



Instructions to Authors

Aims and scopes

Journal of Food Quality and Hazards Control (J. Food Qual. Hazards Control) is an international quarterly journal that aims at publishing of scientific articles involved in food quality, food hygiene, food safety, food control and food security which scientists from all over the world may submit their manuscript. The journal is an open access publication and official journal of Research Center for Food Hygiene and Safety, Faculty of Health, Shahid Sadoughi University of Medical Sciences, Yazd, Iran. The scopes are indicated as below:

- Food quality assurance and improvement
- Food preservation
- Food additives
- Food spoilage
- Food control
- Food safety
- Food toxicology
- Food bacteriology
- Food parasitology
- Food virology
- Food mycology
- Food chemistry and biochemistry
- Food biotechnology
- Novel methods for detection of food hazards
- Molecular identification of pathogens in food
- Nutrigenomics
- Drinking water safety
- Functional food

Editorial policies

This journal defines an author as a person who has made a substantive contributions to design of the work, or to analyze or interpret of data; and to draft or revise it; and to verify the approval of the version to be published and to agree for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Those who do not meet at least one of the above criteria should be acknowledged.

Author list and their order should be finalized by all the authors prior to first submission. After this step, journal could not accept any addition or changes. One author as a corresponding author should be responsible for:

- All communications
- Uploading all submissions
- Revisions of the work
- Submitting a brief description of all contributions to the manuscript in the title page
- Disclosing any information on prior or duplicate publication or submission elsewhere of any part of the work

In this journal, there is no limitation in authorship numbers for original articles. In case report, editorial and letter to editor, excessive authorship (more than 3 authors) should be avoided.

Submission

The manuscript should be submitted to journal office along with the completed copyright form by author(s) and a cover letter to the editor in chief via email attachments [jqhc.ssu@gmail.com](mailto:jfqhc.ssu@gmail.com) (alternative email: [jqhc@ssu.ac.ir](mailto:jfqhc@ssu.ac.ir)) or through [online submission](#) at journal website. Cover letter signed by the author(s) must be attached indicating the manuscripts have not been previously published or submitted for publication in other journals. Also, full name, affiliation, academic

degree, postal address, telephone, fax number and email address should be indicated. On the other hand, conflicts of interest should be declared obviously in the cover letter. Before submission, registration has to be done at journal website by the corresponding author.

Language and style

All submitted manuscripts should be in English. Nonnative English speakers may be advised to seek professional help with the language. All materials should be typed double line spacing numbered page with Times New Roman font (size 12). Abbreviations should be standardized and used just in necessary cases, after complete explanations at the first usage.

Types of acceptable articles

A manuscript can be classified under one of the following categories:

- Original article
- Review article
- Short communication
- Letter to the editor
- Case report
- Editorial
- Book review

Preparation of manuscript

Original article

It should not exceed 7000 words and they should have the following format:

Title page: Title page of the manuscript should be in a separate page with no number. This page should include the title of the manuscript; authors' names and affiliations; name of the institution/university where the work was done; running title; full address of the corresponding author (email, telephone, fax, postal code); and also highlights. First character of all words in the manuscript title must be written in capital form with exception of prepositions and conjunctions words. Running title, as short form of the main title, is presented at the top of pages in maximum 5 words with exception of prepositions and conjunctions words. Highlights are composed of three to five bullet points which provide core findings of the manuscript (especially, results and conclusion) to help readers to fast overview of the published article. Each bullet point must include 5 to 15 words.

Abstract: Abstract should be structured providing background, methods, results and, conclusion altogether should be in the range of 150-300 words.

Keywords: Keywords are used for indexing purpose. Each manuscript should provide three to five keywords according to the Medical Subject Headings, MESH (<http://www.nlm.nih.gov/mesh/MBrowser.html>).

Introduction: Introduction should provide a background and specifies the research objective of the study or observation. This section must emphasize the purpose and the rationale for the study. It should neither review the subject extensively nor should it have data or conclusions of the study.

