



## Contributing Writers' Guidelines

*Food Quality & Safety* goes out to employees at companies in all segments of the food and beverage industry from farm to fork, yet focuses on the job titles and responsibilities charged with ensuring product quality and safety. Our 21,000 plus readers are evenly distributed across job titles such as quality assurance/quality control, lab management, research and development, plant operations, and others.

When it comes to manuscript submissions, our philosophy is simple: We take contributed articles, but they must be geared to the audience mentioned above and must be unbiased (no PR pieces or advertising content), providing a general and balanced overview of the topic at hand. Articles can focus on best practices, applications, trends, technology, etc. Contributors should also be considered authorities in the food-industry topic they are writing on. **In addition, please note we only run original articles; if the piece has appeared elsewhere, we cannot run it unless it has been substantially revised and/or updated.**

To be sure you are on the right track, feel free to send an abstract or outline to the editor before writing. Articles range from 1,400 to 3,000 words; contact editor for specific word length, which is dependent on space available in issue.

If your manuscript is accepted for publication, you will be asked to **sign a copyright transfer agreement**, a standard form for contributors.

There are a few other key things to keep in mind:

- Please submit articles as a Word e-mail attachment, separating paragraphs with extra return. If you have sidebars or tables, include them toward end of the article.
- Please provide at least three suggested contextual links in your articles (either from external sites or from Food Quality & Safety website). In place of references, please supply contextual links. All contextual links should be included in comment boxes next to the appropriate text.
- Also at the end of the article, put the author's title and contact information (direct phone or email address) to run as a brief biographical note.
- Send images that we can use to run with the story as separate high-resolution attachments (do not embed in Word file). For publishing purposes, photos need to be at least 300 dpi and at least 4 inches

square and in jpg, eps, png, or tif format. Most electronic photographs prepared for web pages are very low resolution and not usable. Also supply appropriate photo credit and suggested captions for each image. We also encourage for you to send along any video or audio to further support your content.

- We need complete information on hand of on all the people mentioned in each article so we can contact them if there are any questions. Please include a list with the full names, titles, addresses, and emails of everyone mentioned.
- All accepted manuscripts are subject to copy editing. In cases where space is limited, the magazine reserves the right to cut material as it sees fit.
- Please follow our house style, which gives precedence to Associated Press. A few key style points:
  1. Use the serial comma.
  2. Do not use double spaces or tabs.
  3. Do not use registration or trademark symbols.
  4. Spell out percent (not %).
  5. Abbreviate U.S. and U.K.
  6. Use quotations around report names; books and newspapers are italicized
  7. When listing the titles of quoted sources, use full names; list degrees without periods; make sure positions/departments/etc. aren't capitalized; and include a location with each institution or company. (ex: Samuel K. Jones, MD, associate clinical professor of medicine at Harvard Medical School in Boston, Mass.)
  8. Use the present tense (e.g., says not said).
  9. Always spell acronyms out on first reference, except for USDA, FDA, and CDC.

Send completed submissions, abstracts, or additional editorial questions to:

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