



## Contributing Writer Guidelines

Food Quality & Safety magazine is distributed to professionals in the food and beverage industry who are tasked with ensuring quality and safe food products, from farm to fork. Our 22,000 plus readers hold job titles in quality assurance/quality control, food safety management, validation and compliance, 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 be unbiased (no PR pieces or advertising content) to provide a balanced overview of the topic. Articles can cover best practices, regulations, trends, technology, and industry challenges. Contributors should also be considered authorities in the food industry topic they are writing on. In addition, 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 submit an article for consideration, please adhere to the following procedure:

- Submit a short abstract (150 – 200 words) to professional editor or industry editors. The abstract should include the proposed length of the article.
- The submission must include a short biographical sketch of the individual submitting the proposal.
- The abstract and biography will be reviewed by the editors. If the submission is acceptable, the author will receive an email stating that the person may proceed and can submit the article for review. Authors will also be asked to sign a **copyright transfer agreement**, a standard form for contributors. Note, even though the abstract was accepted, it does not mean that the final submission will be published. Grounds for rejection of an article may include but need not be limited to:
  - a. The work is deemed too commercial.
  - b. The science is not accurate or supported.

Print articles typically range from 1,200 to 2,500 words; online-only articles range from 600-1,200. Be aware, we typically post our print content online ahead of physical issues.

If your proposal has been accepted:

- Submit articles as a Word document e-mail attachment, separating paragraphs with extra return. If you have sidebars, include them toward the end of the article.

- Provide at least three suggested contextual links in your article (either from external sites or from Food Quality & Safety website).
- At the end of the article, include the author's title, affiliation, degrees, and contact information—a direct phone or email address (general company phone or email is not acceptable).
- Provide complete information of all the sources mentioned in each article so we can contact them if there are any questions. Include a list with the full names, titles, addresses, and emails of everyone mentioned.

**NOTE:** All accepted manuscripts are subject to copyediting. In cases where space is limited, the magazine reserves the right to cut material as it sees fit.

### Writing Tips

Use Associate Press writing style, in addition to following tips:

- Use the serial comma.
  - Do not use double spaces or tabs.
  - Do not use registration or trademark symbols.
  - Use the present tense (e.g., says not said).
  - Always spell acronyms out on first reference, except for USDA, FDA, and CDC.
  - 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.)
- Ensure the quotes are reviewed and approved by the quoted person.

### Images

If you have imagery to accompany your article, send images as separate high-resolution attachments (do not embed in Word file). For print publishing purposes, photos need to be at least 300 dpi and at least 4 inches wide, in jpg format preferably. For online-only articles, low-res images are acceptable. Also supply appropriate photo credit and suggested captions for each image submitted.

For illustrations such as figures/tables, basic versions can be created in Word document. For detailed figures/tables, please use same requirements for print images.

### SEND ABSTRACTS OR ADDITIONAL EDITORIAL QUESTIONS TO:

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