

# Ciência e Tecnologia de Alimentos

2008

## Instructions to Authors

*Ciência e Tecnologia de Alimentos* publishes scientific articles and communications in the field of food science. Works should be written in English and follow the editorial standards below.

### EDITORIAL POLICY

*Ciência e Tecnologia de Alimentos* accepts articles and communications which present results from the original research. The works can be presented in English in a concise and clear writing. The journal includes articles related to:

- characterization of new raw materials and ingredients;
- identification of new components or contaminants;
- evaluation of typical products;
- development, improvement or process evaluation and equipment for obtaining traditional nutrient or new products.

*Ciência e Tecnologia de Alimentos* Works will be submitted to the Editorial Board's review, and analyzed by two anonymous referees. In the case of disagreement between their reviews, a third referee will be heard, and following all reviews will be analyzed by the sbCTA's Editorial Board, which will finally decide on the acceptance of the manuscript.

The referees' reviews will be sent to the authors to guide them in all needed changes related to their manuscripts.

The accepted works will be published both in print and online (SciELO) within eight months. Offprint is available upon request.

### AUTHORSHIP

Authorship credit should be based only on substantial contributions and participation to the development of the work. The corresponding author (or coauthor designee) will serve on behalf of all coauthors as the primary correspondent with the editorial office during the submission and review process. The corresponding author must sign and submit the terms of agreement and submitting rights of graphic reproduction to the sbCTA's Editorial Board.

## REQUIRED DOCUMENTATION

### Terms of agreement and submitting rights of graphic reproduction

The corresponding author must sign and submit the terms of agreement and submitting rights of graphic reproduction to the sbCTA's Editorial Board on behalf of all coauthors.

By signing the "Terms of agreement and submitting rights of graphic reproduction", the authors agree with:

- Neither this work nor one with substantially similar content has ever been previously published or is being considered for publication elsewhere;
- authors agree to submit the work and agree to name the corresponding author indicated;
- authors grant the Brazilian Society of Science and Food Technology (sbCTA) the rights of graphic reproduction if the work is accepted for publication.

## CONTENTS

### Original Research

Work must be about an important original discovery and should be written in a way that is reasonably clear and concise. Original text length may not exceed 5.000 words (excluding the "resumo", abstract, tables, figures, captions and references and, preferably, should not ordinarily contain more than 7 tables and figures taken together. The manuscript must contain keywords, an abstract of 200 words or less including the most relevant discoveries of the research, a cover letter, and title page.

### Communications

Relevant communications in the field of food science will be accepted for evaluation if they are written in a way that is reasonably clear and concise. They should not have more than 5.000 words (**excluding the "resumo", abstract, tables, figures, captions and references and, preferably, should not ordinarily contain more than 7 tables and figures taken together.** The manuscript must contain keywords, an abstract of 200 words or less including the most relevant communication discoveries, a cover letter, and title page.

## GUIDELINES FOR THE PREPARATION OF PAPERS

### Cover Letter

The manuscript cover letter must include the following:

- **Statement of work relevance and importance:** a brief text with no more than 100 words describing the relevance of the work concisely;
- **Titles:** written in English and Portuguese and a running title no longer than 15 words.

### Title Page

The manuscript title page must include the following:

- Authors mailing information (complete address, telephone and FAX numbers, and e-mail address);
- Authors' first and surname;
- Institutions where the work was done.

## **Abstract and keywords page**

Each work and communication manuscript must include an abstract. **Works must include also an abstract written in Portuguese.** An abstract must:

- be a single paragraph containing fewer than 200 words;
- state the main objective and rationale of the project;
- be feasible and describe materials, methods and results;
- summarizes the conclusions;
- be understandable by non-experts;
- define abbreviations and acronyms;
- include three to six keywords that are different from the terms used in the title and abstract.

The abstract should not include:

- footnotes;
- significant data and statistical values;
- references.

## **Text**

The manuscript should be arranged as follows:

- 1. Introduction;
- 2. Materials and Methods;
- 3. Results and Discussion (may also be separated);
- 4. Conclusions;
- 5. References;
- Acknowledgements;
- Tables;
- Figures;
- Charts.

