

Czech Journal of Food Sciences

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Peer-review process steps

1. **Manuscript submission** – the correspondence author submits the manuscript to the journal, online via an online editorial system.
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4. **EIC may assign an Associate Editor (AE)** – who will handle the peer review.
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6. **Response to invitations** – potential reviewers consider the invitation against their own expertise, conflicts of interest and availability. They then accept or decline. If possible, when declining, they might also suggest alternative reviewers.
7. **Review is conducted** – the reviewer sets time aside to read the manuscript several times. The first read is used to form an initial impression of the work. If major problems are found at this stage, the reviewer may feel comfortable rejecting the manuscript without further work. Otherwise, he/she will read the manuscript carefully (several more times), taking notes so as to build a detailed point-by-point review. The review is then submitted to the journal, with a recommendation to accept (without change, minor revisions, major revisions and second review) or reject it.
8. **The handling editor** (EIC or AE, hereinafter Editor) considers the returned reviews before making an overall decision. If the reviews differ widely, the Editor invites an additional reviewer so as to get an extra opinion before making a decision. The Editor decides on the publication of papers,

taking into account peer reviews, scientific importance, and recommendations of the Editorial Board members.

9. **The decision is communicated.** The Executive Editor sends a decision email to the correspondence author including any relevant comments.
10. **Next steps.** If *accepted*, the manuscript is sent to production. If the article is *rejected* or sent back for either major or minor *revision*, the handling editor should include constructive comments from the reviewers to help the author improve the paper. If the paper was sent back to authors for *revision*, the reviewers should expect to receive a new version, unless they have opted out of further participation. However, where only minor changes were requested, this follow-up review might be done by the handling editor.

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- (ii) **Manuscript file** including title, abstract, keywords, content/text of the article, tables and figures (see Manuscript file layout), **blinded** (follow the instructions below) ([templates](#)).
- (iii) **Figures – graphs** preferably in MS Excel (editable .xls or .xlsx); and images (photographs, schemas, diagrams - in .jpg, .tiff, MS Excel - if possible).
- (iv) **Cover letter** – explaining the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal.
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Manuscript extent. **Original paper** should not exceed **30 000** characters (with spaces) – including tables, references, and figure captions. **Short communication** format is intended for the presentation of important observations that can be clearly described in an abbreviated format, should not exceed **20 000** characters and must have an abstract and a description of materials and methods must be integrated into the text. **Review article** should not exceed **75 000** characters (with spaces).

MS Word editor should be used for creating the text (Times New Roman, 12, lines 1.5; 2.5 cm margins on each edge of the page. The document must not be formatted in columns, heading styles etc. Pages and lines of the manuscript must be numbered in the left-hand margin. If any abbreviations or acronyms are used in the main text, they must be explained appropriately when used for the first time.

Language. The manuscript must be grammatically and linguistically correct (British English). The authors who are not native English speakers are strongly advised to get their manuscript checked by a native English-speaking colleague or by an English Editing Service prior to the submission to avoid acceptance problems.

Tables must be formatted in MS Word (will not be accepted as an image file). Each item must be placed into a separate cell. Tables are to be numbered with Arabic numerals in the order in which they are included in the text, and have a brief, but a self-explanatory title. Explanatory footnotes to tables should be indicated by superscript letters (or asterisks for significance values). Abbreviations or symbols used in the tables must be explained either in the table title or as a footnote. For an explanation of abbreviations or symbols used in tables, it is not possible to refer to the main text.

Figures should be restricted to material essential for documentation and understanding of the text and accompanied by a concise, descriptive legend. **Graphs** should be provided in MS Excel and supplied with original data. Centred captions, parallel to axes, are used to indicate the measured attributes and their dimensions (in brackets). All **illustrative material** must be of publication quality. High-contrast photographs and autotypes must be submitted in .jpg/png/tif format at high resolution (min. 300 dpi). All photos, graphs, illustrations and diagrams must be referred to as a figure and numbered (Figure 1), continually according to the order in which they are included in the text, using Arabic numerals. Abbreviations or symbols used in the figures must be explained either in the figure title or as a footnote.

Duplicated documentation of data in both Tables and Figures is not acceptable.

Equations should be numbered using Arabic numerals (1). Each equation should be followed by a legend (where: y – refers to; x – indicates ...), explaining all variables and acronyms used, which were not explained previously. The equations should be further editable (use MathType, MS Word equations editor).

