

# Guidelines for Authors of TQ Papers

Revised, January 2008

## General Information

Membership in the Master Brewers Association of the Americas (MBAA) is not a requirement for publication. The MBAA is not in a position to rewrite manuscripts to follow guidelines; therefore, submitted manuscripts that require significant revision to comply with the guidelines will be returned, and the author will be asked to resubmit a revised manuscript conforming to these guidelines.

All papers published in the MBAA's official journal, *Technical Quarterly (TQ)*, reflect the individual views of the authors and not the official position of the MBAA or the institutions with which the authors are affiliated.

Manuscripts should be submitted with the understanding that, upon publication, copyright will be transferred to the MBAA. That understanding precludes the *TQ* from considering material that has been submitted or accepted for publication elsewhere.

The MBAA wishes to have high-quality research reflected in the *TQ*. The *TQ* welcomes Original Papers and Review Papers that are of interest to professionals working in the brewing industry and industries related to fermented beverages and novel fermentations. Authors are invited to submit manuscripts (Original Papers) to be published either as MBAA Papers or as Peer-Reviewed Papers. Posters presented at the MBAA Annual Convention must be written up as Original Papers. The principal reference used for editing materials in the *TQ* is *The ACS Style Guide* (American Chemical Society, Sales Office, 1155 Sixteenth St. NW, Washington, DC 20036; www.acs.org).

## Original Papers

The scope of Original Papers may include malting, brewing, packaging, raw materials, equipment, instrumentation, packaging materials, quality, automation, brewing computer programs, supply chain, and environmental and safety issues, as well as applied sciences and topical issues.

## Peer-Reviewed Papers

To be a Peer-Reviewed Paper, a manuscript must be reviewed by the Editorial Board chair and selected to undergo the peer-review process. If author(s) would like their manuscript considered for the peer-review process, they are responsible for making the request at the time of submission. Those manuscripts that have completed the peer-review process will be designated as such and placed in the Peer-Reviewed Papers section of the *TQ*. Manuscripts are accepted for peer review with the understanding that the same work has not been published elsewhere (including publication on the Internet). Each reviewer (referee) makes a specific decision regarding the manuscript based on the "Reviewers' Guidelines" described below.

## Papers That Have Been Published Elsewhere

Certain submissions previously published elsewhere and in limited distribution, such as in conference or colloquia proceedings or methodologies or items of urgent interest to the membership (e.g., a food safety issue), are allowed publication in the *TQ*. Complete reference information must be given for

such reproduction, and the author is responsible for obtaining written permission to reproduce the paper in the *TQ*. When reproduced, the editorial style guidelines of the original publication will be followed in most cases.

## Instructions to Authors

### Initial Submission

Manuscripts can be submitted one of two ways. A hard copy and electronic file on disk of the original manuscript can be sent to TQ Editor, 3340 Pilot Knob Road, St. Paul, MN 55121. Alternatively, the original manuscript can be sent by e-mail as an attached file to tqeditor@mbaa.com.

All manuscripts must be submitted in American English and should be typed double-spaced on 8.5 × 11 or A4 paper. Pages should be numbered consecutively, and line numbering should be used (including tables and figure captions) to facilitate comments from the referees and/or editor (e.g., "On page 3, line 127, please explain xyz...," rather than "On page 3, paragraph 2, 2nd sentence, please explain xyz..."). The manuscript should be divided into separate parts containing text, equations, tables, and figure captions.

Figures and tables should not be incorporated in the main body of the manuscript; instead, figure and table numbers should be cited in text where they are discussed. Figures and tables should be submitted as separate sections (separate files are ideal); they will be inserted into the body of the text when the manuscript is formatted for publication.

The submission should be accompanied by a statement indicating that the manuscript is original and is not under consideration and has not been previously published elsewhere (see "Copyright" below) and a short biographical note for the corresponding author (no more than 100–150 words in length).

Authors are requested to supply a current e-mail address and telephone and fax numbers for the corresponding author. Receipt of manuscripts will be acknowledged by e-mail. Papers and posters presented at the MBAA Annual Convention should be submitted at the time of the annual convention or no later than 30 days thereafter, unless other arrangements are made with the editor.

For questions concerning *accepted* manuscripts in press, please contact Jordana Anker by e-mail at janker@scisoc.org.

