INSTRUCTIONS TO AUTHORS

GENERAL INFO

Food Technology and Biotechnology is an **international diamond open access journal** published by the **Faculty of Food Technology and Biotechnology, University of Zagreb, Croatia**. It is an official journal of Croatian Society for Biotechnology and Slovenian Microbiological Society, financed by the Croatian Ministry of Science and Education, and supported by the Croatian Academy of Sciences and Arts.

Food Technology and Biotechnology journal publishes **original scientific papers, preliminary communications, scientific notes, reviews and minireviews.** It covers the topics of bioprocess engineering, molecular biotechnology, molecular biology, genetic engineering, applied biochemistry, applied microbiology including food microbiology, food processing techniques and technologies, food science, novel aspects of food analysis methods, nutritional aspects of food production and analysis, and waste treatment in food and biotechnological production.

Conference papers can only be taken into consideration when they are organized by one of the institutions that closely collaborate with the publisher and they undergo the same evaluation process as regular papers. Conference papers already published in proceedings will not be considered at all.

Food Technology and Biotechnology is indexed in **Current Contents®/Agriculture, Biology and Environmental Sciences** and other databases, such as Web of Science (WoS) Core Collection, Science Citation Index Expanded, Scopus, Biological Abstracts, BIOSIS Previews, Food Science and Technology Abstracts (FSTA), Chemical Engineering and Biotechnology Abstracts, Chemical Abstracts Service Source Index, CAB Abstracts, PubMed Central® (PMC), Biotechnology Research Abstracts, Business Source Premier, Central & Eastern European Academic Source (CEEAS), Ei Compendex, Environment Index, Veterinary Science Database, Business Source Elite, VINITI, VITIS-VEA, Directory of Open Access Journals (DOAJ), HRČAK and J-Gate.

All published papers are **peer-reviewed** (see chapter **Editorial Process**) and **posted online** as soon as they are accepted (first in an unedited form ahead of print and then in the final form after printing). The content of the Journal is available online free of charge and there are **no publication charges**.

EDITORIAL PROCESS

All contributions are evaluated according to the criteria of originality and quality of their scientific content. The manuscript needs to be prepared strictly according to the Journal's instructions and proofed by a native English speaker or someone proficient in English. Manuscripts which do not conform to these standards will be returned immediately without entering the reviewing process, or any further processing at all. All papers should be submitted *via* Comet-FTB online submission system (at www.ftb.com.hr). Manuscripts sent by e-mail will not be considered for publication. If the upload is successful, the corresponding author will receive a confirmation e-mail with a reference number assigned to the paper, which he/she is asked to quote in all subsequent correspondence. Each co-author is requested to sign **Declaration of Authorship** and **Statement of Conflict of Interest** forms and to provide all the requested details, including **ORCID ID of each author** (it can be obtained for free at https://orcid.org/), and the corresponding author is obliged to upload all signed forms to Comet online submission system or send to ftb@pbf.hr.

All manuscripts are first evaluated by the **Editor-in-Chief** and can be rejected without reviewing if considered not of sufficient interest or novelty, too preliminary or out of scope of the Journal. If the manuscript is considered suitable for further evaluation, it is first sent to the **Field editor**. Based on his/her opinion the paper is either rejected or evaluated further. Before reviewing, each manuscript is run through **iThenticate** plagiarism detection software to verify the originality and ensure the quality of the written work. Authors should take care not to exceed the limit of 20 % of overlapping with previously published papers and no more than 3 % with the individual source, which must be cited. Papers with high degree of overlapping with previously published data (even in the case of self-plagiarism) will be rejected without reviewing. Papers which are suitable for reviewing process are sent to **at least two impartial reviewers**. As soon as the reviews are uploaded to the system, the Editor brings a decision about the possible acceptance of the manuscript. The reviews are then sent to the authors *via* online submission system and if the reviews are positive, the authors are expected to submit the revised version within the timeframe given by the system. If authors cannot resubmit the revised manuscript within this period, they should contact the Editor at ftb@pbf.hr to discuss the possibility of extending the deadline for resubmission, or otherwise uploading it as a new manuscript after all the changes requested by reviewers have been made. Authors are obliged to submit a new cover letter with each revised version together with the extensive reply to each reviewer's comment taxatively. If during the revision a change in authorship (addition or removal of author) has occurred, authors are requested to clarify the reason for change, and all authors (including the removed/added ones) need to submit a written consent for the change. Authors added during the process of evaluation must also submit filled in and signed Declaration of Authorship, and Statement of Conflict of Interest.