In the main text:

- Abbreviations, acronyms, and symbols must be clearly defined on first usage;
- Footnotes are not permitted;
- Tables, figures, and charts should be numbered in Arabic numerals in the order they are called out in the text.
- The use of headings and subheadings to divide the text is encouraged but should be clearly defined.
- Equations should be computer generated and numbered sequentially with Arabic numerals in parentheses;
- References should be arranged in alphabetical order.
- Figure and chart captions should be numbered sequentially and placed at the end of the text.

The text should be spaced with double spacing between lines in a one-column format. All lines should be flush with left margin of column leaving a 2.5-cm margin at right and left. Text lines must be sequentially numbered throughout the text (restart numbering on each page). All pages should be sequentially numbered.

## **Proprietary names**

Raw materials, special purpose equipment and computer software used in the research should be specified (trademark-manufacturer, model, city, and country of origin).

## **Units of measure**

- Use SI units (International System of Units);
- Temperatures should be expressed in degrees Celsius (°C).

## **Abbreviations and symbols**

Symbols, abbreviations, and acronyms must be clearly defined on first usage both in the abstract and in the text. Authors should avoid defining their own abbreviations related to the research. When their use is necessary, they should be clearly defined on first mention both in the abstract and in the text

## Footnotes

Footnotes should be avoided.

## References

### Reference citations

All references should be cited in the text indicating the author's surname typed in capital letters followed by the year of publication (example: SILVA et al., 2005) including the following information (as applicable):

- For references with two authors, both surnames should be cited;
- For references with three or more authors, text citations should be shortened to the primary name followed by "et al."
- For references with unknown authors, text citations should be done by the first word of its title.

### Reference list

References should be listed in alphabetical order. Papers in preparation or in review should not be included in the references. References must follow the format set by the Brazilian Technical standard Organization (ABNT) at "General Rules of Presentation" - NBR 6023, from August 2002.

According to the sbCTA's Editorial Board, articles that were accepted but do not follow the standard references style or present incomplete information will not be published until the references conform to the norms.

### Examples of style for references:

#### Books

BACCAN, N.; ALEIXO, L. M.; STEIN, E.; GODINHO, O. E. S. **Introduction to Qualitative Semi Microanalysis**, 6th edition. Campinas: EDUCAMP, 1995.

#### Book chapter

SGARBIERI, V. C. Composição e valor nutritivo do feijão *Phaseolus vulgaris* L. In: BULISANI, E. A (Ed.) **Bean: requirements for production and quality**. Campinas: Cargill Foundation, 1987. Chap. 5, p. 257-326.

#### Journal Articles and conference proceedings

KINTER, P. K.; van BUREN, J. P. Carbohydrate interference and its correction in pectin analysis using the m-hydroxydiphenyl method. **Journal of Food Science**, v. 47, n. 3, p. 756-764, 1982.

#### Articles previously presented at scientific conferences

JENSEN, G. K.; STAPELFELDT, H. Incorporation of whey proteins in cheese. Including the use of ultrafiltration. In: INTERNATIONAL DAIRY FEDERATION. **Factors Affecting the Yield of Cheese**. 1993, Brussels: International Dairy Federation Special Issue, n. 9301, chap. 9, p. 88-105.

#### Dissertations, theses, and reports

CAMPOS, A C. **Effects of the combined use of lactic acid and different proportions of mesophile lactic ferment in the yield, proteolysis, microbiological quality and mechanical properties of Minas Frescal cheese**. Campinas, 2000, 80p. Dissertation (Food Technology Master) Food Engineering College, Campinas State University (UNICAMP).

#### Electronic work (e-work)

SÃO PAULO (State). Environment Secretary. Environmental Treaty and Organizations. In: \_\_\_\_\_. **Understanding the Environment**. São Paulo, 1999, v. 1. See <http://www.bdt.org.br/sma/entendendo/atual.htm> March 8th, 1999.

#### Legislation

BRASIL. Regulation n.451, September 19th, 1997. Technical Regulation and General Principles for the establishment of Microbiological Criteria and Standard for Food. **Official Daily of Federative Republic of Brazil**, Brasília, DF, September 22nd, Section 1, n. 182, p. 21005-21011.

