

Instructions for Authors

AIMS AND SCOPE

The aims of the *Asia Pacific Journal of Clinical Nutrition (APJCN)* are to promote the education and training of clinical nutritionists in the region and to enhance the practice of human nutrition and related disciplines in their application to health and the prevention of disease. *APJCN* will publish original research reports, reviews and short communications. News, book reviews and other items will also be included. The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. Except where otherwise stated, manuscripts are peer-reviewed by two anonymous reviewers and the Editor. The Editorial Board reserves the right to refuse any material for publication and advises that authors should retain copies of submitted manuscripts and correspondence as material cannot be returned. Final acceptance or rejection rests with the Editorial Board.

Short Communications about special group or regional diets, nutrition and health

It is the APJCN policy and approach to descriptive studies, which record and monitor special group, local or regional food habits, nutritional status and their health relevance, to provide a short communication option. Studies which may be considered would be well-designed and conducted, with a representative and adequate sample to allow for generalisability to the purported groups studied. Such publications need to satisfy the following criteria: (1) Brevity, with no more than 3 tables or figures to succinctly present foods, nutrients and health (not longer than 3 pages of the Journal including references) (2) Novel and not simply repetitive of what others have done, although documentation of adverse or favourable trends is encouraged (3) Problem-solving in approach. These papers will be published as an identifiable section of an issue "Short Communications about Asia Pacific Food Patterns and their Health Relevance".

SUBMISSION OF MANUSCRIPTS

All articles submitted to the journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication. Manuscripts should be written so that they are intelligible to the professional reader who is not a specialist in the particular field. Where contributions are judged as acceptable for publication on the basis of scientific content, the Editor or the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision. Authors are advised to have their manuscripts reviewed by a scientific colleague who is fluent in English so that the manuscripts will conform to English usage and grammar.

Attribution of Authorship

The editors and readership need reassurance that the scholarship required of a scientific paper in APJCN has

been duly executed and recognized by the stated authorship.

Authors should have regard to the following steps and contributions ordinarily required to develop, execute and report a scientific project:

- Conception and design
- Doing the field, experimental, clinical, data collection or compilation work, provided there is also a scholarly input during the process
- Data analysis and interpretation
- Preparation of draft manuscript, doing revisions or providing critique
- Overall and/or sectional scientific management

If the contributions are of a more technical or secretarial nature than intellectual or scholarly, they can be acknowledged as a final footnote to the paper in the usual way. However, this note should be brief and represent significant input without which the work would not have materialized.

Covering letter

Papers are accepted for publication in the journal on the understanding that the content has not been published or submitted for publication elsewhere; a statement indicating the paper's originality should be included. This must be part of the covering letter. Authors must also state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of the Declaration of Helsinki in 1995 (as revised in Edinburgh 2000). All investigations on human subjects must include a statement that the subject gave informed consent and patient anonymity should be preserved. Any experiments involving animals must be demonstrated to be ethically acceptable and where relevant conform to National Guidelines for animal usage in research.

Submission

The manuscript and other required documents including a completed Copyright Assignment Form (see below) should be emailed as attachments to:

apjcn-apcns@umail.hinet.net

Professor Mark L. Wahlqvist

Editor-in-Chief: Asia Pacific Journal of Clinical Nutrition

Once the manuscript has reached our Editor, normally corresponding author will be informed by email within a week. The review process (between 1 and 4 months) we will send by email a note of acceptance or non-acceptance for publication of the manuscript.

Copyright

Papers accepted for publication become copyright of HEC PRESS and authors are asked to sign a transfer of copyright form, which can be downloaded from the Journal's website. In signing the transfer of copyright, it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the Copyright Assignment Form, and must sign the Form or agree that the corresponding author can sign on their behalf. Articles

cannot be processed until a signed Copyright Assignment Form has been received.

PREPARATION OF THE MANUSCRIPT

Format your manuscript for ISO A4 (212 _ 297 mm) with margins of 2.5 cm; use double-spacing and Times New Roman 12-point font size throughout by computer software WORD. **The abstract and text pages should have line numbers in the left margin.** All pages should be numbered consecutively in the top right-hand corner, beginning with the title page. Indent new paragraphs. Turn the hyphenation option off, including only those hyphens that are essential to the meaning.

