Instructions to Reviewers and Authors

The journal "FOOD and HEALTH" establishes the highest standards of publishing ethics and benefits from the contents of the International Committee of Medical Journal Editors (ICMJE), World Association of Medical Editors (WAME), Council of Science Editors (CSE), Committee on Publication Ethics (COPE), European Association of Science Editors (EASE),

Open Access Scholarly and Publishers Association (OASPA), and

Directory of Open Access Journals (DOAJ).

Journal Publisher Policy

1. Aims and Scope

Our journal started its publication life as "Journal of Food and Health Sciences" between 2015-2017. In 2018, its name was changed to "Food and Health". The journal "FOOD AND HEALTH" publishes peer-reviewed (double-blind) original research, communication and review articles covering all aspects of food science and its effects on health. Our journal will be published quarterly in English or Turkish language.

2. Scientific Quality and Objectivity

The journal evaluates and publishes research articles and reviews, adhering to high scientific standards. Adhering to the principle of impartiality, it strictly complies with ethical rules to prevent conflicts of interest among editors, referees, and authors.

3. Open Access

The journal adopts an open-access policy that supports open and free access to information. This aims to increase access to scientific knowledge in society at large by making science available to a wider audience.

Open-access articles in the journal are licensed under the terms of the Creative Commons Attribution 4.0 International (CC BY 4.0) license.

The "FOOD and HEALTH" journal provides a platform for the open public discussion of the journal contents. To secure accountability and to encourage sincere professional inputs without incivilities, the system is set up to require registration and logging for the recording of inputs. Some website contents will be available without logging, but no peer review comments can be posted without disclosing the reviewer's identity to the journal editors.

The copyright of any open-access article in the "FOOD and HEALTH" journal published on the "ScientificWeb-Journals" web portal hosted by "<u>DergiPark</u>" belongs to the author(s).

5. Ethical Standards

The journal maintains a rigorous attitude towards upholding ethical standards among authors and reviewers. The processes of evaluating the effects of research on humans, animals and the environment are carried out in full compliance with national and international ethical rules.

6. Peer Review

The journal employs a double-blind referee system. Referees are selected among experts and experienced people in their fields. The peer review process involves subjecting articles to rigorous review in terms of scientific content, methodology and ethics.

7. Author Rights and Licensing

The journal respects the property rights of authors and grants appropriate licenses to articles. It allows articles to be freely shared and used by others using appropriate licensing models, such as Creative Commons licenses.

8. Diversity and Inclusion

The journal encourages diversity among authors, editors, and reviewers. It fights against inequalities in the scientific world, considering gender, geographical origin, discipline, and other elements of diversity.

9. Communication and Transparency

The journal promotes open communication between authors, reviewers, and readers. Publisher policies, article evaluation processes and other important information are transparently published on the journal's website.

10. Archiving

Journal archiving is conducted following the Republic of Türkiye Ministry of Industry and Technology TÜBİTAK Turkish Academic Network and Information Center (ULAKBİM) "DergiPark" publication policy (LOCKSS).

Publication Ethics

1. Scientific Neutrality and Objectivity:

All publications must reflect an impartial and objective perspective. If there are any conflicts of interest, authors must clearly state these conflicts of interest.

2. Scientific Soundness:

Articles should be based on a solid methodology and reliable results. The accuracy of statistical analyses should be at the forefront.

3. Ethical Standards:

The journal supports the principles of the Basel Declaration (https://animalresearchtomorrow.org/en) and the guidelines published by the International Council for Laboratory Animal Science (https://iclas.org/). In this regard, the research must fully comply with the relevant ethical rules and standards. International ethics committees must conduct studies on humans, animals, or the environment and must be confirmed by the authors of the journal.

For research submitted to this journal, authors are advised to comply with the <u>IUCN Policy Statement on Research Involving Species at Risk of Extinction and the Convention on Trade in Endangered Species of Wild Fauna and Flora for research involving plants.</u>

4. Originality and Plagiarism:

Publications must be original, and appropriate attribution must be made when quoting other sources. In our journal, plagiarism is considered a serious crime. For this reason, all articles submitted to the "Aquatic Research" journal must undergo a preliminary evaluation. Advanced Plagiarism Detection Software (iThenticate, etc.) tools will be used.

5. Open Access:

The journal adopts open access principles to promote open and free access to information and complies with the **Budapest Open Access Initiative** (BOAI) definition of open access. Open-access articles in the journal are licensed under the terms of the Creative Commons Attribution 4.0 International (CC BY 4.0) license.

All journal processes are free of charge. No article processing, submission, or publication fee is charged for submitted or accepted articles.

Peer Review

1. Confidentiality:

The peer review process should be carried out per the principles of double-blind refereeing. Reviewers and authors should not know each other's identities.

2. Expertise:

Referees should be selected among experts and experienced people in relevant fields. Referees must be trusted to make an impartial and ethical assessment.

3. Timely Evaluation:

The peer-review process must be completed on time to publish the articles quickly. Time limits should be set for referees to evaluate within a certain period.

4. Open Communication:

Reviewers should be encouraged to provide open and constructive feedback to authors and editors.

