

# GUIDE FOR AUTHORS

*Food Safety* is a peer-reviewed open-access online journal in English published quarterly by the Food Safety Commission of Japan (FSCJ). Since the first issue was published in December of 2013, four issues have been regularly published on J-STAGE (<https://www.jstage.jst.go.jp/browse/foodsafetyfscj/-char/en>), in March, June, September, and December of each year. Authors are recommended to follow the International Committee of Medical Journal Editors (ICMJE) Recommendations (<http://www.icmje.org/recommendations/>) as well as this “Guide for Authors” in preparation of their manuscripts.

**The aim** of the publication of *Food Safety* is to gather and disseminate scientific and technological information in the field of food safety on human health, and thereby facilitate the development of science and technology for risk assessments of foods. The journal publishes Original Article, Short Communication, and Review covering broad areas of food safety related to the risk assessment of foods as well as risk assessments conducted by FSCJ.

**The scope** of *Food Safety* covers broad aspects of food safety issues. (1) studies on risk assessments of biological, chemical, or physical agents concerning food safety; (2) occurrence of biological, chemical, or physical agents in the food chain with emphasis on human exposure; (3) epidemiology or control of food-borne illnesses; and (4) safety evaluation of novel foods including nanomaterials, genetically modified organisms, etc. We are grateful to the contributors for supporting the publication of the journal, which will advance the development of science and technology for food safety.

## CONTENTS

I. Instructions for authors .....	4
Copyright.....	4
Advertisement .....	4
Disclaimer.....	4
Editorial review.....	4
Submission .....	5
Ethical Statement .....	5
Preparation of manuscripts .....	5
□ Styles of articles.....	5
□ Title page .....	6
□ Abstracts .....	6
□ Materials and Methods .....	6
□ Results .....	7
□ Discussion .....	7
□ Acknowledgement.....	7
□ Conflict of interest .....	7
□ References .....	7
□ Figures, Tables, and Supplementary materials.....	8
□ Abbreviations and Unit .....	9
II. Editorial Policies.....	9
Editorial team .....	9

Authorship..... 9

Conflicts of Interest..... 10

Funding and Support..... 10

Overlapping Publications ..... 10

Violation of Publication Ethics ..... 11

Requirement for Reporting..... 11

    Clinical Trials..... 11

Ethical Approval and Informed Consent ..... 11

    Research involving human subjects ..... 11

    Research involving animals..... 12

    Research involving plants..... 12

Editorial and Peer Review Processes ..... 12

Corrections ..... 14

Retractions ..... 14

## I. INSTRUCTIONS FOR AUTHORS

Manuscripts are welcome from overseas as well as Japan. All manuscripts must be submitted through Editorial Manager® online submission and peer review tracking system (<https://www.editorialmanager.com/food-safety/>).

*Food Safety* does not charge fees for submitting and processing articles.

## COPYRIGHT

The copyright for any article appearing in this journal will be held by the FSCJ. The articles are published principally under the terms of the Creative Commons Attribution License, CC BY 4.0 (<https://creativecommons.org/licenses/by/4.0/>), which permits unrestricted reuse, distribution, and reproduction in any medium, provided the original article is properly cited.

## ADVERTISEMENT

*Food Safety* does not accept advertising from any companies, manufacturers, or any other entities to avoid potential conflicts of interest in editorial decision-making.

## DISCLAIMER

The publication of “Original Article”, “Short Communication” and “Review” in *Food Safety* does not mean that the FSCJ condones, endorses, approves, or recommends the use of any products, services, materials, methodology, or policies stated therein. Conclusions and opinions in these articles are those of the individual authors only and do not reflect the policies or view of the FSCJ.

## EDITORIAL REVIEW

Manuscripts are peer-reviewed by reviewers according to “Editorial and Peer Review Processes” (See [II. Editorial Policies](#)). Decisions of the editors are final. Authors will receive page proofs of their articles before publication, and should answer all queries and carefully check all editorial changes at this point.

## SUBMISSION

All manuscripts must be submitted through Editorial Manager® (<https://www.editorialmanager.com/food-safety/>). The journal will feature various types of articles: “Original Article”, “Short Communication”, “Review”, “Risk Assessment Report” of the FSCJ-conducted, “Meeting Report” and “Survey Report”. “Original Article”, “Short Communication”, “Review”, “Meeting Report” and “Survey Report” are unpublished or not under consideration for publication elsewhere *in English* to be considered for publication in *Food Safety*. “Risk Assessment Report”, published in this journal, includes assessment reports and their summaries prepared by the FSCJ. These are required to fulfill the aim and scope of *Food Safety* (See page1). All submitted materials are subjected to peer review. Please contact the editorial office for questions regarding types of submission ([fs-journal.s2013k@cao.go.jp](mailto:fs-journal.s2013k@cao.go.jp)).

