Food &
Culinary
Professionals
a dietetic practice group of the
Academy of Nutrition
and Dietetics
eat right.

Food & Culinary Professionals DPG General Author Guidelines
(for Chair Message, Subgroup Chair Articles, Cook's Corner)

Responsibilities and Word Counts:
- **CPEU Article (see separate CPEU Author Guidelines document)**
- **Chair Message (300-500 words) –** FCP Chair
- **Letter from the Editor (300 words) –** *Tastings* Editor
- **Subgroup Chair Articles (300-500 words)**
  - Supermarket/Retail Subgroup – Respective Chair
  - Food Safety, Science, Regulatory Subgroup – Respective Chair
  - Restaurant/ Hospitality Subgroup – Respective Chair
  - Agriculture Subgroup – Respective Chair
- **Membership or Mentor Spotlight Article (300-500 words) –** Membership Chair
- **Public Policy Update (300 words) –** Policy and Advocacy Leader (PAL)
- **HOD Update (200-300 words, included when applicable) –** HOD Delegate
- **Members on the Move (3-4 members featured, 75-100 words each) –** *Tastings* Editor
- **Cook's Corner Recipe** – Cook's Corner Coordinator

Article/Content Review Process:
All articles will be edited for clarity, style, punctuation, and grammar. Every effort will be made to maintain original intent. Submitted articles/content for *Tastings* will be reviewed by the Newsletter Review ~~Board~~Team. The leaders below will receive the newsletter for review and editing (draft version and after formatting) and should be prepared to provide feedback as requested.
- Communications Chair
- FCP Chair
- FCP Executive Director
- Academy DPG Manager
- *Tastings* Assistant Editor

For all Authors: Use and Declaration of AI and AI-Assisted Technologies:
Where contributors use artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should:
- Only use these technologies to improve readability and language, not to replace key researcher tasks such as interpreting data or drawing scientific conclusions.
- Apply the technology with human oversight and control, and carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete, or biased.
- Not list AI and AI-assisted technologies as an author or co-author, or cite AI as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans, as outlined in Elsevier's AI policy for authors.
- Disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear in the published work. Please note that authors are ultimately responsible and accountable for the contents of the work.

Disclosure Instructions

Contributors must disclose the use of AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in a new section entitled 'Declaration of AI and AI-assisted technologies in the writing/creating process'. Example statement: During the preparation of this work the author/presenter(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author/presenter(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication. This declaration does not apply to the use of basic tools for checking grammar, spelling, references, etc. If there is nothing to disclose, there is no need to include a statement.

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GENERAL AUTHOR GUIDELIENES:

Text format: For the body of the copy, use Times New Roman font, 12-point, single space. For titles/headings, use Times New Roman font, 14-point, **bold** font.

Photos/Tables/illustrations: If providing, photos, ads or other images, should be high-resolution with 300 dpi in a jpg or png format file type. Tables should be self-explanatory. All diagrams, charts and figures should be camera-ready. Each should be accompanied by a title and brief caption that clearly explains the table, chart, diagram, figure, illustration, and a reference if the writer is not the author of the chart/figure. Please request permission to use any images that are not your own and include that documentation with your article.

Advertisements: It is best to provide a PDF. If providing a jpg or png, it should be high-resolution with 300 dpi.

Logos: It is best to provide the original vector or eps file, but a png file at a minimum of 300 dpi will also be sufficient.

Chair Message Guidelines:
Each message should follow the format below:
- Headshot
    - For headshot photo specifications, please see above under "Photos/Tables/Illustrations"
- Text format: For the body of the copy, use Times New Roman font, 12-point, single space.
- Byline: Name, credentials, current FCP position and respective year

Subgroup Chair Article Guidelines:
Each article should follow the format below:
- Article Title
    - For title, use Times New Roman font, 14-point, **bold** font.
- Byline: Name, credentials, and current FCP position and respective year
- Text format: For the body of the copy, use Times New Roman font, 12-point, single space.
- Resource list for more information (if applicable)
- References (please see below under "Guidelines for Citing References")

Members on the Move Guidelines:
Note: Members on the Move must be FCP members.
Members can submit information for publication [***how often – 2x/year? More? Less?]
1. *Tastings* Editor requests 75-100 words (submissions to be edited by *Tastings* editor for style and length)
- Book/article titles are in italic (not underline). For example: Jane's new book is *On Food and Cooking*
- For photos or other images, resolution should be 300 dpi in jpg or png format. For logos, the original vector or eps file is preferred, but a png file at a minimum of 300 dpi is acceptable.

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Guidelines for Citing References:

Follow the AMA Manual of Style, 10th ed., for references. Any information taken from another source must be referenced. References should be listed at the end of the article in the order they appear in the article using superscript numbers. At the end of the text, each reference should be listed in order of citation. Do not use the footnote feature in Word. References should appear at the end of the article.

