

## ***Journal of Dairy Science*<sup>®</sup> Revision Checklist for Authors**

The following checklist is designed to help you revise your manuscript according to *Journal of Dairy Science* style and format. For additional details, please consult the **Instructions to Authors** on the JDS web site (<http://jds.fass.org/misc/ifora.shtml>).

Please make changes to your manuscript as needed. Your revised manuscript will be copyedited after it is accepted for publication.

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### **Title Page**

- Running head is included (maximum of 45 characters and spaces, avoid abbreviations)
- All authors and corresponding affiliations are listed, identified by symbol footnotes (\*, †, ‡, §, #, ||, ¶) and in the correct order
- Corresponding author name and e-mail address are provided on title page
- An Interpretive Summary (100 words or less, written for the nonspecialist reader) is included

### **Abstract**

- Abstract is a maximum of 2,500 characters and spaces
- Abbreviations are used sparingly and consistently
- Abstract ends with 1 or 2 sentences that highlight important conclusions
- Key words (maximum of 4 words or phrases) appear after the abstract
- P*-values and statements of significance are deleted from Abstract

### **Text**

- Main heads (Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgements, References) are centered, boldface, and all caps
- Secondary heads are flush left, bold, italic, mixed case
- Tertiary heads begin a paragraph; are bold, italic, and mixed case; and end with a period
- Each author-defined abbreviation is defined at first use (the abbreviation follows the term, boldface and in parentheses) and then used consistently thereafter
- Manufacturer or supplier name and location (city and state or country) are given for all chemicals, feeds, software, and equipment
- Units of measure are spelled out unless accompanied by a value or if used parenthetically
- Unit abbreviations follow SI standards (<http://physics.nist.gov/cuu/Units/index.html>)

### **Mathematics and Numbers**

- Commas are used for numbers greater than 999
- Zeros precede decimals for numbers less than 1
- Ordinal numbers less than 10th are spelled out
- Cardinal numbers should be expressed in numerals rather than words
- All equation terms are defined
- Vectors and matrices only are indicated with boldface type
- Spaces are used around signs of operation (+, <, >, =, etc.)

### **References**

- Inclusive page numbers are provided for all references
- Journal titles are abbreviated per ISO conventions on the NLM web site (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?DB=pubmed>)
- Publisher name and location are given for all books, proceedings, and all other non-journal references
- References are listed alphabetically by last names of all authors
- All references are cited in the body of the paper

- Only published material is included in this section; "submitted" papers should be cited in text as "unpublished data"

### Tables

- Tables are created using the table function in Microsoft Word
- Table titles are in the same format for all tables within a manuscript
- Author-defined abbreviations used in a table are defined in a footnote
- Manufacturer's name and location are given for any proprietary product appearing in the table
- Tables are numbered in the order in which they are first referenced in the text
- Footnotes used in a table (except for statistical comparisons) are numbered

### Figures

- Original figures are of acceptable quality; preparation guidelines are online at <http://jds.fass.org/misc/ifora.shtml>
- Each figure page is labeled on the lower right corner with the manuscript number and figure number
- Figures being reprinted from previously published material are accompanied by permission of the copyright holder
- Figure data, symbols, font, and labels are a minimum of 8 points in Times New Roman, Arial, or Helvetica font
- Abbreviations used in the figure are defined in the caption
- Units of measure, when needed, follow the axis description, separated by a comma or in parentheses; e.g., CP intake, kg/d or CP intake (kg/d).

### Editing Services

Before submission, or re-submission in the case of a revised manuscript, authors who believe their manuscripts would benefit from professional editing are encouraged to use a language-editing service, such as one of those listed below\*:

Asia Science Editing: <http://www.asiascienceediting.com/>

Biomeditor: <http://www.biomeditor.com/>

BioScienceEditors: <http://www.bioscienceeditors.com/>

BioScience Writers: <http://www.biosciencewriters.com/>

Boston BioEdit: <http://www.bostonbioedit.com/>

English Manager Science Editing: <http://www.sciencemanager.com/>

ESE - English Science Editing: <http://www.english-science.com/>

Inter-Biotec: <http://www.inter-biotec.com/>

International Science Editing: <http://www.internationalscienceediting.com/>

Life Science Publishing: <http://www.lifescipub.com/>

Scriptoria: <http://www.script-edit.com/>

SPI Publisher Services: <http://www.prof-editing.com/index.php>

SquirrelScribe.com: <http://www.squirrelscribe.com/>

Write Science Right: <http://www.writescienceright.com/>

\*This is a partial list for informational purposes only. Neither the *Journal of Dairy Science*<sup>®</sup> nor the American Dairy Science Association<sup>®</sup> has an interest in these services and neither endorses nor takes responsibility for these services, which are commercial, for-profit entities.

In addition, use of any of these services does not guarantee the acceptability of a manuscript for publication.