### Final Submission

After a manuscript has been reviewed by referees or the editor (for nonrefereed manuscripts), the questions raised have been answered satisfactorily, and the manuscript has been accepted for publication, the final version of the manuscript (both hard copy and electronic file on disk required) should be submitted by the author to TQ Technical Editor, 3340 Pilot Knob Road, St. Paul, MN 55121. The final revised version typically answers and addresses questions raised by the referees and/or editor and must contain all changes that have taken place during the process. Tables, figures, and captions should be included in separate files. (Note: paper copies are required so the technical editor can verify that there has been no loss of data in the electronic files when they are converted during the printing process. See "Submission of Material on Disk or CD" below.)

## Manuscript Content

Original Papers should include an abstract of 100–250 words and a maximum of six keywords, brief author bio (100–150 words), be divided into sections, and normally not exceed 16 printed pages. Review Papers should be critical reviews on subjects of interest to MBAA members, should include an abstract and keywords, author bio, and may exceed 16 printed pages.

Original Papers should have separate sections that include Title, Abstract, Keywords, Summary (optional), Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgments, and References or have appropriate titles to delineate sections depending on the subject matter (e.g., Review Papers would have different sections). A closing Bibliography is optional.

Page 1 should contain the manuscript title, name(s) of the author(s), with affiliation(s) and address(es), as well as the name of the person to whom correspondence should be sent, including e-mail address and telephone and fax numbers. Current address(es), when different from those where the work was done, should be indicated in a footnote.

## Submission of Material on Disk or CD

**General.** Disks must be formatted for either IBM PC compatible (preferred) or Apple Macintosh. MS Word or other common text formats (e.g., Word Perfect, Rich Text [.rtf], ASCII [.txt]) are acceptable. The disk or CD should be clearly labeled with the name(s) of the author(s), manuscript title, and name of the word-processing program used, as well as the file name under which the manuscript is stored.

Note: the disk must always be accompanied by a hard-copy version of the manuscript (including tables and figures), and *the content of the two must be identical*. There is no need to format the manuscript so the printout is visually attractive (e.g., creating a page layout with figures), since the manuscript will be reformatted during processing.

**File Format for Figures.** Both scanned and computer-generated images are acceptable. Files must be saved in .tif, .eps, or .jpg format for IBM PC or in .tiff, .pict, .jpeg, or .eps format for Macintosh. If good quality, high-resolution image files cannot be provided in the formats listed above, image files generated with MS Office programs (such as Word, PowerPoint, or Excel) or images embedded in text documents can be submitted, and we will attempt to convert them into the format we need. More information about submission of figures is given below.

## Inclusion of Quotes from Sources

If a person is quoted in a manuscript, it is necessary to obtain written permission from the person(s) cited as the source of the information. A copy of the letter from the person must be included when submitting a manuscript.

## Manuscript Parts

**Title.** The title should be brief and informative. Abbreviations and trade names should be avoided.

**Abstract.** The abstract should state in one paragraph, approximately 100–250 words, the experimental approach and the major findings and conclusions of the manuscript. Abbreviations, diagrams, and references to other papers are not allowed. Introductory material should not be included in the abstract.

**Keywords.** A maximum of six keywords (for indexing purposes) must be provided.

**Introduction.** The purpose and scope of the manuscript should be explained, and relevant findings of previous research may be briefly reviewed.

**Materials and Methods.** Sufficient explanation of the methods employed must be detailed. Names of manufacturers must be given.

**Results and Discussion.** Results and Discussion may be written in two separate sections or combined, depending on the nature of the manuscript.

**Acknowledgments.** Recognition of financial and other support should not be made as footnotes to the title or name(s) of the author(s); they should be included in the Acknowledgments at the end of the manuscript.

**References.** References must be listed in alphabetic order (by first author's last name) and in order by year (earliest to most current publication) if there is more than one entry by the same author(s). All references quoted in the text must be in the reference list, and all references in the reference list must be cited in the text by number in parentheses, e.g., (2,12–15). Because the reference list is alphabetic, the numbers in text will not necessarily be in numeric order.