Author Guidelines

1. Article Format:

Authors must write in the article format determined by the journal. Sections such as title, abstract, keywords, introduction, method, findings, discussion, and references should be included. All submissions are screened by similarity detection software. The similarity rate in the articles sent to the journal should be below 20%.

2. Citations and Sources:

Authors must appropriately cite the sources used by scientific standards.

3. Submission Process:

Authors must comply with the specified submission process when submitting their articles to the journal. This process should include evaluating, editing and publishing the article.

Manuscripts can only be submitted through the journal's online manuscript submission and evaluation system, available at

http://dergipark.org.tr/tr/journal/1646/submission/step/manuscript/new.

"FOOD and HEALTH" journal requires corresponding authors to submit a signed and scanned version of the copyright transfer, ethics, and authorship contribution form (available for download at

https://dergipark.org.tr/tr/download/journal-file/19582)

ICMJE Potential Conflict of Interest Disclosure Form (should be filled in by all contributing authors) Download this form from http://www.ic-mje.org/conflicts-of-interest/ fill and save. Send this to the journal with your other files.

4. Research Funding and Conflicts of Interest:

Research funding sources and conflicts of interest should be clearly stated. It is important to disclose and not conceal conflicts of interest.

5. Language:

Articles should be written to a scientific journal standard, and care should be taken regarding grammar and spelling errors.

Editors' Responsibilities

1. Maintaining High Scientific Standards:

To ensure that the articles published in the journal comply with high scientific standards.

To ensure full compliance with ethical rules and journal policies.

2. Managing the Article Evaluation Process:

To effectively manage the article evaluation process and support a rapid publication process.

To adopt the principles of double-blind arbitration and maintain the principles of expertise and impartiality in selecting arbitrators.

3. Making Editorial Decisions:

Consider referee evaluations to make decisions about accepting or rejecting articles for publication.

Maintaining transparency and openness in the editorial process.

4. Contact with Authors:

Maintaining effective and constructive communication with authors.

They provide authors with regular updates on the status of their articles, correction requests, and publication dates.

5. Managing Journal Policies:

Keep the journal's policies and guidelines updated and revise them as needed.

To provide a reliable platform between readers and writers.

Responsibilities of Referees

1. Objectivity and Expertise:

To comply with the principles of double-blind refereeing and to evaluate articles impartially.

Evaluating articles by focusing on areas of expertise on the subject.

2. Privacy and Reliability:

To protect the confidentiality of the article evaluation process.

Provide reliable and constructive feedback to authors, journal editors, and other reviewers.

3. Timely Evaluation:

Evaluating articles by the timelines determined by the journal.

Informing editors promptly in case of delays.

4. Compliance with Ethical Rules:

To ensure full compliance with ethical standards and journal policies.

Clearly express conflicts of interest and withdraw from the evaluation process when necessary.

5. Constructive Feedback to Writers:

Provide clear and constructive feedback to authors and suggest improving the article when necessary.

Preparation of the Manuscript

Manuscripts prepared in Microsoft Word must be converted into a single file before submission. Please start with the title page and insert your graphics (schemes, figures, *etc.*) and tables in the one main text (Word Office file).

Title (should be clear, descriptive, and not too long)

Full Name(s) and Surname (s) of author(s)

ORCID ID for all author (s) (http://orcid.org/)

Authors complete correspondence Address (es) of affiliations and e-mail (s)

Abstract

Keywords (indexing terms), usually 3-6 items

Introduction

Material and Methods

Results and Discussion

Conclusion

Compliance with Ethical Standards

- Conflict of Interest: When you (or your employer or sponsor) have a financial, commercial, legal, or professional relationship with other organisations or people working with them, a conflict of interest may arise that may affect your research. A full description is required when you submit your article to a journal.
- Ethics committee approval: Ethical committee approval is routinely requested from every research article based on experiments on living organisms and humans. Sometimes, studies from different countries may not have the ethics committee's approval, and the authors may argue that they do not need support for their work. In such situations, we consult COPE's "Guidance for Editors: Research, Audit, and Service Evaluations" document, evaluate the study with the editorial board, and decide whether or not it needs approval.
- Data availability: The data availability statement/data access statement informs the reader where research data associated with an article is available and under what conditions the data can be accessed, and may include links to the dataset, if any.

One of the following should be selected and stated in the submitted article;

- No data was used for the research described in the article.
- 2. The data that has been used is confidential.
- 3. The authors do not have permission to share the data.
- 4. Data will be made available on request.
- 5. The author is unable to specify which data has been used or has chosen not to.
- 6. Other (please explain; for example, I have shared the link to my data in the attached file step).
- Funding: If there is any, the institutions that support the research and the agreements with them should be given here.
- Acknowledgment: Acknowledgments allow you to thank people and institutions who assist in conducting the research.
- **Disclosure:** Explanations about your scientific / article work that you consider ethically important.

References

Tables (all tables given in the main text)

Figures (all figures/photos shown in the main text)

Manuscript Types

Original Articles: This is the most essential type of article since it provides new information based on original research. The main text should contain "Title", "Abstract", "Introduction", "Materials and Methods", "Results and Discussion", "Conclusion", "Compliance with Ethical Standards", and "References" sections.

