# INSTRUCTIONS TO AUTHORS

## General Info

*Food Technology and Biotechnology* is an **international open access journal** published by the **Faculty of Food Technology and Biotechnology, University of Zagreb, Croatia**. It is an official journal of Croatian Society of Biotechnology and Slovenian Microbiological Society, financed by the Croatian Ministry of Science, Education and Sports, and supported by the Croatian Academy of Sciences and Arts.

*Food Technology and Biotechnology* journal publishes **original scientific papers, preliminary communications, scientific notes, reviews and minireviews** covering the topics of molecular biology, genetic engineering, biochemistry, microbiology, biochemical engineering and biotechnological processing, food science, analysis of food ingredients and final products, food processing and technology, oenology and waste treatment. Conference papers can only be taken into consideration when they are organized by one of the institutions which closely collaborate with the publisher and they undergo the same evaluation process as regular papers. Conference papers already published in proceedings will not be considered at all.

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All published papers are **peer-reviewed** (see chapter **Editorial Process**) and **posted online** as soon as they are accepted (first in an unedited form ahead of press and then in the final form after printing). The content of the Journal is **available free of charge** and there are **no publication charges,** except for the additional costs of colour printing.

## Editorial Process

All contributions are evaluated according to the criteria of originality and quality of their scientific content. The manuscript needs to be prepared according to the Journal's instructions and proofed by a native English speaker or someone proficient in English. Manuscripts which do not conform to these standards will be returned immediately. All papers are to be submitted *via* Comet online submission system (at www.ftb.com.hr). The corresponding author will receive a confirmation e-mail with a reference number assigned to the paper, which he/she is asked to quote in all subsequent correspondence.

All manuscripts are first evaluated by the **Editor-in-Chief** and can be rejected without reviewing if considered not of sufficient interest or novelty, too preliminary or out of scope of the Journal. If the manuscript is considered suitable for further evaluation, it is first sent to the **Field editor**. Based on his/her opinion the paper is then sent to **at least two reviewers**. The duration of the reviewing process mostly depends on the availability and speed of the Field editor and the reviewers. Although they are each expected to complete their tasks within a month, due to their numerous duties and obligations, this deadline may be prolonged As soon as the reviews are submitted, the Editor-in-Chief brings a decision about the possible acceptance of the manuscript. The reviews are then sent to the authors *via* online submission system and if the reviews are positive, the authors are expected to submit the revised version in two months. If authors cannot resubmit the revised manuscript within this period, they should contact the Editor at ftb@pbf.hr to discuss the possibility of extending the deadline for resubmission, or otherwise uploading it as a new manuscript after all the changes requested by reviewers have been made. Authors are obliged to submit a new cover letter with each revised version together with the reply to the reviewers. If during the revision a change in authorship (addition or removal of author) has occurred, authors are requested to clarify the reason for change, and all authors (including the removed/added ones) need to submit a written consent for the change.

The revised version is evaluated by the Field editor and/or reviewers and the Editor-in-Chief brings a decision as soon as possible about final acceptance based on their suggestions. If necessary, further revision can be asked for to fulfil all the requirements of the reviewers. Before acceptance for publication, each manuscript is run through **iThenticate** plagiarism detection software to verify the originality and ensure the quality of the written work. Authors should take care not to exceed the limit of 20 % of overlapping, which should be even less (no more than 10 %) in the Results and Discussion section. When a manuscript is accepted for publication, each co-author is requested to sign **Declaration of Authorship** and **Statement of Conflict of Interest** forms and to provide all the requested details, and then the corresponding author is obliged to send all signed forms to ftb@pbf.hr. After that an official letter of acceptance is sent to the corresponding author, the manuscript is assigned a **doi number**, posted online in an unedited version (in the category Advanced online publication of articles) and deposited in CrossRef with the assigned doi numbers. After that stage, changes of authors of the manuscript are not possible.

Before printing, a **linguistic, metrological and technical revision** is made, at which stage the authors are asked to make the final corrections in no more than a week. The final version is then sent to the printer's office and the authors receive the galley proof for final check before printing. The authors are expected to correct only typographical errors on the proofs. Any changes in the text (additions *etc*.) at that stage will be made at author's expense. The proofs have to be returned to the Editorial Office within 48 hours. After printing, all manuscripts are posted online as pdf files in the final form and indexed in databases.

## Submitting an Article

Before submission, authors are required to read the Instructions to authors carefully and prepare the manuscript accordingly.

