CAMBRIDGE Instructions for Contributors

Journal of Applied Animal Nutrition

The *Journal of Applied Animal Nutrition* publishes leading research in all aspects of animal feed science and nutrition in agricultural species, companion species and exotic species. Research areas covered include commercially funded research such as new product development as well as academic research. The breadth and quality of original research articles, review articles, pilot studies and data papers describing large-scale trials make the journal invaluable to practitioners, consultants and veterinarians as well as researchers in the public and private sectors.

Submission procedure

All papers submitted to the Journal of Applied Animal Nutrition (*JAAN*) must be submitted via http://mc.manuscriptcentral.com/jaan. Please follow the formatting instructions carefully, as papers that do not conform will be rejected. It is the responsibility of the author(s) to ensure that papers are correctly submitted.

Submission fees

As *JAAN* does not rely on advertising and sponsorship for funding, instead a charge is made for all submissions. This is currently set at NZ\$950 for Original Articles and Data Papers, and NZ\$350 for Pilot Studies. Your paper will not enter peer review until the submission fee has been received by the journal. The submission fee applies equally to papers that are accepted or rejected for publication in the journal.

JAAN is published as an online journal only. Its aim is to publish scientific information regarding animal nutrition for all species which has applied and/or of commercial relevance. To be considered for publication in *JAAN*, a manuscript cannot have been published previously, nor can it be under review for publication elsewhere. Papers with multiple authors are reviewed in the assumption that all authors have contributed materially to the research report, have approved the submitted manuscript and concur with its submission to *JAAN*.

Types of Paper

Types of papers accepted: JAAN accepts Original Research (full-length experimental papers), Pilot Study papers and Review Articles that are of merit and relevance to the animal feed industry. Any species of animal is represented, including agricultural and companion species (cattle, sheep, horses, pigs, poultry, cats, dogs and exotic species). All papers must be related to animal feeding in a practical sense, including industry sponsored research or pilot studies (e.g. new product development). All papers will be subject to peer review, and must be run to current ethical guidelines, with suitable animals and numbers used for the experimental work. In Original Articles, adequate replication must be used and appropriate statistical tests applied to give meaningful results from which conclusions can be justifiably drawn. Pilot Study papers may use fewer replicates, as appropriate to the trial design, but must still show meaningful outcomes that justify further future research with commercial relevance. The appropriate use of figures, tables, formulae and illustrations is encouraged. The object must always be to produce a worthwhile addition to the body of available literature, with specific relevance to practical feed and nutrition applications. No trade articles or advertising type papers will be accepted. Invited papers must still adhere to the correct formatting.

Manuscript preparation

Formatting: Papers should be presented in Word format, in an A4 layout, using Times New Roman 12 point font, which should be double-spaced with 2.5 cm margins and consecutive line numbering (continuous over pages) along the left margin. Overlarge tables and figures are discouraged. Do not insert lines or page breaks. All tables must be formatted using the specific 'table' creation function in Word software (not by employing tabs and spaces).

Original Research papers should not exceed 20 pages, including tables, illustrations and references. Longer papers are accepted from time to time, but it is advisable for authors to contact the Editor before submission. Pilot study papers may not exceed 6 pages, inclusive.

Documents must be assembled in the following order:

Title – directly relating to the topic of the final review
Name and postal address(es) of author(s)
E-mail address of the corresponding author
Abbreviated title (for use as a running headline) of less than 5 words
Summary (between 100 and 300 words)
Keywords (up to 8)

Text

The main body of the text should be sub-headed into appropriate sections:

- Introduction i.e. an overview of the current data and the justification and objectives of the trial,
- Materials and methods,
- Results, including discussion,
- Conclusions.
- References

Example of paper layout:

The quick brown fox jumped over the lazy dog

A. Person¹, N. Other¹, and D. Author²

¹ Dept. of Science, Any University, Anywhere

² Dept. of Applied Science, University of Anywhere, Otherplace

Corresponding author: author@anyuniversity.co.uk

Abbreviated Title: Fox jumps dog

Summary

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Keywords: Fox, brown, dog, jumping

Introduction

The materials and methods section must include adequate details of the trial design e.g. number, age, size, starting weight, breed and type of animals used, randomisation, housing, management, parameters measured and the statistical analysis applied. ANOVA with GLM modelling are the preferred analyses of *JAAN*, with means in tables separated by use of letter superscripts. Error bars can be included in graphs and indication of significant differences may be applied by the use of letters. Highly selective papers (with respect to comparisons with existing data) and overly long and/or verbose papers will be returned for major amendment.