The revised version is evaluated by the Editor and/or reviewers and the Editor-in-Chief brings a decision as soon as possible about final acceptance based on their suggestions. If necessary, further revision can be asked for to fulfil all the requirements of the reviewers. When a manuscript is accepted for publication, an official letter of acceptance is sent to the corresponding author, the manuscript is assigned a **doi number**, posted online in an unedited version (in the category Advanced online publication of articles) and deposited in CrossRef with the assigned doi number. After that, changes of authors of the manuscript are not possible.

Before printing, a **linguistic, metrological and technical revision** is made, at which stage the authors are asked to make the final corrections in no more than a week. **All the corrections suggested by the editors should be made**. The final version

is then sent to the printer's office and the authors receive the **galley proof** for final check before printing. The authors are expected to correct only typographical errors on the proofs. Any changes in the text (additions *etc.*) at that stage will be made at author's expense. The proofs have to be returned to the Editorial Office within **24 hours**. After printing, all manuscripts are posted online as pdf files in the final form and indexed in databases.

SUBMITTING AN ARTICLE

Before submission, authors are required to read the Instructions to authors carefully and prepare the manuscript accordingly. For manuscript submission, the corresponding author needs first to sign up to **COMET-FTB online submission system** (at http://comet.sdewes.org/ftb/) as a new user, unless the author has used the system before. After signing up, the author will receive a confirmation e-mail with the registration information. Upon registration, personal data should be entered, together with **ORCID ID**. All fields **marked by asterisk** (*) **are mandatory**. For each **subsequent submission** by the same author, the **existing username and password** need to be used.

When submitting the manuscript, first the **submission title** should be written and the type of submission should be selected. Then **all co-authors** should be added (once again, all fields marked with asterisk are mandatory). Afterwards, **summary** (max. 250 words) and **key words** (no more than 6 words) should be written. **Entire manuscript** should be uploaded with tables and figures inserted at the end of the text. Figures should also be uploaded in an **editable (vector) format** (.eps, .xls, .svg or similar). For each document upload, **handle** (*e.g.* letter, manuscript, Fig. 1, Fig. 2, *etc.*) should be chosen.

Cover letter containing full names (with underlined surnames) of all authors, their titles and affiliations with signatures (or at least signature of corresponding author) confirming that manuscript or part of it was not accepted for publication or being considered for publication or published somewhere else should be uploaded separately. E-mail addresses of all authors should be provided in the cover letter, while the manuscript title page should provide contact details (phone/fax and e-mail address) of only the corresponding author. It is highly advisable to include the authors' ORCID ID in the cover letter.

A **proposal of up to three reviewers** along with their contact details is required, provided that they do not share the authors' affiliations, and that they are not in conflict of interest in the given case. All suggestions of reviewers will be evaluated and the decision about their selection will be brought by the Editor. Authors bear the responsibility to provide accurate data about suggested reviewers; in case of false names and contact details the manuscript will be rejected and the authors' institutions will be notified.

After submission, the corresponding author will receive a **confirmation e-mail**, which means that the upload was successful and that the editors are notified that a new submission has been made. If the authors wish to correct the paper immediately after submission (due to the addition or correction of data), they **should not cancel the submission**, but rather re-upload it **under the same article number,** or contact the Editorial Office at ftb@pbf.hr.

Authors can track the manuscript status by signing in as an existing user. When the evaluation process is completed, the corresponding author will receive an **e-mail containing reviewers' comments and/or editor's decision**, after which the author can sign in to the Comet system and download attachments if any. If the authors **do not wish to submit the revised version** of the manuscript, they should **cancel the submission through the online submission system (COMET) and notify the editors** at ftb@pbf.hr.

