

1.0 PRE-SUBMISSION TIPS TO ENSURE YOUR MANUSCRIPT IS HANDLED PROMPTLY

Authors SHOULD NOT contact the Editor or Editorial board member (s) for seeking opinion on suitability of your manuscript (MS) for submission. This decision is best left to you (and your co-authors).

For smooth handling of MS by the Editorial Office (EO), authors may ensure that the -

- MS fits the *Aims & Scope* of the journal.
- Cover letter is prepared, introducing your article and explaining the novelty of the research, identifying important outcomes of the work.
- List of at least three potential reviewers with contact details (i.e., Full name, designation affiliations and official address, official e-mail and alternate email, if available
- The text is written in good English.
- Text in the MS is clearly divided into sections as mentioned in the instructions; that the line and page numbers are continuous and the text is double-spaced.
- Any experiments involving humans/animals are accompanied by an ethical statement.
- Conflict-of-interest statement is included at the end of the manuscript.
- Additional electronic material in support of your MS, if any.
- All relevant sources (i.e. peer-reviewed articles, websites, books, theses etc.) are included in the Reference list. Number of references do not exceed the prescribed limit. Any pre-print edition/online repository of the theses referred in the MS must be upfront declared in the cover letter and appropriately referenced in the MS.

2.0 SUBMISSIONS

1. Cover letter

All manuscripts must be accompanied by a cover letter, addressed to the Editor, which should clearly present the descriptions about the significance of research work, including its originality, its contribution to new knowledge in the field, and its relevance to the journal's aims & scope especially in the context of core food science and technology and Veterinary science and animal husbandry.

If author(s) do not enclose a covering letter covering aspects as mentioned below, the MS would be returned by the corresponding author.

2. Confidentiality

Authors should treat all communication with the Journal as confidential which includes correspondence with direct representatives from the Journal such as Editors and/or reviewers' reports unless explicit consent has been received to share information.

3. Permissions

Author(s) wishing to include figures, tables, or text passages from other copyrighted works must obtain written permission from the copyright owner(s) for both the print and online format and appropriately credit the source(s) in the article. Please be aware that some publishers do not grant electronic rights for free and that the journal/publisher will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used. Authors must submit evidence that such permission has been granted

when submitting their manuscript. Any material received without such evidence will be assumed to originate from the authors.

4. Types of Manuscripts

- Original Research articles
- Review articles
- Short Communications
- Case reports / surveys

3.0 MANUSCRIPT FORMAT AND STRUCTURE

- Refer the latest articles and manuscript template from JFAS for format of each section. There is no page limit for manuscripts. The article should be typewritten in Times New Roman font (double space) with font size 12.
- Title (should be clear, descriptive and not too long) Font size 14, uppercase, left aligned.
- **Please Do Not Include Author Name and Affiliation in Word File** as we follow double blind peer review process.
- Structured Abstract
- Keywords (indexing terms), normally 3-6 items.
- Introduction (should include recent references)
- Materials studied, area descriptions, methods, techniques (Include permission of Animal Ethics Committee if needed)
- Results and Discussion- The results and discussion should be combined to avoid repetition
- Conclusion
- Acknowledgement if any
- Competing interest statement
- Authors' Contributions (include in revised manuscript only) as we follow double blind peer review process.
- References
- **Research article:** 20% references must be of research/review papers published during past five years. Review article: 30% references must from papers published during past five years.
- Tables
- Figure captions
- **References:** title of the article, name of the journal (abbreviation of journal in italics), volume number in bold type and page numbers should be included in the form. Abbreviation for the title of the journal should be in accordance with the "World list of scientific periodicals".

Guidelines for citation and listing of references in the article

Citation of references in the text

1. When using common knowledge

Facts and information in common use, that can be verified in a number of places and are likely to be known by a large number of people, are known as "common knowledge". When a common knowledge is referred, a source need not be cited. For example: "Thymus is a primary lymphatic organ".

2. Work by a single author

Place the year within parenthesis immediately after author's last name or surname (without initials) or if the reference is cited after writing a sentence, it shall be surname followed by a comma and the year, both in parenthesis as in: "Mariappa (1985) reported that the optic nerves, optic chiasma and optic tracts were slender in elephants".

"According to Mariappa (1985), the optic nerves, optic chiasma and optic tracts were slender in elephants".

"Optic nerves, optic chiasma and optic tracts were slender in elephants (Mariappa, 1985)".

