

Instructions for Authors

(Revised February 2017)

AIMS AND SCOPE

The aims of the *Asia Pacific Journal of Clinical Nutrition* (APJCN) are to publish high quality clinical nutrition relevant research findings which can build the capacity of clinical nutritionists in the region and enhance the practice of human nutrition and related disciplines for health promotion and disease prevention. APJCN will publish original research reports, reviews, short communications and case reports. 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 at least 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 (specify in the **Title page**):

- 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.

APJCN acknowledges only one first author and one corresponding author. The corresponding author assumes contractual responsibility for all arrangements between the Journal and the authors while all authors remain collectively responsible for the scientific integrity of the paper.

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. Details of at least 4 potential referees.

Submission

The manuscript and other required documents including a completed Copyright Assignment Form and a list of four potential referees (see below) should be uploaded through

the APJCN web-site: www.apjcn.org

Professor Duo Li

Editor-in-Chief

Asia Pacific Journal of Clinical Nutrition

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

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Potential referees

Authors are required to provide at least 4 potential referees, with affiliations and addresses, including email addresses. At least two of the referees should work or reside in a country other than that of the authors, and none should come from any of the authors' own institutions. We do not necessarily use your recommended referees. The onus is on all authors of a submission to ensure that selected referees are not in a conflict of interest likely to result in an un-objective peer review report.

Proof of scientific English standard

To ensure the quality of the manuscript, manuscripts should be professionally edited for scientific English. Certificate for manuscripts that underwent professional editing services should be provided prior to submission to APJCN. A discount service of Wallace editing (<http://www.editing.tw/en/en>) is available for those who are submitting their manuscripts to APJCN.

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. 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.

For vitamins, notation use is B-2, B-2, B-3, B-6 and B-12 not B₁, B₂, B₃, B₆ and B₁₂. "Fetal" is more etymologically correct than "Foetal".

Note style for probability: $p < 0.01$, with a lower case 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 (eg, $p < 0.05$ 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.

Please do not use "level" when "concentration" is intended; or "life style" when "personal behaviour" is meant. Prefer "men" and "women" to "male" and "female".

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 offprint should be sent.

Note: Names and principal qualification of authors should be presented as follow:

John Doe PhD¹, Mary Jane MSc²

Abstract and key words

The abstract should be structured with Background and Objectives, Methods and Study Design, Results, and Conclusions in 250 words or less. The abstract should not contain abbreviations or references. Five key words should be supplied below the abstract.

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 $p=0.152$

Authors can make a case that their methodology requires further exception to these guidelines.

Methods

All manuscripts should provide the **clinical trial registration number** (if applicable). **Ethical approval number** should also be stated in the manuscript along with a statement in regards to the informed consent of participants in all trials.

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, eg '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>).

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. If you use EndNote to manage bibliography, you can download the APJCN citation style from our website (www.apjcn.org) and locate the copy under your End-Note/styles. Some examples are listed as follows:

Journal article

1. Zarrin R, Ibiebele TI, Marks GC. Development and validity assessment of a diet quality index for Australians. *Asia Pac J Clin Nutr*. 2013;22:177-87. doi: 10.6133/apjcn.2013.22.2.15.
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. doi: 10.1056/Nejm0a031049.

Book

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

Chapter in a Book

4. Willett W. The use of biomarkers in nutritional epidemiology. In: Kok F, Veer P, editors. Biomarkers of dietary exposure. London: Smith-Gordon; 1991. pp. 9-14.

Internet linkage

5. Mahowald ML. Overview of the evaluation and management of gout and hyperuricemia. *Rheumatology & Musculoskeletal Medicine for Primary Care, Gout*. 2004/10/8 [cited 2005/5/12]; Available from: <http://www.rheumatology.org/publications/primarycare/number4/hrh0021498.asp>
6. Talukder A, Haselow NJ, Osei AK, Villate E, Reario D, Kroeun H et al. Homestead food production model contributes to improved household food security and nutrition status of young children and women in poor populations. Lessons learned from scaling-up programs in Asia (Bangladesh, Cambodia, Nepal and Philippines). 2000/2/17 [cited 2012/8/6]; Available from: <http://factsreports.revues.org/404>.

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 as a separate file 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 (177 mm). 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 300 dpi or more, 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 any subject being recognized, or an eye bar used; otherwise, written permission to publish must be obtained. Colour photographs should be submitted digitally with the pixel characteristics of good quality, for on-line publication. Where hard copy colour is required, 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.)

Abbreviations

The following abbreviations are accepted without definition by APJCN

ANCOVA (analysis of covariance)
ANOVA (analysis of variance)
BMI (body mass index)
BMR (basal metabolic rate)
CHD (coronary heart disease)
CI (confidence interval)
CVD (cardiovascular disease)
df (degrees of freedom)

DHA (docosahexaenoic acid)
DNA (deoxyribonucleic acid)
DRIs (dietary reference intakes)
EDTA (ethylenediamine tetra-acetic acid)
ELISA (enzyme-linked immunosorbent assay)
EPA (eicosapentaenoic acid)
FAO (Food and Agriculture Organization) (except when used as an author)
FFQ (food-frequency questionnaire)
GC (gas chromatography)
Hb (haemoglobin)
HDL (high-density lipoprotein)
HIV (human immunodeficiency virus)
HPLC (high-performance liquid chromatography)
IHD (ischaemic heart disease)
LDL (low-density lipoprotein)
MRI (magnetic resonance imaging)
MUFA (monounsaturated fatty acids)
NS (not significant)
OR (odds ratio)
PCR (polymerase chain reaction)
PUFA (polyunsaturated fatty acids)
RDA (recommended dietary allowance)
RER (respiratory exchange ratio)
RIA (radioimmunoassay)
RMR (resting metabolic rate)
RNA, mRNA etc. ribonucleic acid, messenger RNA etc.
SFA (saturated fatty acids)
SNP (single nucleotide polymorphism)
UN (United Nations) (except when used as an author)
UNICEF (United Nations International Children's Emergency Fund)

UV (ultra violet)
VLDL (very-low-density lipoprotein)
WHO (World Health Organization) (except when used as an author)

UPLOADING MANUSCRIPTS

Authors should upload their manuscripts and all required documents to www.apjcn.org. The entire article (including tables and figures) should be supplied. The following instructions should be adhered to:

- *It is essential that the final, revised version of the accepted manuscript is identical.*
- *Do not use the carriage return (enter) at the end of lines within a paragraph.*
- *Specify any special characters used to represent non-keyboard characters.*
- *Take care not to use l (ell) for I (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 (>300 dpi).*

PROOFS, OFFPRINTS AND CHARGES FOR PAPERS

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

Publication fee

For papers submitted before 31 December 2016, the publication fee is AU\$500 for 1-5 pages and thereafter \$50 per page (+GST if from Australia). For papers submitted from Jan 1 2017, the publication fee is AU\$600 for 1-5 pages and thereafter \$75 per page (+GST if from Australia). 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.

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