Materials and methods: Materials and methods must indicate clearly the steps taken to acquire the information. It should be detailed. Repeating the details of standard techniques is best avoided. The software used for statistical analysis and description of the actual method should be mentioned. This section should have some subtitles. The subtitles must be inserted as italic form.

Results: Results should be presented in chronological sequence in the text, table and figure. The results should not be obtained from elsewhere. Table and illustrations have to be cited in order they appear in the text using Arabic numerals (more details have been mentioned in below).

Discussion: Discussion should emphasize the new and important aspects of the study. Possible explanations for these findings should be mentioned.

Conclusion: In this section, overall conclusion of the author(s) from the research, the limitation of the work and the implications of the finding for future research should be noted.

Conflicts of interest: Submitting a manuscript must be accompanied with a statement from the authors disclosing all financial and personnel relationship that might bias their work, if any. Besides, they are requested to evident whether impending conflicts do or do not exist. A separate page should cover this proclamation and if there are further details, could be mentioned in covering letter. If an organization encompasses any financial interest in the outcome of the study, the authors are appealed to provide a declaration that has full excess to all data in the study and take complete responsibility for the integrity of data and the accuracy of data analysis.

Acknowledgments: Acknowledgments should be mentioned for any technical help or general, financial, and material support or contributions that need to be acknowledged.

References: This section should be noted by Harvard citation style indicating as follow:

A) *Citation in text:* Each reference cited in the text should be presented in the reference list (and vice versa). All citations in the text should follow the below principles:

1. Single author: the author's name and the year of publication (e.g., Smith, 2009)
2. Two authors: both authors' names and the year of publication (e.g., Jay and Reid, 2007)
3. Three or more authors: first author's name followed by 'et al.' and the year of publication (e.g., Ferguson et al., 2013)

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

B) *List*: References should be arranged alphabetically by authors' names and should be as full as possible. It should be noted that journal full names must be capitalizes each word (exception of prepositions and conjunctions words) and italic. Some examples of references are as below:

- Journal: Marin S., Ramos A.J., Cano-Sancho G., Sanchis V. (2013). Mycotoxins: occurrence, toxicology, and exposure assessment. *Food and Chemical Toxicology*. 60: 218-237.

- Book: Jay J.M., Loessner M.J., Golden D.A. (2005). *Modern food microbiology*. 7th edition. Springer Science, New York. pp: 42-67.

- Chapter in an edited book: Farouk M.M., Bekhit A.E. (2013). Processed camel meats. In: Kadim I.T., Mahgoub O., Faye B., Farouk M.M. (Editors). *Camel meat and meat products*. CAB International, London. pp: 186-191.

- Web: Institute of Standards and Industrial Research of Iran (ISIRI). (2007). Raw frozen hamburger. National Standard No. 2304. URL: <http://www.isiri.org/portal/files/std/2304.pdf>. Accessed 20 August 2013.

Figures: Each illustration should have a caption. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used. Figures should be presented only if they improve the manuscript.

Tables: Tables should be consecutively numbered in accordance with their appearance in the text. Footnotes should be placed below the table body. Tables should be sparing in the use and the data presented in tables should not be described elsewhere in the manuscript.

Abbreviations: Abbreviations that are unavoidable in the abstract must be defined at their first mention there. Also, abbreviations should be explained throughout the manuscript.

Review article

It should be prepared according to one of the following styles:

– Systematic reviews: This kind of manuscripts should be in form of meta-analysis, meta-synthesis or without statistical analysis. These manuscripts contain original articles' parts. They should contain 2500-7000 words.

– Non systematic reviews: This kind of manuscripts should be written by researchers who are expert in the related field. Different parts of such articles include abstract (with no structure), introduction, discussion, and conclusion. They should contain at least 25 references and the range of 3000-10000 words including the references and captions.

