

MANUSCRIPT PREPARATION

Papers must be written in English. Manuscripts should be typed double-spaced (in Microsoft Word) with lines and pages numbered consecutively, using Times New Roman font at 12 points. Special characters (e.g., Greek, math, symbols) should be inserted using the symbols palette available in this font. Complex math should be entered using MathType from Design Science (www.dessci.com). Tables and figures should be placed within the text. 2.5 cm margin should be left on each side of the paper (A4). If possible, please avoid to use horizontal pages.

Major Headings

Major headings are centered, in all capitals and boldface, and consist of ABSTRACT, INTRODUCTION, MATERIALS and METHODS, RESULTS, DISCUSSION (or RESULTS and DISCUSSION), CONCLUSIONS (optional), ACKNOWLEDGMENTS (optional), APPENDIX (optional), and REFERENCES.

First Subheadings

First subheadings are placed on a separate line, begin at the left margin, the first letter of all important words is capitalized, and the headings are boldface and italic. The heading is not followed by punctuation. Text that follows a first subheading should be in a new paragraph.

Second Subheadings

Second subheadings begin the first line of a paragraph. They are indented, boldface and italic. The first letter of each important word should be capitalized. The text follows immediately after the final period of the subheading.

Title Page

The title should be in boldface; the first letter of the article title (and subtitle, if present) and proper names are capitalized and the remainder of the title is lowercase. Under the title, names of authors should be given full, e.g., Ayşe E. Kurtoğlu. Institutional addresses are displayed below the author names; footnotes referring from author names to displayed addresses should be numbers. The phone number, and e-mail address of the corresponding author should appear directly below the affiliation lines on the title page. The address/affiliations of the authors should be written Times New Roman 11 points

Example:

Manufacture of low-fat Cheddar cheese by exopolysaccharide-producing *Lactobacillus plantarum* JLK0142 and its functional properties

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Abstract

Abstracts should be limited to 300 words. The abstract should review important objectives, materials, results, conclusions, and applications as concisely as possible. The abstract disseminates scientific information through abstracting journals and is a convenience for readers. Open the abstract with objectives and make the abstract intelligible without reference to the manuscript. Use complete sentences and standard terms. Limit the use of abbreviations in the Abstract.

Key Words

After the abstract, list 2 to 5 key words or phrases; they should be typed in lowercase letters and separated by commas. Key words should be singular (e.g., "dairy cow" not "dairy cows").

Body of the Paper

The body of the paper should contain an introduction to the problem (questions, objectives, reasons for research, and related literature); materials, methods, experimental design, and procedures; and results, discussion, conclusions, and applications. The introduction should concisely describe the rationale for conducting the study, background, objectives, and hypotheses to be tested. The **introduction** should be no longer than 1500 words. **Results and Discussion** may be combined into a single section. If not, the Results section should not contain discussion of previously published work. Results and references to tables and figures already described in the results section should not be repeated in the Discussion section. The **conclusions** section (optional) should consist of one brief paragraph summarizing only the main findings of the study. As such, it should not contain references to other works.

Review articles should start by clearly defining the topic in question and finish by recommendations for the future works. Authors can design the review papers as they wish as long as the general rules of the manuscript preparation (e.g. referencing, first and second subheadings so on) are obeyed with.

References

List only pertinent references. No more than 3 references should be needed to support a specific concept. Manuscripts should cite a reasonable number of references. Abstracts and articles from nonpeer-reviewed magazines and proceedings should be cited sparingly. Citation of abstracts published more than 3 years ago is strongly discouraged.

Citations in Text

In the body of the manuscript, refer to authors as follows: **Smith and Jones (1992) or Smith and Jones (1990, 1992)**. If the sentence structure requires that the authors' names be included in parentheses, the proper format is **(Smith and Jones, 1982; Jones, 1988a,b; Jones et al., 1993)**, with citations listed chronologically (i.e., oldest first) and then alphabetically within a year. Where there are more than 2 authors, the first author's name is followed by the abbreviation "et al." in text (but all authors should be listed in the Reference section). Work that has not been accepted for publication should be listed in the text as follows: "J. E. Jones (institution, city, and state, personal communication)." The author's own unpublished work should be listed in the text as "(J. Smith, unpublished data)." Personal communications and unpublished data (including papers under review) must not be included in the references section.

Sample references are given below:

Journals

Buch, L. H., A. C. Sorensen, J. Lassen, P. Berg, J.-A. Eriksson, J. H. Jakobsen, and M. K. Sorensen. 2011. Hygiene-related and feed-related hoof diseases show different patterns of genetic correlations to clinical mastitis and female fertility. J. Dairy Sci. 94:1540–1551.

Books

AOAC International. 2012. Official Methods of Analysis. 19th ed. AOAC International, Gaithersburg, MD.

Book chapters

Lengemann, F. W., R. A. Wentworth, and C. L. Comar. 1974. Physiological and biochemical aspects of the accumulation of contaminant radionuclides in milk. Pages 159–170 in Lactation: A Comprehensive Treatise. Nutrition and Biochemistry of Milk/ Maintenance. Vol. 3. B. L. Larson and V. R. Smith, ed. Academic Press, London, UK.

Conferences

Barbano, D. M. 1996. Mozzarella cheese yield: Factors to consider. Page 29 in Proceedings of Wisconsin Cheese Makers Meetings, Madison. Center for Dairy Research, University of Wisconsin, Madison.

Internet sources

GGD annual report. www.ggd.org.tr (accessed on May 13, 2019)

Tables

Tables should be self-explanatory and understandable without excessive reference to the text. Tables must be prepared using the table feature in Microsoft Word; tables prepared in other programs (e.g., Excel) or by using spaces, tabs, and hard returns will not convert accurately and errors can result. When possible, tables should be organized to fit across the page without running landscape. Be aware of the dimensions of the printed page when planning tables (use of more than 15 columns may create layout problems). Place the table number and title on the same line above the table. The table title should describe concisely the data shown; it does not require an ending period. Do not use vertical rules and use few horizontal rules. Bold and italic typefaces should not be used in tables, but when it is necessary to do so, such use must be defined in a footnote. For each table, define author-derived abbreviations in parentheses or in numbered footnotes. Abbreviations should conform to overall writing style of the text and be consistent with those used in the text.

Figures

Figures should be placed within the text. Color images can be used in the figures. Ensure that all type within the figure and axis labels is readable at final publication size. A minimum type size of 8 points (after reduction to publication size) should be used. The font size should be proportional to the overall size of the figure (within a range of 8 to 12 points at final publication size). For best readability, use Helvetica, Times New Roman, Arial, and the symbols palette within those fonts only. Each axis should have a descriptor and a unit. Units may be separated from the descriptor by a comma or parentheses.