When citing authors in the text, if a reference has two authors, give both names joined by the word "and," and if the reference has more than two authors, give only the first author followed by "et al." (e.g., "In early research, Jones and Smith (1) found the following, but Sharpe et al. (5) in later work found data that indicated...").

References listed at the end of the manuscript should provide the following information:

- For journal articles (in order): all authors' surnames and initials, year of publication, full title of the article with only the first word capitalized (except for proper nouns and those words that are always capitalized, such as *Saccharomyces*), name of the journal (abbreviated according to the Chemical Abstracts Service Source Index [CASSI]), volume number, and page range of the article.
- For books (in order): all authors' surnames and initials, year of publication, title of book chapter with only the first word capitalized (except for proper nouns and those words that are always capitalized, such as *Saccharomyces*), the word "In:" followed by the title of the book (capitalizing all nouns, pronouns, adjectives, verbs, and adverbs), page range of the chapter, the editors' names (if any), and the publisher's name and location (city, state/country).
- For published proceedings (considered books): provide the publisher's name and location (city, state/country), not the date and location of the meeting.

## Examples of Reference Style

### Journal Articles

1. Achhammer, K. H., and Spang, D. (1998). Filling in plastic bottles. *Brauwelt Int.* 16:232-233.
2. Back, W. (1981). Bierschädliche Bakterien. *Monatsschr. Brau.* 34:267-275.
3. Bamforth, C. W. (1983). Superoxide dismutase in barley. *J. Inst. Brew.* 89:420-423.
4. Bamforth, C. W., Muller, R. E., and Walker, M. D. (1993). Oxygen and oxygen radicals in malting and brewing: A review. *J. Am. Soc. Brew. Chem.* 51:79-88.
5. Bamforth, C. W., and Simpson, W. J. (1995). Ionic equilibria in brewing. *Brew. Guardian* 124(12):18-24. (Note: The issue number is needed only if all issues begin with page 1.)
6. Hahn, A. F., Banke, F., Flossman, R., Kain, J., and Koniger, J. (2001). Filtration technology for the third millennium. *Brew. Int.* 1(8):49-50, 52.

7. Heggart, H. M., Margaritis, A., Pilkington, H., Stewart, R. J., Dowhanick, T. M., and Russell, I. (1999). Factors affecting yeast viability and vitality characteristics: A review. *Tech. Q. Master Brew. Assoc. Am.* 36:383-406.
8. Pollock, J. R. A., and Weir, M. J. (1975). Adjunct fermentations and volatile substances formed during the fermentation of individual sugars. *Proc. Am. Soc. Brew. Chem.* 34:70-75.

### Chapters in Books

1. Priest, F. G. (1996). Gram-positive brewery bacteria. In: *Brewing Microbiology*, 2nd ed., pp. 127-162. F. G. Priest and I. Campbell, eds. Chapman and Hall, London.
2. Russell, I. (1995). Yeast. In: *Handbook of Brewing*, pp. 169-202. W. A. Hardwick, ed. Marcel Dekker, Inc., New York.
3. Teng, J., Stubits, M., and Lin, E. (1983). The importance of rice variety selection for optimum brewhouse operation. In: *Proc. Congr. Eur. Brew. Conv. London 19:47-54*. IRL Press at Oxford University Press, Oxford.

### ASBC References

- a) *Methods of Analysis* (list all methods used under one reference)
  1. American Society of Brewing Chemists. (1992). *Methods of Analysis*, 8th ed. Beer-10A Spectrophotometric color method, -14 Ash; Yeast-3A Methylene blue dead yeast cell stain. The Society, St. Paul, MN.
- b) Subcommittee Reports
  2. American Society of Brewing Chemists. (1976). Report of the Subcommittee on Statistical Analysis. *J. Am. Soc. Brew. Chem.* 45:106-109.