Statistical analysis to support conclusions is usually necessary. International statistical reporting standards must conduct statistical analyses. Information on statistical analyses should be provided with a separate subheading under the Materials and Methods section, and the statistical software used during the process must be specified.

Units should be prepared by the International System of Units (SI).

Review Articles: Reviews prepared by authors with extensive knowledge of a particular field and whose scientific background has been translated into a high volume of publications with a high citation potential are welcomed. The journal may even invite these authors. Reviews should describe, discuss, and evaluate the current knowledge level of a research topic and should guide future studies. The main text should start with the Introduction and end with the Conclusion sections. Authors may choose to use any subheadings in between those sections.

Short Communication: This type of manuscript discusses important parts, overlooked aspects, or lacking features of a previously published article. Articles on subjects within the journal's scope that might attract the readers' attention, particularly educative cases, may also be submitted as a "Short Communication". Readers can also comment on the published manuscripts as a "Short Communication". The main text should contain "Title", "Abstract", "Introduction", "Materials and Methods", "Results and Discussion", "Conclusion", "Compliance with Ethical Standards", and "References" sections.

Table 1. Limitations for each manuscript type

Type of	Page	Abstract	Reference
manuscript		word limit	limit
Original Article	≤30	200	40
Review Article	no limits	200	60
Short Communication	≤5	200	20

Tables

Tables should be included in the main document and presented after the reference list, and they should be numbered consecutively in the order they are referred to within the main text. A descriptive title must be placed above the tables. Abbreviations in the tables should be defined below them by footnotes (even if they are defined within the main text). Tables should be created using the "insert table" command of the word processing software and arranged clearly to provide easy reading. Data presented in the tables should not be a repetition of the data presented within the main text but should support the main text.

Figures and Figure Legends

Figures, graphics, and photographs should be submitted through the submission system in the main document's Word files (in JPEG or PNG format). Any information within the images that may indicate an individual or institution should be blinded. The minimum resolution of each submitted figure should be 300 DPI. To prevent delays in the evaluation process, all submitted figures should be clear in resolution and large (minimum dimensions: 100×100 mm). Figure legends should be listed at the end of the primary document.

All acronyms and abbreviations used in the manuscript should be defined at first use, both in the abstract and in the main text. The abbreviation should be provided in parentheses following the definition.

When a drug, product, hardware, or software program is mentioned within the main text, product information, including the name of the product, the producer of the product, and city and the country of the company (including the state if in the USA), should be provided in parentheses in the following format: "Discovery St PET/CT scanner (General Electric, Milwaukee, WI, USA)."

All references, tables, and figures should be referred to within the main text and numbered consecutively in the order they are referred to within it.

Limitations, drawbacks, and shortcomings of original articles should be mentioned in the Discussion section before the conclusion paragraph.

References

The citation style and methods that comply with the scientific standards that should be used in the "FOOD and HEALTH" journal for the sources used by the authors in their works are given below.

Reference System is APA 6th Edition (with minor changes)

The APA style calls for three kinds of information to be included in in-text citations. The author's last name and the work's publication date must always appear, and these items must match exactly the corresponding entry in the references list. The third kind of information, the page

number, appears only in a citation to a direct quotation.

....(Erkan, 2011).

....(Mol and Erkan, 2009).

....(Özden et al., 2021).

....(Mol and Erkan, 2009; Erkan, 2011; Özden et al., 2021).

Citations for a Reference Section:

An article

Olcay, N., Aslan, M., Demir, M.K., Ertaş, N. (2021). Development of a functional cake formulation with purpl e carrot powder dried by different methods. *Food and Health*, 7(4), 242-250.

https://doi.org/10.3153/FH21025

(if a DOI number is available)

A book in print

Harrigan, W.F. (1998). Laboratory Methods in Food Microbiology. Academic Press, pp. 308. ISBN: 9780123260437

A book chapter

Craddock, N. (1997). Practical management in the food industry A case study. In Food Allergy Issues for the Food Industry; Lessof, M., Ed.; Leatherhead Food RA: Leatherhead, U.K., pp 25-38. ISBN: 4546465465

A webpages

CDC (2020). Rift Valley Fever | CDC. https://www.cdc.gov/vhf/rvf/index.html (accessed 20.08.2020).

Revisions

When submitting a revised version of a paper, the author must submit a detailed "Response to the reviewers" that states point by point how each issue raised by the reviewers has been covered and where it can be found (each reviewer's comment, followed by the author's reply and line numbers where the changes have been made) as well as an annotated copy of the primary document. Revised manuscripts must be submitted within 15 days from the date of the decision letter. If the revised version of the manuscript is not submitted within the allocated time, the revision option may be cancelled. If the submitting author(s) believe that additional time is required, they should request this extension before the initial 15-day period is over.

Accepted manuscripts are copy-edited for grammar, punctuation, and format. Once the publication process of a manuscript is completed, it is published online on the journal's webpage as an ahead-of-print publication before it is included in its scheduled issue. A PDF proof of the accepted manuscript is sent to the corresponding author, and their publication approval is requested within two days of their receipt of the proof.