

A guide for authors of manuscripts for the *Journal of the American Oil Chemists' Society*

A rigid formula for preparation of manuscripts is not satisfactory for all experimental designs, procedures, results and conclusions. Although much of what follows may seem arbitrary, this document is a "guide" for authors. These suggestions should be followed to the extent possible and feasible, for the benefit of authors, editors and especially readers.

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 the American Oil Chemists' Society and may not be reproduced in part, or in whole, without written permission from the Director of Publications.

The *Journal* publishes regular papers, short communications and letters to the editor. Short communications report timely and significant but more limited observations than regular papers and, because of their brevity, usually can be published quickly. Quality standards for communications are equivalent to those for articles. Letters to the editor provide new interpretations of published data or new features of equipment, instrumentation or techniques. Letters may also provide comments on AOCS policies or programs.

The *Journal* contains original papers and timely reviews of physical, chemical, biochemical, nutritional and processing data and methods for fats, waxes and related products, such as fatty acids. It includes information on fat derivatives, soaps, detergents, cosmetics, paints, oilseeds, proteins and oilseed products. Symposia on any of these subjects may sometimes be published as a unit. Send manuscripts to the Editor, Journal of the American Oil Chemists' Society, 4854 Thomas Ave. S., Minneapolis, Minnesota 55410. Manuscripts must be in standard English. They should be typed and double-spaced. Neither non-English manuscripts nor single-spaced manuscripts can be processed for publication.

Submit three complete copies (on 21.5 × 28 cm paper with 4 cm margins) along with artwork to the editor requesting consideration of the manuscript as a review, regular manuscript, short communication or letter. Consult a recent issue for acceptable arrangements of main headings, sub-headings, literature references, footnotes and other 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 Regular Papers

Title Page. (Page 1 of manuscript).

Title: brief, descriptive, concise and containing important words for indexing. Limit to 100 spaces.

Authors: names and initials (without titles), laboratory name(s) and address(es) with zip code.

Running title: 50 characters, including spaces between words, or less.

Page proof recipient: name and address, with telephone or telex number.

Footnotes. (Can be on bottom of page 2). Use numerical superscripts.

Abstract. (Page 2 of manuscript.) Maximal length should be about 5% of paper or 250 words for long papers; no literature references; limit abstracts for *Communications* to 100 words. The abstract should summarize briefly the purpose of the paper and its conclusions.

Text. (Page 3 and subsequent pages of manuscript.)

Introduction: brief and informative with a few key references to orient readers. The introduction should say what the research project is, why it is important, how it relates to previous work.

Experimental Procedures: sufficient detail or literature references to such methods to permit other scientists to repeat or extend the experiments.

Results: organized to supplement, but not repeat, data in tables and figures and to present in narrative form equations, formulas and data for which tables or figures are unnecessary.

Discussion: to relate results to published studies and to present pertinent observations; may be combined with the Results section. *No separate "conclusions" or "summary" section is used.* Include such conclusions in the abstract.

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

References. Listed by number in the order cited. See a recent issue for style. See *CASSI* for correct abbreviations. Exception: this journal uses *JAOCS* for *Journal of the American Oil Chemists' Society* and *Ibid.* for repeating reference to same journal. Manuscripts *accepted* for publication are shown "in press." Do not include unpublished, private communications on this list. Refer to them in the text.

For Short Communications

Page 1 should be the title page (see instructions for regular papers for details). Page 2 should contain the abstract (see instructions for regular papers for details). Page 3 should begin the text, which should not exceed four pages of typed, double-spaced manuscript, including figures and references. Short communications should not exceed two printed pages in *JAOCS*.

For Letters to the Editor

Usual letter style (see recent issues); maximum of four typed pages including data and literature references in text of letter. No abstract.

For All Types of Manuscripts, Where Applicable

Tables. Each on a separate sheet, numbered (Roman) and titled, first word of column heads capitalized, units of

expression under heads, lower-case superscripts (a, b, c . . .) for footnotes.

Figures and Schemes. Artwork must be of good quality—no photocopies.

Size: 21.5 × 28 cm.

Paper: line drawings on white with black ink or glossy photographs, no black grids. No color artwork. No computer graphics.

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

Lettering: with commercial lettering guide (typed or hand lettering not acceptable); minimal lettering on figures.

Identify: figure number and author(s) in soft pencil on back of figure.

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

Notes on Tables and Figures: These are expensive and space-consuming. They should be used sparingly and should not be repetitious, i.e., data should not appear in the text and Tables and Figures nor should they be displayed in both tabular and graphic form.

Formulas and Equations. Inked drawings for any which cannot be readily set in type.

Costs of redrawing: at author's expense if figure must be redrawn.

Equations:

as $A = B/(C-D)$, not $A = \frac{B}{(C-D)}$, usually in text rather than as separate illustrations.

Abbreviations. Without period or degree sign, e.g., ml, g, sec, 100 C or 373 K (for others see *CBE Style Manual*, 4th Edition, Am. Institute of Biological Sciences, Washington, DC, 1978). Nonstandard abbreviations must be defined the first time they are used in the manuscript.

Other Items of Form. Metric system required (other units optional in parentheses); decimals, not fractions; percent symbol (%) only after numbers; typewritten or hand lettered characters subject to misinterpretation, e.g., Greek letters, should be spelled in margin; formal name and EC number of enzymes at first mention—trivial name 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.

PROCEDURE FOR ACCEPTED PAPERS

Galley Proofs

Two copies and reprint order form are sent to author. One corrected copy is to be returned within 48 hours. Authors will be charged for changes other than correction of printing errors.

Charge to Authors

Page charge statement assuming payment available from author's supporting funds accompanies galley proofs. Payment is not mandatory for publication if funds are unavailable.

FOR THE AUTHOR'S THOUGHT

The experienced reader appreciates the additional effort an author puts forth to present his work concisely and clearly because it permits the reader to gain the greatest return for the time invested in reading. It has been suggested that authors should "say what they mean and mean what they say." 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 fats and oils science and technology.