## Tables

Tables should be titled and cited in Arabic numerals and inserted into the text as close as possible of the text in which they were mentioned. If the table is sent in a separate file, it should be assigned a descriptive name (ex. table1.doc etc). Tables must be created in Microsoft® Word table format and should:

- have the same number of significant algarisms following the criteria;
- tables should kept to a minimum in order to make an easy reading, clear text;
- tables and graphs should not show the same data;
- tables' layout should be as simple as possible avoiding deep shadows and high contrasts. Vertical and diagonal lines should not be set in type;
- use only superscript lower case letters for table footnotes for abbreviations, units, etc. **Define the columns first than the lines. Table footnotes should follow this same order.**

## Figures and charts

Figures and charts should be cited and numbered in alphabetical order using Arabic numerals. They should be sent in separate files with high quality resolution. Files should be saved in the native format of the word processor used (TIF, XLS, EPS, BMP, JPG ou DOC). The file name should contain a figure number, for example, (ex.: fig1.tif, fig2.eps, fig3.doc etc). Send only high-resolution source files of Scanned images, photos or micrographs, (scan resolution of 1000 dpi at least). Use charts to illustrate flowcharts and diagrams.

## Research involving humans

When presenting results of research involving humans, the approval process number of the institution's Research Ethics Committee project (resolution # 196/96, October 10th, 1996, Brazilian National Health Council) should be cited.

## ONLINE SUBMISSION GUIDELINES

### Submission fees

There are no submission fess although *Ciência e Tecnologia de Alimentos* receive thirty-five manuscript submissions for publication monthly on average requiring a great deal of work. Hence, collaborators are expected to evaluate articles occasionally as journal's reviewers.

### Files format

Files should be submitted in the format DOC, TIF, XLS, EPS, BMP, or JPG no matter the native platform, Windows® or Macintosh®. The main manuscript text should be submitted in two versions and separated files:

#### manuscript.doc: final version for publication

- microsoft® Word (.doc) format;
- manuscript complete text including tables but not figures;
- figures should be submitted in separate files;
- text lines should not be numbered;
- should be named manuscript.doc.

#### manuscript.doc: version for reviewer's evaluation

- microsoft® Word (.doc) format;
- should not include cover letter;
- title page should not include authors and institutions' names;
- restart numbering text lines on each page;
- should be named manuscript.doc.

### Fonts

Authors should use Times New Roman, Arial, Helvetica, or Courier.

## ONLINE SUBMITTING THROUGH *SUBMITCENTRAL*

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### **Step 1: Title, Abstract, and Keywords**

Enter the title information in the “*title*” field.

Add the abstract in the “*resumo*” field.

Enter at least three keywords in the field “*palavras-chave*” and click on “*adicionar.*”

Click on “*continuar.*”

### **Step 2: Authors and Institutions**

Enter the information for each author. Enter the relevant information in the required fields. Click on “*adicionar*” before entering the next author's information. To order information, use the arrows in the “*ordem*” column.

Enter the corresponding author information clicking on “*autor para correspondência (troca)*” button.

Enter at least one institution information for each author. You may click on “*editar instituições*” button if necessary.

Click on “*continuar.*”

### **Step 3: Referee**

Please inform preferable (“*preferidos*”) and non-preferable (“*não preferidos*”) referees to evaluate your work. This step can help speed up the evaluation process.

Click on “*mudar preferência*” button to alternate between “*preferidos*” and “*não preferidos*”.

Click on “*continuar.*”

### **Step 4: Sending Files**

Send all files of your work using the button “*procurar*” or “*browse.*”

Choose the file type: manuscript.doc. without the author's names (for the reviewers), manuscript.doc. complete (for publication), cover letter, figures, tables or separate files.

Click on “*enviar*” button. Repeat it to send all files.

Click on “*continuar.*”

### **Step 5: General Information**

Enter information whether the author was invited to publish or not.

Choose the type of contribution selecting one from the select box (“*caixa de seleção*”).

Choose the field of work selecting one from the select box (“*caixa de seleção*”).

Make sure the “terms of agreement and submitting rights of graphic reproduction” form is properly signed and answer the remaining questions.

Add a Letter to the Editor.

Click on “*continuar.*”

### **Step 6: Double Checking and Submitting**

Check all information for mistakes and make corrections, if applicable, clicking on “*editar*” button.

Open all files to check whether they are properly edited.

Confirm the file checking operation.

Click on “*finalizar submissão*” button to end the submitting process.

**You can print your submission confirmation which will also be sent to you via e-mail.**



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