

Guidelines for the Publication of Symposia or Thematic Groups
In the
Journal of Agricultural and Food Chemistry

Papers presented at a symposium or otherwise clustered around a single topic may be published together as a thematic group in the *Journal of Agricultural and Food Chemistry*. The *Journal* considers publication of manuscripts reporting original research, or manuscripts that support or improve the unity of the overall theme. All manuscripts must undergo standard peer review procedures and must conform to *Journal* guidelines. All authors must adhere to the deadlines set for submission and manuscript revision to be published as part of the group. Manuscripts that do not comply with the deadlines may be considered for publication individually.

Organizers should contact the Editor well in advance of the symposium to determine whether the subject matter conforms to the *Journal's* goals, criteria, and available space. A list of the authors and titles of anticipated papers should be submitted with this proposal. Some articles may not be appropriate for publication in the journal, and some articles may be rejected based on review.

Contacting the Editor before the meeting will enable the organizers to inform prospective authors of submission procedures and deadlines.

Symposium organizers are expected to submit an introductory editorial explaining when it was held, who sponsored it, and the purpose and importance of the symposium. Organizers of thematic groups are expected to submit an introductory editorial explaining the circumstances and importance of the research. These will also undergo peer review.

Authors may be asked to serve as a reviewer on one or more manuscripts in the group.

SUBMISSION INSTRUCTIONS

The editor and associate editor(s), together with the symposium organizer, will determine the deadline for manuscript submission. The organizer will **announce the deadline** and submission directions to each prospective corresponding author.

The symposium organizer will supply the editor with a list of authors and manuscript titles to be submitted, including the email addresses of all submitting authors.

An invitation containing special instructions for submission will be emailed to each submitting author by JAFC editorial staff. The email will include deadlines for submission. When submitting, authors must

- Submit the manuscript using the special link on their Paragon website, “Invited Manuscripts Awaiting Submission”. This link will be activated when they respond to the email invitation using the link provided in that email.
- Include a cover letter identifying the manuscript as part of the group
- Provide the names and contact information of 4 potential reviewers.
- Manuscripts should be formatted for submission according to JAFC guidelines, which are available at the journal website.

MANUSCRIPTS *MUST* BE SUBMITTED ACCORDING TO THE INSTRUCTIONS IN THE INVITATION EMAIL SO THAT THE MANUSCRIPT WILL BE GROUPED WITH THE OTHERS.

The editorial office will keep the organizer apprised of the progress of submission; as the deadline approaches, the organizer will remind authors to get their manuscripts in. The organizer and the editor handling the manuscripts must approve any deadline extensions. Authors who do not observe the deadlines risk not having their manuscripts published as part of the group.

PEER REVIEW

The Editor will handle the peer review of the manuscripts, or assign one or more associate editors to handle them. Letters of acknowledgement will be sent to the corresponding authors, and the manuscripts will be processed and sent for peer review in the standard fashion. ***Deadlines for submission of revised manuscripts, along with copyright form and other mandatory paperwork, will be strictly observed. Authors who miss the revision deadline risk not having their manuscripts published as part of the group.***

PUBLICATION

As the manuscripts are accepted, they will be forwarded to the technical editors in Columbus for processing. Galley proofs will be sent to the authors as soon as they are ready. A footnote will be added to each manuscript indentifying it as part of the group. When proofs have been corrected, the manuscripts will be published to the web on the ASAP webpage. They will be publicly available at that time, and can be cited using the DOI, but there will be no page numbers. When all manuscripts in the group have been processed, they will be assigned page numbers and appear together under a suitable heading at the beginning of the table of contents for that issue, along with a cover banner for the printed version. Publicity drawing attention to the group will occur at that time.