Nomenclature, abbreviations and units. **Abbreviations**, if any abbreviations or acronyms are used in the main text, they must be explained appropriately when used for the first time. **The Latin binomial or trinomial (in italics) and authority** must be shown for all plants, insects, animals, and pathogens when first used in either the abstract, the main text, or in a table. **SI units should be used**, e.g.: mg, g, km, m, cm, mm, ppm, cpm, Ci (Curie), L (litre), mL, s (seconds), min (minute), h (hour), mol, etc. Use $\text{mg}\cdot\text{L}^{-1}$ instead of mg/L The definitive SI website is that of the Bureau International des Poids et Mesures at <http://www.bipm.org/>. Units must be indicated on each occurrence of numerical information and at the axes of all graphs. To express a unit of measurement, use a space between the number and the unit (5 g; 20 ha, 3 °C) except for percentages (37%). In a series of measurements, indicate the unit at

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Statistics. Describe statistical methods with enough detail to enable a knowledgeable reader to verify the reported results. Give details of randomization and blocking, as well as the number of replications, blocks, or observations. Clearly distinguish between true replications and subsamples within a replication/treatment combination. Always specify the experimental design and indicate whether the design was balanced. When means (or medians) are followed by $\pm x$, indicate whether x refers to the standard deviation, standard error, or half the confidence interval; error bars should similarly be defined. Except for simple procedures (e.g. *t*-tests, one-way analysis of variance, simple linear regression), cite an appropriate and accessible statistical text and indicate the version of the SW used (Name, Version). In general, statistical techniques should be described in the Materials and Methods. The level of significance should be normally indicated by using the following conventional standard abbreviations for significance ($P < 0.05$, $P < 0.01$, and $P < 0.001$). In tables, levels of significance should be indicated by *, **, and ***, respectively. Statistical significance $P = 0.03$ can be also used in the text or tables.

MANUSCRIPT PARTS (Original paper)

- i. **Title** should be short and informative (not exceeding 100 characters, no subtitles and commonly unknown abbreviations or acronyms). No subtitles or numbering of serial articles should be used
- ii. **Abstract** is a short summary of the scientific paper including an outline of the objective, method, results and conclusions of the paper (not exceeding 200 words). It should describe all the essential facts of the paper and basic numerical data including any statistical evaluation should be incorporated. Being published in world databases, the abstract is a significant part of the paper, and it is therefore recommended that it is precise. The abbreviations can be used only when explained.
- iii. **Keywords** are words most aptly describing the studied problem. Five or six keywords without overlapping with the manuscript title and abstract are recommended. Write them in lower case letters and separate them using semicolons.
- iv. **Introduction** should provide information on the present state of research in the field concerned, supported by selected references to literary sources. It briefly justifies the research, specifies the hypotheses to be tested, and gives the objective(s).

- v. **Material and Methods** describe in detail all preliminary material, experiments conducted, their extent, conditions and course. Specify the mentioned products used for the experiments by giving their exact name/type, name of the producer, and country of the producer's headquarters in parentheses. All original procedures that were used for the processing of experimental material and all analytical methods used for evaluation should also be detailed. The whole methodology is only to be described if it is an original one, in other cases, it is sufficient to cite the author of the method and to mention any particular differences. Data verifying the quality of acquired data should be indicated for the used methods. Methods of statistical processing including the software used should also be listed in this section. The methods and models of statistical analysis must be indicated and sufficient statistical details given to allow replication of the experiment.
- vi. **Results and Discussion.** Results obtained from the experiments, including their statistical evaluation and commentary, should be presented graphically or in table-form, and the author should comment on the results and confront them with data published elsewhere.
- vii. **Conclusion** summarises the paper's main points and outlines its contribution to the present state of research in the field concerned.
- viii. **References.** The authors are recommended to include references to papers from peer-reviewed periodicals only and avoid citations from non-available sources (reports, national journals, proceedings, thesis, etc.). Only papers (and other sources of the data) cited in the text should be included in the reference list. The authors are responsible for the accuracy of their references. The list should not exceed 25 references (max. 2 auto-citations) (with the exception of Review articles). The authors are arranged alphabetically by the first authors' surnames. If more than one paper by the same author(s) published in the same year is cited, the papers should be differentiated by YEAR a, b, c both in the text and the reference list.

