

JOURNAL OF FOOD PROTECTION®
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SCOPE OF THE JOURNAL

The *Journal of Food Protection*® (*JFP*) is an international monthly scientific journal in the English language published by the International Association for Food Protection (IAFP). *JFP* is intended for publication of research and review articles on all aspects of food protection and safety. Major emphases of *JFP* are placed on studies dealing with:

1. Causes (primarily microbial, microbially derived toxins, food-related toxicants, and allergens) and pre- and post-harvest control of all forms of foodborne illness as well as risk assessment;
2. Contaminants (e.g., feces, insects, rodents) and their control in raw foods and in foods during processing, distribution, preparation, and service to consumers;
3. Causes of food spoilage and its control through processing;
4. Food fermentations and food-related probiotics;
5. Microbiological food quality and methods to assay microbiological food quality
6. Methods for detecting and quantifying microbial and chemical contaminants in human and animal food and feed.
7. Identification, survival, inactivation and control of pathogenic microorganisms and toxigenic molds in pet food and animal feed.

Manuscripts of a sensitive nature. Bioterrorism and food security are of major concern to all involved in food production, processing, evaluation, and distribution including members of IAFP. Manuscripts dealing with sensitive issues are expected to approach the subject from a preventative stance and not provide a how-to guide. A review policy is used in the evaluation of manuscripts submitted for publication in journals printed by IAFP to minimize the possibility that their contents may be used to pose a food security threat.

Suitability for publication. Prospective authors with questions about the suitability of their research are invited to request an opinion from the Scientific Editors.

HOW TO SUBMIT MANUSCRIPTS

Submit manuscripts online via AllenTrack at <http://foodprotection.allentrack.net>. Instructions for online submission and a sample manuscript for formatting purposes are available on the site. Corresponding authors will be required to complete an electronic “Assignment of Copyright” form after their manuscript has been reviewed and revised. All material dealing with affairs of the Association, book reviews, or news and events of interest to IAFP Members is published in *Food Protection Trends (FPT)*. Such material should be sent directly to Donna Bahun, *FPT* Production Editor, at dbahun@foodprotection.org.

Open Researcher and Contributor ID (ORCID)

JFP now publishes author ORCID IDs in articles. ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.

The ORCID Registry is available free of charge to individuals, who may obtain an ORCID identifier, manage their record of activities, and search for others in the ORCID Registry. Click the appropriate login link at <http://foodprotection.allentrack.net> to either register for a new ORCID or associate an existing ORCID. A new page will open to create and/or validate your ORCID. Once the validation is complete, the new page will close and you will return to AllenTrack to finish your submission.

TYPES OF PAPERS

Research Paper. A research paper reports the results of original research that have not been published elsewhere. If the research has in part been previously reported, such as on a Web site, in a thesis or dissertation, or in another journal, this must be disclosed in the author’s letter of submission. The journal will consider for publication research reports, which due to government regulations, have previously appeared on Web sites. A research paper usually consists of 10–12 double-spaced typewritten pages of text (not including the title page, abstract, reference list, figure legend, tables, and figures). A research paper deals with its subject in some depth.

Research Note. A research note is a shorter paper that describes observations made in a limited area of investigation. Negative results are sometimes best reported in the form of a research note. However, the research note should not be used as a vehicle for reporting results of inferior research. A research note usually consists of nine or fewer double-spaced typewritten pages of text (not including the title page, abstract, reference list, figure legend, tables, and figures). The author must specify that a manuscript is submitted as a research note so it can be properly evaluated during the review process.

Review and Mini-Review papers. Review papers are scholarly summaries of the literature that synthesize the current state of knowledge. While review papers covering any aspect of food protection or safety can be submitted for consideration, papers that critically evaluate emerging, neglected, or “hot” topics in which there have been important recent advances are particularly encouraged. The journal also publishes mini-reviews. These papers focus on a narrower aspect of food safety and are generally under 8,000 words in length (including text and references). All review papers should include a title page, abstract, introduction, main text with appropriate headings and subheadings (paragraph lead-ins), conclusions, acknowledgments (optional), and references. Use of summary tables and figures is also encouraged.

