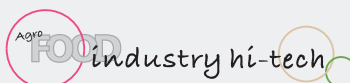


# GUIDELINES FOR AUTHORS



## & related MONOGRAPHIC SPECIAL ISSUE

### AIM AND SCOPE OF THE JOURNAL

The **TKS publications** include contributions on applied research, reviews and commentaries designed to update its readers with the current developments in the field of competence of the journals. **TKS publications** occupy a niche which stands between primary research journals and conventional review journals. While not being a vehicle for the publication of original papers on basic research, the journals aim to develop an integrated approach to communicate significant innovation and discuss their commercial potential.

Since 1983, **Chimica Oggi - Chemistry Today** is a peer-reviewed journal specialised in Fine Chemicals, Applied Chemistry, Chemical Engineering and Biotechnology.

Founded in 1990, **Agro FOOD Industry Hi Tech** is a peer reviewed journal specialised in Functional Food, Nutraceuticals, Healthy Ingredients Food, Nutrition, Science, Biotechnology, Food Analysis and Food Processing Technologies.

First issued in 2003, **H&PC Today - Household and Personal Care Today** is a peer reviewed journal specialised in Personal Care, Cosmetics, Dermatology, Home Care and I&I Detergency.

The mission of these publications is to facilitate communication among different stakeholders of innovation: industry, academia and market. Industry is updated on current research and innovations brought forward by science. On the other hand, reports on market trends let both industry and academia understand market requirements. This means combining scientific background with state-of-the-art information to make the topics addressed accessible and valuable to newcomers and experts in the field alike.

**Pharma Horizon**, is our brand new publication, with the latest news on the PHARMA manufacturing value chain. Dedicated to the operators of the **pharmaceutical and biotech value chain**, it is devoted to **business, industry trends, marketing, market access, regulatory and compliance**, and those issues impacting **pharmaceutical development** and much more.

### TYPES OF PUBLISHED CONTRIBUTIONS

Manuscripts submitted to **TKS publications** are original contributions, not already published or submitted to other journals or electronic media. Questions related to this policy should be directed to the editors.

Authors are asked to sign a [Copyright Transfer Form](#). The Authors in any case retain the right to reuse any portion of the work, without charge, in future works, including books, lectures and presentations in all media, provided that the corresponding journal is properly credited.

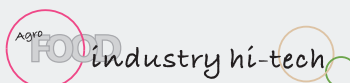
**TKS publications** embrace three general categories of papers: **Peer-Reviewed Articles, Opinion Articles** and **Customer Publications**. Opinion Articles and Customer Publications categories of papers may be reviewed either internally or externally depending upon the editor's decision.

### PEER-REVIEWED ARTICLES

**Technical/scientific articles or reviews:** these papers are critical comprehensive technical/scientific reports aimed to demonstrate innovation in a specific area of applied research. They may: focus on original results from the authors, focus on the state-of-the-art in highly innovative fields of research & innovation, be mini-reviews, cover topics of particular interest.

✗ Technical/scientific articles or reviews **must not contain** any commercial/promotional information.

# GUIDELINES FOR AUTHORS



## & related MONOGRAPHIC SPECIAL ISSUE

Brand names are allowed as a note and **only if** supported by experimental studies. Throughout the article only chemical nomenclature or generic terms (e.g. "formulation") should be employed. An exception of these rules is made in those articles comparing or citing brands from different companies or brands which have become of common use. Another exception is made for the experimental section when citing reagents, materials or equipment from third parties.

- ✗ All assertions made within technical/scientific articles must be scientifically sound and supported by citation of the relevant reference in the literature. All data reported to have 'significant' value must be supported by corresponding numerical data and p values. Graphs should include error bars.
- ✗ All technical/scientific articles are subject to a **peer review** process (see ahead for details).
- ✗ **All invited, technical/scientific articles are free of charge for publication, while spontaneously submitted papers will incur a charge.**
- ✗ Authors are warmly invited to present their scientific and technical data and conclusions in a straightforward and neutral way, in order to preserve the technical/scientific soundness of the editorial contents and avoid any conflict of interest.
- ✗ Authors are expected to resist any pressure to emphasize product names in their scientific articles as well as to avoid any inappropriate claim while discussing biological properties of products.