Style

Manuscripts should follow the style of the Vancouver agreement detailed in the 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals', as presented in JAMA 1997;277:927-34 (www.acponline.org/journals/anal/01jan97/unifreq.htm). *APJCN* uses US/UK spelling and authors should therefore follow the latest edition of the Merriam-Webster's Collegiate Dictionary/Concise Oxford Dictionary. Please indicate your preference and use one or the other exclusively. If you do not specify, by default UK spelling will be used. All measurements must be given in International System of units (SI) (use full name) as outlined in the latest edition of Units and Symbols and Abbreviations: A Guide for Medical and Scientific Editors and Authors (Royal Society of Medicine Press, London). Abbreviations should be used sparingly and only where they ease the reader's task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation. At the first mention of a chemical substance, give the generic name only. Trade names should not be used. Drugs should be referred to by their generic names, rather than brand names.

Note style for probability: $p < 0.01$, with a lowercase letter p . Avoid reporting an excessive number of digits beyond the decimal for estimates. They may alternatively be reported as less than some specified value (e.g., $p < 0.05$ or $p < 0.001$).

Parts of the manuscript

Present your manuscript in the following order: (1) title page, (2) abstract and keywords, (3) text, (4) acknowledgements, (5) conflict of interest and funding disclosure, (6) references, (7) figure legends, (8) tables (each table complete with title and footnotes) and (9) figures. Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter. Save and submit the above materials in **one** single Word file only.

Title page

The title page should contain (1) the title of the paper, which should be short, informative and contain the major key words, (2) a short running title (less than 50 characters, including spaces), (3) the full name (given name, middle initial, if any, and family name in that order) of

each author along with principal qualification, email address and individual contribution (4) the addresses of the institutions at which the work was carried out together with (5) the full postal and email, and alternate email (to ensure email contact at all times) address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript, proofs and requests for off-print should be sent.

Abstract and key words

The abstract should be a single paragraph of continuous text that states in 250 words or less the purpose, basic procedures, main findings and conclusions of the study. The abstract should not contain abbreviations or references. Five key words should be supplied below the abstract and should be taken from those recommended by the Index Medicus Medical Subject Headings (MeSH) browser list (www.nlm.nih.gov/mesh/meshhome.html).

Text

Authors should use subheadings to divide the sections of their manuscript: INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, REFERENCES.

Numerical results and p values should be presented in text, tables and figures with no more than 3 significant figures, unless there are exceptional circumstances.

Examples would be:

52.37 kg which should be 52.4 kg

$p = 0.15234$ which should be $p = 0.152$

An exception would be:

1427.5 ml which should be 1428 ml or 1430 ml (or perhaps 1.43 L), depending on the situation.

Acknowledgements

Technical assistance and advice may be acknowledged in this section.

Conflict of Interest and Funding Disclosure

Authors should declare any financial support or relationships that may pose a conflict of interest. The source of financial grants and other funding should be acknowledged, including a frank declaration of the authors' industrial links and affiliations.

References

APJCN uses the Vancouver system for referencing. In the text, references should be cited using superscript Arabic numerals, after comma or full stop, in the order in which they appear, e.g. 'There is increasing recognition of antecedents of chronic disease like diabetes and cardiovascular disease in early life.^{1,2}' If cited only in tables or figure legends, number them according to the first identification of the table or figure in the text. In the reference list, the references should be numbered and listed in order of appearance in the text. Cite the names of all authors. When an article has more than ten authors, only the names of the first six authors should be given followed by 'et al'. The issue number should be omitted if there is continuous pagination throughout a volume. Names of journals should be abbreviated in the style used in Index Medicus ([ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf](http://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf)).

Reference to unpublished data and personal communications should appear in the text only. Please consult http://www.nlm.nih.gov/bsd/uniform_requirements.html for detail. Some examples listed as follows:

Journal article

1. Tomaino RM, Decker EA. High fat meals and endothelial function. *Nutr Rev.* 1998;56:334–43.
2. Weiss R, Dziura J, Burgert TS, Tamborlane WV, Taksali SE, Yeckel CW et al. Obesity and the metabolic syndrome in children and adolescents. *N Engl J Med.* 2004;350:2362–74.

Book

2. Fildes VA. Breasts, bottles and babies. A history of infant feeding. Edinburgh: Edinburgh University Press; 1986.

Chapter in a Book

3. Willett WC. The use of biomarkers in nutritional epidemiology. In: Kok FJ, Veer PV, editors. Biomarkers of dietary exposure. London: Smith-Gordon; 1991. p. 9–14.

Tables

Tables should be self-contained and complement, but not duplicate, information contained in the text. Each table must be formatted by using the table feature in WORD and presented on a separate sheet of A4 paper with a comprehensive but concise heading. Tables should be numbered consecutively in Arabic numerals in the sequence in which they are mentioned in the text. Use a single top rule, a single rule below the headings, and a single bottom rule. Do not use rules within the table body. Column headings should be clearly delineated, with straddle rules over pertinent columns to indicate subcategories. Column headings should be brief, with units of measurement in parentheses; all abbreviations should be defined in footnotes. Footnote symbols: †, ‡, §, ¶, ††, should be used (in that order) and *, **, *** should be reserved for *p* values. The table and its legend/ footnotes should be understandable without reference to the text. All lettering/ numbers used in tables should be font style 'Times New Roman' and font size 8.5 or 9.