The revised version of the paper should be **re-uploaded through the online submission system**, together with the **reply to the reviewers** and the **letter** to the Editor-in-Chief in which all other changes such as of authorship or affiliation need to be reported. All the changes made in the revised manuscript must be either **highlighted, written in different colour or using Track changes**. In reply to the reviewers, authors need to explain how they addressed **each point given by the reviewer**. If the manuscript is not revised according to all suggestions of the reviewers, it will be **rejected without possibility of resubmission**.

AUTHORSHIP

The **individual contribution of each author** must be stated in the cover letter (at the submission) and at later stage in the Declaration of Authorship. An author can be someone who substantially contributed to the idea or design of the research, acquisition of data, analysis or interpretation of data, was involved in drafting, writing or revising the paper critically for important intellectual content. **Other contributors should be mentioned in the Acknowledgements** and cannot be considered as authors of the work.

All authors should approve the final version of the paper before submitting the paper to *Food Technology and Biotechnology*. They agree to be accountable for all aspects of the work and they should state and verify with their signatures or the signature of corresponding author in the cover letter that all data is authentic and correct.

Changes in authorship after the submission of the paper to *Food Technology and Biotechnology* can be justified only by the additional work required during the revision. **It is not possible after the acceptance of the manuscript for publication**. The change in authorship needs to be stated in the cover letter and in the reply to the reviewers, and needs to be accepted and signed by all authors. **Change in the order of authors also needs to be stated in the cover letter.** All authors should also agree to the change in the order of authors. **The change of order of authors is not possible after the acceptance of manuscript for publication**.

GDPR

In accordance with EU General Data Protection Regulation (GDPR), the journal collects data on authors, reviewers and editors including names and surnames, titles, contact details, fields of professional interest, and CV and photo (optional). The information is used to help editors choose the appropriate reviewers, contact reviewers and authors, and provide the necessary

information in published articles. Data are used only to an extent needed for publication and information that is not included in the article or acknowledgement will not be shared with third parties. Data will be stored until revocation or erasure of data on the request of author/reviewer/editor. All requests, corrections or complaints can be sent to the Editorial office at: ftb@pbf.hr.

MANUSCRIPT ORGANIZATION

All papers must be written in **English (preferably UK for non-native speakers)**. If English is not the authors' first language, it is highly recommended that the manuscript be given to a native speaker for editing and proofreading. **The submission may be rejected if written in poor English, or not written according to the instructions to authors**.

Authors can use the template, but are advised to read the instructions thoroughly beforehand. Papers should be written in **Arial, font size 11** (for title use font size 13)**, spacing 1.5**. For paper layout use paper size A4, margines set to normal, background must be white. All **headings** (SUMMARY, INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, CONCLUSIONS, ACKNOWLEDGEMENTS, FUNDING, CONFLICT OF INTEREST, SUPPLEMENTARY MATERIAL, ORCID ID, REFERENCES) must be written **in capital letters** and placed above the text (paragraph). **Second and third order headings** (subheadings) should be written with only **first word** beginning with capital letter. Subheadings may be used in Materials and Methods and Results and Discussion sections to simplify the presentation, and they should not be repeated. Second order headings should be placed above the text and written in italic. Third order headings should be written in normal font and placed above the text. Fourth order headings can be used only if necessary (in general, they should be avoided) and should be written in normal font in line with the text, separated with a full stop from the remaining text.

Latin words, phrases and abbreviations, including generic and specific names, should be written in italic throughout the text. Names of microorganisms are written in italic only on genus and species level, with only the genus name capitalised.

The use of **nonstandard abbreviations (initialisms or acronyms)** that are not widely accepted is **not recommended**. The use of too many abbreviations, which makes reading difficult, should also be avoided.

The **cited references** must be numbered consecutively throughout the text, including tables and figures if applicable (do not put references that appear in the figures or tables at the end of the list). In the text, **ordinal numbers of the references** must be written **in italic** and in round brackets (**the brackets not in italic**). Further instructions how to write the list of references are given under References.

Equations should be written in a separate line and numbered consecutively with a number between forward slashes (/1/, /2/ *etc.*). When cited in text, abbreviation Eq. or Eqs. should be used (Eq. 1, Eqs. 2 and 3 *etc.*).