## ETHICAL STATEMENT

If a study has involved any contact with human subjects, authors should state in their Materials and Methods section that their institution's review board has approved the study proposal, as well as the manner in which informed consent was obtained from subjects (if applicable). Authors should follow the principles outlined in the Declaration of Helsinki. For studies involving animals, authors should state in their Materials and Methods section that all work had been conducted according to relevant national and international guidelines and prior approval obtained for all protocols from the author's institutional or other relevant ethics committee.

## PREPARATION OF MANUSCRIPTS

All manuscripts must be written in English. The manuscripts should be double-spaced to facilitate printing for reviewing and editing. Authors should number all of the pages of the manuscript consecutively, beginning with the title page, to facilitate the editorial process.

---

## □ STYLES OF ARTICLES

“Original Article” should consist of the following contents: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, Conflict of Interest, References, Legends to Figures, Tables, and Figures (graphs, photographs and illustrations). The Results and Discussion sections can be appropriately combined. Data included in the articles must be original and should be as timely as possible.

“Short Communication” is intended for the presentation of brief observations. It should consist of the following: Title page, Abstract, Introduction, Materials and Methods, Results and Discussion, Acknowledgements, Conflict of Interest, References, Legends to Figures, Tables, and Figures (graphs, photographs and illustrations). Data included in them must be original and should be as timely as possible. The text should not exceed 1,500 words. Figures and Tables should be kept to a minimum. “Review” should consist of the following contents: Title page, Abstract, appropriate sections with headings, Acknowledgements, References, Legends to Figures, Tables, and Figures (graphs, photographs and illustrations).

---

#### □ TITLE PAGE

The first page should include the title of the article, name of author(s) and their affiliation and address, running title (six words or less), and corresponding author including name, affiliation address, and e-mail address. Title should be as concise as possible to adequately describe the content. The first and last names of the authors should be written in full, and the middle names should be abbreviated to initials. The name, mailing address, and e-mail address of the corresponding author should be included. The corresponding author should indicate clearly whether his or her e-mail address can be published. Three to six key words should be listed in alphabetical order.

---

#### □ ABSTRACTS

The abstracts of no more than 300 words for “Original Article” and those no more than 250 words for “Short Communication” should show the objective, methods, results and conclusions of the research. The abstracts of 300 words for “Review” should show the objective, and major findings. The abstracts should be unstructured and concise.

---

#### □ MATERIALS AND METHODS

The Materials and Methods section should include sufficient details to allow the experiments to be repeated.

Authors should describe full information on the statistical methods including justification of the appropriateness of the statistical test used and appropriate references to the original literature, particularly for uncommon statistical methods. Quantitative data should be presented with appropriate indicators of measurement error or uncertainty (such as confidence intervals). The statistical software package(s) and versions used should be specified.

---

## □ RESULTS

The Results section provides information by means of text, tables, and figures. Tables and figures must be numbered in the order in that they are mentioned in the text. All tables and figures must be cited in the text.

---

## □ DISCUSSION

The Discussion provides an interpretation of the results in relation to known information. Conclusions should be included in this section. Authors should not extensively repeat the introduction or Results sections.

---

## □ ACKNOWLEDGEMENT

All persons who made substantial contributions to the work reported in the manuscript (e.g., data collection, analysis, or writing assistance) but who are not authors could be named with their specific contributions. All financial and material support for the research should be clearly and completely identified.

---

## □ CONFLICT OF INTEREST

The corresponding author is responsible for obtaining the relevant information from all coauthors. Either appropriate declarations or “The author(s) has (have) no conflict of interest” should be mentioned in this section.

---

## □ REFERENCES

References should be numbered in the order they appear in the text. References must be identified with superscript Arabic numerals in text, tables, and legends. When listing references, abbreviated names of journals according to the journal list in PubMed should be used. All authors and/or editors (up to six) should be listed; if more than six, list the first three followed by “et al”. Journal references should include the issue number in parentheses after the volume number, if applicable. Authors are responsible for the accuracy and completeness of their references and for correct text citation. All citations shown below are examples of the most frequently used. For more examples of other kinds of source materials, refer to the American Medical Association Manual of Style JAMA.