3. One work by two authors

"Radek and Piasecki (2007) reported that the thyroid gland was supplied by cranial, middle and caudal thyroid arteries in birds" At the end of the sentence, "Thyroid gland was supplied by cranial, middle and caudal thyroid arteries in birds (Radek and Piasecki, 2007)"

4. One work by multiple authors

If a work has been done by more than two authors, (eg. Breit, S.,Konig, H. E. and Stoger, E), then write the name of the first author followed by *et al.*, meaning, "and co-workers". Write, "Breit *et al.* (1998) reported that the thyroid follicles had a greater volume of colloid during summer season in poultry".

5. More than one work to support a statement

If a statement, a view or a finding is similar to that reported by many earlier workers, cite all the names of the authors along with the years in chronological order. "Arey (1957), Jenkins (1978) and Sadler (2004) reported that in vertebrate embryos, brain flexures developed as a result of unequal growth process" or "In vertebrate embryos, brain flexures developed as a result of unequal growth process (Arey, 1957; Jenkins, 1978; Sadler, 2004).

Listing references in the "References" section

All the references cited in the MS must be listed in the "References" section. References are to be listed in alphabetical order according to the surname of the author or that of the first of a number of authors. Then, the year of the publication is given after putting a period after the name of the author, for example: Sadler, T.W. 2004. After the year, write the title of the article or the book. In the case of text books, name of the publisher, place of publication and inclusive page numbers are also to be given. When more than one place of publication is given, write only the first one.

For Journal article, the sequence is: author, year, name of the article, name of the journal, volume number, issue number and page numbers.

Note the following points while listing the references:

1. Textbooks

Do not abbreviate the titles of books. Write them in 'Title case' italics. In the case of textbooks and theses, give total number of pages. For example: a book of 420 pages shall be listed as 420p. In the case of an edited book, give the first and last page numbers of the chapter as pp. 33- 68.

Book by one author

Sadler, T.W. 2004. *Langman's Medical Embryology*. (9th Ed.). Lippincott Williams and Wilkins, Philadelphia, 534p.

Book by two authors

Singh, U.B. and Sulochana, S. 1996. *Handbook of Histological and Histochemical Techniques*. Premier Publishing House, Hyderabad, Hip.

Book by more than two authors

Dyce, K.M., Sack, W.O. and Wensing, C.J.G. 1996. *Textbook of Veterinary Anatomy*. (2nd Ed.). W.B. Saunders Company, Philadelphia, 856p.

Book by a corporate (group) author

KVASU [Kerala Veterinary and Animal Sciences University]. 2012. *Academic Handbook*. (1st Ed.). Kerala Veterinary and Animal Sciences University, Pookode, 172p.

Note: *In-text citation* “(KVASU, 2012).”

Book with an editor

Fletcher, T. F. 1993. Nervous system. In: Dellmann, H.D. (ed.), *Textbook of Veterinary Histology*. (4th Ed.). Lea and Febiger, Philadelphia, pp. 87- 107.

2. Journal articles

Format: Author(s), Year, Title of the article, Journal title (abbreviated, in italics), Volume number (bold), Issue No. in parenthesis, page numbers.

Name of the article in a journal shall be in 'Sentence case'. The title of a thesis shall also be like a journal article (ie. in 'Sentence case'). While writing names of journals, use standard journal abbreviations. Common journal abbreviations are given in the Annexure. Include volume and issue number, if each issue is paginated separately. In the case of journals that follow continuous page numbering for a particular volume there is no harm in omitting the issue number. Give inclusive pagination (ie. first and last page numbers of the article), eg. 23-28.

General rules for journal abbreviations:

- One-word journal titles are never abbreviated, e.g., "*Nature*", "*Science*", "*Biochemistry*", "*Biotechnology*", etc.
- Some words in the titles are not abbreviated but written as such, for example: Acta, Cell, Dairy, Drug, Tissue, Methods, etc.
- Certain country or city names are abbreviated, for example: Am. for American, Br. for British, Can. for Canadian, Jpn. for Japanese, Calif, for Californian, Loud, for London, Camb, for Cambridge, etc. However, some country names, such as India / Indian, Sweden/Swedish, etc. are not abbreviated.
- All the abbreviations in the journal should start with a capital letter.
- Put a period after the abbreviation, for example: J. (Journal), Sci. (Science), Rev. (Review), etc.

Journal article by one author

Rao, G.S. 1991. Ovine hippocampus. *Indian J. Anim. Sci.* **61**:168-169.

Journal article by two authors

Gupta, S.K. and Sharma, D.N. 1990. Biometry of the bovine skull. *Indian J. Anim. Res.* **24**:110-114.

Journal article by multiple authors

Pramod, S., Nair, N.D., Ambily, V.R., Hiron, M., Vijayan, N. and Nair, G.K. 2012. Pathology of lymphoid organs in experimental duck cholera. *Indian Vet. J.* **89**:20-22.

