

Abbreviated Guidelines for Authors of *TQ* Papers

Revised May 2015

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, author revision to comply with the guidelines may be required in some cases as part of the publication process.

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.

Original Papers

The scope of original papers may include any subject that is related to the brewing, fermenting, distilling, and packaging industry as a whole, including all related industries.

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. The original manuscript can be sent by e-mail as an attached file to msammartino@mbaa.com or tqeditor@mbaa.com. Alternatively, 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.

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 section identifications that relate to the flow of the article.

Figures and tables should not be incorporated into 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). A short biographical note for the corresponding author (no more than 100–150 words in length) can be included as an optional part of the manuscript.

Authors are requested to supply a current e-mail address and telephone number 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 Carol Duling by e-mail at cduling@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 six keywords, and a brief corresponding author bio (optional). Original papers should be divided into sections. For traditional research papers, these include Abstract, Keywords, Introduction, Materials and Methods, Results and Discussion, Conclusions, Acknowledgments, and References. Alternatively, use appropriate titles to delineate sections depending on the subject matter (e.g., review papers would have different sections). Review papers should be critical reviews on subjects of interest to MBAA members.

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 number. 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., Rich Text [.rtf] or 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.

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

File Formats for Figures. Figures should be well constructed and easy to read. Both scanned and computer-generated images are acceptable. Files should 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.

References

There are many conventions for formatting a reference. All are acceptable as long as the reference begins with the first author's last name and contains all pertinent publication information. Examples of typical formatting are provided here. As part of the publication process, *TQ* staff will edit references to follow house style guidelines.

References should be listed in alphabetic order (by first author's last name). All references cited in the text should be in the reference list, and all references in the reference list should be cited in the text by number in parentheses, for example, (2,12–15). Because the reference list is alphabetic, the numbers in the text will not necessarily be in numeric order.

Examples of Reference Style

Journal Articles

1. Bamforth, C. W. (1983). Superoxide dismutase in barley. *J. Inst. Brew.* 89:420–423.
2. 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.
3. 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.

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.

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. ASBC, 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; reviewers may request a preprint.

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 refer-

ences. 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 should be numbered to reflect the order in which they are cited in the text. They should appear 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, and so on 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.

Figures

Figures should be numbered (Fig. 1, Fig. 2, etc.) in order of citation in text. Captions should describe the contents so each illustration is understandable when considered apart from the text. The one-column width in the *TQ* is 3.25 in. (80 mm), and the two-column width is 7 in. (180 mm).

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 seven days of receipt. Corrections should be made by clearly printing the change required on the proof page or by electronically marking the proof PDF.

Copyright

A copyright form transferring copyright to MBAA 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 MBAA 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 MBAA 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 permis-

sion can be supplied to authors for use during preparation of a manuscript.)

Reprints and PDF Files

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 Carol Duling (cduling@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:

- Thoroughness of the work and soundness of interpretation of data and facts and of conclusions drawn in the work
- Originality of the work
- Clarity of writing
- 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?