

Food & Culinary Professionals DPG Author Guidelines

All articles will be edited for clarity, style, punctuation, and grammar. Every effort will be made to maintain your original intent. Additionally, you should expect to make manuscript edits to respond to peer review.

Each article should follow the format below:

- Article Title
- Your name, credentials, and position
- Text of article
- Resource list for more information (if applicable)
- References (format below)
- Biography (2-3 sentences)
 - (include your email address if you would like readers to be able to contact you)
- Primary author's cv/resume (this is for the CPEU application).
- Your email address and phone number (for editors)

Example:

The Secrets of Effective Communication with Big Businesses

Joan Jones, MS, RD

TEXT OF ARTICLE

Resource List: include books, websites, etc. related to your topic

Joan Jones is a consultant in the food industry, providing PR services, spokesperson work, and sales.

She is the author of Communicate, Ye RDs! Joan works out of her home office in Buffalo,

NY, and may be reached at JJ@hotmail.com.

For Editor:

555-555-5555

jj@emailaddress.com

CPEU Article Submission Details

Article length: The feature CPEU article should be approximately 2000 words (not including tables, graphs, footnotes and references).

Unless otherwise instructed, article should fit CDR's CPE Level 2 (at minimum):

Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered. The focus of the activity is to increase the core knowledge of the participant.

Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is to enhance knowledge and application of the participant.

Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.

Writing Style: The article may be a little less formal than academic style, but keep in mind, it should be evidence-based (at least to the extent that culinary applications can be evidence-based). Avoid using anecdotal information, except to back up evidence. Avoid passive writing. Write in 2nd and/or 3rd person voice and avoid 1st person (I, we) voice. Use the Oxford comma: Use a comma before “and” or “or” in a series.

Text format: Times New Roman font, 12 point, double space. No line numbering.

Tables/illustrations: 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.

References: References should be cited in the text in consecutive order parenthetically. 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.

Examples of how to cite your references:

Journal References

1. Gillman J. Religious perspectives on organ donation. *Crit Care Nurs Q*. November 1999; 22:19-29.
2. Buse J, Smith B. Combining insulin and oral agents. *Am J Med*. April 2000;108 (suppl):23S-32S.
3. Alltman LK. Medical errors bring calls for change. *New York Times*. July 18, 1995:C1, C10.
4. LaFollette MC. *Stealing into Print: Fraud, Plagiarism, and Misconduct in Scientific Publishing*. Los Angeles: University of California Press; 1992.

Citations in Text

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

The reported findings¹ show that . . .

The data were as follows² . . .

As reported previously,^{3,4} the data . . . {Note: two sources cited in text.}

“. . . in the absence of depression.⁴ {Used with a direct quotation.}

Citing Periodicals:

Citations for journal articles should include the following basic information. Not every article will have all of these elements.

1. Authors' last names followed by his/her first and middle initials
2. Title of article and subtitle (if any)
3. Abbreviated name of journal -- IN ITALICS {current *Index Medicus* abbreviations}

For abbreviations go to:

<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals> and enter a journal name to search the PubMed Journals Database.

You can access the same database from the NLM homepage <http://www.nlm.nih.gov> by clicking on Health Information.

4. Year
5. Volume number

6. Part or supplement number (if it would help to find the journal article again), and issue month or number when there are non-sequential page numbers
7. Page numbers

EXAMPLES:

Journal Article, One Author:

1. Gillman J. Religious perspectives on organ donation. *Crit Care Nurs Q*. November 1999;22:19-29.

In-Text: The reported findings¹ show that . . .

Journal Article from a Supplement:

2. Buse J, Smith B. Combining insulin and oral agents. *Am J Med*. April 2000;108(suppl):23S-32S.

In-Text: The data were as follows² . . .

Daily Newspaper Article, Discontinuous Pages:

3. Alltman LK. Medical errors bring calls for change. *New York Times*. July 18, 1995:C1, C10.

In-Text: As reported previously,³ . . .

Citing Books:

Citations for books, chapters in books, etc. should include the following basic information. Not every book will have all of these elements.

1. Authors' last name followed by his/her first and middle initials
2. Chapter title
3. Last name and first and middle initials of book authors or editors (or translator, if any)
4. Title of book and subtitle, if any -- IN ITALICS
5. Volume number and volume title, when there is more than 1 volume
6. Edition (do not indicate 1st)
7. Place of publication
8. Publisher
9. Year of copyright
10. Page numbers, when specific pages are cited

EXAMPLES:

Reference to an Entire Book, One Author:

5. LaFollette MC. *Stealing into Print: Fraud, Plagiarism, and Misconduct in Scientific Publishing*. Los Angeles: University of California Press; 1992.

In-Text: According to LaFollette⁵ . . .

Reference to an Entire Book, Multiple Authors:

6. Smith J, Jones WB, Brown B. *Fibromyalgia for Profit*. 2nd ed. Austin: University of Texas Press; 1999.

In-Text: In a Texas scandal⁶ . . .

Reference to an Authored Chapter in a Book, with Multiple Editors:

7. Cole BR. Cystinosis and cystinuria. In: Jacobson HR, Striker GE, Klahr S, eds. *The Principles and Practice of Nephrology*. Philadelphia, Pa: BC Decker Inc; 1991:396-403.

In-Text: Using Cole's study⁷ we find . . .

Citing Government Documents:

8. US Bureau of the Census. *Statistical Abstract of the United States: 1999*. 119th ed. Washington, DC: US Bureau of the Census; 1999.

In-Text: As reported previously,⁸ the data . . .

Citing Electronic Sources:

Web Site:

9. Rapid Early Action for Coronary Treatment (REACT) Web site. Available at: <http://www.epi.umn.edu/react/>. Accessed July 19, 2000.

In-Text: As reported previously,⁹ the data . . .

Material from a Web Site:

10. National Institutes of Health. NIH guidelines on the inclusion of women and minorities as subjects in clinical research. Available at: <http://grants.nih.gov/grants/guide/notice-files/not94-100.html> . Accessed on July 19, 2000.

In-Text: As reported previously,¹⁰ the data . . .

Material from a Database:

11. Kemp, JP, Kemp JA. Management of Asthma in Children. *Am Fam Physician* [online]. 2001;63:1341-8, 1353-4. Available from: Ebsco Medline Comprehensive Fulltext. Accessed June 4, 2001.

In-Text: As reported previously,¹¹ the data . . .

E-Books:

12. Roemmelt AF. *Haunted Children: Rethinking Medication of Common Psychological Disorders* [e-book]. Albany, NY: SUNY Press; 1998. Available from: Netlibrary. Accessed June 4, 2001.

In-Text: As reported previously,¹² the data . . .