Use of italics

Any Latin phrases and abbreviations, e.g. *in vivo*, *et al.*, should be italicised. For species names, only italicise if the name in full is used, e.g. *Salmonella infantis* or if suffixed by 'spp', e.g. *Clostridia spp.*, when referring to multiple or undefined species. The first part of the species name should be capitalised, and the second in lower case, without exception (e.g. *Salmonella dublin*). All other references to bacterial, animal or plant family names, should be formatted as regular, lower case text, e.g. 'birds that test campylobacter-positive...'.

References: Care must be taken in citing references, especially regarding the format (bold, italicised etc.). Publication names must be stated in full, not in their abbreviated form. References should not be excessive and must only include those references actually cited in the body of the text. Excessive reference lists may be subject to revision. Incorrectly formatted references will be returned to the author for modification.

References to previous work should be restricted to those with a direct bearing upon the topic of the review and cited in the text with the author's name and the year of publication in parentheses, e.g. 'Brown (1957) showed that ...' or as 'Brown *et al.*, 1957, showed that ...'. At the end of the paper, the references should be listed in alphabetical order of the surnames of the first author with all authors included. The titles of journals should be given in full and should include the first and last page numbers of the papers concerned (e.g. **Brown, A.B., Smith, C.D. and Jack, E.F.** (1992) Title of paper. *Title of Journal*, **Vol. number**: pp. 000–000.) – see examples below.

The author is wholly responsible for the accuracy and correct citation of the references, and incorrectly cited or referenced papers will be returned for amendment. The editorial team cannot take any responsibility for incorrect reference citations.

Examples of referencing

Hodgetts, B. (1981) Dealing with dirty hatching eggs. *MAFF Information for Flock Farms and Hatcheries: Hatch Handout*, No.17.

Jacob, J. and Ziswiler, V. (1982) The uropygial gland, in: Farner, D.S., King, S.R. & Parks, K.C. (Eds) *Avian Biology*, Vol. 6, pp. 199–324 (New York, Academic Press).

Johnson, R., Thomas, F., Pym, R. and Fairclough, R. (1986) The effect of long term genetic selection on growth hormone secretion and protein turnover in meat-type chickens. *Proceedings of the 7th European Poultry Conference*, Paris, pp. 975–979.

Leeson, S. and Summers, J.D. (1980) Production and carcass characteristics of the broiler chicken. *Poultry Science*, **59**: 786–798.

Sapolsky, R.M., Krey, L.C. and McEwan, B.S. (1984) Stress down-regulates corticosterone receptor in a site-specific manner in the brain. *Endocrinology*, **114**: 287–292.

Saleh, F.I.M. (1984) Nutritional factors in relation to the stress of hot climates on the fowl. *Ph. D. Thesis*, University of London.

Footnotes

Footnotes are not allowed in papers published in *JAAN*. Any references required e.g. in tables and graphs should be included at the end of the figure/table title.

Quality of English and scientific language

JAAN is aimed at a readership that includes industry and commercial feed manufacturers, nutritionists, researchers, vets, students and educated lay people. As a result, the language used must reflect this, and be of a level whereby a person educated to degree level in that discipline can understand and use the information it contains. All papers should be proofread by a native English speaker prior to submission – any that are of poor quality in terms of written language will be returned to the author for rectification. All abbreviations used must be spelled out in full, with the abbreviation in parenthesis immediately after, when first used in the manuscript. Every manuscript must be formatted for UK English (NOT American English), and spell checked appropriately.