Journal article accepted for publication (but not yet published)

Journal articles or other works accepted for publication but not yet published should be referred to as "in press". The 'in press' category includes manuscripts about which the authors have received written notification from the journal that they have been accepted for publication following the journal's pre-publication procedures such as peer review. For example:

Malik, K.C., Mishra, P.C., Mishra, P.K. and Panda, N. 2013. Study on seasonal variations in seminal characteristics of synthetic colour cocks. *Indian J. Vet. Anat.* (in press).

Thesis

Arunima, S.S. 2011. Postnatal development of lymph nodes in Kuttanad duck (*Anas platyrhynchos domesticus*). M. KSc thesis, Kerala Veterinary and Animal Sciences University, Pookode, 66p.

Conference abstract

Shiju, S., Ramani, C., Rao, GD. and Kannan, T.A. 2012. Traumatic ocular proptosis in Pug and its management [abstract]. In: *Compendium, National Symposium on Advances in Applied Anatomy of Domestic and Wild Animals- an Interdisciplinary Approach for Animal Health and Wealth*, 28th to 30th November, 2012, Mannuthy. Kerala Veterinary and Animal Sciences University, p. 17. Abstract No. 3.7.

Technical bulletin/series/reports

Evans, D.O. and Rotar, P.P. 1987. *Sesbania in Agriculture*. Westview Tropical Agriculture Series No. 8, Westview Press/ Boulder, London. 192p.

Patent

Smith, P. L. 2002. Particle trap for compressed gas insulated transmission systems, US Patent No. 4554399.

3. Electronic and online sources

Only reliable sources may be considered while using online references. Generally, websites maintained by reputed Universities, institutes and organizations can be considered as authentic sources. The details required for electronic sources are basically the same as those required for print sources. The additional information that is required is the type of medium, the address or URL (uniform resource locator) and the date of access from the internet.

Article in an online journal/e-journal

Schreyer, J.H. 2012. Juvenile dentistry in dogs and cats. *Vet. Focus* [on line], **22** (3). Available: http://www.ivis.org/journals/vetfocus/22_3/en/1.pdf. ISSN22 [22 Jan.2013],

Book available only on the internet

Jarrard, R.D. 2001. *Scientific Methods* [book on-line]. Dept, of Geology and Geophysics, University of Utah. Available: <http://www.mines.utah.edu/geo/people/faculty/jarrard/Text/booktoc.html>. [30 Oct. 2003]

- Papers will be subjected to editorial revision that may be dictated by the general rules governing the presentation in the journal. The Editorial board retains the right to accept the papers and no reason will be given in case of non-acceptance of articles.
- The article will be returned to the authors after review. It should be resubmitted after making corrections according to referee's comments. Final correction of the article should be strictly in accordance with the revisions suggested by the referee. Authors are not permitted to do any major additions or deletions in the article after the referee correction.
- English is the official language. The Editor /or Co-Editors reserve the right to make literary corrections and to make suggestions to improve brevity, but the paper must be previously revised for English by the authors. If English is not the mother tongue of authors, they must seek help from one of the following agencies (or other similar official agencies).

- **Abbreviations, Symbols, and Nomenclature:** All specifications must be stated according to the S.I. system. Concentrations of chemical solutions are to be given in mol/l. All other concentrations should be given in % (volume or weight). Any abbreviations of chemical, biological, medical or other terms should only be employed when it is certain that they are internationally known. The full name must be stated in brackets when the abbreviation is first used.

All biological, medical, chemical or other terms should be used according to the most recent recommendations of the respective international nomenclature. Enzymes should be given in I.U. (International Units), according to Enzyme Nomenclature (Elsevier Publishing Co., 1965). In the case of commercially obtained substances or reagents, when they are first mentioned in the text, the name and address of the manufacturer or supplier should be given as a footnote. Products (preparations etc.) with a registered trademark should be marked with.

Bacterial names should be in accordance with the latest edition of Bergey's Manual of Determinative Bacteriology (The Williams and Wilkins Co., Baltimore). Viruses are to be given the classification and names recommended by the International Committee on the Nomenclature of Viruses.

Names of micro-organisms and zoological names should be in italics in the manuscript.

4.0 Review Process

Plagiarism prevention policy

Journal of Food and Animal Science (JFAS) has a strong policy with regards to plagiarism and we have committed to protect the integrity of the scholarly record by supporting the scientific community in all aspects of research and publishing ethics.

