

Instructions to Authors

Scope of Articles and Review Process

The *Journal of AOAC INTERNATIONAL* publishes articles that present, within the fields of interest of the Association: unpublished original research; new methods; further studies of previously published methods; background work leading to development of methods; compilations of authentic data of composition; technical communications; cautionary notes; comments on techniques, apparatus, and reagents; and invited reviews and features. Emphasis is on research and development of precise, accurate, sensitive methods for analysis of foods, food additives, supplements and contaminants, cosmetics, drugs, toxins, hazardous substances, pesticides, feeds, fertilizers, and the environment. The usual review process is as follows: (1) AOAC editorial office transmits each submitted paper to appropriate subject matter editor, who solicits peer reviews; (2) editor returns paper to author for revision in response to reviewers' comments; editor accepts or rejects revision and returns paper to AOAC editorial office; (3) AOAC editorial staff edits accepted papers, returns them to authors for approval, and transmits approved manuscripts to desktop publisher; (4) desktop publisher sends page proofs to author for final approval.

General Information

Follow these instructions closely; doing so will save time and revision. For all questions of format and style not addressed in these instructions, consult recent issue of *Journal* or current edition of *Council of Biology Editors Style Manual*. For describing collaborative studies, contact Robert Rathbone (+1-301-924-7077 x105, rathbone@aoac.org) or Yinka Ladeji (+1-301-924-7077 x133, oladeji@aoac.org) for guidelines.

1. Write in clear, grammatical English.
2. To Managing Editor, AOAC INTERNATIONAL, 481 N. Frederick Ave, Suite 500, Gaithersburg, MD 20877, USA, submit typewritten original plus 3 photocopies [1 side only, white bond, 8½ × 11 in. (21½ × 28 cm)] of complete manuscript in order as follows: (1) title page; (2) abstract; (3) text (introduction, method or experimental, results and/or discussion, acknowledgments, references); (4) figure captions; (5) footnotes; (6) tables with captions, 1 per page; and (7) figures **OR** e-mail manuscript (followed by 1 hardcopy in the mail) to jaoacsubmissions@aoac.org. AOAC encourages electronic submissions.
3. Suggest in a cover letter the names of at least 4 qualified reviewers, i.e., individuals engaged in or versed in research of the type reported.
4. **DOUBLE SPACE all typed material.** Manuscripts not double spaced will be returned for retyping. Do not right justify or use proportional spacing; avoid hyphenation.
5. Use letter quality printer for word-processed manuscripts; manuscripts prepared on dot matrix printers of less than letter quality may be refused. Once a manuscript has been accepted for publication, authors will receive

instructions for submitting the final version of their accepted manuscript to AOAC on diskette. AOAC accepts MS-DOS based files from most word processing packages or ASCII text files on MS-DOS formatted diskettes. **(DO NOT SEND DISKETTE WITH ORIGINAL MANUSCRIPT SUBMISSION.)**

Format and Style

1. *Title page (separate sheet, **DOUBLE SPACED**).*—Title of article, authors' names (full first, middle initial if any, full last), authors' addresses including mail codes.

2. *Abstract (separate sheet, **DOUBLE SPACED**).*—200 words. Provide specific information, not generalized statements.

3. *Text (consecutive sheets, **DOUBLE SPACED**).*—*Introduction.*—Include information on why work was done, previous work done, use of compound, or process being studied.

Method or Experimental.—Consult recent issue of *Journal* for proper format. Separate special reagents/apparatus from details of procedure and list in sections with appropriate headings; avoid use of brand names. (Common reagents/apparatus or those which require no special treatment need not be listed separately.) Place detailed operations in separate sections with appropriate heading (e.g., Preparation of Sample, Extraction, and Cleanup). Include necessary calculations; number of significant figures must reflect accuracy of method. Use metric units for measurements of quantities wherever possible. Note hazardous and/or carcinogenic chemicals.

Results/Discussion.—Cite tables and figures consecutively in text with arabic numerals. *Do not* intersperse tables and figures in text.

Acknowledgments.—Give brief thanks (no social or academic titles) or acknowledge financial aid in this section.

References.—Submitted papers or unpublished oral presentations may not be listed as references; cite them in text as unpublished data or personal communications. Cite all references to previously published papers or papers in press in numerical order in text with number in parentheses on line (*not* superscript). List references numerically in "References" in *exactly* (arrangement, punctuation, capitalization, use of ampersand, etc.) the same styles of examples shown below or see recent issue of *Journal* for less often used types of entries. Follow *Chemical Abstracts* for abbreviations of journal titles.

Journal Article Reference

- (1) Engstrom, G.W., Richard, J.L., & Cysewski, S.J. (1977) *J. Agric. Food Chem.* **25**, 833–836

Book Chapter Reference

- (1) Hurn, B.A.L., & Chantler, S.M. (1980) in *Methods in Enzymology*, Vol. 70, H. Van Vunakis & J.J. Langone (Eds), Academic Press, New York, NY, pp 104–142

Book Reference

- (1) Siegel, S. (1956) *Nonparametric Statistics for the Behavioral Sciences*, McGraw-Hill Book Co., New York, NY

Official Methods Reference

- (1) *Official Methods of Analysis* (2000) 17th Ed., AOAC INTERNATIONAL, Gaithersburg, MD, Method **2000.01**

4. *Figure captions (separate sheet(s), **DOUBLE SPACED**).*—Designate all illustrations, including schemes, as figures and include caption for every one. Identify curves (*see* **Figures**) and include all supplementary information in caption rather than on face of figure. Spell out word Figure.

5. *Footnotes (separate sheet(s), **DOUBLE SPACED**).*—Avoid use of footnotes to text. Include location/date of presentation, if appropriate; present address(es) of author(s); identification of corresponding author, if not senior author, proprietary disclaimers; institution journal series numbers.

6. *Tables (one per page, **DOUBLE SPACED**).*—Refer to recent issue of *Journal* for proper layout and style, especially use of horizontal lines. Do not draw in vertical lines. Include descriptive title sufficient that table stands alone without reference to text. Provide heading for *every* vertical column. Abbreviate freely; if necessary, explain in footnotes. Indicate footnotes by lower case italic, superscript letters in alphabetical order. Do not use one-column tables; rather, incorporate data in text.

7. *Figures.*—The *Journal* does not publish straight line calibration curves; state such information in text. Do not duplicate data in tables and figures. Submit original drawings or black/white glossy photographs with original manuscript; photocopies are acceptable only for review. Lines, letters, numbers, and symbols must be sharp and unbroken. Use type at least 2 mm high to allow reduction to page or column size. Identify ordinate and abscissa and give value in *Journal* style (e.g., "Wavelength, nm," "Time, min"). Label curves with letters or numbers; avoid all other lettering/numbering on face of figure (*see* **Figure captions**). Identify each figure on back with number and authors' names.

8. *Miscellaneous.*—Abbreviation for liter is L; abbreviation for micron is μ . Do not italicize common Latin expressions such as et al. and in vitro; for nomenclature of spectrometry, gas chromatography, and liquid chromatography, follow practice of American Society for Testing and Materials (in particular, do not use "high performance," "high pressure," or the abbreviation "HP" with "liquid chromatography").