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Citation in text should be written as a plain text without formatting and usage of 'Caps Lock'.

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Journal article: Author(s) (surname and abbreviation of the first name without comma) (Year): Article title. Full Journal Title, Volume number: page–page.

Šuláková M., Pazlarová J., Meyer R.L., Demnerová K. (2019): Distribution of extracellular DNA in *Listeria monocytogenes* biofilm. Czech Journal of Food Sciences, 37: 409–416.

Machado S.G., da Silva F.L., Bazzolli D.M.S., Heyndrickx M., de A. Costa P.M., Vanett M.C.D. (2015): *Pseudomonas* spp. and *Serratia liquefaciens* as predominant spoilers in cold raw milk. *Journal of Food Science*, 80: M1842–M1849.

Galindo G. (2007): Technical assistance service for dry chilli growers in Zacatecas (El servicio de asistencia técnica a los productores de chile seco en Zacatecas). *Convergencia*, 14: 137–165. (in Spanish)

Electronic journal article Author(s) (Year): Title of article. Name of the electronic journal, Volume number: page–page. Available at (accessed ...).

Weinert M. (2008): International Cypridium forum. Available at <http://www.cypridium.de> (accessed Dec 23, 2009).

Book: Author(s) (Year): Title of the Book. Edition volume (if relevant). Place of publisher, Publisher name: page–page.

Tamime A.Y., Robinson R.K. (2000). *Yoghurt Science and Technology*. 2nd Ed. Cambridge, United Kingdom, Woodhead publishing Ltd.: 367–376.

Chapter in book: Author(s) of the chapter (Year): Title of the chapter. In: editor(s): Title of the Book. Edition or volume, if relevant. Place of the Publisher, Publisher name: page–page.

Karaoglu M.M. (2015): Part-baked products. In: Siddiqui M.W., Rahman M.S. (eds): *Minimally Processed Foods: Technologies for Safety, Quality, and Convenience*. Switzerland, Springer International Publishing: 22–70.

Conference proceedings: Author(S) (Year): Title of publication. In: editor(s): Proceedings Name of Conference, Place, Date (a month from-to), year: page–page.

Balaguer N., Castro-Giráldez M., Fito P.J. (2013): Study of pork meat freezing process by infrared thermography. In: *Proceedings Inside Food Symposium*, Leuven, Belgium, April 9–12, 2013: 11–26.

Dissertation: Author(s) (Year): Title. [PhD. Thesis.] Town, Name of the university.

Sehovcová H. (2019): Sequencing and proteomics of *Butyrivibrio* species fibrolytic enzymes. (Sekvenování a proteomika fibrolytických enzymů u *Butyrivibrií*.) [Ph.D. Thesis.] Prague, University of Chemistry and Technology, Department of Biochemistry and Microbiology. (in Czech)

Patent: Inventor(s) (Year): Name of patent. Labelled patent No.

Kaufman S.P., Langler J.E., Padhye V.W. (1990): US Patent No. 4 952 414.

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Revised: January 2024

LIST OF CHOSEN ABBREVIATIONS

The metric system is adopted as a standard. You should use the international system of units. If non-standard abbreviations must be used they should be defined in the text.

Use the fundamental quantity with appropriate prefix:

kilo	k
mega	M
giga	G
tera	T
milli	m
micro	μ
nano	n
pico	p

Units of length:

meter	m
kilometer	km
centimeter	cm
millimeter	mm
micrometer	μm
nanometer	nm

Units of area:

square meter	m^2
kilometer	km^2
hectare (10 000 m^2)	ha
square centimeter	cm^2
square millimeter	mm^2

Units of volume:

cubic meter	m^3
cubic centimeter	cm^3
liter	L
milliliter	mL
microliter	μL

Units of mass:

gram	g
kilogram	kg
tonne	t
milligram	mg
microgram	μg

Units of density:

g cm^{-3} , kg m^{-3} , t m^{-3} , g L^{-1} , kg L^{-1}

Units of pressure:

pascal	Pa
megapascal	MPa

Units of time:

second	s
minute	min
hour	h
day, week, month, year	– not abbreviated

Units of temperature:

Celsius	$^{\circ}\text{C}$
Kelvin	K

Additional physical units:

dalton	Da
hertz	Hz
joule	J
volt	V
watt	W

Relative units:

parts/million parts	ppm
parts/billion parts	ppb
parts/trillion parts	ppt
percentage	%
weight	w
volume	V