The **position of figures and tables** should be indicated in the text. If a figure consists of multiple panels, all panels should be mentioned in the text before the next figure or table is mentioned.

All **research papers** (original scientific papers, preliminary communications or scientific notes) should contain the following sections:

- Title of the manuscript
- Running title
- Authors' names and affiliations
- Contact details of corresponding author in the footnote
- Summary
- Key words
- Introduction
- Materials and Methods
- Results and Discussion
- Conclusions
- Acknowledgements
- Funding
- Conflict of interest
- Supplementary material
- ORCID ID
- References

Original scientific papers report unpublished results of original research. They must contain significant and original observations to be critically evaluated. Experimental data should be presented in a way that enables reproduction and verification of analyses and deductions on which the conclusions are based. As a general rule, manuscripts should contain no more than **7000 words** (including figures, tables and references), not more than **8 figures and tables** combined, and maximum **50 references**.

Preliminary communications include short information on the results of scientific research which require immediate publication. They should contain no more than **6000 words** (including figures, tables and references), not more than **6 figures and tables** combined, and maximum **40 references**.

Scientific notes include reports on shorter but completed research and should be concise. They should contain no more than **5000 words** (including figures, tables and references), not more than **4 figures and tables** combined, and maximum **30 references**.

Review and **minireview** papers should be written by **well-recognized experts in the field** rather than someone less experienced. **Reviews** (up to **10 000 words**, **6 figures and tables** combined, and **150 references**) are original, critical and up-to-date surveys of an area in which, preferably, the author himself/herself is active. They should include recent references from international publications. **Minireviews** are papers reviewing narrower topics of particular scientific interest (up to **6000 words**, **4 figures and tables** combined, **and 100 references**). They should give up-to-date state of the art of the topic they cover. Manuscripts written in form of (mini)review papers must also contain title of the manuscript, running title, authors' names and affiliations, contact details of corresponding author in the footnote, summary, key words, introduction and conclusion chapters, while the body should contain subheadings that reflect the content of the manuscript, with the rules for grading the subheadings being the same. If figures and tables are used, **their position** must be indicated in the text, and attention must be paid to the order of references, **as figures and tables must also follow the consecutive order of references in the text**. Authors must be careful not to use double references.

Should need arise for publication of additional results in form of figures and tables, they should be supplied as Supplementary material, which will be published online.

Title of the manuscript should be informative but concise and explain the nature of the work. It must be understandable for readers outside the field, but should contain sufficient details for indexing purposes. **It should not exceed 120 characters** (with spaces), and all nouns, verbs, adjectives and adverbs in the title must be written with **first capital letter**.

Running title should be concise and contain **no more than 6-7 words**, written with first capital letter of each word. It should clearly present the topic of the paper.

Full names (first names, then surnames; surnames must be underlined) of all authors should be written, with asterisk (*) next to the name of the corresponding author.

Affiliations (institutional addresses) should be written in **English** and marked with **numbers in superscript** next to the author's surname (the affiliation of first author should be marked with [1], second with [2] *etc.*). If more authors **share the same affiliation**, they should be marked with the same number. If **all authors are from the same institution, numbers are not needed**.

Contact details of corresponding author should be given in the footnote at the bottom of the title page (*Corresponding author: Phone:…; Fax:...; E-mail:…).

SUMMARY

The summary (abstract of the paper) should **not be longer than 350 words**. It should be divided in the following paragraphs: *Research Background*, *Experimental Approach*, *Results and Conclusions*, and *Novelty and Scientific Contribution*. It should explain the aim of the paper and include **the most relevant results** and **conclusions**, emphasizing the **importance and novelty** of the work. Numerical data obtained should be avoided in the Summary unless indispensable for the comprehension of the research contribution of the paper. No abbreviations, equations, illustrations, figures, tables or references should appear in the Summary. The information in the Summary should agree with the rest of the text and all information in it should appear in the body of the paper. Summary must **contain all key words**.

Key words

Key words should list the main topic of the paper for indexing purposes, so it is **not recommendable** to use **general** and **generic words**. **Maximum 6 words or phrases** can be used, which should be separated by commas. Use of abbreviations as key words should be avoided, except for well-known and standard abbreviations (such as HPLC, PCR *etc.*). Key words that do not appear anywhere in the text and in the summary should not be used.

