

## REVIEW FULL PAPER RULES

A brief summary of the elements explained bellow:

1. Paper structure
2. Heading titles
3. Section elements
4. Element Rules
  - Tables
  - Figures
  - Units
  - Citations
  - Abbreviations
  - References

### 1. PAPER STRUCTURE

Your paper should be consisted of following four general sections

Numeration	Headings
<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>The body of the paper</b> (not a heading title within a paper)
<b>3</b>	<b>Conclusions</b>
<b>4</b>	<b>References</b>

### 2. HEADING TITLES

(Examples):

Paper headings titles
<b>1. Introduction</b>
<b>2. Hygienic production of H-1 lubricants</b>
<b>2.1 Raw materials</b>
<b>2.2 Contamination</b>
<b>2.3 How to approve the use of H-1 lubricants</b>
<b>3. Conclusions</b>
<b>4. References</b>

### 3. SECTION ELEMENTS

(What elements go into each section)

Section of the paper	What it should contain?
<b>1. Introduction</b> (font Arial 11)	<ul style="list-style-type: none"> <li>• Make it brief.</li> <li>• Grab the reader's interest while introducing the topic.</li> <li>• Explain the "big picture" relevance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide the necessary background information.</li> <li>• Text in Arial font 10.</li> </ul>
<b>2. Body of the Paper</b>	<ul style="list-style-type: none"> <li>• Describe important results from recent/previous primary literature articles.</li> <li>• Explain how those results shape the current understanding of the topic.</li> <li>• Mention the types of experiments done and their corresponding data (by you or other authors), but do not repeat the experimental procedure step by step.</li> <li>• Point out and address any controversies in the field.</li> <li>• Use figures and/or tables to present your own synthesis of the original data or to show key data taken directly from the original papers.</li> <li>• Text in Arial font 10.</li> </ul>
<b>3. Conclusions</b> (font Arial 11)	<ul style="list-style-type: none"> <li>• Summarize your major points succinctly.</li> <li>• Point out the significance of your results.</li> <li>• Discuss the open questions that remain in the area and future directions</li> <li>• Keep it brief.</li> <li>• Text in Arial font 10.</li> <li>• <b>Do not include irrelevant material.</b></li> <li>• Literature references should be numbered and listed in order of citation in the text.</li> <li>• In the text, enclose reference numbers in square brackets, e.g. [1], [2], [3], ... etc.</li> <li>• Typically, at least 8-10 references are required.</li> <li>• Text in Arial font 10.</li> </ul>
<b>4. References</b> (font Arial 11) (Literature cited)	<ul style="list-style-type: none"> <li>• <b>Avoid references to works that have not been peer-reviewed.</b></li> <li>• <b>Avoid using endnotes or footers.</b></li> </ul>

### 3. ELEMENT RULES

#### ➤ TABLES

If applicable, you should present Table/s in your manuscript. The Tables have to be cited in the text consecutively. Always write a text announcing Table before it is presented.

*Example 1 - In order to prevent the growth of Legionella spp. different hot and cold-water temperatures are required (Table 1)*

*Example 2 - In Table 2 is presented .....*

- Each **table needs a short descriptive title above it (Arial font size 9, bold) and should be numbered consecutively with Arabic numerals (see Table title in the example below).**
- Table column headings should clearly define the data presented.
- If necessary, suitably **identified footnotes (font Arial size 8)** should be typed below the Table (see

Table example below) and should be referred to **by superscript lowercase letter.**

**Tables' example (with footnote)**

**Table 1. Water temperatures required in hot and cold-water systems in order to prevent the growth of *Legionella* spp.**

Water system	Safe operating temperature
Hot water storage (calorifier)	At least 60 °C
Hot water distribution	At least 50 °C
Cold water storage and distribution	20 °C or below*

\*Impossible in the tropics and very difficult elsewhere in the summer months. The first objective must always be to keep the system clean and to avoid water stagnation.

**IMPORTANT NOTES:**

- If applicable, take care to include all units of measurements.

**➤ FIGURES**

Figures (photographs, illustrations, diagrams and schemes) need to be cited in the text consecutively.

Write a text announcing Figure before it is presented.

Example 1 - Taking a lubrication survey is a must (Figure 1).

Example 2 - In the Figure 2 is shown .....

