

CFP Publications committee 2019-2020

From the committee chairs

For several years, the CFP Executive Board has discussed publication questions without resolution, hence the need for a **Standing Committee**.

Currently, the official guidance for the new Standing Committee is from Issue 2018-II-014 which placed the following narrative in the CFP Constitution and Bylaws (numerals added): **The Publications committee shall:**

- 1) report to the Executive Board.**
- 2) make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.**
- 3) report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.**

Item #1 above is clear. Item 2 is what the committee needs to address. The details would be the Standing Committee's future guidance. Our first deadline is already passed, mid-March 2019 when we are required to submit a written report to the EB and ask the Board to accept our recommendations (Item 3).

What is CFP's internal content management role?

Content management is an inherently collaborative process. It often consists of the following basic roles and responsibilities:

- Creator – responsible for creating and initial editing content.
- Editor – responsible for tuning the content message and the style of delivery, and scientific accuracy.
- Publisher – responsible for releasing the content for use.
- Administrator – responsible for managing access and maintaining scientific accuracy (versions).
- Consumer, viewer or guest (stakeholder) – the person who reads or downloads content after it is published or shared.

What is CFP's external content management role?

This publication process is envisioned where a CFP related group (committee, etc) wishes to publish in an external journal the valuable work done usually supporting a committee's activities.

- Creator – responsible for creating and initial editing content.

- Editor – responsible for tuning the content message and the style of delivery, and scientific accuracy.
- **EXTERNAL** Publisher – responsible for releasing the content for use.
- **EXTERNAL** Administrator – responsible for managing access permissions. Documents will be static (no updates).
- Consumer, viewer or guest – the person who reads or downloads content after it is published or shared.

Publications Committee tasks for 2019

The Publications Committee shall make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.

Items to resolve:

Establish publications? Establish 1) Internal publications and 2) External publications. Internal publications may take two paths: *a.* via issue submission and acceptance at a biannual conference or *b.* submission to the Publications committee who rejects or tentatively accepts publication. Tentatively accepted publications require Board approval for full acceptance.

Previous issues among the CFP Board was whether publications could only be submitted via the conference council process. The above suggestion permits two methods.

Maintain and Improve (scientific and regulatory accuracy)? External publications are not in control of CFP. Internal publications would be reviewed by Publications committee members to ensure scientific accuracy and Food Code edition relevance. This process would be done as needed (random document review, suggestions by CFP stakeholders, or by direction of the CFP Board).

Previous issues among the CFP Board was whether publications were static or updated (version control). Because of the nature of Food Code updates, it would be important to keep CFP publications up to date or with sufficient disclaimers of validity.

Wherever possible maintenance and improvement should be done in collaboration with the original corresponding authors. Alternatively, a CFP committee can be created to update or improve a document without participation from original authors. Publications created in this manner should be designated as “new” or separate from original documents.

Who are the creators (authors)? Creators are any CFP members who **author** content judged of significant value to CFP members.

Like almost all science journals there are authors and a corresponding author. I am recommending that both be retained for the life of the document. For simplicity any CFP committee publication would list the co-chairs as the corresponding authors.

Previous issues among the CFP Board was whether authors should be credited or even acknowledged. I am strongly in support of acknowledging authors. CFP itself is not capable of being an author. Authors can be recognized as authors or contributors in the document.

Who are the editors? The initial editors are the full committee membership (if the publication is a committee generated document). Second level editors would include council chairs, council members, and the Publications Committee.

Like almost all science journals, editors make suggested corrections. ALL EDITS MUST BE APPROVED BY THE CORRESPONDING AUTHORS. An issue here is when a council chair or council makes edits to documents unilaterally. Please note that scientific journal publishers do not edit documents unilaterally.

Who is the publisher/administrator? I think the Publisher is clear; CFP (as directed by the board). The administrator would be those directed by the Executive Director of CFP.

Who is the consumer? Any person (stakeholder) interested in the material.

Who holds copyright? Here is a blurb from IAFP regarding FPTs: When manuscripts are published, they become the copyrighted property of FPT and the International Association for Food Protection. No part of the publication may be reproduced or transmitted in any form, or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, except in limited quantities for the non-commercial purposes of scientific or educational advancement, without permission in writing from the Production Editor.

