

Guidelines for Authors of *TQ* Research Papers

Revised December 2018

General Information

The Master Brewers Association of the Americas is dedicated to understanding, improving, and communicating the technology of brewing. The *Technical Quarterly (TQ)* welcomes original papers that are of interest to professionals working in the brewing industry and industries related to fermented beverages and novel fermentations.

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

All *TQ* articles receive feedback from the Editor-in-Chief and may require revision for clarity or other issues. Formal peer review is conducted upon request, and peer-reviewed articles are indicated as such on the first page of the article. These articles are a key component of the *TQ*. The majority of the guidelines in this document are intended for research articles, especially peer-reviewed ones.

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

Original Papers

The scope may include any subject that is related to the brewing, fermenting, distilling, and packaging industry as a whole to include all related industries: malting, brewing, packaging, raw materials, equipment, instrumentation, quality, automation, brewing computer programs, supply chain, and environmental and safety issues, as well as applied sciences, involved case studies, and topical issues.

The submitted papers must be accurate, applicable, and consistent with the ideals of the association. The subject of the paper can be a review, or a report on experiments or studies that improve brewing processes, conditions, or efficiencies. Almost any topic that improves brewing or brewery operations is acceptable. The major exception to this policy is a submission that is clearly an advertisement for a particular product or service; such papers need to be revised to focus on the technology instead.

Instructions to Authors

Initial Submission

Ideas, concepts, and questions about articles can be submitted to tqeditor@mbaa.com for feedback if needed. Article length typically ranges from 1,000 to 7,000 words, but there is no firm requirement.

The goal of the Editorial and Publications Committee is to facilitate the distribution of useful brewing information to the Master Brewers membership. We are happy to work with every author to produce the best article.

All manuscripts must be submitted in English, preferably in U.S. English. The original manuscript and associated graphics files can be sent by e-mail as an attached file(s) to tqeditor@mbaa.com. Alternatively, large files can be uploaded to Dropbox or similar online services.

A statement that the manuscript is original and has not been previously published, and is not under consideration to be published elsewhere, should accompany the submission. An optional short biographical note for the corresponding author (no more than 100–150 words) can be included.

Authors should supply a current e-mail address and telephone number for the corresponding author. Receipt of a manuscript will be acknowledged by e-mail.

Manuscript Content

All papers shall include an abstract of 100–250 words and a maximum of six keywords.

Articles for consideration for publication can be in one of several style formats. These submissions can be in the form of an interview of an expert about a pertinent subject, an essay about a technical subject or method, or a more traditional paper, such as a report on an experiment or review of a technology. In all cases, the information presented must be well organized, accurate, verifiable, and directly applicable to the professional interests of Master Brewers members.

Original papers for Peer Review should have separate sections such as Introduction, Materials and Methods, Results, Discussion, Conclusions, and References, or have appropriate titles to delineate sections, depending on the subject matter. Data must be verifiable and/or available for review, opinion must be stated as opinion, and statements of theory or fact shall be supported by appropriate references.

Peer Review Process

The review will be conducted by one or more members of the Editorial and Publications Committee, as applicable to the subject matter. Other reviewers more conversant with the subject matter may also be used as necessary. The reviewer(s) will make a determination as to whether the manuscript is acceptable for publication. Questions may arise, and authors will be asked to revise the manuscript accordingly.

Authors will return the revised manuscript with their questions or revisions to the Editor-in-Chief, who will then return these to the individual reviewer. The reviewer will determine whether the revisions are adequate. The cycle may be repeated as necessary. The goal, of course, is good information.

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, and so on

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

- Is the paper acceptable for publication “as-is”?
- 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?

Submission of Materials

General. Electronic files must be saved in Microsoft Word (preferred) or another common text format. Please format the document to use U.S. English and grammar. All tables, charts, and illustrations should be placed at the end of the document, rather than in the text. Cite the tables, charts, and figures in the text as appropriate. This greatly facilitates editing.

Ownership. All charts, figures, and illustrations must belong to the author, or the author must have appropriate permission to reproduce figures. *TQ* can accommodate a range of standard file types. Figures should have sufficient resolution that they appear clear even when zooming in.

NOTE: Do not format the manuscript to be visually attractive (e.g., excess tab marks, excess paragraph breaks, or page breaks, or creating a page layout with figures), because the manuscript will be reformatted during processing. If the presentation or placement of tables/figures is critical, please provide a PDF file of the original manuscript file(s) for the technical editor to use as a reference.

After editorial review and any necessary revisions, the paper will be formatted for the *TQ*, and a galley proof will be sent to the author for approval before publication.

Inclusion of Information from Unpublished 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 or e-mail from the person must be included when submitting a manuscript.

Galley Proof

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 (galleys) should be returned, with the signed copyright transfer form and completed reprint order form, to Master Brewers headquarters within 7 days of receipt. Any changes needed should be clearly and unambiguously indicated.

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 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 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.)

Description of 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) should 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 be included in the Acknowledgments section at the end of the manuscript.

References. References should be listed in alphabetic order (by first author's last name). All references cited in the

text must 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.

References listed at the end of the manuscript should provide complete publication information.

- For journal articles: all authors' surnames and initials, year of publication, full title of the article, name of the journal, volume number, and page range of the article.
- For books: all authors' surnames and initials, year of publication, title and page range of the book chapter (if in an edited book), title of book, 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. 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.
2. 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.

Chapters in Books

1. Russell, I. (1995). Yeast. Pages 169-202 in: *Handbook of Brewing*. W. A. Hardwick, ed. Marcel Dekker, New York.

ASBC Methods of Analysis

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.

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.

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.

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.

Tables

Tables must be cited in numerical order in the text. A brief descriptive title should be provided with each table. Note: Tables should *not* be submitted as images.

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

Figures

Figures 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 describe the contents so each illustration is understandable when considered apart from the text. Illustrations should be clear and of high quality.

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

Style and Conventions

Mathematical Units. Mathematical units should be set out economically but unambiguously (e.g., simple fractions such as hL/h). Units must be used consistently throughout the manuscript.

Abbreviations. Terms must be defined at first use: for example, 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.

Note: The principal reference used for editing materials in the *TQ* is *The ACS Style Guide, 3rd Ed.* (American Chemical Society, Washington, DC; www.acs.org).

Reprints and PDF Files

Reprints of the article may be ordered on the reprint order form sent with the proofs. All *TQ* authors receive a free high-resolution PDF file with permission to post it to their individual or company/institution websites.

Technical Questions

Our professional resource for technical questions related to preparing submissions is Carol Duling. Questions related to the information contained in the article should be directed to John Palmer. Both can be reached at tqeditor@mbaa.com.