All articles must be submitted *via* the **Journal's online submission system** (at www.ftb.com.hr). Manuscripts sent by or e-mail will not be considered. All submissions should be formatted according to the Journal's instructions.

For manuscript submission, the corresponding author needs first to sign up as a new user. After signing up, the

author will receive a confirmation e-mail with the registration information. Upon registration, personal data should be entered, together with ORCID iD (which can be obtained for free at https://orcid.org/). All fields marked by asterisk (*) are mandatory. For each subsequent submission by the same author, the existing user name and password need to be used.

When submitting the manuscript, first the submission title should be written and the type of submission should be selected. Then all coauthors should be added (once again, all fields marked with asterisk are mandatory). Afterwards, summary (max. 250 words) and key words (not more than 10 words) should be written. Entire manuscript should be uploaded separately from figures. However, tables and figures can be inserted into the manuscript at the end of the text.

The cover letter containing full names (with underlined surnames) of all authors, their titles and affiliations with signatures confirming that manuscript or part of it was not accepted for publication or being considered for publication or published somewhere else should be uploaded separately. It is highly advisable to include the authors' ORCHID iD, if they have one.

A proposal of up to three reviewers along with their contact details is useful, provided that they are not from the authors' institutions or countries of origin. All suggestions of reviewers will be evaluated and the decision about their selection will be brougth by the editor. Authors bear the responsibility to provide accurate data about suggested reviewers; in case of false names and contact details the manuscript will be rejected.

For each document upload, handle (*e.g.* letter, manuscript, Fig. 1, Fig. 2, *etc.*) should be chosen.

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The revised version of the paper should be reuploaded through the online submission system, together with the reply to the reviewers and the letter to the Editor-in-Chief in which all other changes such as of authorship or affiliation need to be reported. All the changes made in the revised manuscript must be either highlighted, written in different colour or using Track changes. In reply to the reviewers the authors need to explain how they addressed each point given by the reviewer.

### Manuscript Organization

All papers must be written in English (preferably UK for non-native speakers). If English is not the authors' first language, the manuscript should be given to a native speaker for editing and proofreading. The submission may be rejected if written in poor English, or not written according to the instructions to authors.

All **headings** (**Summary**, **Introduction**, **Materials and Methods**, **Results and Discussion**, **Conclusions**, **References**) must be written in bold and placed above the text (paragraph). Subheadings (second order headings) may be used in Materials and Methods and Results and Discussion sections to simplify the presentation. Subheadings in Results and Discussion section should differ from the ones used in Materials and Methods section. They should be placed above the text and written in italic, with only first word beginning with capital letter. Third order headings should be written in a normal font and placed above the text. Fourth order headings can be used only if necessary and should be written in normal font in line with the text, separated with a full stop from the remaining text. Do not explain abbreviations in headings and subheadings, use full phrases instead and explain the abbreviation in the text.

**Latin** words, phrases and abbreviations, including generic and specific names, should be written in italic throughout the text, except in the list of references.

The **cited references** must be numbered consecutively throughout the text with ordinal numbers of the references in round brackets, with only the number written in italic, not the brackets. Authors' names can be cited in the text, but citation number must also be included (in the brackets). For joint authors, write both last names and the reference number in brackets, *e.g.* Smith and Jones (*1*); if three or more authors, cite the last name of the first author only, followed by *et al.* (in italic) and the number of reference in brackets, *e.g.* Smith *et al.* (*2*). Multiple citations should be separated by comma without spaces, *e.g.* (*2,5,14*); if more than two consecutive references are cited, they should be written in a range: (*4-8*).

**Equations** should be written in a separate line and numbered consecutively with a number between slashes (/1/, /2/ *etc.*). They should be written using the Equation editor or Insert-Equation command. When cited in text, abbreviation Eq. or Eqs. should be used (Eq. 1, Eqs. 2 and 3, *etc.*).

The **position of figures and tables** should be marked in the text.

For clearness, the research paper should be divided into the following sections:

- **Title page**
- **Summary**
- *Key words*
- **Nomenclature** (optional)
- **Introduction**
- **Materials and Methods**
- **Results and Discussion**
- **Conclusions**
- *Acknowledgements*
- **References**

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Manuscripts written in form of a review (minireview) must also contain **Summary**, **Introduction**, and **Conclusions** chapters, while the body should contain subheadings that reflect the content of the manuscript, with the rules for grading the subheadings being the same. If figures and tables are used, their position must be indicated in the text, and attention must be paid to the order of references, as figures and tables must also follow the consecutive order of references in the text. Authors must be careful not to use double references.