### EBC References

- a) For EBC meeting references, the format is as follows: Author. (Year). Title. In: *Proc. Congr. Eur. Brew. Conv. City Vol: pages x-y*. Publisher. (The volume number is the number of the congress.)
  1. McKeown, I., Earl, G., Stewart, G., and Leiper, K. (1999). Influence of brewing raw materials and silica surface activation on protein uptake from lager beers. In: *Proc. Congr. Eur. Brew. Conv. Cannes 27:839-845*. IRL Press at Oxford University Press, Oxford.
- b) EBC publishers for proceedings are as follows: Volumes 2–15, Elsevier Scientific Co., Amsterdam, Netherlands; Volumes 16 and 17, EBC (publisher) and DSW, Dordrecht, Netherlands (printer); Volumes 18–27, IRL Press at Oxford University Press, Oxford; and Volumes 28 and 29, Fachverlag Hans Carl, Nürnberg, Germany.
- c) Other EBC publications
  2. European Brewery Convention. (1998). *Analytica-EBC*, 5th ed. Method 4.5.1 Extract of malt: Congress mash. Fachverlag Hans Carl, Nürnberg, Germany.
  3. *Proc. Congr. Eur. Brew. Conv. Budapest (CD, 2001)*. Fachverlag Hans Carl, Nürnberg, Germany.

### Online Journals and Websites

1. Staub, T. (2001). Induced disease resistance in crop health management. Online. *Plant Health Progress* doi:10.1094/PHP-2001-0913-01-PS.

Note: The DOI (digital object identifier) is one convention for identifying online material. Online journal sites normally can be found most easily by searching for the journal by name (e.g., *Plant Health Progress*).

2. National Institute for Occupation Safety and Health. (2005). Carbon dioxide. In: *NIOSH Pocket Guide to Chemical Hazards*. Published online at [www.cdc.gov/niosh/npg/npgd0103.html](http://www.cdc.gov/niosh/npg/npgd0103.html). Centers for Disease Control, Atlanta.

**In Press.** “In press” papers (i.e., papers that have been accepted for publication but have not yet been published) may be included in the reference list; a preprint may be requested for review.

**Unpublished Data and Personal Communications.** Citations of unpublished data or personal communications should appear parenthetically in the text, with the initial(s) and last name(s) of all authors.

**Bibliography and Annotated Bibliography (optional).** Literature citations in the text are referenced in the References section. In the event that additional, useful references are desired, these can be placed in a format identical to that of the references. An annotated bibliography allows a brief summary of salient points to follow each citation. Literature cited in the References section should not be listed in the Bibliography.

### Tables

Tables must be cited in chronological order in the text and should be typed on separate sheets and numbered consecutively with Arabic numerals (Table 1, Table 2, etc.). A brief descriptive title should be provided with each table. Any explanations or footnotes should be identified with a, b, c, etc. at the appropriate place within the table, and the footnotes should be listed after the table. A recent issue of the *TQ* should be consulted for table samples. Note: Tables should not be submitted as images.

A table should provide clear data that is not easily stated in the text. It should be self-explanatory and set out in clear columns and rows that have clear units. Columns of like material should read down, not across. Values should not be given that are beyond the inherent accuracy (or inaccuracy) of the experimental methods.

### Figures

Figures (line drawings, charts, diagrams, and photographs) should be used only when they clarify the text. Figures must be numbered (Fig. 1, Fig. 2, etc.) in order of citation in text. Captions should be typed on a separate page and should describe the contents so each illustration is understandable when considered apart from the text. The 1-column width in the *TQ* is 3.25 in. (80 mm), and the 2-column width is 7 in. (180 mm). If possible, make illustrations fit the area without reduction in size. A 1:1 reproduction is desired to maintain maximum detail in printing. On figures for same-size reproduction, numbers and lettering (in upper- and lowercase) should be in a 10-point (approx.  $\frac{1}{8}$  in. or 3 mm) sans serif type (e.g., Helvetica or Arial); figure designations (1, 2, 3, and A, B, C, etc.) should be in a 18-point sans serif type that matches the font used for the rest of the labeling. Keep font sizes consistent among figures. Illustrations should be clear and of high quality. Blurred labels, lines, and symbols are not acceptable. Each illustration must be labeled with the figure number, author's name, and “Technical Quarterly.” A copy of each figure should be supplied with the hard copy of the manuscript.

**Line Drawings.** Line drawings and graphs must be in black-and-white and of good quality. If shading is necessary, coarse patterns such as hatching should be used; gray shading will break up in the printed version. Axes should be clearly labeled and include all units of measurement. Omit titles from the face of drawings and do not extend explanatory wording beyond the width of the graph. Terms and abbreviations on figures must be consistent with usage required in the text.