General Interest. General interest papers are scholarly discussions that do not fit the definition of a “Review” paper. They may be, for example, recommended methods developed by an expert committee or organization, interpretation or presentation of foodborne pathogen prevalence or foodborne illness statistical data, or best practices for control of foodborne pathogens, etc. A general interest paper should include a title page, abstract, introduction, main text with appropriate headings and subheadings (paragraph lead-ins), conclusions, acknowledgments (optional), references, tables, and figures.

Letter to the Editor. *JFP* invites letters to the editor. Letters commenting on articles printed in this publication are subject to review from the Scientific Editors before acceptance. Letters to the Editor are limited to no more than five double-spaced pages. The author of the article that is the focus of the letter is provided the opportunity to respond to the comments. This response is sent back to the author of the letter who is then given the option to continue with the publication process or to withdraw the Letter to the Editor. If withdrawn, neither the Letter to the Editor nor the author's response will be published. If not withdrawn, both the Letter to the Editor and the author's response will be published in their entirety. Send all Letters to the Editor directly to Didi Loynachan, Administrative Editor, at dloynachan@foodprotection.org. Do not submit online.

PREPARATION OF MANUSCRIPTS

All parts of manuscripts must be typed fully double-spaced, at least 11-pt. type including references, tables, table captions, footnotes, and figure legends. Manuscripts must be in Word or RTF format. Page margins on all sides must be 1 in. (2.5 cm) wide. Lines on each page must be numbered to facilitate review of papers, but final revised manuscripts must NOT have line numbers. Number all pages, including tables and figures. *JFP* uses American conventions of spelling and punctuation.

Manuscripts are divided into sections, which must be arranged in the following order:

- Title page
- Abstract
- Introduction
- Materials and Methods
- Results
- Discussion
- Acknowledgments
- References
- Figure legend(s)
- Tables
- Figures

Except for the introduction, all of these sections have separate headings, which should appear in the manuscript worded exactly as above.

Subheadings take the form of paragraph lead-ins. Paragraph lead-ins should be boldface, indented, and run in with the text, separated by a period. Third-order subheadings will not be accepted. *JFP* follows many of the recommendations for manuscript preparation in the *ASM Style Manual*, 2nd ed., 1991, published by the American Society for Microbiology. Authors will find useful guidance concerning scientific nomenclature, abbreviations, numbers and measurement, English, references, tables, and figures, as well as a helpful bibliography. For further reference, see *Scientific Style and Format: The CBE Manual*, 6th ed., Cambridge University Press, 1994; *The Chicago Manual of Style*, 15th ed., University of Chicago Press, 2003; and the bibliographies in these guides.

ORGANIZATION OF RESEARCH PAPERS AND RESEARCH NOTES

Title Page. Type double-spaced on a separate page. At the top provide a running head indicating the topic of the paper, followed by the type of manuscript (i.e., Research Paper, Research Note, etc.). Then list the full title of the paper, the names of all authors, and name and address of the institution(s) or organization(s) where the work was done. Do not use trade names in titles. When authors are affiliated with more than one department or unit within an institution or with more than one institution, superscript numbers are used to indicate each author's address. Above the footnotes, supply up to six key words, indicating the principal topics of the paper. Footnotes are used to give the present addresses of authors who are no longer at the institution(s) where the work was done. A footnote asterisk (*) must be placed after the name of the author to whom correspondence about the paper and proofs are to be sent. The telephone, fax, and e-mail numbers of this author are placed in the footnote of the author for

correspondence. No manuscript text appears on the title page. Statements regarding institutional practices are not allowed in any part of the manuscript. Statements disclaiming endorsement or approval of the views reflected in the manuscript should be in the Acknowledgment section.

Abstract. An abstract of no more than 2,000 characters, including spaces, must be placed on the second page of the manuscript to summarize the principal points of the study. The abstract contains only the abstract title and does not contain references, figures, or tables. Abstracts are reprinted separately by abstracting services and therefore must be meaningful without reference to the body of the paper.

Introduction. The introductory section has no title and begins on the page following the abstract. It provides the reader with sufficient background information to evaluate the results of the research. An extensive review of the literature is not needed. The introduction also gives the rationale for and objectives of the study that is being reported.