**Peer-Reviewed Industry Perspectives:** these publications are **peer-reviewed** technical/scientific papers exactly like the "technical/scientific papers". The difference resides in the fact that these papers are dealing with specific brands, brand technologies or proprietary experimental technologies. Brands are allowed throughout the paper in a limited way. Please note that no advertising is allowed.

Authors are urged to cite the brands only when strictly necessary and to use chemical nomenclature or generic terms (e.g. "formulation") throughout the text. Moreover, authors are warmly invited to present their scientific and technical data and conclusions in a straightforward and neutral way, in order to preserve the technical/scientific soundness of the editorial contents.

**Invited articles are free of charge for publication, while spontaneously submitted papers will incur a charge.**

### OPINION ARTICLES

Articles of particular interest dealing with regulatory matters, marketing analysis, historical and cultural perspectives, events or commentaries are also welcome.

**These publications are reviews, commentaries and opinion papers from acknowledged experts in the fields aimed to inform readers and stimulate the debate on specific issues. Articles falling in this category may be reviewed either internally or externally depending upon the editor's decision. Articles on Events are reviewed only internally. Please note that no advertising is allowed.**

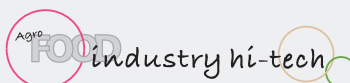
**Invited articles are free of charge for publication, while spontaneously submitted papers will incur a charge.**

### CUSTOMER PUBLICATIONS

Customer publications are **non-peer-reviewed** articles published under the full responsibility of the customers. The Editors of **TKS publications** will only perform a limited reviewing to check the compliance with the guidelines and few other parameters. Customer Publications have a different graphic outline to differentiate them from peer-reviewed papers.

**Product Focus and Company Profiles:** these are papers denoted by a promotional and product-oriented content. They are classified as advertorials and are thus **charged** accordingly for publication. These articles are the appropriate mean to publish commercial information, including brand names of products. If a manuscript submitted as a scientific article doesn't match the criteria to be classified within the scientific section of the journal, its publication as a Product Focus will be recommended by the Editor who will forward the articles to the Marketing Department.

# GUIDELINES FOR AUTHORS



## & related MONOGRAPHIC SPECIAL ISSUE

### INTERNAL REVIEW AND PEER REVIEW PROCESS

- ✗ Final decisions concerning all manuscripts submitted to **TKS publications** are under the responsibility of the Editors.
- ✗ Editors first perform a formal review of the submitted manuscript to verify its match to the criteria for classification as a technical/scientific article or an advertorial. Should any comment arise, Editors will discuss with the authors the best options to publish the articles before forwarding them to peer-review.
- ✗ To evaluate the scientific soundness of those articles suited to be classified within the scientific section of the journal, Editors seek the advice of scientific peer reviewers.
- ✗ Reviewers receive guidelines on how to perform their evaluation. Reviewers are asked to act according to principles of correctness and to consider all received information as confidential, thus not to disclose it to third parties.
- ✗ Reviewers are asked to fill an evaluation checklist on the manuscript. The checklist is inclusive of the following parameters: novelty of contents, scientific soundness, comprehensive exposition of data, discussion and results, interest for public, quality of writing, accuracy of bibliographic references. Reviewers are also asked for suggestions and comments on how to improve the manuscript, should this be required to achieve publication.
- ✗ Peer reviewers are selected by the Editors among experts in the field.
- ✗ Reviewers remain anonymous. Authors may request upon valid motivations to exclude, e.g., competitors from being reviewers of the manuscript.
- ✗ Publication of articles is subject to positive evaluation of reviewers. The Editor will forward the corresponding author comments from reviewers and ask her/him to submit the amended manuscript as a "track-changes" Word file so that all the changes can be easily detectable.
- ✗ Authors may reply to the comments of the reviewers and eventually question them. The editor will forward their arguments to the reviewers.
- ✗ Authors submitting articles to **TKS publications** may be asked from time to time to review manuscripts in the same field.

### WRITING STYLE AND LANGUAGE

- **for Peer-Reviewed Articles, and Customer Publications:**

Spelling and grammar conventions must conform to **UK English**. Authors being not of English mother-tongue are kindly requested to ask the assistance of an English-speaking colleague or reviewer to prepare and review the manuscript prior to submission. This would greatly speed up the reviewing process and avoid request from Editors to revise the language. Authors may also ask the Editors to arrange for the review of the English-language: this service is charged accordingly to the length of the article being reviewed.