CFP version: When manuscripts are published, they become the copyrighted property the Conference for Food Protection. No part of the publication may be reproduced or transmitted in any form, or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, except for the non-commercial purposes of regulatory, scientific or educational advancement, without permission in writing from the Executive Director of CFP.

Future Publications Committee tasks 2019-2020

- **Address CFP Board feedback on Jan-March recommendations.**
- **What process is needed for external publication approval?** *We'll reserve this topic for April-August meetings.*
- **Create a very simple guide for authors.** Attachment: *IAFP instructions for authors to Food Protection trends.*

ALL MANUSCRIPTS AND REFERENCES MUST CONFORM TO FPT GUIDELINES UPON SUBMISSION IN THE FPT SYSTEM. FAILURE TO FOLLOW THESE GUIDELINES MAY RESULT IN REJECTION.

SCOPE OF THE JOURNAL

Food Protection Trends (FPT) is a monthly publication of the International Association for Food Protection. It is targeted toward persons working in industry or regulatory agencies, individuals teaching in the field of food science, or anyone interested in food safety and food protection.

The major emphases include:

- news of activities and individuals in the field;
- news of the Association affiliate groups and their members;
- new product information;
- research reports as well as practical technical articles on food protection;
- excerpts of articles and information from other publications of interest to the readership.

SUBMITTING ARTICLES AND OTHER MATERIALS

All manuscripts or other acceptable material for publication should be submitted to IAFP's Web site at <http://www.foodprotection.org/publications/food-protection-trends/>, then click on online submission. Please place the E-mail address, **mail2.allenpress.com** and IP address, **198.115.92.0/23** in your accepted E-mail list, you will receive communication from that address. Contact Donna Bahun, Production Editor (dbahun@food-protection.org) if you have any questions regarding the online submission. Prospective authors with questions about the suitability of their material for publication are invited to request an opinion from the Scientific Editor.

TYPES OF ARTICLES

Readers of *FPT* are people working in the food industry and regulatory agencies, as well as teachers and researchers. *FPT* publishes a variety of papers for food safety professionals. Research and general interest manuscripts, and short opinion papers are appropriate for publication in *FPT*. Research papers are peer-reviewed. Other types of papers will be reviewed by the Scientific Editor, but are not published as peer-reviewed articles, unless requested by the author.

Research Articles

FPT regularly publishes papers resulting from research related to various aspects of food safety and protection. These papers should be of interest to our members, whether they are in academics, industry, or government.

General Interest or Review Articles

FPT publishes papers that are of practical technical interest to most IAFP members. These papers include topics such as the organization and application of food safety and quality control programs, methods for solving food safety and protection problems, and experiences resulting from such activities. Presentations at affiliate and annual meetings can be adjusted to make them appropriate for *FPT* publication.

Manuscripts of a Sensitive Nature

All involved in food production, processing, distribution, food service, and retail – including members of IAFP are greatly concerned with bioterrorism and food defense. Manuscripts dealing with such sensitive issues are expected to approach the subject from a preventive stance and not provide a “how-to” guide. An unusually rigorous review policy governs the evaluation of manuscripts submitted for publication in journals printed by IAFP, to minimize the possibility that use of their contents may pose a threat to the food supply.

LETTERS TO THE EDITOR POLICY

FPT invites Letters to the Editor. Letters commenting on articles printed in this publication are subject to review by the Scientific Editor 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 of continuing with the publication process or withdrawing the Letter to the Editor. If the letter is withdrawn, neither it 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. Please send all Letters to the Editor as an E-mail attachment to the Production Editor (dbahun@foodprotection.org).

PREPARATION OF ARTICLES

The Scientific Editor assumes that the senior author has received proper clearance from his/her organization and from coauthors for publication of the manuscript.

All parts of manuscripts, including references, tables, table captions, footnotes, and figure legends, must be typed, double-spaced, in at least 10-pt. type. EndNote material will not be accepted. Manuscripts must be in Word. Page margins on all sides must be at least 1 in. (2.5 cm) wide. Lines throughout the manuscript must be numbered sequentially (i.e., not restarted on each page) to facilitate review of papers; however, final revised manuscripts must NOT have line numbers. Number all pages, including tables and figures. *FPT* uses English 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 LEGENDS

TABLES

FIGURES

Subhead text.