Materials and Methods. Sufficient information must be provided so that another researcher can repeat the experiments that are described in the paper. If reference is made to a method published elsewhere in a journal or document that may not be readily available to most readers, then details of the method are to be included. If a published method is modified, such modification(s) must be described. Sources (company, city, state, or country) of chemicals, bacterial strains, reagents, and equipment must be identified. Delete registered and trademark symbols when given with trade names.

Availability of Materials. By publishing in the journal, the authors agree that, subject to requirements or limitations imposed by national or international laws or regulations, or institutional policies, any DNAs, viruses, microbial strains, mutant animal strains, cell lines, antibodies, and similar materials described in the article are available from a national collection or will be made available in a timely fashion, at reasonable cost, and in limited quantities to members of the scientific community for noncommercial purposes. The authors agree that they have the authority to comply with this policy either directly or by means of material transfer agreements through the owner.

Microarray Data. Where appropriate, complete microarray data must be deposited in a public database such as GEO, ArrayExpress, or CIBEX and must be accessible without restriction from the date of publication. The accession number must be included in the paper before publication and be accompanied by the Web site address of the databank.

Results. The Results section provides information by means of text, tables, and figures. Results and Discussion may be combined, or there may be a separate Discussion section. If a Discussion section is to be included, place extensive interpretations of results in the Discussion section. Tables and figures must be numbered in the order in which they are mentioned in the text. All tables and figures must be cited in the text. Tables and figures reporting results should not be cited in the “Materials and Methods” section.

Discussion. Do not extensively repeat the introduction or “Results” sections. Provide an interpretation of the results in relation to known information. Conclusions should be included in this section.

Acknowledgments. Acknowledge financial and personal assistance (sources other than your institution) and any potential conflict of interest. Additionally, disclaimers of product endorsement or disclaimers of the views reflected by the manuscript are appropriate here.

ORGANIZATION OF REVIEW, MINI-REVIEW, OR GENERAL INTEREST PAPERS

Review, mini-review, or general interest papers must have a title page and an abstract as described in the section on research papers. Do not include a table of contents. The remainder of the text begins with an introductory statement and then is divided into appropriate sections with headings and subheadings. An acknowledgment section may come at the end of the text, followed by the references, as described for a research paper. Authors are encouraged to cite original references where possible, but it is acceptable to use appropriate recent review papers in lieu of discussing numerous older papers. When appendices are included in a general interest or review paper, the decision to publish them in the article or separately as supplemental material (see below) is at the discretion of the Editor.

REFERENCES

- Number and order the references alphabetically by the last name of the authors between and within each reference.
- Order references chronologically only when all authors' names are the same with the newest first.
- Only the first author's name and initials are inverted. Coauthors should be listed by first name or initials, then last name.
- All references must be cited in the text by italicized numbers in parentheses, with a space between the numbers of the references: (3, 7, 22). Lists of references should be in numerical order.
- Journal names should be italicized and abbreviated according to the style of *BIOSIS*.
- References may be made to papers that are in press, i.e., that have been accepted for publication. References for papers that have not been accepted for publication should be listed by the authors' names, as submitted for publication. Do not include the journal name or year.
- Examples of different types of references are given below.

Paper in a journal

1. Moschonas, G., I. Geornaras, J. D. Stopforth, D. Wach, D. R. Woerner, K. E. Belk, G. C. Smith, and J. N. Sofos. 2012. Antimicrobials for reduction of *Salmonella* contamination in uncooked, surface-browned breaded chicken products. *J. Food Prot.* 75:1104–1175. doi:10.4315/0362-028X.JFP-11-492.
2. Santillana Farakos, S. M., D. Schaffner, and J. F. Frank. 2014. Predicting survival of *Salmonella* in low-water activity foods: an analysis of literature data. *J. Food Prot.* 77:1448–1461.
3. Tenorio-Bernal, M. I., B. P. Marks, E. T. Ryser, and A. M. Booren. 2013. Evaluating the predictive ability of a path-dependent thermal inactivation model for *Salmonella* subjected to prior sublethal heating in ground turkey, beef, and pork. *J. Food Prot.* doi:10.4315/0362-028X.JFP-12-279.