Short communication

These articles are like those of original ones except that these are smaller and prepared in minimum 1500 and maximum 3000 words.

Letter to the editor

It should be about criticism of previous articles in this journal or the others, criticism or review over books, analysis of a related topic with food quality and control. These manuscripts need no structure.

Case report

This kind of manuscript should include abstract, keywords, introduction, case report, discussion, conclusion, conflicts of interest, acknowledgment, and references. Case report should have 1500-2500 words. The title should include the words 'case report' as well as a description of the reported phenomenon (e.g., reporting of new and rare food borne pathogen). Three to five key words should be provided.

Editorial

These manuscripts need no structure and have not abstract. But, the total words number should be at maximum 2000 including references and the references not exceeding more than 10.

Book review

In this type of manuscript, a new published internationally and valuable book regarding to the scopes of the journal, is introduced in maximum 1000 words. These manuscripts need no structure and abstract.

Conflicts of interest

Submitting a manuscript must be accompanied with a statement from the authors disclosing all financial and personnel relationship that might bias their work, if any. Besides, they are requested to evident whether impending conflicts do or do not exist. A separate page should cover this proclamation and if there are further details, could be mentioned in covering letter. If an organization encompasses any financial interest in the outcome of the study, the authors are appealed to provide a declaration that has full excess to all data in the study and take complete responsibility for the integrity of data and the accuracy of data analysis.

Ethical guidelines

All studies must be approved by the relevant Ethics Committee/ Institution review boards of the respective institutions. Informed consent of the patients participating in the study should be undertaken. The study itself should follow the ethical standards of the Helsinki Declaration, as revised in 2013 and available at:

www.wma.net/en/30publications/10policies/b3/

Ethical considerations in accordance with the ethical standards of the responsible committee on human experimentation must be addressed in the 'Materials and methods' section, if necessary. *The journal will not consider any manuscript which is ethically unacceptable.* It is the responsibility of the authors/contributors to obtain permissions for reproducing any copyrighted material. Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors on demand. The related items should be inserted under the 'Materials and methods' section. A copy of the permission must accompany the manuscript. As mentioned previously, conflicts of interest should be declared obviously in each manuscript.

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Peer review process

Each submitted manuscript will be assessed from editorial points of view, at first. Should the manuscript meet the basic editorial requirements; it will enter the double blind peer-review process in maximum two weeks and the author(s) will be immediately informed. The manuscript will then be sent at least to one in-office and two out of office referees for review. The corresponding author will then be informed to the referee's remark to accept, reject or require revision. Authors can suggest to the editor if they do not wish their manuscript to be reviewed by a particular reviewer because of potential conflicts of interest but, it is up to the editor to accept it. No article is rejected unless negative comments are received from at least two reviewers. The editorial board of the journal, reserves the right to accept or reject the article in any stage and any time or delete a part of the text, tables or figures, if necessary. Final decision pertaining to each manuscript, lasting up to a month at maximum, is determined by the editorial board of the journal and after that the decision will be immediately sent to the corresponding author.

Revision

Manuscripts may be returned to the corresponding author for modification of the scientific content and/or for language corrections. Revised manuscript and a letter listing point-for-point response to the reviewers must be submitted to the editor and must be accompanied by a copy of the original version. Suggestion by the editor about resubmission does not imply that a revised version will necessary be accepted. If a manuscript that is returned to the authors for modification is not resubmitted within two months it will be regarded as having been withdrawn and any revised version received subsequently will be treated as a new manuscript and the date of receipt will be altered accordingly. Authors who resubmit a manuscript that has previously been rejected must provide the original manuscript and a letter explaining in detail how the manuscript has been modified. Accepted manuscripts become the property of this journal.

Proofs

A computer printout will be sent to the corresponding author to be checked for only typographical errors and other essential small changes before publication in order to avoid any mistakes. Major alternations to the text cannot be accepted at this stage. Proofs must be returned to the editor within 7 days of receipt.

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