JFAS uses commercial software (Plagiarism Checker X, iThenticate) to screen the submitted content for originality based on similarity index. Those manuscripts that fails to pass initial quality checks will be returned back to the corresponding author with a one-time warning. Those authors who are continuing with the practice will be permanently blacklisted from future submissions in this journal.

Peer Review

A double-blind peer review system is used to ensure high quality of manuscripts accepted for publication. All contributions will be initially assessed for suitability. The editor have the right to decline formal review of the manuscript when it is deemed that the manuscript is either/or -

- outside the scope of the Journal,
- not within the priority subject of the journal,
- makes no contribution to the advancement of food science and/or food technology,
- lacks scientific and technical merit,

- not innovative, lacks novelty or any new information,
- fragmentary and provides marginally incremental results,
- closely duplicates research previously published by the changing the source or species)
- reports only routine work (lacks novelty)
- poorly written or lacks clarity in English usage and grammar

Manuscripts that meet the journal's criteria for scope, relevance and scientific merit will be sent for peer review to at least two independent expert reviewers assigned by the Editor. The review will be conducted against established criteria to determine scientific and technical merit. Each Reviewer submits a recommendation regarding the merit of the manuscript, but the Editor provides the final decision on acceptance of the paper for publication. The Editor's decision is final, and no communication would be entertained in this regard with the Editor.

Transfer of Copyright

Once the manuscript is accepted, the authors has to submit the signed copyright transfer form through email to the editorial office.

All JFAS articles are published under the terms of the **Creative Commons Attribution 4.0 International License**. This license permits unrestricted use, distribution and reproduction in any medium, provided the original work is properly cited.

Policy on Article Correction, Retraction and Withdrawal Policy

Article Corrections

Authors are advised to report errors in their articles post-publication. The errors that impact the quality significantly will be considered. The decision made by the editor will be final. Corrections will be published under corrections and addendum in a later issue of the journal.

Article Retractions

The editor and the publisher have the complete rights to retract any published article in case of scientific misconduct such as multiple submission, plagiarism, or fraudulent use of data. The concerned authors will be asked to submit a statement before an article is retracted. A notice of retraction will be published and linked to the original article clearly marked as a retracted. The original article will not be removed from online or print versions of the journal, but will be identified as a retracted article. Retractions will also be listed on the contents page.

Article Withdrawal

Article withdrawal by authors may be permitted only for the most compelling and unavoidable reasons, after submitting a letter signed by all authors of the article to the editorial

office stating the reason for article withdrawal. At any stage of the publication process, if any article is found to violate the ethical publishing guidelines of journal of food and animal sciences, the publisher has all the rights to withdraw that article.

The Journal follows the COPE guidelines for Retraction of articles: It Can be found at following link:

<http://publicationethics.org/files/retraction%20guidelines.pdf>

5.0 General responsibilities of Author(s)

Author(s) who are submitting the manuscript should be aware of their **responsibilities which include, but not limited to, the following -**

- i. All authors are collectively responsible for the content of the work submitted for consideration of publication. It is also a collective responsibility of all authors to ensure to check the publication for correctness through all stages of publication to ensure that the methods, results and conclusions are reported accurately as intended.
- ii. Author(s) should proof read and check all the calculations, formulae, data presentation/interpretations, typesetting and correctness of typescripts during submission/revision(s), reviewing and galley proofing (post-acceptance, if accepted).
- iii. Use appropriate methods of data analysis and display is completely the responsibility of all authors; and, if any specialist advice is used, he/she should be appropriately acknowledged (either through an authorship or by acknowledging the person in the acknowledgement section) as deemed appropriate by the author(s).
- iv. Images (e.g. micrographs, X-rays, pictures of electrophoresis gels) should not be modified in any misleading way; and, only the original images as produced during the investigation(s) shall only be used for the purpose of research publication.
- v. Author(s) should alert the editor promptly, if they discover an error in any submitted, accepted or published manuscript.
- vi. Author(s) should cite only relevant references which they have read; and, must not quote any reference(s) from other publications if they have not read the cited work.
- vii. Author(s) must not use acknowledgements misleadingly to imply a contribution or endorsement by individuals who have not, in fact, been involved with the work or given an endorsement.
- viii. It is the responsibility of author(s), especially the Corresponding Author, that the authorships of the submitted manuscript accurately reflect an individual's contribution. Author(s) must refrain from the practices of guest, gift, and/or ghost authorship.
- ix. Author(s) should obtain permission from the original copyright holder(s) for reproduction of any figure(s)/table(s)/diagram(s) and appropriately reference/acknowledge in the text of the work intended for publication.
- x. It is author(s) responsibility to ensure due and proper acknowledgement of any funding received both in the text of the MS as well at appropriate place during the online

submission.