Paper or chapter in a book

1. Stopforth, J. D., J. N. Sofos, and F. F. Busta. 2005. Sorbic acid and sorbates, p. 49–90. In P. M. Davidson, J. N. Sofos, and A. L. Branen (ed.), *Antimicrobials in foods*, 3rd ed. CRC Taylor and Francis, Boca Raton, FL.

Book by author(s)

1. Pitt, J. I., and A. D. Hocking. 1997. *Fungi and food spoilage*. Blackie Academic and Professional, London.

Book by editor(s)

1. Doyle, M. P., and R. L. Buchanan (ed.). 2012. *Food microbiology: fundamentals and frontiers*, 4th ed. ASM Press, Washington, DC.

Patent

1. Hussong, R. V., E. H. Marth, and D. G. Vakaleris. January 1964. Manufacture of cottage cheese. U.S. patent 3,117,870.

Publication with no identifiable author or editor

1. Anonymous. 2001. Real decree 3-484/2000 (12 January 2001) on the hygiene of ready-to-eat foods. BOE no. 11. Boletín Oficial de Estado, Madrid.

Electronic mail

E-mail messages should include the name of the person who sent the message, the date, the subject, the sender's e-mail address, and availability (if appropriate).

1. Notaro, J. 13 June 1994. Banned in the USA [e-mail: jnotaro@ukans.edu]. Available from: the author at Smith@odo.msoe.edu.

If the subject is not available, the message should be listed as a Personal Communication.

2. Sofos, J. N. 3 January 2001. Personal communication [e-mail: john.sofos@colostate.edu].

Web pages

Include author, date, title, availability information, and accession date, if needed.

1. Anonymous. 19 February 2000. Avis du Centre national de reference des Listeria de l'Institut Pasteur [press release]. Available at: <http://www.agriculture.gouv.fr/actu/doss/com190200.htm>.
2. U.S. Food and Drug Administration. 1999. Guidance for industry: reducing microbial food safety hazards for sprouted seeds. Docket no. 99D-4488. Available at: <http://vm.cfsan.gov/~dms/sprougd1.html>. Accessed 17 July 1999.
3. Wang, S. L., and G. C. L. Chu. 2001. Evaluation of modified atmosphere packaging systems for retaining freshness of Ontario's fruit and vegetables. Available at: <http://gov.on.ca/OMAFREA.../archives/researchfund/ofpdocs/fp4041.html>. Accessed 9 November 2001.

Full-text articles obtained from an online source

For journals without volume and page information, a document number may be used:

1. Harrison, C. L., P. Q. Schmidt, and J. D. Jones. 2 January 1992. Aspirin compared with acetoaminophen for relief of headache. *Online J. Therap.* [serial online]. Doc. no. 1.

For journals with volume and page information, include same information as print journals as well as availability information and accession date:

1. Friedman, S. A. January 1988. Preeclampsia: a review of the role of prostaglandins. *Obstet. Gynecol.* [serial online] 71:22–37. Available from: BRS Information Technologies, McLean, VA. Accessed 15 December 1990.

SUPPLEMENTAL MATERIAL

Supplemental material is information that is useful to readers, but is not essential to understanding the main results of the published article. Supplemental material can be hosted on the *JFP* Web site for published articles beginning in 2017. These materials may include additional figures, data sets and other tables, appendices, and additional references. One or more files may be hosted as long as they are relevant to the main article.

Supplemental material should be uploaded as part of the manuscript submission through the journal's AllenTrack Manuscript Submission System. It is preferred that supplemental figures and tables are provided in one file with each item numbered as Figure S1, Table S2, etc. Authors may choose to include figures and tables in the same file with supplemental text and/or other materials. During the process, authors should select the “Supplemental Material” paper type and appropriately title the files. The name assigned to each item should be used when citing the material within the article text.

Files will be accepted in all commonly used formats including: .docx, .pdf, .xlsx. It is the author's responsibility to put supplemental material in a final, copyedited form before submission. The authors must certify that they have the right to publish all supplementary materials and are not violating copyright or software licenses by doing so. Copyright of supplementary materials remains with the original copyright holder. All supplemental material hosted on the *JFP* Web site will be fully available to everyone.