---

#### EXAMPLES OF REFERENCE STYLE:

1. Mabbott NA, MacPherson GG. Prions and their lethal journey to the brain. *Nat Rev Microbiol.* 2006; 4: 201-211.
2. Bruce ME, Will RG, Ironside JW, et al. Transmissions to mice indicate that 'new variant' CJD is caused by the BSE agent. *Nature.* 1997; 389: 498-501.
3. Satoh H. Chapter 5 Mercury. *Aging and Vulnerability to Environmental Chemicals.* Weiss B, ed. Cambridge, UK: RSC Publishing; 2013: 125-150.
4. Steinbrook R, Ross J. "Transparency reports" on industry payments to physicians and teaching hospitals. doi:10.1001/jama.2012.211. [published online ahead of print March 14, 2012] *JAMA.*
5. OECD. OECD Guidelines for the Testing of Chemicals. Transgenic rodent somatic and germ cell gene mutation assays (TG488). 2011. Accessed January 7, 2017.
6. Nishikado Y. [Studies on the wheat scab by *Gibberella zeae* (Schw.) petch, and its control (I, II).] *Nogaku Kenkyu.* 1957; 45: 59-86. Japanese.

---

#### □ FIGURES, TABLES, AND SUPPLEMENTARY MATERIALS

Figures and Tables should be prepared in final printed size, and not exceed 140 mm horizontally and 200 mm vertically. Lettering must be sufficiently large and clear. Legends to figures should be prepared on separate pages. For preparing Tables, vertical lines should not be used and the title should be placed at the head and legend at the foot. Additional data can be also submitted as "Supplementary Materials" during the



manuscript submission process. The “Supplementary Materials” should be submitted as PDF (preferable), Word, Excel, or JPEG format, and submitted along with the manuscript. Please contact the editorial office for further information.

---

## □ ABBREVIATIONS AND UNIT

Special abbreviations should be given in parentheses after a full description of the non-abbreviated term upon their first appearance in each of the abstract and text. The SI unit system should be used. Genus and species names should be written in italic.

## II. EDITORIAL POLICIES

### EDITORIAL TEAM

Editorial team consists of Editor-in-chief, Associate editors, Editors, Managing editor and Editorial office staff. The FSCJ appoints and dismisses the Editorial team members based on evaluations by the Editorial advisory board. Following to the ICMJE Recommendations, Editor-in-chief has full authority over the entire editorial content of *Food Safety* and the timing of publication of the content.

### AUTHORSHIP

According to the ICMJE Recommendations, authorship is based on the following criteria:

1. Substantial contributions to conception or design of the work, or the acquisition, analysis, or interpretation of data for the work; and
2. Drafting of the work or revising it critically for important intellectual content; and
3. Final approval of the version to be published; and
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

The corresponding author should take primary responsibility for communication with the Editorial Office and editors during the manuscript submission, peer review, and publication processes.

## CONFLICTS OF INTEREST

According to the ICMJE Recommendations, financial relationships (such as employment, consultancies, stock ownership or options, honoraria, patents, and paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and science itself. Conflicts can occur for other reasons, such as personal relationships or rivalries, academic competition, and intellectual beliefs.

All authors are required to report potential conflicts of interest, including specific financial interests relevant to the subject of their manuscript (See [CONFLICT OF INTEREST](#) in I. INSTRUCTIONS FOR AUTHORS).

Reviewers should disclose to editors any conflicts of interest that could bias their opinions of the manuscript, and should recuse themselves from reviewing specific manuscripts if the potential for bias exists.

Editors who make decisions about manuscripts should recuse themselves from editorial decisions if they have conflicts of interest or relationships that pose potential conflicts related to articles under consideration.

## FUNDING AND SUPPORT

All financial and material supports for the research should be clearly and completely identified in an Acknowledgment section of the manuscript (See [I. INSTRUCTIONS FOR AUTHORS](#)).

## OVERLAPPING PUBLICATIONS

The policy for duplicate publications and acceptable secondary publications follows that described in the ICMJE Recommendations (See [III. D. Overlapping Publications in the ICMJE 2017](#)).

In case of violation of the policy, the Editorial Board will take sanctions such as immediate rejection of the submitted manuscript, retraction of published article, and/or banning of future manuscript submission to *Food Safety*.

## VIOLATION OF PUBLICATION ETHICS

Submitted manuscripts must be original in presentation and content, and not be published in elsewhere. All authors are fully responsible for the originality and contents of their submitted work. All records and data presented in the manuscript must be accurate, without any fabrication, manipulation, or falsification. Any identified or suspicious misconducts are subject to investigation by the Editorial Board.

The Editor-in-chief may decide to publish an “Expression of Concern” if suspicion is raised after the article has already been published. If violation of publication ethics is established, this may result in a retraction of the paper, publication of formal notice of misconduct, formal notice to institutions of all the authors, and/or banning of future manuscript submission to *Food Safety*.

## REQUIREMENT FOR REPORTING

Authors are recommended to follow the ICMJE Recommendations.

---

## CLINICAL TRIALS

The ICMJE defines a clinical trial as any research project that prospectively assigns human participants to intervention or comparison groups to study the cause-and-effect relationship between an intervention and a health outcome.