All subhead text should be on a separate line, lowercased and boldfaced.

Except for the Title Page and Introduction, all of these sections should have separate headings, which should appear in the manuscript worded exactly as stated above. Subheadings should be on a separate line and boldfaced. Paragraph text should be indented. Third-order subheadings will not be accepted.

FPT 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 measurements, 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, as well as *The Chicago Manual of Style*, 15th ed., University of Chicago Press, 2003, and the bibliographies in these guides. This information is also available at: http://md2.csa.com/ids70/serials_source_list.php?db=biolclust-set-c.

ORGANIZATION OF RESEARCH ARTICLES

Title Page

The title of the manuscript should appear at the top of the first page. It should be as brief as possible, contain no abbreviations, and be indicative of the subject of the manuscript. Avoid expressions such as "Effects of," "Influence of," "Studies on," etc.

Full names and, for each author, addresses of the institution(s) or organization(s) where the work was done should appear on the title page. 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. Footnotes can be used to give the present addresses of authors who are no longer at the institution(s) where the work was done. A footnote asterisk(*) should be placed after the name of the author to whom correspondence about the paper and proofs should be sent. The E-mail address and telephone and facsimile numbers of this author should be given at the bottom of the page. No text of the manuscript should appear on the title page.

ABSTRACT

The Abstract should appear on a separate page directly following the title page and should not exceed 200 words. It should summarize the contents of the manuscript and be meaningful without the reader having to read the remaining pages. The Abstract should not contain references, diagrams, tables or unusual abbreviations.

INTRODUCTION

The Introduction should provide the reader with sufficient background information to evaluate the results of the research without an extensive review of literature. The rationale and objectives of the study should also be included.

MATERIALS AND METHODS

Sufficient information should be provided to allow other researchers to repeat the experiments described in the paper. If reference is made to a method published elsewhere that is not readily available to most readers, details should be included. Sources (company, city, state or country) of chemicals, bacterial strains, reagents and equipment must be identified.

RESULTS AND DISCUSSION

The Results section provides a synopsis of the data in text format, supported by 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, but tables and figures reporting results should not be cited in the Materials and Methods section. Extensive interpretation of the results as they relate to the literature should be included.

CONCLUSIONS/RECOMMENDATIONS

Conclusions or recommendations based on the results should be included in this section.

ACKNOWLEDGMENTS

Acknowledge financial and personal assistance (sources other than your institution) or any potential conflicts of interest.

REFERENCES

- All references must be double spaced.
- **Number and order the references alphabetically, between references and within each reference, by the last names of the authors.**
- Order references chronologically only when all authors' names are the same. Only the first author's name and initials are inverted.
- Only the first author's name and initials are inverted. Coauthors should be listed by first name or initials, then last name. A space must separate all author initials, (A. B., not A.B.)
- Names of governments/organizations must be spelled out and placed in alphabetical order by name. **Do not use acronyms** such as **EPA**, **FDA**, and **USDA**.
- **All references must be cited in the text by italicized numbers in italicized parentheses, with a space between the numbers of the references: (3, 7, 22).** Lists of references should be in numerical order.
- **Journal names are 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 not yet published should be listed by the authors' names, as "submitted for publication," "accepted for publication," or "in press." The Editor reserves the option of requesting copies of such papers if needed to evaluate the manuscript in question.
- Examples of different types of references are given below.

Paper in journal

Byelashov, O. A., P. A. Kendall, K. E. Belk, J.A. Scanga, and J. N. Sofos. 2008. Control of *Listeria monocytogenes* on vacuum-packaged frankfurters sprayed with lactic acid alone or in combination with sodium lauryl sulfate. *J. Food Prot.* 71:728–34.

Paper in book

West, D. I., and L. B. Bullerman. 1992. Physical and chemical separation of mycotoxins from agricultural products, p. 52–57. *In* J. E. Smith (ed.), *Mycotoxins and animal feed stuffs*, vol. 4. CRC Press, Boca Raton, FL.