Supplemental material will be assigned a supplement DOI by the publisher. The DOI of a supplement should be the DOI of the original article with .s1, .s2, etc., appended at the end. In the original article, a “Supplemental Material” section should precede the references as follows:

Supplemental Material

Supplemental material associated with this article can be found online at:
[URL to be completed by the publisher].

PREPARATION OF TABLES

If submitting tables, the format must be XLS or DOC. In DOC files, use the Table Tools feature; do not insert as a graphic. Each table, comprising the title, body, and footnotes, must be typed double-

spaced on a page separate from the text, following the Figure Legend(s) or References. Number tables in the order in which they are first cited in the text. The title is brief but fully descriptive of the information in the table. Headings and subheadings must be concise; abbreviations are used. Use no vertical rules and only three full horizontal rules: under the title, under the box heads, and at the bottom of the table. Use italic superscript letters for footnotes. Like data in columns must read down, not across. A well-organized table should be understandable without extensive reference to the text.

PREPARATION OF FIGURES

Type figure legends double-spaced in a list on a page separate from the figures. The figure legends should be placed within the manuscript file following the References. Number each consecutively in the order in which they are first cited in the text. All illustrations, both line drawings and halftones (e.g., photographs), must be submitted in electronic format, preferably in separate files. Figures should not be less than 85 mm wide and should not be framed with a box. Figures containing multiple components (e.g., 1A, 1B, 1C, etc.) should be mounted together on the same page with appropriate labels. Place the figure number in the upper-right corner of the page. Data presented in figures must not be repeated in tables.

Figures are normally published in black and white. Figures can be printed in color, but there is an additional cost to the author. Authors wishing to publish figures in color should indicate this when submitting the manuscript. Embed fonts when using Photoshop, CorelDraw, Illustrator, and other graphics programs. If you do not embed your fonts, and we do not have them in our library, your figure will not convert to PDF.

The preferred formats for electronic figures are TIF, EPS, JPG or PDF. The following native application file formats are also acceptable for final figures: Adobe Photoshop, Adobe Acrobat, Illustrator, Macromedia FreeHand, Corel Draw, Canvas, PowerPoint, Word and Excel. If you have other software, you should scan your figures and submit as TIF files. The resolution required for halftone and color images is 300 dots per inch (dpi); line is usually good at 300 dpi, but if there are fine lines and screens, figures should be scanned at 600 dpi. Please note that images that are in JPG or GIF format are normally 72 dpi and not acceptable for printing. Digital color files must be submitted in CMYK mode.

COMMON ABBREVIATIONS

Frequently used acceptable abbreviations are given below. For further details on abbreviations, see the current edition of the *ASM Style Manual*. Note that a period is used with some but not all abbreviations. Abbreviations of non-SI units (e.g., atm) must be followed by the corresponding converted quantity and SI unit in parentheses: 1 atm = 101.29 kPa.

ångström, Å	gravity, <i>g</i>
atmosphere, atm	hour(s), h
base pairs, bp	high-performance liquid chromatography, HPLC
calorie, cal	international unit, IU
centimeter, cm	intramuscular, i.m.
CFU (never spelled out:	intraperitoneal, i.p.
colony-forming units)	intravenous, i.v.
cubic centimeter, cm ³	kilocalorie, kcal
day (no abbreviation)	kilogram, kg
degrees Celsius, °C	kilometer, km
degrees Fahrenheit, °F	lethal dose, median, LD ₅₀
diameter, diam	liquid chromatography-tandem mass spectrometry, LC-MS/MS
enzyme-linked immunosorbent assay, ELISA	limit of detection, LOD
equivalent weight, eq wt	liter, L
fluid ounce, fl oz	logarithm (base 10), log
Fourier transform infrared spectroscopy, FTIR	logarithm (base <i>e</i>), ln
gram, g	