### Title page

Title page should contain the following information: **Title**, Running title, *Authors' names*, Affiliations, **Summary** and *Key words*.

**Title** of the manuscript should be informative but concise and explain the nature of the work. It must be under-

standable for readers outside the field, but should contain sufficient details for indexing purposes. It should not exceed 120 characters (with spaces), and all nouns, verbs, adjectives and adverbs in the title must be written with first capital letter.

Running title should be concise and contain no more than 6–7 words. It should clearly present the topic of the paper.

The manuscript must contain full names (first names, then surnames should be written; surnames must be underlined) of all authors with asterisk (*) next to the name of the corresponding author.

Affiliations (institutional addresses) should be written in English and marked with numbers in superscript next to the author's surname (the affiliation of first author should be marked with [1], second with [2], *etc.*). If all authors are from the same institution, numbers are not needed.

Contact details of corresponding author should be given in the footnote at the bottom of the title page (*Corresponding author: Phone:…; Fax:...; E-mail:…).

**Summary**

The summary (abstract of the paper) should not be longer than 250 words in a single paragraph. It should explain the aim of the paper and include the most relevant results and conclusions. No abbreviations, equations, illustrations, figures, tables or references should appear in the summary. The information in the summary should agree with the rest of the text and all information in it should appear in the body of the paper. Directly below the summary the key words should be presented. The **Summary** paragraph should contain all key words.

*Key words*

Key words should list the main topic of the paper for indexing purposes, so they should not be too general. There should be no more than 10 words or phrases, which should be separated by commas. Use of abbreviations as key words should be avoided, except for well-known and standard abbreviations (such as HPLC, PCR, *etc.*).

**Nomenclature** (optional)

When many abbreviations and symbols are used in the text, a separate section can be included with the list of abbreviations and symbols used in the text and their short description. For physical quantities, besides symbol definition units should be written.

**Introduction**

The introductory part should clearly describe the aim of the research. Sufficient references to relevant previous publications along with a brief discussion and conclusions of past research should be given. A short section explaining the relevance of the presented research in that context should be included. It should be pointed out why the methodology used in the present study was chosen and why it will provide new insights.

**Materials and Methods**

Experimental part should be written clearly and in sufficient detail about the used protocol to allow the work to be repeated. Detailed description is required only for new techniques and procedures, while the known methods must be cited in the references. For chemicals and apparatus used, full data should be given including the name, company/manufacturer, city and country (state and country) of origin, while computer software, search tools and databases should be cited in the reference list. Information about the origin of samples (*e.g.* meat, plants, *etc.*) must be given in detail. Details on organism(s) studied and, when relevant, their pre-experiment handling and care should be given. For a field study, a description of the study site, including the significant physical and biological features, and the precise location should be included. The sampling design should be described (controls, number of samples, treatments, measured variables, replication, final form of data, *etc.*). Statistical procedures and software used to analyze the results, including the probability level at which the significance was determined, should be described. If citing more than one method of the same standards organization, each method must be cited separately.

Do not mention tables and figures that present the results in this section.

**Results and Discussion**

Results and Discussion should be written as one combined section in order to simplify the presentation. The body of the Results and Discussion section is a text-based presentation of the key findings which includes references to each of the tables and figures.

Tables and/or figures should be sequenced to present the key findings in a logical order, and assigned numbers in order in which they are referred to in the text, *i.e.* the first table should be cited as Table 1, the next as Table 2 and so on. The first figure should be cited as **Fig. 1**, the next **Fig. 2**, *etc.* Their position should be indicated in the text.

Discussion should not be merely the repetition of the obtained results and should address each of the experiments or studies for which the results are presented. It should provide authors' interpretation of the significance of the obtained results. The findings must be related to the previous studies the authors and other investigators have done. Crucial information in the research must be emphasized and interpreted in the context of previously published work.

**Conclusions**

This section must not be merely the repetition of the content of the preceding sections. It cannot be omitted or merged with the previous section. Conclusion should concisely and clearly explain the significance and novely of the results obtained in the presented work. It must not contain references.

*Acknowledgements*

Acknowledgements to colleagues, institutions or companies for financial support, donations or any other assistance need to be put at the end of the manuscript, before references.