Units of electrical conductivity:

siemens per meter	S m^{-1}
millisiemens per meter	mS m^{-1} (mS cm^{-1} ; $\mu\text{S cm}^{-1}$)
ohm	Ω

Units of concentration:

mole per kilogram (liter)	mol kg ⁻¹ (mol L ⁻¹)
millimole (micromole) per kilogram	mmol kg ⁻¹ (μmol kg ⁻¹)
gram per kilogram	g kg ⁻¹
milligram per kilogram	mg kg ⁻¹
microgram per kilogram	μg kg ⁻¹

Similar units for volume:

g L⁻¹, mg L⁻¹, mg mL⁻¹, μg L⁻¹, μg mL⁻¹

Units of irradiation:

watt per square meter W m⁻²

Units of photon flux density:

mol per square meter per second
mol m⁻² s⁻¹

Units of sampling and rate:

gram per square meter	g m ⁻²
gram per kilogram	g kg ⁻¹
milligram per kilogram	mg kg ⁻¹

Forms of nutrients:

Nitrite nitrogen	NO ₂ ⁻ -N
Nitrate nitrogen	NO ₃ ⁻ -N
Ammonia	NH ₄ ⁺ -N
Total nitrogen	N _{tot}
Sulfur in sulfate	SO ₄ ²⁻ -S

Statistical symbols and abbreviations

analysis of variance	ANOVA
coefficient of variation	CV
degree of freedom	df
F-distribution	F
least significant difference	LSD
sample size	n
probability	P
simple correlation coefficient	r
simple correlation of determination	r ²
multiple correlation coefficient	R
multiple correlation of determination	R ²
variance (sample)	s ²
standard deviation (sample)	SD
standard error	SE
standard error of the differences of means	SED
standard error of mean	SEM
t-(or Student) test	t
mean	x

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TABLES AND FIGURES EXAMPLES

TABLES:

Table 1. Effects of N-limitation on biomass and lipid production in waste saline medium (WSM) in shake flask and fermenter cultures

Strain	X_1	X_2	TL_1	TL_2	ΔTL	P_L	P_{DHA}
	(g L ⁻¹)		(% w/w)			(g L ⁻¹ per day)	
<i>S. limacinum</i> ^a	6.5 ± 0.9	12.95 ± 0.8	46.3 ± 3.5	58.9 ± 2.9	12.7	0.79	0.38
<i>J. marinum</i> ^a	6.0 ± 1.5	11.8 ± 0.3	56.7 ± 1.3	79.1 ± 2.7	22.4	0.965	0.465
<i>J. marinum</i> ^b	22.3 ± 0.75	32.76 ± 0.6	58.3 ± 2.1	72.1 ± 1.9	13.8	2.98	1.43

^ashake flask cultures; ^bfermenter culture; X_1 – biomass growth before N-limitation; X_2 – biomass growth after N-limitation; TL_1 – weight fraction of total lipids in biomass before N-limitation; TL_2 – weight fraction of total lipids in biomass after N-limitation; ΔTL – difference in weight fractions of total lipids in biomass before and after N-limitation; P_L – lipid productivity; P_{DHA} – DHA productivity

Table 2. Drying experiment results of apple tissue with different treatment

	No.	Energy consumption (kJ g ⁻¹)	Drying time (h)	D_{eff} (m ² s ⁻¹ ; × 10 ⁻⁸)	Rehydration ratio
	PEF treatment	1	377.77	6.17	2.64 ($R^2 = 0.99$)
2		424.20	6.50	3.00 ($R^2 = 0.98$)	6.67 ± 0.03 ^a
3		387.95	6.88	2.70 ($R^2 = 0.97$)	7.11 ± 0.06 ^a
4		380.47	6.33	2.90 ($R^2 = 0.97$)	6.43 ± 0.04 ^a
5		372.17	6.17	2.60 ($R^2 = 0.95$)	5.99 ± 0.02 ^a
6		430.82	6.33	3.60 ($R^2 = 0.96$)	5.71 ± 0.03 ^b
7		486.23	7.21	3.40 ($R^2 = 0.98$)	5.50 ± 0.06 ^b
8		450.42	7.18	3.30 ($R^2 = 0.93$)	5.34 ± 0.04 ^b
9		466.82	7.01	4.20 ($R^2 = 0.95$)	5.68 ± 0.02 ^b
Untreated sample		494.51	7.50	2.40 ($R^2 = 0.98$)	4.14 ± 0.02 ^c

