

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 Editor of the *Journal*, the Executive Director of the Society or the Managing Editor.

The *Journal* publishes regular papers, short communications, reviews 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 also may 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 T. H. Applewhite, Editor, *Journal of the American Oil Chemists' Society*, c/o AOCs, P.O. Box 3489, Champaign, IL 61821-0489. Manuscripts must be in standard English, typed and **double spaced**. Copies made by dot-matrix printers are unacceptable. Neither non-English manuscripts nor manuscripts any part of which are not double spaced will be processed for publication.

Submit **three complete copies** (on 21.5 × 28 cm paper with 4 cm margins) along with **original artwork** to the editor requesting consideration of the manuscript as a review, regular manuscript, short communication or letter. Consult a recent issue for all 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: Authors' names and the affiliation of each are listed in the byline. Bylines of *Articles* and *Communications* are placed after the title, and those for *Letters to the Editor* appear at the end of the text. Authors may give their full first name(s) or initials. Authors' names in Cyrillic, Japanese, etc., should be transliterated to conform with Chemical Abstracts usage. An asterisk follows

the name of the author to whom correspondence should be addressed. Current addresses of authors, if different from those listed in the byline, and other pertinent information may be given in a numbered footnote to the respective author's name (see below). The author's names are followed by the name of the institution where research was done, including city, state, country if not U.S., and zip code. In publications originating from several institutions, the names of all authors shall be cited first in the byline, with superscript lower case italicized letters used to refer the reader to the name of the institution with which each author is affiliated.

Running title: A running title not to exceed 50 spaces will be requested when galley proofs are returned to authors for proofreading, but it need not be supplied with the original manuscript.

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

Footnotes. All footnotes must be typed **double spaced**. Abbreviations not commonly used are to be defined first in an unnumbered footnote. All following footnotes are to be numbered consecutively by superscript Arabic numerals. Footnotes to the title page may include current addresses of authors if different from the address where the study was undertaken and may give street addresses of institutions, if necessary. Grant support and recipients of fellowships shall not be listed in a footnote, but in the Acknowledgment. All footnotes are to be brief, and the use of footnotes to the text is discouraged.

Abstract (Page 2 of manuscript). The abstract stands without heading. 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: Stands without heading; 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, formulae 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 CASSI for correct abbreviations. Use *Ibid.* for repeating reference to same journal. Manuscripts accepted for publication are shown "in press." Do not include unpublished, private communications on this list; include 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 (Arabic) and titled, first word of column heads capitalized, units of expression under heads, lower-case italic superscripts (*a*, *b*, *c*, ...) for footnotes.

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

Size: Maximum 21.5 × 28 cm.

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

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

Lettering: Commercial lettering guide preferred (typed lettering not acceptable, professional hand lettering usually acceptable); minimal lettering on figures.

Identify: Figure number and author(s) lightly in felt tipped marker on back of figure.

Figure Title Page: Separate typed sheet for figure number(s) (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 avoided and should not be repetitious, i.e., data should not appear in the text and tables and figures nor should data be displayed in both tabular and graphic form.

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

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

$$\text{Equations: as } A = B/(C - D), \text{ not } A = \frac{B}{(C - D)},$$

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, American 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, must be spelled out in margin the first time they appear; 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 typesetting errors unless based on questions by the editors.

Charge to Authors

Page charge statement accompanies galley proofs. Payment is not mandatory but assists in keeping publication costs and dues low.

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.