**References**

Authors bear the responsibility for the accuracy of the references; therefore, each reference should be thoroughly checked. References should be selective rather than extensive (with the exception of review articles), and should preferably include recent international publications relevant to the Journal and must all be written in English. If the original literature cited has not been available, the authors should quote the source used. Unpublished data should be mentioned only in the text, and not appear in the reference list.

When writing references, authors should follow ICMJE style recommendations. For guidelines and examples how to write references check our website. The references are numerated in the order they are cited in the text, and nothing except the ordinal number of the reference is written in *italic*. After reference number, the surname is written followed by first name initial(s) (without full stops). Authors' names are separated by commas, and full stop after the last author's initial(s), just before the title of the article. If the publication has more than six authors, Latin abbreviation et al. needs to be used after the sixth author. Full titles of articles should be written. If a cited reference is written in a language other than English, translation of the original title should be written in square brackets, and the name of the language written in brackets at the end of citation, before the doi number. Abbreviations for periodicals should be used (for help see **Web of Science Journal Title Abbreviations,** https://images.webofknowledge.com/images/help/WOS/A_abrvjt.html). Journal title (abbreviated whenever official abbreviation is available) is followed by the year of publication;volume:page range, *e.g.* Food Technol Biotechnol. 2015;53:3–10. Where available, **doi number** should be added in a separate line at the end of the corresponding reference. If in doubt, doi numbers can be checked at www.crossref.org. Authors must be careful not to repeat the same reference.

**All references should be cited as in the following examples:**

**Citing journals:**

1. Houbraken J, Frisvad JC, Samson RA. Fleming's penicillin producing strain is not Penicillium chrysogenum but P. rubens. IMA Fungus. 2011;2:87–95. http://dx.doi.org/10.5598/imafungus.2011.02.01.12
2. Barboni T, Luro F, Chiaramonti N, Desjobert JM, Muselli A, Costa J. Volatile composition of hybrids Citrus juices by headspace solid-phase micro extraction/gas chromatography/mass spectrometry. Food Chem. 2009; 116:382–90. http://dx.doi.org/10.1016/j.foodchem.2009.02.031

**Citing journals without doi numbers:**

3. Pedisić S, Dragović-Uzelac V, Levaj B, Škevin D. Effect of maturity and geographical region on anthocyanin content of sour cherries (Prunus cerasus var. marasca). Food Technol Biotechnol. 2010;48:86–93.
4. Boidron JN, Chatonnet P, Pons M. Effects of wood on aroma compounds of wine. Conn Vigne Vin. 1988;22: 275–94.

**Citing articles with more than 6 authors:**

5. Čanadanović-Brunet JM, Ćetković GS, Djilas SM, Tumbas VT, Savatović SS, Mandić AI, et al. Radical scavenging and antimicrobial activity of horsetail (Equisetum arvense L.) extracts. Int J Food Sci Technol. 2009; 44:269–78. http://dx.doi.org/10.1111/j.1365-2621.2007.01680.x

**Citing articles in the original language other than English:**

6. Gan L, Zhang SH. Effect of Lycium barbarum polysaccharides on antitumor activity and immune function. Acta Nutrim Sin. 2003;25:200–2 (in Chinese).

**Citing articles published online ahead of print version:**

7. Obranović M, Škevin D, Kraljić K, Pospišil M, Neđeral S, Blekić M, Putnik P. Influence of climate, variety and production process on tocopherols, plastochromanol-8 and pigments in flaxseed oil. Food Technol Biotechnol. 2015;53:in press. http://dx.doi.org/10.17113/ftb.53.04.15.4252

**Citing books:**

8. Bull AT, editor. Microbial diversity and bioprospecting. Washington DC, USA: American Society for Microbiology, ASM Publications; 2004.
9. Kieser T, Bibb MJ, Buttner MJ, Chatner KF, Hopwood DA. Practical Streptomyces genetics. Norwich, UK: John Innes Foundation; 2000.

**Citing chapter in a book:**

10. Lane DJ. 16S/23S rRNA sequencing. In: Stackebrandt E, Goodfellow M, editors. Nucleic acid techniques in bacterial systematics. Chichester, UK: John Wiley & Sons; 1991. pp. 115–75.

**Citing a chapter in a book from a book series:**

11. Kilmartin PA. Microoxidation in wine production. In: Taylor SL, editor. Advances in food and nutrition research, vol. 61. Burlington, MA, USA: Academic Press; 2010. pp. 149–86.