Standard conventions for scientific writing have to be used while drafting scientific contributions to **TKS publications**. A more commercial style of writing is accepted for commercial contributions, i.e. advertorials, company profiles and Product focuses. Authors are kindly advised to consult published papers available on the web site as example to guide writing: [www.teknoscienze.com](http://www.teknoscienze.com)
- **for Opinion Articles, articles on regulatory matters, market analysis, historical/cultural perspectives, events or commentaries:**

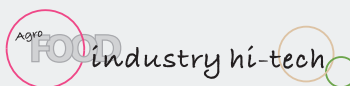
Spelling and grammar conventions must conform to **UK English**. Non-English mother tongue authors are kindly requested to ask the assistance of an English-speaking colleague or reviewer to prepare and review the manuscript prior to submission. Authors may also ask the Editors to arrange for the review of the English-language: this service is charged accordingly to the length of the article being reviewed.

Papers must be written in a smart style, with short paragraphs, in order to help readers to afford even technical topics and have to include at least 3 graphs/tables.

Authors are kindly advised to consult published papers available on the website to be used as a guideline when writing: [www.teknoscienze.com](http://www.teknoscienze.com)
- **for Customer Publications**

Spelling and grammar conventions must conform to **UK English**. Authors may also ask the Editors to arrange for the review of the English-language: this service is charged accordingly to the length of the article being reviewed.

# GUIDELINES FOR AUTHORS



## & related MONOGRAPHIC SPECIAL ISSUE

### ORGANISATION OF THE MANUSCRIPT

The following sections have to be considered while writing an article:

1. Authors and their affiliations
2. Title
3. Keywords
4. Abstract
5. Introduction
6. Main contents (results and discussion, experimental section and materials and methods, conclusions)
7. References and Notes
8. Bibliography and web references (only for Opinion Articles and articles on regulatory matters, market analysis, historical/cultural perspectives, events or commentaries)

**Title:** The title should be clear and concise and allow to easily identify the subject of the paper. Abbreviations should be avoided. The title should be no longer than 55 characters. A subtitle can be added, this being no longer than 80 characters.

**Authors' names and Affiliations:** the format to be used while listing author names is:

- ✗ Name, Middle initial (if any) and Surname (for each of the authors)
- ✗ Company/Univesity name, Town, Country
- ✗ Corresponding author should be clearly marked by an asterisk (\*) close to her/his name.
- ✗ Please clearly identify each authors' name with a progressive number (1, 2, 3 etc...). Institutional affiliation for each author has to be provided using the corresponding numerals.

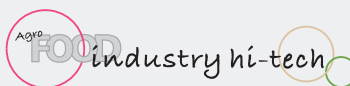
**Keywords:** A maximum of six keywords defining the subject of the article must be provided. Please use a semicolon to separate them.

**Abstract:** A brief abstract should be included to summarise contents of the article, results and conclusions. Standard length for abstracts is 80 to 120 words.

#### **Main contents:**

- ✗ Technical and scientific contributions should follow the traditional scheme (results and discussion, experimental section and materials and methods, conclusions).
- ✗ **The length of the manuscript should be of:**
  - maximum 2.000 words (references included) for Peer-Reviewed Articles,
  - maximum 400 words for each printed page of Customer Publications
  - maximum 1500 (references included) words for Opinion Articles, papers on regulatory matters, market analysis, historical/cultural perspectives, events or commentaries
- ✗ **please enquire for different word counts in any case**
- ✗ Should be impossible to meet the recommendations above, one possibility is to split the manuscript in two parts to be published in subsequent issues of the journal. In such an instance, please prepare the article for a two-issue publication beforehand by adding the appropriate information to the title (i.e. "Part 1" or "Part 2") and by linking the two parts together with appropriate text in the introduction and the conclusions in order to ensure readers fully understand the paper is in two parts. As regards references for an article requiring a two-issue publication, please include in each part its own specific references. We recommend adding a reference to Part 1 in the reference list at the end of Part 2.
- ✗ A photo and biography (max 60 words) of the corresponding author are requested.
- ✗ Two or three images (besides the figures) – linked to the article topic - to be used without captions. The images need to be in high resolution (300 dpi) and saved as jpg.

