

Guidelines for Authors of *TQ* Papers

Revised February 2012

General Information

The *Technical Quarterly* (*TQ*), an electronic journal published quarterly, is the official journal of the Master Brewers Association of the Americas (MBAA). All papers published in the *TQ* reflect the views of the authors and not the official position of MBAA or the institutions with which the authors are affiliated. Membership in MBAA is not a requirement for publication.

Please note, 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.

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

MBAA wishes to have high-quality research reflected in the *TQ*. The *TQ* welcomes Original 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 as MBAA Papers. Posters presented at the MBAA Annual Conference must be written up as original papers.

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, involved case studies, and topical issues.

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 disc 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 or kockert@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 editor. 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; 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 a manuscript will be acknowledged by e-mail. Papers and posters presented at the MBAA Annual Conference should be submitted at the time of the annual conference or no later than 30 days thereafter, unless other arrangements have been made with the editor.

For questions concerning *accepted* manuscripts in press, please contact Luca Rescigno by e-mail at lrescigno@scisoc.org.

Final Submission

After a manuscript has been reviewed by the editor, the questions raised have been answered satisfactorily, and the manuscript has been accepted for publication, the final version of the manuscript should be submitted by the author to the TQ editor at tqeditor@mbaa.com. The final revised version typically answers and addresses questions raised by the editor and must contain all changes that have taken place during the process. Text, tables, figures, and captions should be included in separate sections (See “Submission of Materials” below).

Manuscript Content

Original Papers should include an abstract of 100–250 words, a maximum of 6 keywords, and a brief corresponding author bio (100–150 words). Original Papers should be divided into sections and normally not exceed 16 printed pages. Review Papers should be critical reviews on subjects of interest to MBAA members and include an abstract, keywords, and corresponding author bio. Review Papers 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); and 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 Materials

General. Electronic files must be saved in Microsoft Word (preferred) or other common text format (e.g., Word Perfect, Rich Text [.rtf], ASCII [.txt]). Note: To ensure that there is no loss of data in the electronic file(s) during the publication conversion process, please provide a PDF file of the original manuscript file(s) for the technical editor to use as a reference. There is no need to format the manuscript to be visually attractive (e.g., creating a page layout with figures), since the manuscript will be reformatted during processing.

File Formats for Figures. Both scanned and computer-generated images are acceptable. Files must be saved in .tif, .eps, or .jpg format. If good quality, high-resolution image files (minimum 300 dpi at final publication size) cannot be provided in the formats listed above, image files generated with Microsoft 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. Embedded files are now allowed with links to websites, video and or audio files that are relevant to the paper. 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 (100–250 words) the experimental approach and 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) may 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 section 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 recent publication) if there is more than one entry by the same author(s). All references cited in the text must be in the refer-

ence 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 (following standard title capitalization conventions), 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. Brauwiss.* 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.

Note: Beginning with Volume 46 (2009), the *MBAA Technical Quarterly* is being published as an exclusively electronic journal. Papers published in *TQ* Volume 46 and going forward should be cited using their DOI (digital object identifier) numbers rather than a page range:

1. Fischer, M. (2009). 5S: A systematic approach to improving brewery operations. Online. *Tech. Q. Master Brew. Assoc. Am.* doi:10.1094/TQ-46-1-0210-01.

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.

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.

B) 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. 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 or article from 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, create illustrations to fit the area without reduction in size. A 1:1 reproduction is desired to maintain maximum detail when published. 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 font (e.g., Helvetica or Arial); figure designations (1, 2, 3, and A, B, C, etc.) should be in an 18-point sans serif font 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.

Line Drawings. Line drawings and graphs must be of good quality. 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. Files of scanned line drawings are acceptable if scanned at a minimum resolution of 600 dpi at the final

published image size. For scanned photographs, image resolution must be 300 dpi at the final published image size. If the final published image size is unknown, size the image larger than the final published dimensions, maintaining a 600 or 300 dpi resolution, and we will downsample the image to fit the final published 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 Microsoft 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. 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 at no extra charge. There is an extra charge for reprints ordered with color images. Charges are detailed on the reprint order form sent with author proofs.

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), such as (L/m²)/h, are not (correct form: L/m²·h⁻¹). Units must be used consistently throughout 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 only 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; trademark and registered trademark symbols should not be used.

Note: The principal reference used for editing materials in the *TQ* is *The ACS Style Guide* (American Chemical Society, Washington, DC; www.acs.org).

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 that any questions may be answered. These proofs (galley) should be returned, with the signed copyright transfer form and completed Reprint/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 page.

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 the *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 elsewhere 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

The corresponding author will receive a complimentary author copy of their article as a PDF file for their records. It is the responsibility of the corresponding author to distribute copies of the PDF file to their coauthors. Reprints and/or a high-resolution PDF file of the article may be ordered on the Reprint/PDF order form sent with the proofs.

Technical Questions

Our professional resource for technical questions related to preparing submissions is Luca Rescigno: E-mail: lrescigno@scisoc.org.

Process

Each manuscript received for consideration for publication will be screened for compliance to style before it is sent to a member of the Editorial Committee for review. 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 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 revised manuscript with return questions or revisions to the Editorial Board chair, who will then return these to the individual reviewer. The reviewer will determine whether the questions have been adequately addressed and then communicate this to the chair. The Editorial Board may request that the author 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 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?