Figures

All illustrations (line drawings, bar charts and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Figures should be sized to fit within the column (85 mm), intermediate (114 mm) or the full text width (177mm). Line figures or bar chart figures should be drawn in a computer graphics package (e.g. EXCEL, Sigma Plot, SPSS etc.). All lettering used in figures should be font style 'Times New Roman' and font size 9.

Important: All figures must be electronically inserted at the end of the manuscript. Photographs should be supplied as sharp, glossy, black and white photographic prints and must be unmounted. Individual photographs forming a composite figure should be of equal contrast, to facilitate printing, and should be accurately squared. Photographs need to be cropped sufficiently to prevent the subject being recognized, or an eye bar used; otherwise, written permission to publish must be obtained. Magnifications should be indicated using a scale bar on the illus-

tration. Colour photographs should be submitted as good quality, glossy colour prints. A charge of AU\$1,100/US\$660 for the first three colour figures and AU\$550/US\$330 for each extra colour figure thereafter will be charged to the author.

Figure legends: Legends should be self-explanatory and typed on a separate sheet. The legend should incorporate definitions of any symbols used and all abbreviations and units of measurement should be explained so that the figure and its legend is understandable without reference to the text. (Provide a letter stating copyright authorisation if figures have been reproduced from another source.)

EMAILED MANUSCRIPTS

Authors should email their manuscripts and all required documents as attachments to Prof. Mark L. Wahlqvist via apjcn-apcns@umail.hinet.net. The entire article (including tables and figures) should be supplied as a **single file**. The following instructions should be adhered to:

- *It is essential that the final, revised version of the accepted manuscript and the file emailed are identical.*
- *Do not use the carriage return (enter) at the end of lines within a paragraph.*
- *Turn the hyphenation option off.*
- *Specify any special characters used to represent non-keyboard characters.*
 - Take care not to use l (ell) for 1 (one) or O (capital o) for 0(zero).
 - Use a tab, not spaces, to separate data points in tables.
- *If you use a table editor function, ensure that each data point is contained within a unique cell, i.e. do not use returns within cells.*
- *Digital figures must be supplied as high-resolution output.*

PROOFS, OFFPRINTS AND CHARGES FOR PAPERS

(please see **PAYMENT FORM** for payment options).

Subscription fee

Charges for papers submitted before 2007 and **accepted after 1st July 2006** consist of obligatory on-line subscription to *APJCN* for the year in which the paper is published by corresponding author or by author's institution.

Publication fee

For papers submitted from Jan 1 2007, a publication fee is required, AU\$250 for 1-5 pages and thereafter \$35 per page (+GST if in Australia). For papers submitted from Jan 1 2008, the publication fee is AU\$300 for 1-5 pages and thereafter \$40 per page (+GST if in Australia). The fee includes on-line subscription to *APJCN* for the year in which paper is published. A personal subscription fee for the corresponding author can be totally deducted from the individual publication fee once in any calendar year. Discounts may apply to authors from and where their work is in developing countries. Charges are payable on receipt of the galley proofs for final correction.

Proofs

Proofs will be sent via email as a WORD file formatted in *APJCN* style with 'tracking' activated so that all changes made to the manuscript by the author are clearly visible. Please also highlight all changes in yellow to ensure all edits are picked up. The edited proofs must be emailed *within 5 days of receipt*. Alterations to the text and figures (other than the essential correction of errors) are unacceptable at proof stage and authors may be charged for excessive alterations. Authors should therefore supply an email address to which proofs can be emailed. If absent, authors should arrange for a colleague to access their email, retrieve the emailed manuscript and check and return them to the publisher on their behalf.

Offprints: Free offprints are not provided to authors

Charges: 50 offprints - AU\$210 for 1-5 pages, \$310 for >5 pages; 100 offprints - AU\$270, 1-5 pages, AU\$370 for >5 pages

APJCN online & CD-ROM

Past issues: Full papers are available free-of-charge; Journal abstracts and full papers will continue to be available on-line free-of-charge via the website <http://www.healthyeatingclub.org/APJCN/>

Volumes 1-13 can also be purchased on CD-ROM for AU\$190 (see back cover of journal).

Current issues: subscribers have on-line access to full papers on the website www.healthyeatingclub.org (password access).