# GUIDELINES FOR AUTHORS



## & related MONOGRAPHIC SPECIAL ISSUE

### References for Chimica Oggi - Chemistry Today / Agro FOOD Industry Hi Tech / H&PC<sub>Today</sub> - Household and Personal Care Today

- ✗ All documents in which part of the article contents were previously published must be cited (including conference proceedings, patents, letters, theses, etc.)
- ✗ **References must be indicated in the text by Arabic numerals in round brackets, running consecutively through the paper.**
- ✗ The number of **references in the printed version will be limited to 30 items. The full list will be published on-line only.**
- ✗ To ease the editing of the papers, references should be provided in the final manuscript as plain text, with no automatic links/hyperlinks like those generated by software like "EndNote®".
- ✗ Cited references should be reported at the end of the manuscript under the "REFERENCES AND NOTES" paragraph and numbered correspondingly in their order of appearance in the text.
- ✗ **The following formats for references must be used:**

📖 **to a journal** - Abbreviations should be according to CASSI (Chemical Abstracts Service Source Index). If in doubt, authors should always write the journal name in full:

Daniels J., Jameson J., et al., *Abbreviated Journal Title*, **34(3)**, 234-236 (2015).

📖 **regulations:**

The European Parliament and The Council, Directive 2001/18/EC, *Off. J. Eur. Commun.* **L106**, 1–38 (2001).

📖 **to a book / book chapter:**

*Handbook of fermented functional food*, Edited by Farnworth E.R., Ed. CRC Press, Boca Raton, Florida, USA (2008).

or

Farnworth E.R. and Mainville, I., *Kefir: A Fermented Milk Product*, Chapter 4, in *Handbook of fermented functional food*, Edited by Farnworth E.R., Ed. CRC Press, Boca Raton, Florida, USA (2008).

📖 **to a website:**

Agro Products of India: <http://www.agriculturalproductsindia.com/dairy-products/dairy-products-yoghurt.html> (last checked on Jan. 20<sup>th</sup> 2013)

📖 **other media:**

Querci M., Weighardt F. et al., *Detecting GMOs - DVD-ROM. The JRC advanced training series*, European Commission, Luxembourg ISBN 92-894-5900-X (2005).

- ✗ Authors are recommended to consult our journals for examples.

### Bibliography and web references for Pharma Horizon

Please provide a separate "Box" with up to 5 references to books/websites

📖 **to a book / book chapter:**

*Handbook of fermented functional food*, Edited by Farnworth E.R., Ed. CRC Press, Boca Raton, Florida, USA (2008).

or

Farnworth E.R. and Mainville, I., *Kefir: A Fermented Milk Product*, Chapter 4, in *Handbook of fermented functional food*, Edited by Farnworth E.R., Ed. CRC Press, Boca Raton, Florida, USA (2008).

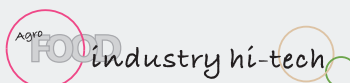
📖 **to a website:**

Agro Products of India: <http://www.agriculturalproductsindia.com/dairy-products/dairy-products-yoghurt.html> (last checked on Jan. 20<sup>th</sup> 2013)

📖 **other media:**

Querci M., Weighardt F. et al., *Detecting GMOs - DVD-ROM. The JRC advanced training series*, European Commission, Luxembourg ISBN 92-894-5900-X (2005).

# GUIDELINES FOR AUTHORS



## & related MONOGRAPHIC SPECIAL ISSUE

### TEXT FORMAT

Please use Microsoft Word as text editor to prepare the manuscript. We highly recommend to use one of these versions so as to allow a more rapid production phase:

**Windows PC:** Microsoft Word 97 or higher

**Macintosh:** Microsoft Word 98 or higher

Please note that PDF files are not accepted.