**Photographs.** Photographs should be cropped at right angles to show only essential details, with scale bars inserted where necessary to indicate magnification.

**Composite Images.** For composite images, match photographs for similarity of contrast, background density, and subject content. The composite parts should be combined in a single image.

file and placed in their appropriate positions. Do not combine photographs with line drawings.

**Electronic Image Files.** Electronic image files must conform to the following specifications. **Files must be saved in .tif, .eps, or .jpg format for IBM PC or in .tiff, .pict, .jpeg, or .eps format for Macintosh.** Files of scanned line drawings are acceptable if scanned at a minimum resolution of 600 dpi at the final printed image size. For scanned photographs, image resolution must be 300 dpi at the final printed image size. If the final printed image size is unknown, size the image larger than final print, maintaining a 600 or 300 dpi resolution, and we will downsample the image to fit the final print dimensions. Note: To maintain quality, we **cannot** enlarge a digitized image.

If good-quality, high-resolution image files cannot be provided in the formats listed above, image files generated with MS Office programs (such as Word, PowerPoint, or Excel) or images embedded in text documents can be submitted, and we will attempt to convert them into the format we need.

Acceptable storage media are zip disk and CD. Image files must be properly named and include the appropriate file extension. The storage medium must be labeled with the file names, journal, first author's name, computer platform, and file extension, e.g., Figs. 1, 2, 3, TQ, Olson, PC, .tif files. Note: Unusable files may result in delays in publication. If you have questions, please contact Patti Ek by e-mail at pek@scisoc.org.

**Color Images.** Color images may be used, but the cost of color reproduction is subject to an additional charge that must be paid by the author. The cost of color is \$1,300 for one page of color containing one figure, \$600 for each additional page of color containing one figure, and \$200 for each additional color figure on any one page. The author or an institutional officer must formally indicate acceptance of the charges before the image(s) will be processed. The author is billed after the manuscript is printed. Please contact Jordana Anker (janke@scisoc.org) at MBAA headquarters with any questions.

## Style and Conventions

**Mathematical Units.** Mathematical units should be set out economically but unambiguously, e.g., simple fractions such as hL/h are acceptable, but doubles (as used in flux) (L/m<sup>2</sup>/h) are not (correct form: L/m<sup>2</sup>·h<sup>-1</sup>). Units must be used consistently in the manuscript.

**Nomenclature of Microorganisms.** Binomial Latin names should be written in italics in full at the first mention in the text, e.g., *Saccharomyces cerevisiae*. Subsequently, the name of the genus should be abbreviated, e.g., *S. cerevisiae*. Single-letter abbreviations of genus names should be used when they are not ambiguous. Organism names should conform to the International Rules of Nomenclature.

**Abbreviations and Units of Measure.** General abbreviations include approx., atm, concn (concentration), diam, e.g., Fig., i.e., ppm, %, vol, wt, min, s, h. When % is used alone, wt% is implied, and any other usage must be defined, e.g., % (vol/vol). Units of measure must be clearly defined in the manuscript. Only SI units are acceptable. Other units may be given, in addition, if appropriate.

Terms must be defined at first use, e.g., dimethyl sulfide (DMS); thereafter, the abbreviation/acronym should be used. Except for very common terms (DNA, HPLC, UV, ppm, etc.), abbreviations should not be used without being spelled out at first use and not used at all if the term is used only once. If a term is a trade name, the first letter should be capitalized, and a symbol should not be used.

## Proofs

Proofs (text, tables, figures, and captions, not laid out in final form) will be sent to the corresponding author to be checked for formatting accuracy and so any questions may be answered. These proofs (galleys) should be returned, with the signed copyright transfer form and completed reprint and PDF order form, to MBAA headquarters within 7 days of receipt. Corrections should be made by clearly printing the change required (in black ink) on the proof page. Two marks should be made on the proof: one in the text to indicate where the change should be made and one in the margin to indicate what change should be made (e.g., when an alteration is desired, the existing letter, word, or words should be struck out, and the letter, etc. to be substituted should be written in the margin). Answers to questions may be given directly on the proof page or on a separate sheet of paper.

