

GUIDE TO CONTRIBUTORS

Type of Papers

Research papers, Review articles, Notes and Short Communication are accepted on the understanding that they have not been and will not be published elsewhere without the Editor-in-Chief's permission.

When submitting notes and short communications, authors should make clear that their work is to be treated as such. Papers accepted become the copyright of the Journal. Please note that, the Editor-in-Chief reserves the right to change the paper into Short Notes.

Preparation of Manuscript

Authors are recommended to follow the Guide to Contributors to prepare their manuscript accordingly. A single word processor containing title page information, manuscript, figure(s) and/or table(s) should be uploaded in a **SINGLE** file.

It is necessary for the authors to suggest at least FOUR potential reviewers and provide their complete contact details and fields of specialization in the system and cover letter. Authors are advised to suggest reviewers from other institutions.

Language

Manuscripts to be submitted should be ensured written in clear and comprehensible English. Authors whose native language is not English are strongly advised to have their manuscripts checked by an English-speaking colleague prior to submission. It is the author's responsibility to pay attention to grammar and spelling.

Title Page Information

Title – Concise and should be written in the form of lower-case with capitalization of the first word.

Author names and affiliations – Please ensure that all authors' names are correctly spelled. Authors' names should be abbreviated and arrange as last name first, followed by given names in

initials. Present the authors' affiliation addresses below the names. Indicate all affiliations with number superscripts, **before** the author's name and in front of the appropriate address. Please provide full postal address of each affiliation.

Corresponding author – Clearly indicate who with (*) in front of the author's name and only the e-mail address of the corresponding author is allowed.

Manuscript Style

Manuscripts should be double-spaced, typed using 11 point Arial or equivalent typeface with a margin of 4 cm (1.5 inch) on all four sides.

Request authors to kindly submit your manuscript with continuous line numbers.

The manuscript should be divided into the following sections:

- a) **Abstract** – Provides essential information which includes stating the purpose of the research, the principal results and main conclusions. It should be intelligible without reference to the paper itself. Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.
- b) **Keywords** – A minimum of 3 keywords and maximum of only 6 words allowed indicating the essentials of the research work. Separate the keywords with comma.
- c) **Introduction** – Provides the aim of the investigation and a brief statement of previous relevant work with references.
- d) **Materials and Methods** – Only new techniques need to be described in detail for reproducibility. Known or published methods must have adequate reference. Relevant modifications should be described.
- e) **Results** – Clear and concise. Presentation of results with tables and figures may improve its clarity.
- f) **Discussion** – Explains the significance of the results.
Note: Results and Discussion can be separated or combined.
- g) **Conclusion** – Summary of results interpretation with suggested recommendations. The conclusion should not merely repeat points made in the preceding sections.
- h) **Acknowledgement** – Should be kept to the absolute minimum

Headings of the sections are to be bold and not underlined. They should appear clearly on its own. Any subsections should be given a brief heading, italicize and it should also appear clearly on its own separate line. Authors are advised to minimize subsections.

Tables, Graphs, Figures and Photographs

Tables, graphs and figures should be displayed on **separate pages** in the manuscript after the reference section. Tables and figures should be numbered consecutively in accordance with their appearance in the text. Tables are captioned on top of the table body and place any table notes below the table body with proper indications to the contents in the table body (if needed). Figures are captioned at the bottom of the figures. Scanned or digital photographs should be in high resolution, minimum 300 dpi in the PC format. **A maximum of 5 Figures and Tables is only allowed**; hence, be sparing.

Footnotes

Footnotes should be kept to a minimum; in most cases, it will be possible to incorporate the information in the text. If footnotes are used, they should be numbered in the text indicated by superscript numbers and kept as brief as possible.

References

Citation in text

References should be cited in the text by the author. All references in the text must be listed at the end of the paper, with the names of authors arranged alphabetically, and titles of papers given.

Reference style

It is the authors' responsibility to provide the accurate details of the bibliographic citations. Please ensure that all references cited within the text must also be present in the reference list (and vice versa).

Citation in text:

1. Single author: the author's name (without initials) and the year of publication
2. Two authors: both authors' names and the year of publication
3. Three or more authors: first author's name followed by '*et al.*' and the year of publication. Citation may be made directly (or parenthetically). Groups of references should be listed chronologically according to the year of publication.
Examples: "as demonstrated (Son *et al.*, 1996; Duan and Su, 2005). Son *et al.* (2000) have recently studied..."

Reference List

All references should be arranged **alphabetically** by authors' name, listing all authors, the full title of articles and journals, publisher and year. Please note that journal names are **not to be abbreviated**. The references in text and in the list of the manuscript should be cross-checked to ensure similarity.

Examples:

Journal

Collins, S. J., Bester, B. H. and McGill, A. E. J. 1993. Influence of psychrotrophic bacterial growth in raw milk on the sensory acceptance of UHT skim milk. *Journal of Food Protection* 56(5): 418-425.

Monograph/Book

Connel, J. J. 1990. *Control of fish quality*. 2nd ed. London: Fishing News Books.

Chapter in Book

Hart, R. J. 1998. Food Science and the transport of food. In Heap, R., Kierstan, M. and Ford, G. (Eds). *Food Transportation*, p. 1-21. London: Thomson Science.

Proceedings/Seminars/Conferences

Jinap, S. and Yusof, S. 1994. Development of juice from cocoa pulp. In Jinap, S., Bong, C. L., Tan, K. L. and Wan Rahimah, W. I. (Eds). *Proceeding of the Malaysian International Conference*, p. 351. Kuala Lumpur: Malaysian Cocoa Board.

Internet

United States Department of Agriculture (USDA) Food Safety and Inspection Service (FSIS). July 2006. Food Safety Information: Microwave Ovens and Food Safety. Retrieved on August 24, 2014 from FSIS Website:
www.fsis.usda.gov/shared/PDF/Microwave_Ovens_and_Food_Safety.pdf

Note: Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should be given.

Report

Lontoc, A. V. 1981. Existing food analytical methods and problems in the Philippines. Report of the ASEAN Workshop on Analytical Techniques. Singapore: ASEAN Subcommittee on Protein.

Thesis

Yusep, I. 1997. The effect of fermentation and soaking times on pyrazines and acidity and concentration of Thai Forastero cocoa beans. Bangkok, Thailand: Kasertsart University, MSc thesis.

Patent

Bell, A. G. 1876. U.S Patent No. 174, 465. Washington, DC: U.S. Patent and Trademark Office

Standards

Standards Australia. 1994. The storage and handling of corrosive substances (AS 3780—1994). Retrieved from <http://www.saiglobal.com>

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Please use the following list to perform the last checking of the manuscript prior sending it to the journal for review.

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- Manuscript has been ‘spell-checked’ and ‘grammar-checked’
- All figure captions
- All tables (including title, description, footnotes)
- References are in the correct format for this journal

Authors are encouraged to **refer to the latest issue** of International Food Research Journal for the format of manuscript preparation.

Author Inquiries

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