Figures

All figure files must be saved at final size. You are advised to save your figures as TIF files at a resolution of 600–1200 dpi for artwork and 300 dpi for photographs if you wish your figures to reproduce well after printing. Colour figures are published free of charge and they must be saved in CMYK (not RGB).

Design your figures with the journal's page format in mind, making best use of page space. Do not include the figure number (e.g. Figure 1) within the figure. However, in figures that are made up of multiple parts, you must include labels in lower-case font for each part of the figure: (a), (b), (c) etc. Each part should be explained or described in the figure caption.

Use a sans-serif font, such as 9pt Arial or Helvetica, for labelling figures. Labels on graph axes must have an initial capital and they should run along the graph axes, not perpendicular to the axes. You may need to include a legend, e.g. a key, within the figure.

Figure captions should be inserted at the end of the main text file, not typed within the figure. Use the following style: 'Figure 1. Dietary composition (a) oats, (b) peas, and (c) wheatbran.'

Tables

Tables should be submitted as separate files, not within the main text file. Each table should be placed on a separate page and its approximate position in the text must be indicated in the typescript. Tables must be supplied in a modifiable format, not as graphics. Large tables or additional tables can be submitted as *Supplementary Material*.

Your tables should be designed, whenever possible, to be printed in the normal orientation of the text. Place a single rule at the top and at the foot of the table and below the column headings. Within the body of the table, the data should be grouped so as to make the use of rules unnecessary (do not use horizontal and vertical lines within the body of the table). Do not use any background shading. Use an initial capital in column headings and row headings.

Type the table number and a short title at the top of the table. You should place any footnotes at the end of the title. Use the following style for the title of the table: 'Table 1. Total average individual intake (a) white clover silage (b) red clover silage'.

Any submitted papers not conforming to the above formatting will be returned.

Acknowledgements

The *Acknowledgements* should list sources of financial support (including grant numbers) for all authors, credits for permission given for reproduction of third-party material, and any other acknowledgements. Where no specific funding has been provided for research, please provide the following statement 'This research received no specific grant from any funding agency, commercial or not-for-profit sectors.'

Where research was funded by more than one agency, the different agencies should be separated by a semi-colon, with 'and' before the final funder. Multiple grant numbers should be separated by a comma and a space. Grants held by different authors should be identified as belonging to individual authors by the authors' initials. For example, 'This work was supported by the Wellcome Trust (A.B., grant numbers XXXX, YYYY), (C.D., grant number ZZZZ); the Natural Environment Research Council (E.F., grant number FFFF); and the National Institutes of Health (A.B., grant number GGGG), (E.F., grant number HHHH).'

Declaration of interest

You must include a *Declaration of Interest* section in your manuscript and you must report any potential conflicts of interest. If there are no conflicts of interest, the section heading should be entered followed by 'None.'

Conflict of interest exists when an author has interests that might inappropriately influence his or her judgement, even if that judgement is not influenced. Authors must disclose potentially conflicting interests so that others can make judgements about such effects. Such disclosure will not preclude publication, but it is necessary because of the potential of negative or positive bias.

At the time of submission, authors should disclose any arrangements or connections they may have that are pertinent to the manuscript (financial or non-financial) and that may be perceived as potentially biasing their paper. Conflicts may include employment, consultancies, stock ownership, funding sources for the reported study, personal or family financial interest in a method/product or a competing method/product. This list of potential conflicts is not all inclusive, and it is the responsibility of each author to ensure that all of their 'potential conflicts' are reported.

It is the corresponding author's ethical responsibility to explicitly check with each of his/her co-authors to ensure that any real or apparent conflict of interest is appropriately disclosed. Authors should err on the side of full disclosure and if, authors are uncertain about what constitutes a relevant conflict, they should contact the editor.

