence = sent
sequence rule = seq
significant figures = sig fig or sf
singular = sing
spacing = spa
spelling = sp
start here = sh
statistical analysis = sa
temperature = temp or T
the, time = t
times (i.e., do more than once) = 2x, 3x, etc.
throughout = t-o (i.e., correct everywhere in the manuscript)
using = u
word choice = wc
word(s) = w; drop 2 words = d2w

write-out = wo

A blank comment box means that I think that the needed change should be obvious based on what I have done previously, and I think that you should be able to figure out what to do. Changes that need to be made throughout the text may not always be marked, but there is still an expectation that the changes will be made.

Please consider carefully whether the wording being suggested by the editor is an addition or a replacement.

Final interactions with the editor-in-chief

Changes in the text once the paper is with the editor

Please be sure changes are clearly marked

If the change is a deletion, please highlight the word before and after the deletion. These do NOT have to be documented separately, i.e., when dealing with the editor after acceptance, full documentation of all changes is NOT needed. Even if I indicate that only final polishing is needed, please continue to highlight those changes.

Please use a comment system to add your comment directly in the manuscript at the point where the issue is located. That would assure that any questions or comments are properly responded to.