lumen, lm	number, no.
lux, lx	optical density (please indicate wavelength), OD
matrix-assisted laser desorption/ionization time of flight, MALDI-TOF	parts per billion, ppb
milliliter mL	parts per million, ppm
meter, m	PCR (never spelled out: polymerase chain reaction)
microequivalent, μ eq	percent, %
microgram, μ g	PFU (never spelled out: plaque-forming units)
microliter, μ L	pulsed-field gel electrophoresis, PFGE
micrometer, μ m	real-time (quantitative) PCR, qPCR
micromole, μ mol	reverse transcription PCR, RT-PCR
milliequivalent, meq	revolutions per minute, rpm
milligram, mg	second, s
milliliter, mL	species (singular), sp.
millimeter, mm	species (plural), spp.
millimolar, mM	specific activity, sp act
minute(s), min	thin-layer chromatography, TLC
molar, M	UV (never spelled out: ultraviolet)
mole, mol	volume/volume (v/v)
most probable number, MPN	weight/volume (w/v)
nanometer, nm	weight/weight (w/w)
normal, N	whole genome sequencing, WGS

POLICY ON COMMERCIALISM

Manuscripts submitted for consideration for publication in *JFP* are not to be used as a platform for commercialism or the promotion of branded products or services. References to branded products or services, except as may be warranted by scientific merit and research data or as are necessary for the understanding evaluation and replication of the work, described are to be avoided. In general, the trade name of a product should be used only once in a manuscript and that is in the “Materials and Methods” section. In addition, evaluation of scientific merit is not possible with strict proprietary secrecy. Authors must reveal the basis for the activity or mechanism of a proprietary product so that reviewers may gauge its plausibility. The excessive use of brand names, product names, logos or trade names, failure to substantiate performance claims, and the failure to objectively discuss alternative methods, processes, products, and equipment may be considered indicators of commercialism. Disclosure and acknowledgment of both funding sources and any conflicts of interest by the authors is encouraged. Restricting commercialism benefits the authors and the audience of *JFP*. The Scientific Editor shall in his or her sole discretion, determine whether a submitted manuscript violates this policy on commercialism.

REVIEW PROCEDURE

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be proofread carefully according to the instructions attached and returned within 4 days. Authors will be charged for major corrections to their proofs.

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Member and Nonmember	\$550	\$750	Request a quote
Mini-Review	up to 19	20 to 39	
Member and Nonmember	350	\$550	
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COMMON PROBLEMS WITH MANUSCRIPTS

- Authors not providing all author names consistently throughout the submission and manuscript preparation processes in the correct order for publication: first name, middle name/initial, last name.
- Authors not providing a fax number on the title page of the manuscript (or indicating they do not have a fax).
- Authors not providing manufacturer names and locations (city and state; country if necessary).
- Improper subheading format—subheadings should be paragraph lead-ins, not separate from the paragraph. They should be indented, bold font and end with a period. They must not be numbered. Only one level of subheading is allowed.
- References:
 - Not numbered in correct alphabetic order, e.g., Food and Drug Administration under U.S. Food and Drug Administration, and FSIS under U.S. Department of Agriculture, Food Safety and Inspection Service
 - Journal titles are not abbreviated according to BIOSIS format and italicized
 - Issue numbers are not necessary for journals with continuous pagination
 - Inclusive pages are not provided for each reference
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ENGLISH LANGUAGE AND COPYEDITING SERVICES

Manuscripts submitted to scholarly journals are sometimes rejected not on the basis of their science but because of poor readability. This is especially true of manuscripts submitted by non-native speakers of English. We encourage authors to ensure that their manuscripts are carefully edited for readability and correct use of the English language prior to submission.

There exist a number of professional language and copyediting services, some of which are listed below, that may be of assistance to you. Provision of these sources does not imply *JFP*'s endorsement of any individual or agency. Professional qualifications and compensation must be discussed directly with the editing service that you contact.

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ONLINE SUBMISSION INSTRUCTIONS

Review Process

The manuscript submission and peer review process is broken down into the following 6 steps:

1. The Author submits a manuscript.
2. The Administrative Editor assigns a Scientific Editor to the manuscript.
3. The Scientific Editor assigns 2+ Reviewers to the manuscript.
4. The Reviewers review the manuscript.
5. The Scientific Editor makes the final decision.
6. The Author is contacted with the decision.