INTRODUCTION

The introductory part should **clearly describe the aim of the research**. Sufficient references to relevant previous publications along with a brief discussion and conclusions of past research should be given. A short section explaining the relevance of the presented research in that context should be included. It should be pointed out **why the methodology used in the present study was chosen and why it will provide new insights**.

MATERIALS AND METHODS

Experimental part should be written **clearly and in sufficient detail** about the used protocol to allow the work to be repeated. Detailed description is required only for new techniques and procedures, while the **known methods must be cited in the references with only a short description of the procedure**. For all chemicals and equipment used, full data should be given, including the **name of the product, company/manufacturer (do not cite suppliers, only manufacturers), city and country (state and country) of origin**. For all equipment, **model number** should also be provided. Computer software, search tools and databases **should be cited** in the reference list. Information about the origin of samples (*e.g.* meat, plants, *etc.*) must be given in detail (manufacturer if applicable, city, state where applicable, and country of origin). **Origin of the products** purchased from local producers or markets must also be specified. Details on **organism(s) studied** (its origin, which collection (name, city and country of origin) it was taken from) and, when relevant, their pre-experiment handling and care should be given. For a **field study**, a description of the study site, including the significant physical and biological features, and the precise location should be included. The **sampling design** should be described (controls, number of samples, treatments, measured variables, replication, final form of data *etc.*). **Statistical procedures and software** used to analyze the results, including the probability level at which the significance was determined, should be described and **cited**. If citing more than one method of the same standards organization, **each method must be cited separately**. To see how to cite, go to References.

RESULTS AND DISCUSSION

Results and Discussion should be written as **one combined section in order to simplify the presentation**. The body of the Results and Discussion section is a text-based presentation of the key findings which includes references to each of the tables and figures.

Tables and/or figures should be sequenced to present the key findings in a logical order and assigned numbers **in order in which they are referred to in the text**, *i.e.* the first table should be cited as **Table 1**, the next **Table 2** and so on. The first figure should be cited as **Fig. 1**, the next **Fig. 2**, *etc.* Their position should be indicated in the text. For further instructions see **Table and Figure Guidelines**.

Discussion should not be merely the repetition of the obtained results and should address each of the experiments or studies for which the results are presented. It should provide authors' interpretation of the significance of the obtained

results. **The findings should be related to the previous studies** the authors and other investigators have done. Crucial information in the research should be emphasized and interpreted in the context of previously published work.

CONCLUSIONS

This section must not be merely the repetition of the content of the preceding sections. It cannot be omitted or merged with the previous section. Conclusion should concisely and clearly explain the significance and novelty of the results obtained in the presented work. **References are not to be cited here**.

ACKNOWLEDGEMENTS

Acknowledgements to colleagues, institutions or companies for support, donations or any other assistance need to be put at the end of the manuscript, before references. Contributors mentioned here cannot be considered as authors of the manuscript.

FUNDING

If the presented data are a result of a funded project or grant, details of all funding sources for the research should be written here. Authors should provide full official funding agency name(s) and grant number(s). If needed, the relevant agency and grant number can be stated for each author, in which case only authors' initials should be written.

CONFLICT OF INTEREST

If the authors have a conflict of interest, for example if they are analysing a product of the company in which they work for or use a software or tool developed by their company, it should be clearly stated in the manuscript.

SUPPLEMENTARY MATERIAL

If the manuscript contains supplementary material that will be published only online, then this chapter must be added with the following statement: All supplementary material is available at: www.ftb.com.hr.

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REFERENCES

Authors bear the responsibility for the accuracy of the references; therefore, **each reference should be thoroughly checked**. References should be selective rather than extensive (with the exception of review articles). It is advisable to limit the number of references to 50 in original scientific paper, 40 in preliminary communication, 30 in scientific note, and 100 and 150 in minireview and review, respectively. Preferably references should include **recent international publications**, unless giving a review of the field, **must reflect the topic of the manuscript and show the relevance to the Journal**. They must **all be written in English**; references originally written in other languages must be translated into English and the language of origin must be written in brackets at the end of the reference. When citing databases, software, tools and other online services, authors are advised to use their recommendations how to cite them. If the original literature cited has not been available, the authors should quote the source used. **Unpublished data** should be mentioned only in the text (data not shown), and not appear in the reference list.