- Figures **should be numbered consecutively with Arabic numerals** in order to which they are referred.
- Make sure that the **Figure caption** (text explaining figure) is included after the figure or image (below it).
- Each figure or group of Figures should be planned to fit, after appropriate reduction, into the area of either one or two columns of text. The **maximum finished size of a Figure is 8.0 cm width** (Example - Figure 1). Be careful about the details which should be visible in this given size (Bad example - Figure 2).
- **Figures should be** also sent in electronic form as **TIFF or JPG files with minimum 300 dpi or higher resolution.**

Figure examples:



Figure 1. Taking a lubrication survey

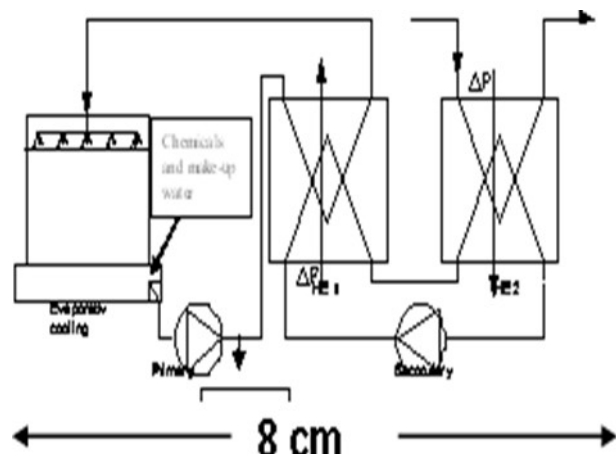


Figure 2. Cooling method with cooling tower loop

## ➤ UNITS

The **SI** (Système Internationale d'Unités) for quantities and units **should be used throughout the whole text**. If nomenclature is specialized, nomenclature section should be included at the end of the manuscript, giving definitions and dimensions for all terms.

The **names of chemical substances** should be in accordance with the *Le Système Internationale d'Unités* - SI. The results of elemental analyses of organic compounds should be given in the following form:

- Anal. C<sub>12</sub>H<sub>16</sub>O (176.26).
- Calc'd: C 81.77; H 9.15; O 9.08 %.
- Found: C 81.63; H 9.36; O 9.01 %.

When a large number of compounds have been analyzed, the results should be given in tabular form.

The **names of microorganisms** should be given in italic lettering. Microorganisms are named using binomial nomenclature (viruses are exceptions).

Binomial nomenclature employs the names of the two lower level taxa, genus and species, to name a species.

Conventions when using binomial nomenclature include:

- Genus comes before species (e.g., *Escherichia coli*).
- Genus name is always capitalized (e.g., *Escherichia*).
- Species name is never capitalized (e.g., *coli*).
- Both names are always italicized (e.g., *Escherichia coli*).
- The genus name may be abbreviated but only used in conjunction with the species name (i.e., *E. coli*).

When naming microorganism strain name than the genus name comes first, species name second and strain name last and never capitalized. Everything should be *italicized* except prefix subsp. (e.g. *L. lactis* subsp. *lactis*).

## ➤ CITATIONS

It is essential **to credit published papers** for work mentioned in your manuscript.

When citing in the text the **only the surname of one or two authors may be given** (example: Wirtanen and Raaska, [6]), whereas in case of more than two authors they should be quoted only the name of first author *et al.* (example: Lelieveld *et al.*, [2]).

### IMPORTANT NOTES:

- In text citations should refer to reference list.
- Do not rewrite title of references in text.

➤ **ABBREVIATIONS**

- **Use standard abbreviations** (e.g. h, min, sec, etc.) instead of writing complete words.
- **Define all other abbreviations the first time they are used**, and then **subsequently use only the abbreviation** [e.g. Ampicillin resistant (AmpR)].
- As a general rule, **do not use an abbreviation unless a term is used at least three times in the manuscript**.
- With two exceptions (**the degree symbol - e.g. 10 °C and percent symbol - e.g. 1%**), **a space should be left between numbers and the accompanying unit (e.g. 1 cm)**.
- When a fraction is used, **there is no space between the nominator and denominator** (ex.: mg/L).
- **For litre is used abbreviation L and not l (e.g. 1 L, 1 mL etc.)**.
- **In general, abbreviations should not be written in the plural form (e.g. 1 mL or 5 mL, not mLs)**.

➤ **REFERENCES**

Literature references should be written in font Arial 9 and:

- Numbered with Arabic numerals in square brackets** and
- Listed in order of citation in the text**.
- Authors or Editors names** should be written in following manner: **Last name** - full, **Middle Name** (if applicable) - only the first letter, **First name** - only the first letter.
- Please **don't use first row or hanging paragraph when you are writing References**.

You **should write all authors and/or Editors** (don't use et al., in References).

**Examples:**

[1] Sivaprakasam S., Gurav A., Paschall A. V., Coe G. L., Chaudhary K., Cai Y., Kolhe R., Martin P., Browning D., Huang L., Shi H., Sifuentes H., Vijay-Kumar M., Thompson S. A., Munn D. H., Mellor A., McGaha T. L., Shiao P., Cutler C. W., Liu K., Ganapathy V., Li H., Singh N. (2016). *An essential role of Ffar2 (Gpr43) in dietary fibre-mediated promotion of healthy composition of gut microbiota and suppression of intestinal carcinogenesis*. *Oncogenesis*, 5, (6), pp. 238.