Submission Process

The manuscript submission process is broken into a series of four parts that gather detailed information about your manuscript, allow you to upload the pertinent files, and ask you to validate your manuscript submission. There are two parts for manuscript information including Files and Manuscript Information. Each part has several tabs. The parts and tabs can be completed in any order. If you begin at Files and continue through the process clicking the “Next” button, the Web site will prompt you to complete each step in the submission process.

The submission process has the following parts:

1. **Files** - The first tab asks for the actual file locations on your computer (via an open file dialog). After finding all of your files, press the “Upload Files” button. Once the files are uploaded, you will list what type of file you have. Once you have chosen the file type, you can give each file a special title or description. Next you can select a file order. The file order will be used to determine the sequence of the files in the merged pdf. A merged pdf of your submission will be created so that Editors and Reviewers can download all of your manuscript files as one pdf. You will also check off the box at the bottom that says “Please check here to verify that you have completed the ordering and selection process.”
2. **Manuscript Information** - A series of tabs will ask for information such as title, abstract, author contact information, key words, detailed information, required questions, and reviewer suggestions. Each question marked with an asterisk is required.
3. **Validate** - When you arrive at the validate screen, the system may ask you to answer those questions from the Files and Manuscript Information parts that are incomplete. Once you have modified them appropriately, press the “Return to Validation” button. Pressing the “Next” button will move you through each tab again. Once all of your manuscript information has been completed, the system will show you a list of pdf conversions of your manuscript files. If the pdfs are not yet ready, you can wait and return later to this screen. The files with a red arrow next to them will need to be opened and viewed. Once you have viewed the file and approve of it, check off the approve box. After approving your files, the next step is to validate the manuscript information. Clicking “Next” at the bottom will approve this information.
4. **Submit** - Clicking the “Approve Submission” link will allow you to complete the submission process and send the manuscript to the Editorial Office for QC. If the Editorial Office asks for changes to be made to your submission, you can make the changes and complete the submission process again.


Before submitting a manuscript, please gather the following current information:

- All Authors
 - First Names, Middle Names/Initials, Last Names
 - Current Postal Addresses

- Work Telephone Numbers
 - Current E-mail Addresses
 - ***As you enter each of your authors, please enter the first and last name (and/or email address) and click the “FIND PERSON” button to verify whether an account already exists for each individual. In doing this the author's information will be inserted into this form and creation of duplicate accounts can be avoided.***
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- Title and Running Title (you may copy and paste this from your manuscript)
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 - Key Words
 - Names, e-mail addresses, and institutions of suggested reviewers (optional).
 - A cover letter that explains how your paper is innovative, provocative, timely, and of interest to a broad audience. It should list any papers by any of the authors that have been published within the past year or that are in review or in press.
 - Manuscript files in Word or RTF format. **All text lines in your manuscript (including references) must be numbered to facilitate review of your paper.**
 - Tables should be included in the manuscript file following the References and Figure Legend(s) in XLS or DOC formats. Use the Table Tools feature; do not insert tables as graphics/pictures.
 - Figures/Images files in TIF, EPS, PDF or JPG format (files should be no larger than what your outgoing server will allow). They should be submitted as separate files (one figure per page). **Figures containing multiple components (e.g. 1A, 1B, 1C, etc.) should be placed together on one page with appropriate labels.**
 - Please place the figure number in the upper right corner of the figure.
 - Figures should be submitted in black and white unless you plan to publish in color. Additional fees apply to color publication.

After the manuscript is submitted, you will be asked to select the order you would like the files to be displayed in a merged PDF file that the system will create for you. Next, you will be directed to a page that will allow you to review your converted manuscript. If the conversion is not correct, you can replace or delete your manuscript files as necessary. You may also add additional files at this time. After you have reviewed the converted files, you will need to click on “Approve Converted Files.” This link will have a red arrow → next to it. Throughout the system, red arrows → reflect pending action items that you should address.

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After you approve your manuscript, you are finished with the submission process. You can access the status of your manuscript at any time via:

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If you want to withdraw your manuscript at any point during the review process, please contact the editor, provide your manuscript number, and ask that the manuscript be withdrawn.