- xi. Author(s) should duly obtain any institutional/organizational permission required before submitting the MS. Journal shall not be responsible in any way for any act of omission or commission in this regard.

(Most of the contents in this section are sourced and modified from the - *Responsible research publication: International standards for authors 'A position statement developed at the 2nd World Conference on Research Integrity', Singapore, July 22-24, 2010*).

6.0 Ethical Responsibilities

This journal is committed to upholding the integrity of the scientific record. Authors should refrain from misrepresenting research results, which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavour. Maintaining integrity of the research and its presentation is helped by adhering to the rules of good scientific practices, but not limited to, as mentioned below

- (1) The research being reported should have been conducted in an ethical and responsible manner.
- (2) The submitted work should be original and should not have been published elsewhere in any form or language (partially or in full), unless the new work concerns an expansion of previous work.
- (3) The MS shall not be submitted to any other Journal for simultaneous consideration.
- (4) A single study should not be split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time.
- (5) Results should be presented clearly, honestly, and without fabrication, falsification or inappropriate data manipulation (including image-based manipulation).
- (6) No data, text, or theories by others are presented as if they were the author's own ('plagiarism'). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks (to indicate words taken from another source) are used for verbatim copying of material, and permissions secured for material that is copyrighted. Please note that JFAS screens each MS through an anti-plagiarism software and excessive reproduction of previous works will result in rejection.
- (7) Authors should make sure they have permissions for the use of material(s) mentioned in the MS, including reproduction(s) of images/figures/tables from published papers.
- (8) Include only those authors who have contributed meaningfully and have made primary contributions (like design of work, interpretation of results, writing of the paper etc.) to the work. It is the responsibility of the corresponding author to ensure that every author has read and approved the manuscript before submission.
- (9) Excessive and inappropriate self-citation or coordinated efforts among several authors to collectively self-cite is strongly discouraged; and, will be treated as an unethical publishing behaviour.
- (10) Upon request, authors should be prepared to send relevant documentation or data in

order to verify the validity of the results presented. This could be in the form of raw data, samples, records, etc. Sensitive information in the form of confidential or proprietary data is excluded.

- (11) If any reader, through a written communication to Editor, points to scientific discrepancy, Author(s) should provide scientific justification and/or a rebuttal. This may or may not be published and the decision solely lies with the Editor and the publisher.
- (12) If there is suspicion of misbehaviours or alleged fraud, the Journal and/or Publisher will carry out an investigation following COPE guidelines. If, after investigation, there are valid concerns, the author(s) concerned will be contacted under their given e-mail address and given an opportunity to address the issue. Depending on the situation, this may result in the Journal's and/or Publisher's implementation of the following measures, including, but not limited to –

- (a) If the manuscript is still under consideration, it may be rejected and returned to the author.
- (b) If the article has already been published online, depending on the nature and severity of the infraction -
 - an erratum/correction may be placed with the article
 - an expression of concern may be placed with the article
 - or in severe cases retraction of the article may occur.
 - Informing the author's institution / funding agency

For more information please see "Responsible research publication: international standards for authors" from COPE (<http://publicationethics.org/files/International>)

Changes in authorship

Authors are strongly advised to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Either adding and/or deleting authors /rearrangement of author names during the revision stages is generally not permitted, but in some cases may be warranted and possible, only if approved by the editor.

To request such a change, the editor must receive the following from the corresponding author

-
- (a) the reason for the change in author list
- (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement.
- (c) In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Please note that changes to authorship cannot be made after acceptance of a manuscript.

Animal or Human Studies

Manuscripts describing studies in which the use of live animals or human subjects is involved must include in the Materials and Methods section a statement that such experiments were performed in compliance with the appropriate laws and institutional guidelines, and also

name the institutional committee that approved the experiments. For experiments with human subjects, a statement that informed consent was obtained from each individual must be included and the consent forms made available to the journal on request. Consent must be obtained not only when subjects are involved directly in the study but also when samples (tissue, blood, plasma, etc.) are required for *in-vitro* experiments. Reviewers of MS involving animal or human experiments will be asked to comment specifically on the appropriateness and conformity to regulations of such experiments. Authors are encouraged to include the approval code or number or give the name of the approving office of official in the MS.

In case, the MS has any component dealing with genetically manipulated materials either in the process or during the experiment, the MS should clearly make a statement in the MS declaring the following -

- (a) Appropriate clearances from any institutional/national committee on biosafety aspects
- (b) Statement on clearance/permission to use products with manipulated DNA/cells
(Author(s) should provide necessary documents, if the Journal requests for it)