Rehydration ratio are shown as the mean ± standard deviation (SD), and different letters within columns indicate statistically significant differences ($P < 0.05$)

FIGURES:

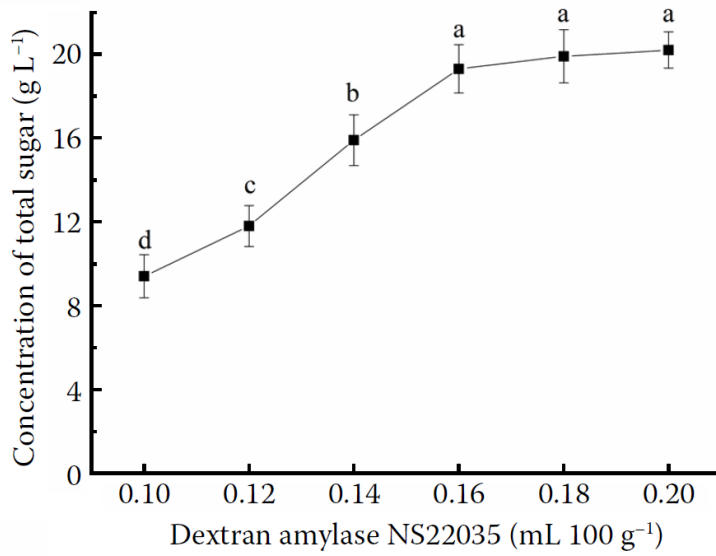


Figure 1. Effects of the amount of amylase (0.10 mL 100 g⁻¹ to 0.20 mL 100 g⁻¹) on crude starch recovery from fresh vinegar residue carried out at 150 r min⁻¹ and 50 °C for 72 h

Different letters mean significant difference ($P < 0.05$)

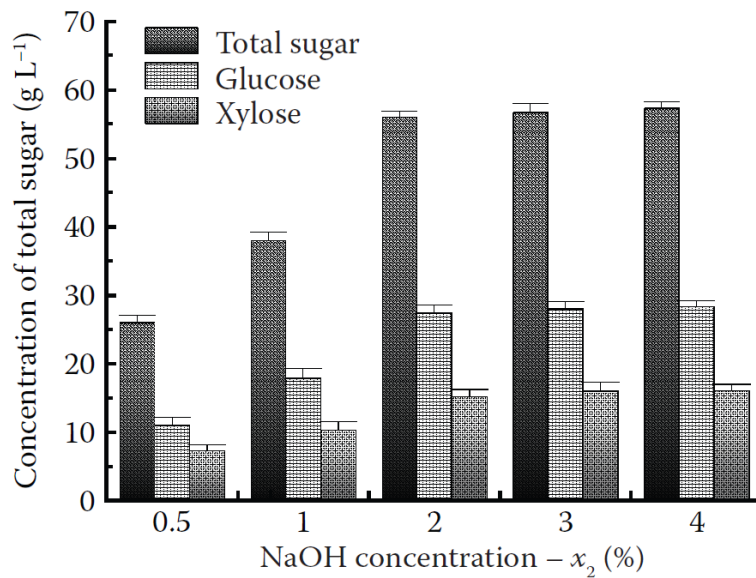


Figure 2. Effects of NaOH concentration (0.5–4.0%) on enzymatic degradation of dried vinegar residue evaluated with 1 : 10 (w/v) solid-to-liquid ratio at 65° C for 60 min

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SELF ASSESSMENT

Self-assessment questions to be answered by the authors before submission of the manuscript:

1. Is the information to be published new, and thus worthy of publication?
2. Is novelty expressed in the title and discussed properly in the discussion?
3. Is the hypothesis sound and original?
4. Were the experiments well-designed and appropriate methods used?
5. Is the paper written with essential clarity?
6. Has the English been validated by a native-speaker knowledgeable about the field?
7. Is the list of references comprehensive, and are all the references relevant?
8. Where appropriate, are the results statistically significant?
9. Are the titles and legends for tables and figures complete and self-explanatory?
10. Were the Instructions to Authors thoroughly followed?

Please do not submit the manuscript if any of the above questions have been answered in the negative. While something can be learned from most review processes, the reviewers cannot be expected to provide extensive help with corrections, or to educate the authors.