E. **If the titles are in languages other than English**, than after the title you should provide text in brackets from which language is translated into English

**Example:**

Weinstein A. V., Kauhova E. I. (2010). *Two-phase extraction in the preparation of medicinal and cosmetic products* (in Russian). Prospect of Science, St. Petersburg, Russia, pp. 104.

F. As help for authors who have to **translate from Cyrillic to Latin wording, please use the Transliteration table**.

**G. Titles should always be written in italic.**

[1] Youssef M. K., Barbut S. (2010). *Physicochemical Effects of the Lipid Phase and Protein Level on Meat Emulsion Stability, Texture, and Microstructure*. *Journal of Food Science*, 75, (2), pp. 108-114.

References should be cited as follows:

**Books/Manuals:**

- [1] Lelieveld M. L. H., Mostert A. M., Holah J. (Eds). (2005). *Handbook on hygiene control in the food industry*. Woodhead Publishing Ltd, Cambridge, UK.
- [2] Chum H., Baizer M. (1985). *The Electrochemistry of Biomass and Derived Materials*. ACS Monograph 183, American Chemical Society, Washington DC, USA, pp. 134-157.

**Book Chapters:**

- [1] Timperley D. A., Lawson G. B. (1979). *Test rigs for evaluation of hygiene in plant design*. In: Jowitt R. (Ed.), *Hygienic design and operation of food plant*, Ellis Horwood Publishers, Chichester, UK, pp. 79-106.

**Journals:**

- [1] Graßhof A. (1980). *Studies on the flow behaviour of fluids in cylindrical dead spaces in pipeline systems*. Kieler Milchwirtschaftliche Forschungsberichte, 32, (4), pp. 273-298.

**Scientific Meetings:**

- [1] Wirtanen G., Raaska L. (2005). *Food safety regulations, standards and guidelines in Europe*. 36<sup>th</sup> R3-Nordic Symposium & 5h European Patent Conference Proceedings, Linköping, Sweden, pp.151-160.

**Standards/Documents:**

- [1] DIN. (1998). *DIN 11851: Fittings for the food, chemical and pharmaceutical industry - Stainless steel screwed pipe connections - Design for rolling in and welding-on* (in German). Deutsches Institut für Normung, Berlin-Tiergarten, Germany.
- [1] EHEDG. (2004). *EHEDG Doc. No. 2: A method for the assessment of in-place cleanability of food processing equipment* (3rd Ed.). European Hygienic Engineering & Design Group, Amsterdam, The Netherlands.

**Laws/Regulations/Rulebooks:**

- [1] Republic of Macedonia Government. (2010). *Law on Food Safety*. Official Gazette, 157/10.
- [1] European Parliament and Council. (2004). *Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs*. O. J. L 139/1.
- [1] Republic of Macedonia Food Safety Agency. (2010). *Rulebook on Nutritional and Health Claims for Commercial Purposes in Food labelling, Presentation and Advertising*. Official Gazette, 65/13.

**Online Citation:**

For the **web references**, as a minimum that should be given are the **full URL** and **the date when the citation is accessed**. Any further information, if available (author names, dates, reference to a source publication, etc.) should also be given.

When paper have DOI, you can also use it in the reference, providing that full DOI number is given, and the date when the paper was accessed.

**Examples:**

[1] Jensen B. B. B., Friis A. (2003). *Critical wall shear stress for the EHEDG test method*. Chemical Engineering and Processing, 43.

<URL:[http://www.sciencedirect.com/science?\\_ob=ArticleURL&\\_udi=B6TFH-492058Y1&\\_user=10&\\_coverDate=07%2F31%2F2004&\\_rdoc=1&\\_fmt=high&\\_orig=gateway&origin=gateway&\\_sort=d&\\_docanchor=&view=c&\\_searchStrId=1739002169&\\_rerunOrigin=google&\\_acct=C000050221&\\_version=1&\\_urlVersion=0&\\_userid=10&md5=01d8a56c3edfe7f72149dee479345c5b&searchtype=a](http://www.sciencedirect.com/science?_ob=ArticleURL&_udi=B6TFH-492058Y1&_user=10&_coverDate=07%2F31%2F2004&_rdoc=1&_fmt=high&_orig=gateway&origin=gateway&_sort=d&_docanchor=&view=c&_searchStrId=1739002169&_rerunOrigin=google&_acct=C000050221&_version=1&_urlVersion=0&_userid=10&md5=01d8a56c3edfe7f72149dee479345c5b&searchtype=a). Accessed 16 July 2004.

[2] Walrand S. (2018). *Dietary supplement intake among the elderly: Hazards and benefits*. Curr. Opin. Clin. Nutr. Metab. Care.

DOI: 10.1097/MCO.0000000000000512. Accessed 20 June 2019.