All references appearing in the text must be listed in the list of references, numerated **in the order they are cited in the text**, with nothing except the ordinal number of the reference and Latin names and words written in *italic*. When citing multiple references, use commas (without spaces) to separate them, *e.g.* (*2,3,5*), and an unspaced en dash to join a range inlcuding three or more consecutive references, *e.g.* (5-7) or (*14,17-20*). If citing author name(s) in the text, give reference number immediately after the name, *e.g.* Pratchett (*6*) or Adams *et al.* (*7*). References in figures and tables must follow the consecutive order in the text in accordance with the sequence established by the first mentioning of the particular figure or table in the text.

Recommended style for writing references is according to ICMJE. Basic format for writing references in the list of references is as follows: Autor AA, Author BB. Full title of article. Abbrev J Title. Year;volume(issue):pages. For other formats, see examples below. For abbreviations for periodicals see **Web of Science Journal Title Abbreviations**. **Page numbers** should be written as for example: 11-5, 26-32, 104-18, 204-9, *etc.* **Doi** numbers must be provided for all references that contain it, and written in a separate line at the end of the corresponding reference in the format https://doi.org/... If in doubt, doi numbers can be checked at www.crossref.org. Authors must be careful **not to repeat the same reference**. All references need to be cited as in the following examples:

Citing journals:

1. Horbańczuk OK, Kurek MA, Atanasov AG, Brnčić M, Rimac Brnčić S. The effect of natural antioxidants on quality and shelf life of beef and beef products. Food Technol Biotechnol. 2019;57(4):439-47. https://doi.org/10.17113/ftb.57.04.19.6267
2. Rohm H, Schäper C, Zahn S Interesterified fats in chocolate and bakery products: A concise review. LWT – Food Sci Technol. 2018;87:379–84. https://doi.org/10.1016/j.lwt.2017.08.076
3. Gao X, Xu N, Li S, Liu L. Metabolic engineering of *Candida glabrata* for diacetyl production. PLoS ONE. 2014;9(3):e89854. https://doi.org/10.1371/journal.pone.0089854

Citing articles without doi numbers:

4. Kowalski S, Lukasiewicz M, Bednarz S, Panus M. Diastase number changes during thermal and microwave processing of honey. Czech J Food Sci. 2012;30:21-6.

Citing articles with more than 6 authors:

5. Ujhelyi G, Vajda B, Béki E, Neszlényi K, Jakab J, Jánosi A, *et al*. Surveying the RR soy content of commercially available food products in Hungary. Food Control. 2008;19:967-73. https://doi.org/10.1016/j.foodcont.2007.10.004

Citing articles in the original language other than English:

6. Oliveira ALD, Santos Junior V, Liotti RG, Zilioli E, Spinosa WA, Ribeiro-Paes JT. Study of bacteria *Gluconobacter* sp.: Isolation, purification, phenotypic and molecular identification. Ciênc Tecnol Aliment. 2010;30:106–12 (in Portuguese). https://doi.org/10.1590/S0101-20612010000100016

Citing articles published online ahead of print:

7. N. Sakač, M. Karnaš, J. Dobša, M. Jozanović, V. Gvozdić, E. Kovač-Andrić, M. Kraševac Sakač, B. Šarkanj. Application of spectrophotometric fingerprint in cluster analysis for starch origin determination. Food Technol Biotechnol. 2020;58(1):in press. https://doi.org/10.17113/ftb.58.01.20.6239

Citing books:

8. Walker JM, editor. Methods in biotechnology. Totowa, NJ, USA: Humana Press Inc; 2006. https://doi.org/10.1007/978-1-59745-053-9

9. Holzapfel WH, Wood BJB, editors. Lactic acid bacteria: Biodiversity and taxonomy. London, UK: John Wiley & Sons; 2014.