Putting Citations in Text:

When citing your sources in text, number them in the order in which they appear in the text using a superscript numeral as in these examples:

> The reported findings[1] show that . . .
> The data were as follows[2] . . .
> As reported previously,[3,4] the data . . . *{Note: two sources cited in text.}*
> ". . . in the absence of depression.[4] *{Used with a direct quotation.}*

Do not use "ibid" in the references. Once a reference has been cited, if you use information from the same source somewhere else in the article, that same citation can be used repeatedly. For example, if you cite MyPlate as reference 1 and need to reference MyPlate again later in the article, just cite it again as reference 1. However, if you are referencing different pages or documents on the same website, you will need to create separate references and citations.

Citing Journal Articles:

1. Davis JT, Allen HD, Powers JD, Cohen DM. Population requirements for capitation planning in pediatric cardiac surgery. Arch Pediatr Adolesc Med. 1996;150(4):257-259.
   - Note that there is no comma between surname and initials. There is only a comma between names.
   - If there are six authors or less, list all the authors in the reference. If there are more than six authors, list the first three followed by et al. For example: Davis JT, Allen HD, Powers JD, et al.
   - Note that there is no space between the year (1996), the volume number (150), the issue number (4), or the page numbers (257-259). Complete page numbers are always listed (e.g., "257-259", not "257-59."). If the reference material is a supplement, cite after the issue number, as such: 1996;12(6 suppl):S257-S259. Include supplement number if available: 1996;12(6 suppl 2):S257-S259.
   - The title of the article is in sentence case. The title of the publication is in title case and italicized. Journal titles are abbreviated according to PubMed (ftp://ftp.ncbi.nih.gov/pubmed/J_Medline.txt). One-word journal titles are written in full (e.g., Pediatrics, Cancer, Diabetes).

Citing Books:

1. Sherlock S, Dooley J. Diseases of the Liver and Biliary System. 9th ed. Oxford, UK: Blackwell Scientific Publications; 1993:526-527.
   - There is always a colon after the publication site, and there is always a semicolon after the publisher. When specific page numbers are referenced, a colon follows the publication date, with the page numbers following, no space between the colon and the page number. Titles are in title case and italicized.

Citing Websites:

1. Board of Directors of the International Confederation of Dietetic Associations. Ethics and standards: the underpinnings of quality professional practice. International Confederation of Dietetic Associations website. http://www.internationaldietetics.org/upload/document/51CJIAGNLAMMJLAEFMLAJOJNDP3.pdf. Published 2007. Accessed July 29, 2008.
2. U.S. Department of Health and Human Services, U.S. Department of Agriculture. Dietary Guidelines for Americans 2005. Health.gov website. http://www.health.gov/dietaryguidelines/dga2005/document/. Accessed July 25, 2006.
3. U.S. Department of Agriculture. MyPyramid. MyPyramid website. http://www.mypyramid.gov/. Accessed July 25, 2006.
4. Produce for Better Health Foundation. 5 A Day. http://www.5aday.org. Accessed July 25, 2006.
- Website references should include: author or author organization, if available; title of article or page (in sentence case); name of website; URL; published, updated or posted date, if available; and access date.

- If a website is being referenced in general, then it is OK to just give the general web address. However, if a specific page or document is being referenced, then the URL should be as detailed as possible and take you directly to the exact page or document, not the website's home page.

ADDITIONAL RESOURCE: [Academy Style and Grammar Guide](#)

Cook's Corner Recipe Formatting Guidelines:

Cook's Corner
[Cook's Corner Editor's name and credentials]

[Recipe Name]
Recipe by [OR] Recipe Adapted From [Recipe author's name and credentials]

Include photo
[Include photo credit unless photo was taken by recipe author. Photo should be 300 dpi in jpg or png format]

[Include brief headnote about recipe and/or how it fits with theme of the issue]

Yield: [number of servings, serving size]

Ingredients:
Give volume measures whenever possible (most American home cooks don't weigh ingredients)
Spell out teaspoon, tablespoon, cup, ounces, quarts, etc

Directions:
Directions should be numbered
Give oven temps, for example, as "375 degrees Fahrenheit"   - consider using 375°F

Recipe Notes: [THESE ARE OPTIONAL]
Use bullet points

Nutrition Information (per serving/portion):
Calories: ⁄ Protein: g ⁄ Carbohydrate: g ⁄ Fiber: g/ Saturated fat: g
Sodium: mg / Potassium: mg

 Guidelines for Nutrition Analysis:
- Omit optional ingredients from analysis
- Use Diamond Crystal Kosher Salt (unless table salt is specified)
- If salt amount is "to taste" omit or determine an amount and specify in Nutrition Information
- Give whole numbers and round calories, sodium, and potassium to nearest 5
- Give whole numbers and round protein, carbohydrate to nearest 1
- Round fiber and saturated fat to nearest 0.5

For example:
Nutrition Information (per serving/portion)
Calories: 45 ⁄ Protein: 6 g ⁄ Carbohydrate: 27 g ⁄ Fiber: 6.5 g/ Saturated fat: 0.5 g
Sodium: 325 mg / Potassium: 675 mg