

The Digest Author Guidelines

Purpose:

These guidelines serve to assist potential authors who wish to publish in *The Digest*, a peer-reviewed quarterly newsletter produced within the Research Dietetics Practice Group (RDPG) under The Academy of Nutrition & Dietetics.

Who can submit a manuscript?

- RDPG members
- Registered Dietitian Nutritionists (RDNs)
- Dietetic Technicians, Registered (DTRs) or Nutrition and Dietetics Technician, Registered (NDTR)
- Students pursuing a degree in nutrition
- Other nutrition professionals

What kinds of manuscripts are accepted?

Main articles: original research articles with authors that have an expertise in the topic on which they are discussing. This work should not have been published in any other journals. We will also consider accepting quality literature reviews and other manuscripts. Main articles undergo peer-review.

Student articles: Manuscripts where the first author is a student and is a major contributor to the work. This work should not have been published in any other journals. We will consider both original research and literature review manuscripts. Note that the student articles do not undergo traditional peer-review.

Before You Begin

Conflict of interest

All authors are requested to disclose in a statement any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence their work.

Sample Statements:

1. If there is no conflict of interest: *The author(s) declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article.*
2. If there is a potential conflict of interest: *The author(s) declared the following conflicts of interest with respect to research, authorship, and/or publication of this article: The author is a Speaker Consultant for XYZ Company in the area of XXX.*
3. If funding was received: *This article was funded in part by research funding from XYZ Company. OR The author(s) disclosed receipt of the following financial support for the research, authorship and/or publication of this article: This work was supported by a grant from XXX.*

Acknowledgements

Authors may provide Acknowledgements which will be published in a separate section along with the manuscript.

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If the rightsholder requires the credit line be in a specific format then it must be followed exactly. Print the required copyright credit line on the first page on which the material appears. This notice must be visible any time a user accesses any part of the material and must appear on any printed copies.

Main Articles

First submission: Submitted articles are peer reviewed by three to five nutrition experts. Upon submission of the article, authors are requested to submit the names and institutional email addresses of several potential referees. *Note:* the editor retains the sole right to decide whether or not the suggested reviewers are used.

Revised submissions: A revised submission does not guarantee acceptance. At the discretion of the editor, the article may need further editing before final acceptance. In a situation where the article is not accepted on the second round of peer reviewer, authors have the choice of revising and resubmitting a third time where new peer reviewers will be selected to review the article. Each revised submission should include the following:

- A rebuttal letter with point-by-point response to each of the reviewer comments and with a description of changes made to the manuscript.
- A marked-up version of the manuscript with the changes highlighted in yellow. Please do not include track changes or comments.
- A clean version of the manuscript in a Microsoft Word document with continuous line numbers.

After the peer reviewers accept changes, the article will be sent to the Academy of Nutrition and Dietetics where they will also critically evaluate the article. *Note:* The Academy of Nutrition and Dietetics makes the final decision whether an article gets published.

Student Articles

Student article are reviewed internally. First submissions are reviewed by the Student RDPG Editor, Editor-In-Chief, and Associate Editor of the newsletter. Keep in mind that articles may need to be revised multiple times before final acceptance. Timely response to the editors' revisions and comments are required. Revised submissions should include the following:

- A marked-up version of the manuscript with the changes in track changes and responses to comments.
- A clean version of the manuscript in a Microsoft Word document.

How do I submit a manuscript?

Manuscript Format

- **Main Articles and Student Articles should follow the same manuscript format and reference guidelines**
- Submit manuscripts as a Microsoft Word document, single-spaced in Times New Roman (12 point) font.
- **Submissions are generally limited to 3000 words**
- Submissions should be spell-checked and edited for clarity and accuracy.
- Number pages and include continuous line numbers
- Email submissions to [Cheryl Reifer; creifer@gmail.com](mailto:creifer@gmail.com) (Editor-in-Chief)

All submissions must include:

- Title
- Author(s) information including academic degree(s), primary affiliation and disclosure of any potential conflict(s) of interest; type authors' names in order they should appear in the published article.
- Contact information if different from email address used to submit manuscript.
- Business/Organization logos should **not** be included

Reference guidelines

Authors should use relevant, current citations from the professional and scientific literature to support statements throughout the manuscript. Try to avoid using abstract-only information.

- Authors are responsible for the accuracy and completeness of their references and for the correct use of citations throughout the manuscript.
- Consistent with the Academy's journal, *The Digest* follows the American Medical Association style for references.
 - Number references consecutively in the order they appear in the manuscript text; do not alphabetize.
 - **Identify references in text, tables, and figure legends by Arabic numerals; these should be superscripted numbers**, e.g. (1).
 - Type list of references in numerical order at end of manuscript, under heading "References"
 - Abbreviate journal titles according to the journal list in PubMed (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>); use the complete journal title if it is not indexed in PubMed.
 - List all authors and/or editors up to six; if there are more than six authors, list the first three followed by "et al."

Examples of reference style:

1. Thomson CA, Newton TR, Graver EJ, et al. Cruciferous vegetable intake questionnaire improves cruciferous vegetable intake estimates. *J Am Diet Assoc.* 2007;107:631-643.
2. USDA Food and Nutrient Database for Dietary Studies, 1.0. Beltsville, MD: Agricultural Research Service, Food Surveys Research Group; 2004.

3. US Department of Agriculture, Food and Nutrition Service. Child and Adult Care Food Program. Available at: <http://www.fns.usda.gov/cnd/care/cacfp/cacfp/home.htm>. Accessed June 11, 2006.
4. Institute of Medicine (US), Committee on Prevention of Obesity in Children and Youth, Food and Nutrition Board, Board on Health Promotion and Disease Prevention. *Preventing Childhood Obesity: Health in the Balance*. Washington, DC: National Academies Press; 2005:1-436.
5. US Department of Agriculture. MyPyramid.gov: Steps to a healthier you. Available at: <https://mypyramid.gov>. Accessed November 7, 2005.

For more information, refer to: Iverson C, Flanagan A, Fontanarosa PB, et al. *American Medical Association Manual of Style: A Guide for Authors and Editors*. 9th ed. Baltimore, Md: Williams & Wilkins; 1998:28-51

Style guidelines

Numbers

- Spell out any numbers below 10, unless followed by a unit of measure, a percentage, or a range (e.g. 5-10).
- Write numbers requiring decimal points as Arabic numerals (e.g. 5.4).
- Write numbers larger than 10 as Arabic numerals.
- Numbers at the beginning of a sentence should be spelled out. Abbreviations
- Spell out abbreviations and/or acronyms at the first mention in the text immediately followed by abbreviation/acronym (in parentheses).
- Avoid acronyms unless they are commonly accepted.
- It is acceptable to abbreviate units when used with Arabic numerals. Units of measure
- Use conventional units of measure first with Système International (SI) units immediately following (in parentheses).