Citing chapter in a book:

10. Law BA. Enzymes in dairy product manufacture. In: Van Oort M, Whitehurst RJ, editors. Enzymes in food technology. Oxford, UK: Wiley-Blackwell; 2009. pp. 88-102. https://doi.org/10.1002/9781444309935.ch5

11. Singh RS, Singh RP. Inulinases. In: Pandey A, Negi S, Soccol CR, editors. Current developments in biotechnology and bioengineering. Production, isolation and purification of industrial products. Amsterdam, The Netherlands: Elsevier Inc; 2017. pp. 423-46. https://doi.org/10.1016/B978-0-444-63662-1.00018-X

Citing a chapter in a book from a book series:

12. Harrison RG, Bagajewicz MJ. Predicting the solubility of recombinant proteins in *Escherichia coli*. In: García-Fruitós E, editor. Insoluble proteins, methods in molecular biology (Methods and protocols), vol. 1258. New York, NY, USA: Humana Press; 2015. pp. 403-8. https://doi.org/10.1007/978-1-4939-2205-5_23

13. Gerwig GJ, te Poele EM, Dijkhuizen L, Kamerling J P. *Stevia* glycosides: Chemical and enzymatic modifications of their carbohydrate moieties to improve the sweet-tasting quality. In: Baker DC, editor. Advances in carbohydrate chemistry and biochemistry, vol. 73. Cambridge, MA, USA: Elsevier; 2016. pp. 1-72.

Citing e-books:

14. Grivetti LE, Shapiro HY, editors. Chocolate, history, culture, and heritage. John Wiley & Sons, Inc.; 2009. Available from: www.onlinelibrary.wiley.com/book/10.1002/9780470411315. https://doi.org/10.1002/9780470411315

Citing guides, manuals:

15. SAS/STAT® user's guide, v. 14.3. Cary, NC, USA: SAS Institute, Inc; 2017. Available from: http://support.sas.com/documentation/onlinedoc/stat/143/statug.pdf.

16. NIST/SEMATECH e-handbook of statistical methods. Gaithersburg, MD, USA: National Institute of Standards and Technology (NIST), US Department of Commerce; 2012. Available from: https://www.itl.nist.gov/div898/handbook/.

17. Fernández-López J, Alía R. EUFORGEN Technical guidelines for genetic conservation and use for chestnut (*Castanea sativa*). Rome, Italy: International Plant Genetic Resources Institute (IPGRI); 2003. Available from: https://www.euforgen.org/fileadmin/templates/euforgen.org/upload/Publications/Technical_guidelines/924_Technical_guidelines_for_genetic_conservation_and_use_for_chestnut_Castanea_sativa_.pdf.

18. Bacteriological analytical manual. Silver Spring, MD, USA: US Food and Drug Administration; 2018. Available from: https://www.fda.gov/food/foodscienceresearch/laboratorymethods/ucm2006949.htm.

Citing theses:

19. Arciniega Castillo AC. Modeling the survival of *Salmonella* in soy sauce-based products stored at two different temperatures (MSc Thesis). Lincoln, Nebraska, USA: University of Nebraska-Lincoln; 2017.

20. Ivanova P. Production, characterization and enzymatic modification of protein isolates from sunflower meal [PhD Thesis]. Plovdiv, Bulgaria: University of Food Technologies; 2014 (in Bulgarian).

Citing patents:

21. Luquet FM, Mathieu M, Monique M. Growth inhibition of microorganisms by lactic acid bacteria. WO 2008077229 A1. 2008.

22. Howard AN, Nigdikar SV, Rajput-Williams J, Williams NR. Food supplements. US patent US 6086910 A. 2000.

Citing symposiums, congresses, proceedings:

23. Brnčić M, Herceg Ljubić I, Šubarić D, Badanjak M, Rimac Brnčić S, Tripalo B, *et al*. Influence of power ultrasound on textural properties of corn starch gels. In: Fischer P, Pollard M, Windhab EJ, editors. Proceedings of the 5th International Symposium on Food Rheology and Structure; 2009 June 15-18, Zürich, Switzerland: Laboratory of Food Process Engineering, Institute of Food Science and Nutrition, ETH Zürich; 2009. pp. 500–1.