Intellectual property

If your paper describes research that involves a product or process that is subject to intellectual property, you should clearly indicate where this applies. If commercial or trade names are used, in the Materials and Methods section you must state:

- o the trade name of the product/process
- o the name of the company
- o the address of the company
- o the patent number (if applicable)
- o a brief description of the product (e.g. probiotic), and
- an abbreviation for the name of the product/process that does not refer to either the trade name or the company.

You may also include the trade name and manufacturer's details in the Summary. However, for every other mention of the product/process in the paper, you must refer to the product/process by its abbreviation.

If you have any conflicts of interest relating to a product or process that you describe in your paper, you must state this in the 'Declaration of interest' section. For example, the research might have been funded in part by the company that owns the product/process or you may be employed by the company.

Supplementary Material

You must submit *Supplementary Material* at the same time that you submit your manuscript, and you must give details in your cover letter of all supplementary files. If accepted, this material will be placed online with the published article. You must cite any *Supplementary Material* within your article. *Supplementary Material* could include extensive datasets from trials, complex mathematical calculations, 3D structures/images or video files.

At the head of the first page of your *Supplementary Material* file, type '*Journal of Applied Animal Nutrition*', the article title, the names of the authors, and then the relevant inclusions. Please note that (unlike figures included in the printed article) captions or legends should be included for all figures and tables in *Supplementary Material*. You should number figures or tables with the prefix 'S', e.g. Supplementary Figure S1, Supplementary Table S1.

Although *Supplementary Material* is peer reviewed, it is not copyedited or typeset and it is loaded onto the journal's website exactly as supplied. You must check your *Supplementary Material* carefully to ensure that it adheres to journal styles. Corrections cannot be made to the *Supplementary Material* after acceptance of the manuscript. Please bear this in mind when deciding what content to include as *Supplementary Material*.

Copyright

Authors of papers published in the journal assign copyright to Cambridge University Press and the Journal of Applied Animal Nutrition Ltd., with certain rights reserved by the author. Before your manuscript can be published online, the corresponding author must send the signed Transfer of Copyright form to the following address: *Journal of Applied Animal Nutrition*, Journals Production, Cambridge University Press, Shaftesbury Road, Cambridge CB2 8RU.

If you plan to include material that has been published elsewhere and/or is under copyright of a third party, it is the authors' responsibility to obtain permission to re-use or reproduce this material in the paper and to include necessary credits in the paper. When you submit your manuscript, please include signed copies of any permission agreements with your submission.

Ethical and Regulatory guidelines

Papers describing animal experiments must indicate that the research was approved by a Review Committee, or clearly state that the experiments were performed in accordance with accepted guidelines such as 'Guiding principles in the care and use of animals' (DHEW Publications, NIH, 80–23) or the Helsinki Declaration guidelines http://www.wma.net/en/30publications/10policies/a18/index.html.

Submitting a paper and getting it published

Once a paper has been submitted and judged suitable for peer review in *JAAN*, it will be sent for review to the team of Reviewing Editors. Authors must suggest at least one suitable referee for their paper upon submission, though their suggested reviewer may not be used. Once the paper has been reviewed, any comments and recommendations will be sent back to the authors to allow revisions to be made as required. The paper is then resubmitted and a final decision is made on the paper.

Cambridge recommends that authors have their manuscripts checked by an English language native speaker before submission; this will ensure that submissions are reviewed exclusively on academic merit. We list a number of third-party services specialising in language editing and / or translation here, and suggest that authors contact as appropriate. Use of any of these services is voluntary, and at the author's own expense.

When a paper has been accepted, it will be typeset. Page proofs will be supplied to the corresponding author, whose responsibility it is to liaise with their co-authors in checking the proofs. Only errors in typesetting may be corrected at this stage. Additional matter or extensive alterations can be accepted only at the discretion of the Editor, and, if they are accepted, a charge may be made. Consequently, the author(s) should ensure that the paper is submitted in its final form. Proofs must be corrected and returned within seven days of receipt. No further changes can be made to the paper, and it will be published online. A PDF file of the published paper will be sent free of charge to the corresponding author of each paper published. Their may be treated as an offprint.

(Revised 15th March 2014)