Government/group publications

U.S. Department of Agriculture, Food Safety and Inspection Service. 2013. Detection of isolation of non-O157 Shiga toxin-producing *Escherichia coli* (STEC) from meat products and carcass and environmental sponges. MLG 5B.04. *In* *Microbiology laboratory guidebook*. U.S. Department of Agriculture, Washington, D.C.

U.S. Environmental Protection Agency. 2013. Literature review of contaminants in livestock and poultry manure and implications for water quality. Available at: <http://water.epa.gov/scitech/cec/upload/Literature-Review-of-Contaminants-in-Livestock-and-Poultry-Manure-and-Implications-for-Water-Quality.pdf>. Accessed 15 April 2014.

U.S. Food and Drug Administration. 2009. Prevention of *Salmonella* Enteritidis in shell eggs during production, storage, and transportation; final rule. *Fed. Regist.* 74:33029–33101.

Book by author(s)

Cramer, M. M. 2006. Food plant sanitation: Design, maintenance, and good manufacturing practices. CRC Press, Boca Raton, FL.

Book by editor(s)

Doyle, M. P., and L. R. Beuchat (ed.). 2007. Food microbiology: fundamentals and frontiers. Third Edition. ASM Press, Washington, D.C.

Patent

Yee, J. J., and C. C. Hunt. 2003. Processed cheese with improved firmness using cross-linking enzymes. U.S. Pat. 7,267,831. Sept. 4.

Publication with no identifiable author or editor

Anonymous. 1998. Guide to minimize microbial food safety hazards for fresh fruits and vegetables. U.S. Department of Health and Human Services, Food and Drug Administration, Center for Food Safety and Applied Nutrition, Washington, D.C.

Unpublished data, personal and electronic communications¹

References citing "personal communication" or "unpublished data" are discouraged, although it is recognized that sometimes their use is unavoidable. An author may be asked to provide evidence of such references. If the communication was done via E-mail, the citation 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).

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.

Sofos, J. N. 3 January 2001. Personal communication [E-mail:jsosos@ceres.agsci.colostate.edu].

Web citations

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

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/comI90200.htm>. Accessed 27 January 2002.

U.S. Food and Drug Administration. 2008. Guidance for industry: Guide to minimize microbial food safety hazards of fresh-cut fruits and vegetables. Available at: <http://www.cfsan.fda.gov/~dms/prodgui4.html>. Accessed 15 March 2008.

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.

ORGANIZATION OF REVIEW OR GENERAL INTEREST PAPERS

Review or general interest papers must have a title page and an abstract as described in the section on research articles. The remainder of the text begins with an introduction and is then 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.

PREPARATION OF TABLES

If tables are submitted, the format must be that of Excel or Word documents. Each table, comprising the title, body, and footnotes, must be typed double-spaced on a separate page from the body of the paper. Number tables consecutively as cited in the text. The title must be brief but fully descriptive of the information in the table. Headings and subheadings must be concise; abbreviations may be 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 reads down, not across. A well-organized table should be understandable without extensive reference to the text.

PREPARATION OF ILLUSTRATIONS, PHOTOGRAPHS, AND FIGURES

FPT allows liberal use of illustrations (graphics, drawings) and photographs, finding that these increase the appeal of the journal to readers. Submitted manuscripts must have all illustrations, photographs, and figures incorporated in the same electronic file as the text of the manuscript.

When electronic figures are submitted, the preferred formats are high resolution JPEG, TIFF, EPS, or PDF. The following native application file formats

are also acceptable: Adobe Photoshop, Adobe Acrobat, Illustrator, and InDesign. The resolution required for halftone and color images is a minimum of 300 pixels per inch (ppi); resolution for line art should be 1,200 ppi. Please note that images in GIF format are not acceptable for printing. Digital color files must be submitted in CMYK mode.

Embed fonts when using Photoshop, 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 figure legend and figure should be placed within the manuscript file following the References. Type the figure legend at the top of the page, then place your figure. Each figure and legend should be on a separate page. Number each consecutively as cited in the text. Figures containing multiple components (e.g., IA, IB, IC, etc.) should have all components on the same page, with appropriate labels. Place the figure number on the upper right hand corner of the page. Data presented in figures must not be repeated in the tables. A well-prepared figure should be understandable without reference to the text of the paper.