24. Coppa GV. Biochemical characterisation of the carbohydrate content in the Parmigiano Reggiano cheese at different ripening times. Proceedings of the conference

acquisitions related to the nutritional value of Parmigiano-Reggiano cheese; 2008 March 8; Reggio Emilia, Italy; 2008. pp. 57-66 (in Italian).

Citing official methods:

25. AOAC Official Method 16.032. Total solids, Method I - Official final action. Rockville, MD, USA: AOAC International; 1980.

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NOMENCLATURE AND SI GUIDELINES

SI (Système International) units should be used. **Only symbols (not their subscripts, superscripts or description in brackets)** of physical quantities should be written in *italic*. All physical quantities given in table columns or rows or on figure axes should conform to the algebraic rules, *i.e.* physical quantity/unit=numerical value. **Numerical values and their units must be written with one space between** (*e.g.* 1 cm, 2 L, 3 g/L, 10 %, 20 °C).

For the mixtures of A (solute) and B (solvent) the content should be expressed with one of the physical quantities given in the table below (**the content itself is not a physical quantity**).

CONCENTRATIONS			
Mass concentration	γ	$\gamma(A)=m(A)/[V(A)+V(B)]$	kg/m³
Volume concentration	σ	$\sigma(A)=V(A)/[V(A)+V(B)]$	1
Amount concentration	c	$c(A)=n(A)/[V(A)+V(B)]$	mol/m³
Number concentration	C	$C(A)=N(A)/[V(A)+V(B)]$	1/m³

RATIOS			
Name	Symbol	Definition	SI unit
Mass ratio	ζ	$\zeta(A,B)=m(A)/m(B)$	1
Volume ratio	Φ	$\Phi(A,B)=V(A)/V(B)$	1
Amount (of substance) ratio	r	$r(A,B)=n(A)/n(B)$	1
Number ratio	R	$R(A,B)=m(A)/m(B)$	1
Molality	b	$b(A,B)=N(A)/N(B)$	mol/kg
Mass per volume ratio	m/V	$m(A)/V(B)$	kg/m³

FRACTIONS			
Mass fraction	w	$w(A)=m(A)/[m(A)+m(B)]$	1
Volume fraction	φ	$\varphi(A)=V(A)/[V(A)+V(B)]$	1
Amount fraction	x	$x(A)=n(A)/[n(A)+n(B)]$	1
Number fraction	X	$X(A)=N(A)/[N(A)+N(B)]$	1

The principle to use as few characters as possible is recommended. Authors should use units with SI prefixes instead of the basic SI unit (*e.g.*instead of $1.2\cdot10^{-6}$ A, 1.2 μA should be used). For volume, the unit litre (**1 L**) or its decimal units are recommended as a special name for 1 dm³ (1 L=1 dm³). Following the same principle, although not recommended by IUPAC, the unit **1 M** (or its decimal units) for amount concentration can be used (1 M=1 mol/L). **The symbols w/w, v/v and w/v should not be used**. The proper way for expressing **fraction** is: % (by mass), % (by volume) or % (*m*/*V*). Ppm and ppb should also not be used, instead write **10^{-6}, 10^{-9}**, *etc.* **Centrifugal force** should be expressed as times gravity (×*g*), not rpm.

The **IUPAC recommendations on chemical nomenclature** should be followed (see http://www.chem.qmul.ac.uk/iupac/index.html).

For the biochemical nomenclature including abbreviations, recommendations of the **Nomenclature Committee of IUBMB** and the **IUPAC-IUBMB** Joint Commission on Biochemical Nomenclature (http://www.chem.qmul.ac.uk/iubmb/) should be followed.

For gene nomenclature and symbols, the **Human Genome Nomenclature Database** (http://www.genenames.org/) and **Entrez Gene** (http://www.ncbi.nlm.nih.gov/sites/entrez?db=gene) should be consulted.

Apart from the recommended nomenclature, the usual common terms are acceptable as is the use of the usual abbreviations within the text, particularly in cases of compounds of very long names.

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γ(glucose)/(g/L), *V*(ethanol)/mL, *w*(moisture)/%, *t*(incubation)/day, Wavenumber/cm^{-1}, (*m*(immobilized dye)/*m*(membrane))/(mg/g), *etc.*

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