

# **Guidelines for Authors**

## **Submission:**

All manuscripts are submitted and reviewed via the journal's web-based manuscript submission system. New authors should create an account prior to submitting a manuscript for consideration. Questions about submitting to the journal should be sent to the editorial office at [fqs@zju.edu.cn](mailto:fqs@zju.edu.cn).

## **Peer review process**

All submissions to the journal are initially reviewed by one of the Editors. At this stage manuscripts may be rejected without peer review if it is felt that they are not of high enough priority or not relevant to the journal. This fast rejection process means that authors are given a quick decision and do not need to wait for the review process.

Manuscripts that are not instantly rejected are sent out for peer review, usually to two independent reviewers. Based on the feedback from these reviewers and the Editors' judgment a decision is given on the manuscript. The average time from submission to first decision is 4-5 weeks. If a paper is not acceptable in its present form, we will pass on suggestions for revisions to the author.

## **Language editing pre submission**

Language editing, particularly if English is not your first language, can be used to ensure that the academic content of your paper is fully understood by the journal editors and reviewers. Please note that edited manuscripts will still need to undergo peer-review by the journal.

## **Ethics**

Authors should observe high standards with respect to publication ethics as set out by the Commission on Publication Ethics (COPE). Falsification or

fabrication of data, plagiarism, including duplicate publication of the authors' own work without proper citation, and misappropriation of the work are all unacceptable practices. Any cases of ethical misconduct are treated very seriously and will be dealt with in accordance with the COPE guidelines.

## **Third-party copyright**

In order to reproduce any third party material, including tables, figures, or images, in an article authors must obtain permission from the copyright holder and be compliant with any requirements the copyright holder may have pertaining to this reuse. When seeking to reproduce any kind of third party material authors should request the following:

- non-exclusive rights to reproduce the material in the specified article and journal;
- print and electronic rights, preferably for use in any form or medium;
- the right to use the material for the life of the work; and
- world-wide English-language rights.

It is particularly important to clear permission for use in both the print and online versions of the journal, and we are not able to accept permissions which carry a time limit because we retain journal articles as part of our online journal archive.

Further guidelines on clearing permissions can be found [here](#).

## **Conflict of interest**

Oxford University Press requires declaration of any conflict of interest upon submission online. If the manuscript is published, conflict of interest information will be communicated in a statement in the published paper.

Permissions regarding reuse of OUP material

## Licensing: Open Access

All content published in Food Quality and Safety is made freely available online under an open access model. After a manuscript is accepted for publication, the corresponding author will be required to complete a mandatory licence to publish form.

Authors can use the following licences for their articles:

Creative Commons Attribution licence (CC BY)

Creative Commons Attribution Non-Commercial licence (CC-BY-NC)

The open access charges are:

CC BY licence: £900/ \$1400/ €1170

CC BY-NC licence: £0/ \$0/ €0

## PREPARATION OF MANUSCRIPT

### Manuscript format and structure/style

#### BASIC FORMATTING GUIDE

(i) On the first page please include the title of paper, author names, and the address (including email) of the corresponding author. If there are multiple corresponding authors then nominate one for communication with the editorial office.

(ii) We suggest a maximum length of 250 words for the Abstract. Avoid reference citations and abbreviations in the Abstract.

(iii) Tables and figures should be accompanied by a legend. Please use a common image format for figures (e.g. pdf, eps, gif, tif, jpg). The initial submission can have figures and text in one file, rather than separate files if desired. Further information on figures can be found here: <http://oxfordjournals.org/en/authors/figures.html>

(iv) Videos can be published in the online article, with a still image of the

video appearing in the print version. Please submit videos in MP4 format. Any supplementary videos that you do not want to be included in the article itself can be uploaded as supplementary data. All videos should have an accompanying legend.

(v) References should be formatted in name year style at submission, authors are responsible for their accuracy.

(vi) Acknowledgements and details of funding sources should be included at the end of the text. Please refer to your funding organizations to acknowledge their support. PubMed Central links will require a specific grant number to be referenced.

(viii) Please list all author contributions upon submission of the manuscript.

(ix) Please also define non-standard abbreviations at the first occurrence and number figures and tables consecutively.

Upon revision papers should be submitted in an editable file format (i.e. not PDF) and figures should be submitted as separate, high-resolution, files.

For information on Latex files, please see:

<http://www.oxfordjournals.org/en/authors/latex-files.html>

Figures / ILLUSTRATIONS

For information on how to submit figure files, please see the Oxford Journals page on figures <http://oxfordjournals.org/en/authors/figures.html>.

You can also send queries about figure files to [fqs\\_oup@newgen.co](mailto:fqs_oup@newgen.co)

## **Supplementary material**

Submit all material to be considered as Supplementary Material online at the same time as the main manuscript. Ensure that the supplementary material is referred to in the main manuscript at an appropriate point in the text. Supplementary material will be available online only and will not be copyedited, so ensure that it is clearly and succinctly presented, and that the style conforms with the rest of the paper. Also ensure that the presentation will work on any Internet browser. It is not recommended for the files to be more than 2 MB each, although exceptions can be made at the editorial office's discretion.