Authors who are unsure whether their trial needs registering should refer to the ICMJE FAQs (<http://www.icmje.org/about-icmje/faqs/>) for further information. Suitable publicly available registries are those listed on the ICMJE website (<http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/>) as well as any of the primary registries that participate in the WHO International Clinical Trials Registry Platform (<http://www.who.int/ictrp/en/>).

## ETHICAL APPROVAL AND INFORMED CONSENT

---

## RESEARCH INVOLVING HUMAN SUBJECTS

For all manuscripts of studies involving human participants, formal review and approval by an appropriate institutional board or ethics committee is required and should be described in the Methods and Materials section. Authors may be requested to provide documentation of the formal review and recommendation from the institutional review board or ethics committee responsible for oversight of the study.

---

## RESEARCH INVOLVING ANIMALS

Experimental research on animals should comply with institutional, national, or international guidelines, and should be approved by an appropriate ethics committee. If a study has been granted an exemption from requiring ethics approval, this should also be described in the manuscript. The Editor will take account of animal welfare issues and reserves the right to reject a manuscript, if the research involves protocols that are inconsistent with commonly accepted norms of animal research.

Field studies and other non-experimental research on animals should comply with institutional, national, or international guidelines, and should be approved by an appropriate ethics committee. Details of compliance with relevant guidelines and/or appropriate permissions or licenses should be included in the manuscript.

---

## RESEARCH INVOLVING PLANTS

Experimental researches and field studies on plants should be conducted in accordance with institutional, national, or international guidelines, and local legislation.

## EDITORIAL AND PEER REVIEW PROCESSES

According to the ICMJE Recommendations, editors who make final decisions about manuscripts should recuse themselves from editorial decisions if they have conflicts of interest or relationships that pose potential conflicts related to articles under consideration. Editorial team members must not use information gained through working with manuscripts for private gain. Guest editors should follow these same procedures.

Editor-in-chief sends notifications of the receipt of manuscripts and editorial decisions to the corresponding author by email. This is done by an Associate Editor instead of

Editor-in-chief when the Editor-in-chief is absent or has conflicts of interest for the manuscript.

All submitted manuscripts are reviewed initially by one of the editors. Manuscripts severely out of the journal scope, instructions for authors, and editorial policies are rejected promptly at this stage. Other manuscripts are sent to peer-reviewers.

Manuscripts are peer-reviewed by two reviewers. Reviewers should recuse themselves from the peer-review process if a conflict of interest exists. If there is an inconsistent evaluation between two reviewers, a third reviewer is selected. Peer reviewer identities are kept confidential, while author identities are made known to reviewers. The existence of a manuscript under review should not be disclosed to anyone other than peer reviewers and editorial staff. Peer reviewers must maintain confidentiality about the manuscripts. Considering the reviewers' comments, Editor-in-chief will make a final decision and notify to the corresponding author.

The result of peer review should be reported to the editor by e-mail. The report should be formalized as "*confidential remarks directed to the editor*" and "*comments to the author*".

Advice to the editor of recommendation for acceptance, modification, or rejection should be included in the "*confidential remarks*", but must be separated from the "*comments to the author*".

The result of review may be formalized as general comments and specific comments. The general comments include the major findings of the article, overall impression of the paper, and the major shortcomings. The specific comments include defects, questions, and advice in phrases, sentences, and words described in the manuscript. Criticism should be given dispassionately and comments should not be offensive.

Peer reviewers should evaluate the following items when reviewing a manuscript:

- Adherence to [I. INSTRUCTIONS FOR AUTHORS](#)
- Significance in the field of food safety
- Originality
- Title and abstract

- Approach or experimental design
- Statistical analyses
- Scientific nomenclature
- Experimental techniques
- Discussion
- Conclusions and interpretation
- Literature citations
- Figures and tables
- Supplementary Materials intended for posting (if applicable)

## CORRECTIONS

Requests to publish corrections of an article should be sent by the corresponding author to the editorial office through Editorial Manager<sup>®</sup> (<https://www.editorialmanager.com/food-safety/>). Corrections are reviewed by editors, and published promptly as the corrected article. *Food Safety* follows principally the ICMJE Recommendations for the correction.

## RETRACTIONS

When the scientific information in an article is substantially undermined, it is necessary for published articles to be retracted.

According to the ICMJE Recommendations, ideally, the authors of the retraction notice should be the same as those of the article, but, if they are unwilling or unable, the editor may under certain circumstances accept retractions by other responsible persons, or the editor may be the sole author of the retraction or expression of concern. The text of the retraction should provide the reason of retraction. Retracted articles are clearly labeled as retracted.