



A Guide for Authors

Submission of manuscripts

All manuscripts must be submitted to the publication office of FSCJ by e-mail (fs-journal@cao.go.jp) in attached files. The text of manuscripts should be submitted in both MS-Word and PDF files, and figure(s) and table(s) of the manuscripts should be saved individually in PDF files. In an accompanying letter, authors should state that the manuscript, or parts of it, have not been and will not be submitted elsewhere for publication. All authors' e-mail addresses should be noted. There are no page charges for Food Safety. Manuscripts are welcome from all countries.

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Disclaimer

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Editorial review

Manuscripts are peer-reviewed by two reviewers according to the instructions from the Editor-in-chief. Reviewers should recuse themselves from the peer-review process if a conflict of interest exists. If there is an inconsistent evaluation between two reviewers, a third reviewer is selected.

Decisions of the Editors are final. Authors will receive page proofs of their articles before publication, and should answer all queries and carefully check all editorial changes at this point.



Types of articles

The journal will feature four types of articles: Original articles, short communications, reviews, and risk assessments conducted by FSCJ. The risk assessments are published in this journal as risk assessment reports and their summaries prepared by FSCJ. The other articles are subjected to peer review.

Instructions for authors

General requirement

Original Articles, short communications and reviews which are unpublished or not being considered for publication elsewhere are accepted. All manuscripts must be written in English.

The manuscripts should be double-spaced to facilitate printing for reviewing and editing. Authors should number all of the pages of the manuscript consecutively, beginning with the title page, to facilitate the editorial process.

Ethical Statement

If a study has involved any contact with human subjects, authors should state in their Materials and Methods section that their institution's review board has approved the study proposal, as well as the manner in which informed consent was obtained from subjects (if applicable). Authors should follow the principles outlined in the Declaration of Helsinki. For studies involving animals, authors should state in their Materials and Methods section that all work had been conducted according to relevant national and international guidelines and prior approval obtained for all protocols from the author's institutional or other relevant ethics committee.

Preparation of manuscripts

■ Styles of articles

“Original articles” should consist of the following contents: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References, Legends to Figures, Tables, and Figures (graphs, photographs and illustrations). The Results and Discussion sections can be appropriately combined. Data included in the articles must be original and should be as timely as possible.

“Short communications” are intended for the presentation of brief observations. They should consist of the following contents: Title page, Abstract, Introduction, Materials and Methods, Results and Discussion, Acknowledgements, References, Legends to Figures, Tables, and Figures (graphs, photographs and illustrations). Data included in them must be original and should be as timely as possible. The text should not exceed 1,500 words. Figures and Tables

should be kept to minimum.

“Reviews” should consist of the following contents: Title page, Abstract, appropriate sections with headings, Acknowledgements, References, Legends to Figures, Tables, and Figures (graphs, photographs and illustrations).

■ **Title page**

The first page should include the title of the article, name of author(s) and their affiliation and address, running title (6 words or less), and corresponding author including name, affiliation address and e-mail address. Title should not exceed 75 characters, including punctuation and spacing. The first and last names of the authors should be written in full, and the middle names should be abbreviated to initials.

The name, mailing address, telephone and fax numbers, and e-mail address of the corresponding author should be included. The corresponding author should indicate clearly whether his or her e-mail address can be published.

Three to six key words should be listed in alphabetical order.

■ **Abstracts**

The abstracts of no more than 300 words for “Original article” and those no more than 250 words for “Short communications” should show the objective, methods, results and conclusions of the research. The abstracts of 300 words for “Reviews” should show the objective, and major findings.

■ **Materials and Methods**

The Materials and Methods section should include sufficient details to allow the experiments to be repeated.

■ **Results**

The Results section provides information by means of text, tables, and figures. 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.

■ **Discussion**

The Discussion provides an interpretation of the results in relation to known information. Conclusions should be included in this section. Authors should not extensively repeat the introduction or Results sections.



■ Acknowledgement

All persons who made substantial contributions to the work reported in the manuscript (e.g., data collection, analysis, or writing assistance) but who are not authors could be named with their specific contributions.

■ Conflict of interest

The corresponding author is responsible for obtaining the relevant information from all co-authors. Either appropriate declarations or “The author(s) has (have) no conflict of interest” should be mentioned in this section.

■ References

References should be numbered in the order they appear in the text. References must be identified with superscript Arabic numerals in text, tables, and legends. When listing references, abbreviate names of journals according to the journal list in PubMed should be used. All authors and/or editors up to 6 should be listed; if more than 6, list the first 3 followed by “et al.”. Journal references should include the issue number in parentheses after the volume number, if applicable. Authors are responsible for the accuracy and completeness of their references and for correct text citation.

All citations shown below are examples of the most frequently used. For more examples of other kinds of source materials, refer to American Medical Association Manual of Style JAMA.

Examples of reference style:

1. Mabbott NA, MacPherson GG. Prions and their lethal journey to the brain. *Nat Rev Microbiol.* 2006; 4: 201-211.
2. Bruce ME, Will RG, Ironside JW, et al. Transmissions to mice indicate that 'new variant' CJD is caused by the BSE agent. *Nature.* 1997; 389: 498-501.
3. Satoh H. Chapter 5 Mercury. *Aging and Vulnerability to Environmental Chemicals.* Weiss B, ed. Cambridge, UK: RSC Publishing; 2013: 125-150.
4. Steinbrook R, Ross J. "Transparency reports" on industry payments to physicians and teaching hospitals. doi:10.1001/jama.2012.211. [published online ahead of print March 14, 2012] *JAMA.*
5. OECD. OECD Guidelines for the Testing of Chemicals. Transgenic rodent somatic and germ cell gene mutation assays (TG488). 2011. Accessed January 7, 2017.
6. Nishikado Y. [Studies on the wheat scab by *Gibberella zeae* (Schw.) patch, and its control (I, II).] *Nogaku Kenkyu.* 1957; 45: 59-86. Japanese.

■ **Figures, Tables and Supplementary material**

Figures and Tables should be prepared in final printed size, not exceed 140 mm horizontally and 200 mm vertically. Lettering must be sufficiently large and clear. Legends to figures should be prepared on separate pages. For preparing Tables, vertical lines should not be used and the title should be placed at the head and legend at the foot.

Additional data can be also submitted as "Supplementary files" during the manuscript submission process. The supplementary files should be submitted in PDF (preferable), Word, Excel, JPEG format, and submitted along with the manuscript. Please contact the editorial office for further information.

■ **Abbreviations**

Special abbreviations should be given in parentheses after a full description of the non-abbreviated term upon their first appearance in the text. The SI unit system should be used. Genus and species names should be typed in italics.