Photographs

Photographs that are submitted should have sharp images, with good contrast. Photos should be submitted as a high resolution eps or jpg files. Photographs will be printed in color.

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. (Exception: lb/in².)

ångström, Å
atmosphere, atm
base pairs, bp
British thermal unit, BTU
calorie, cal
centimeter, cm
CFU (never spelled out: colony-forming units)
cubic centimeter, cm³
day (never abbreviated)
degree Celsius, °C
degree Fahrenheit, °F
diameter, diam
enzyme-linked immunosorbent assay, ELISA
equivalent weight, equiv wt
fluid ounce, fl oz
foot (feet), ft

gallon, gal
 gram, g
 gravity, g
 hour(s), h
 inch, in.
 international unit, IU
 intramuscular, i.m.
 intraperitoneal, i.p.
 intravenous, i.v.
 kilocalorie, kcal
 kilogram, kg
 kilometer, km
 lethal dose, median, LD₅₀
 liter (no abbreviation)
 logarithm (base 10), log
 logarithm (base e), ln
 lumen, lm
 lux, lx
 meter, m
 microequivalent, µeq
 microgram, µg
 microliter, µl
 micrometer, µm
 micromole, µmol
 milliequivalent, meq
 milligram, mg
 milliliter, ml
 millimeter, mm
 millimolar, mM
 minute(s), min
 molar, M
 mole, mol
 most probable number, MPN
 nanometer, nm
 normal, N
 number, no.
 parts per billion, ppb
 parts per million, ppm
 percent, %
 PCR (never spelled out: polymerase chain reaction)
 pound, lb
 pounds per square inch, lb/in²
 Pulsed-Field Gel Electrophoresis (PFGE)
 revolutions per minute, rpm
 second, s
 species (singular), sp.
 species (plural), spp.
 specific activity, sp act
 UV (never spelled out: ultraviolet)
 volume, vol
 weight, wt

POLICY ON COMMERCIALISM

Manuscripts submitted for consideration for publication in *FPT* 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. However, scientific merit should not be diluted by proprietary secrecy. 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. In general, the spirit and principles of the International Association for Food Protection Policy on Commercialism also apply to manuscripts submitted for consideration of publication in *FPT*. The Scientific Editor shall, at his or her sole discretion, determine whether a submitted manuscript violates this policy on commercialism.

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Membership of the author in the Association is not a prerequisite for acceptance of a manuscript for publication. Non-member scientists are invited to submit papers for consideration for publication. The Scientific Editor assumes that the corresponding author has received proper clearance from his or her organization and from all co-authors prior to review and publication of the paper. It is also assumed that the paper is not being considered for publication in any other journal or publication. The manuscript number assigned at the time of submission must be included for identification in all future correspondence and on the revised manuscript. Manuscripts are accepted for publication only after they have been reviewed by two or more members of the Editorial Board or by others with the requisite expertise. After review, the manuscript is returned to the author for revision in accord with suggestions made by the reviewers and the Editor. Authors can hasten publication of

their papers by submitting well-written manuscripts conforming to *FPT* style and by revising and returning manuscripts promptly. If, after review of a manuscript is completed, the author chooses to withdraw rather than to revise the paper, the Scientific Editor must be notified promptly. If the author does not respond within two months after a reviewed paper is returned, the paper will be considered withdrawn. Authors are notified by E-mail when a manuscript has or has not been accepted for publication. Page proofs of accepted manuscripts are sent to the author for correction. They should be proofread carefully according to the instructions attached and returned within four days. Authors will be charged for major revisions to their page proofs.

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If extensive formatting changes are required by IAFP staff, authors will be charged a penalty. The charge will be \$300.

REPRINTS

Reprints of a paper may be ordered by the author when the page proofs are returned. Reprint orders must be received prior to the printing of the issue of the journal in which the paper is published. An appropriate form for this purpose is attached to the proofs. Paper or electronic reprints are available. The cost varies according to the number of pages in a paper and whether or not covers are ordered. No free reprints are provided.

INDEXES

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