## Copyright

A copyright form transferring copyright to the Master Brewers Association of the Americas will be sent with the proofs and must be signed before the manuscript can be published. Please note that signing the copyright form does not restrict use of the materials by the author and/or company for internal purposes or in other projects. The copyright is intended to protect both the Master Brewers Association of the Americas and the author and/or company from any third parties who wish to use the materials as published in *TQ* without written permission from the Master Brewers Association of the Americas and the author and/or company. Authors will be entitled to publish any part of their paper elsewhere without permission, provided the usual acknowledgments are made. The transfer of copyright will not affect subsisting patent rights or arrangements related to them. Submission of a manuscript will be taken to imply that the authors have obtained permission from their employers or institution to publish, if they have an obligation to do so.

Note: An author who wishes to make use of artwork or tables previously published is required by copyright law to ask the owner of the copyright (usually the publisher) for permission to do so. (Sample letters for requesting permission can be supplied to authors for use during preparation of a manuscript.)

## Reprints and PDF Files

Three complimentary issues of the *TQ* featuring the author's work will be mailed to the corresponding author, who will also receive one copy for each coauthor. It is the responsibility of the corresponding author to distribute the copies to the coauthors. Additional reprints or a PDF file of the specific paper may be ordered on the Reprint & PDF Order Form sent with the proofs.

## Online Article Enhancements

MBAA offers authors cost-effective "e-Xtra" options designed to enhance the usefulness of the online versions of articles. Authors may publish **figures in color online** that appear in black-and-white in print (\$20 per figure). Up to five **external links** to public databases or other approved websites will be provided free of charge (additional links at \$5 per link) and linked to the online abstract. Authors should submit links with their original manuscript. External links should contain supplemental information that is related to and that enhances the content of the article. External links that are self-promotional or that contain sales-related information would not be approved. Company homepages are not approved as external links. **Supplemental materials**, such as additional tables or figures, may be linked to the online abstract (\$20 per supplement).

e-Xtra materials are subject to review and will be accepted in the following formats: MS Word, WordPerfect, MS Excel, Lotus 1-2-3, and .jpg or .gif formats. Supplemental materials should not be referred to in the text of the article. See [www.mbaa.com](http://www.mbaa.com) for submission instructions for all online options.

### Technical Questions

Our professional resource for technical questions related to preparing submissions is Jordana Anker: Phone: +1.651.994.3866, E-mail: [janker@scisoc.org](mailto:janker@scisoc.org).

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### Reviewers' Guidelines

Persons who wish to volunteer to serve as reviewers are invited to send information about themselves and their area(s) of technical expertise to the Editorial Board chair at [tqchair@mbaa.com](mailto:tqchair@mbaa.com).

Confidentiality of submitted manuscripts will be maintained by all reviewers.

#### Process

Each manuscript received for consideration for publication in the Peer-Reviewed Papers section will be screened for compliance to style before it is sent to two reviewers. More reviewers may be employed, if necessary. The reviewer will make a determination as to whether the manuscript is acceptable for critical publication "as-is." Questions may arise, and the reviewer will note these questions on a form, which will be returned to the Editorial Board chair or vice chair and then forwarded to the author for reply. Reviewers are asked to return comment forms within 14 days of receipt of a manuscript.

Authors will return the forms to the Editorial Board chair or vice chair, who will then return these to the individual reviewer. The reviewer will determine whether the questions were adequately addressed and then communicate this to the chair or vice chair. The Editorial Board may request the author to revise the manuscript to incorporate answers to the reviewers' questions in the text.

### Criteria

The reviewer makes a determination on the suitability of the manuscript for publication as a Peer-Reviewed Paper from several perspectives:

- A) Thoroughness of the work and soundness of interpretation of data and facts and of conclusions drawn in the work
- B) Originality of the work
- C) Clarity of writing
- D) Comprehensiveness: complete references, data presentation, adherence to style

The reviewer will be asked to comment on the following questions for every manuscript:

- Is the paper acceptable for publication "as-is"?  
Yes/No
- What is unclear and needs explanation/expansion?
- Do conclusions follow logically and soundly?
- What questions in the work remain unresolved?
- What suggestions do you have for the author to incorporate and improve the work?

If found not to be suitable for publication as a Peer-Reviewed Paper, the manuscript will be considered for publication as a nonrefereed paper (MBAA Paper) in the *TQ*.