Please follow these guidelines to make the text easier to be evaluated by reviewers and then edited and produced:

- ✗ Use A4 (21 x 29,7 cm) paper size and font **Arial** as default;
- ✗ Do not protect the file with passwords;
- ✗ Automatic hyphenation must be disabled and line-returns should be used only at the end of paragraphs and section headings;
- ✗ **Greek letters and maths symbols should be generated using the ASCII table or, if not possible using the font **symbol**. **Special characters must be highlighted (e.g. in yellow) in the text.****

NAME + MIDDLE INITIALS (if any) + SURNAME\* (9 pt + bold + CAP. LETTERS)

\*Corresponding author (9 pt)

Company name (9 pt)

Full postal address (9 pt)

Main title (18 pt)

Subtitle (16 pt)

**KEYWORDS:** (9 pt + bold + CAP. LETTERS) *Keywords text (9 pt + italics)*

Push Return button x1

**ABSTRACT:** (9 pt + bold + CAP. LETTERS) *Abstract text (9 pt + italics)*

Push Return button x2

**PARAGRAPH TITLE** (9 pt + bold + CAP. LETTERS)

Push Return button x1

Text (9 pt)

Push Return button x1

**1<sup>st</sup> Paragraph sub-title (9 pt + bold)**

Text (9 pt & start to type it right below the subtitle)

Push Return button x1

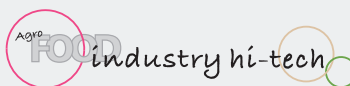
**2<sup>nd</sup> Paragraph sub-title (9 pt + bold + italics)**

Text (9 pt & start to type it right below the subtitle)

### IMAGES (FIGURES, SCHEMES, GRAPHS, DIAGRAMS, PICTURES, TABLES) FORMAT

- ✗ Images should be created with the same editor as text and placed close to their first mention in the text. Please number images consecutively.
- ✗ Please try to be as concise as possible also with respect to the number of images to be included in the article as they should possibly not exceed the amount of 3-4 per article.
- ✗ Use Arial font to edit any text incorporated in the image.
- ✗ Each image should have a related caption to allow an easy understanding, above all when there is no direct reference to it inside the text. Captions must be provided as separate text (Arial - 9px).
- ✗ Greek letters and maths symbols should be generated using the ASCII table or, if not possible, using font Symbol.
- ✗ Please send all images in colour (possibly) since **TKS publications** are all printed in colour.
- ✗ **Every single image must be submitted as separate file** in order to speed up production phases and must follow these specifications:
  - Resolution: 300 dpi
  - Colour: CMYK (or Greyscale)
  - Average size: 10 cm width
  - Formats accepted: JPG, TIF, PSD, PDF
- ✗ Structures and reaction schemes must be treated as images, thus following the same specs.

# GUIDELINES FOR AUTHORS



**& related MONOGRAPHIC SPECIAL ISSUE**

## SUBMISSION OF MANUSCRIPTS

**The Editors won't accept hardcopy submission of contributions.**

Please submit all manuscripts by e-mail only to:

*H&PCToday - Household and Personal Care Today /  
Agro FOOD Industry Hi Tech / Chimica Oggi - Chemistry Today*  
Gayle De Maria  
Managing Editor  
E-mail: [gayle@teknoscienze.com](mailto:gayle@teknoscienze.com)  
Phone: +39 02 26809375/02 28381260

Access to submitted manuscripts will be limited to the editorial office and to those reviewers in charged of each specific article. The following 4 separate files must be submitted:

- ✗ **1 Full-Text MS Word file:** the full text i.e. authors, title, abstract, keywords, results and discussion, experimental section and materials and methods, conclusions. Images should be included in the text (close to their first mention) with the corresponding legends underneath.
- ✗ **1 zipped file:** including images only. If a zip file can't be provided, you may also send the images as separate attachments to the e-mail. In case the image/s exceed the total size of 7 MB, please first inform the Editors to ensure a proper transfer or to agree on different ways to submit them.
- ✗ **1 Excel file (please [click HERE](#) to download it):**
  - Full contact details of the main author and co-authors (i.e. full postal address and email)
  - Full contact details of referees suggested by the author
  - Full contact details of 5 people from academy or industry to whom authors would like to send a free copy of the published contribution. The publisher will send them an e-version of the issue as soon as it is available.

## DRAFT FOR PROOF-READING

Upon receipt of manuscripts and termination of the peer-review process (in case of amendments required by the reviewers), the editor will process each article making a pdf draft for proof-reading out of it. The draft will be sent directly to the corresponding author for her/his final review. Author will be requested to give a prompt feedback, with comments and/or corrections, according to the required terms and times. For those drafts that won't be reviewed within the given deadlines, the Editors will delay its publication to later issues until the draft is finally approved.