**Citing e-books:**

12. Grivetti LE, Shapiro HY, editors. Chocolate, History, culture, and heritage. John Wiley & Sons, Inc.; 2009. Available from: www.onlinelibrary.wiley.com/book/10.1002/9780470411315. http://dx.doi.org/10.1002/9780470411315

**Citing guides, manuals:**

13. SAS/STAT user's guide, v. 9.3. Cary, NC, USA: SAS Institute, Inc; 2011. Available from: https://support.sas.com/documentation/cdl/en/statug/63962/PDF/default/statug.pdf.
14. NIST/SEMATECH e-handbook of statistical methods. Gaithersburg, MD, USA: National Institute of Standards and Technology (NIST), US Department of Commerce; 2012. Available from: http://www.itl.nist.gov/div898/handbook/

**Citing theses:**

15. Fernandes MLM. Production of lipases by solid-state fermentation and their use in biocatalysis [PhD Thesis]. Paraná, Brazil: Federal University of Paraná; 2007 (in Portuguese).

**Citing patents:**

16. Singer NS, Yamamoto S, Latella J. Protein product base. European patent EP 0250623 B1. 1990.
17. Otto R. Method for the production of lactic acid or a salt thereof by simultaneous saccharification and fermentation of starch. US patent 0261285. 2008.

**Citing symposiums, congresses, proceedings:**

18. Leboš Pavunc A, Kos B, Beganović J, Gjuračić K, Šušković J. Selection of probiotic strains from Croatian traditional fresh cheese. Book of Abstracts of the 5th Central European Congress of Food, Bratislava, Slovakia; 2010. p. 176.

19. Brennan CS, Symons LJ, Tudorica CM. Low GI cereal foods: the role of dietary fibre and food structure. In: Cauvain SP, Salmon SS, Young LS, editors. Using cereal science and technology for the benefit of consumers: Proceedings of the 12th International ICC Cereal and Bread Congress; 2004 May 24–26; Harrogate, UK. Sawston, UK: Woodhead Publishing; 2005. pp. 95–101.

**Citing official methods:**

20. AOAC Official Method 2003.08. Enumeration of Staphylococcus aureus in selected dairy foods. Gaithersburg, MD, USA: AOAC International; 2003.

21. ASTM D882-12. Standard test method for tensile properties of thin plastic sheeting. West Conshohocken, PA, USA: ASTM International; 2012. http://dx.doi.org/10.1520/D0882

22. ISO 8586:2012. Sensory analysis – General guidelines for the selection, training and monitoring of selected assessors and expert sensory assessors. Geneva, Switzerland: International Organization for Standardization (ISO); 2012.

23. AACC Method 44-15.02. Moisture – air-oven methods. St. Paul, MN, USA: American Association of Cereal Chemists (AACC) International; 2010.

**Citing official methods in other languages than English:**

24. Act on Animal Welfare No. 135. Zagreb, Croatia: Official Gazette of the Republic of Croatia; 2006 (in Croatian).

25. LST ISO 6885:2000. Animal and vegetable fats and oils. Determination of anisidine value. Vilnius, Lithuania: The Lithuanian Standards Board; 2000 (in Lithuanian).

26. LST EN ISO 660:2009. Animal and vegetable fats and oils – Determination of acid value and acidity (ISO 660: 2009). Vilnius, Lithuania: The Lithuanian Standards Board; 2009 (in Lithuanian).

**Citing reports:**

27. European Food Safety Authority (EFSA). Analysis of the baseline survey on the prevalence of Listeria monocytogenes in certain ready-to-eat foods in the EU, 2010–2011. Part A: Listeria monocytogenes prevalence estimates. EFSA J. 2013;11(6):3241. http://dx.doi.org/10.2903/j.efsa.2013.3241

28. WHO Technical Report No. 940. Evaluation of certain food additives: 67th report of the Joint FAO/WHO Expert Committee on Food Additives. Geneva, Switzerland: Food and Agriculture Organization of the United Nations and World Health Organization (FAO/WHO); 2006. Available from: http://www.who.int/WHO_TRS_940.pdf

**Citing software:**

29. STATISTICA, v. 12, StatSoft, Inc, Tulsa, OK, USA; 2012. Available from: http://www.statsoft.com.

30. Clustal W, v. 2.1. Dublin, Ireland: UCD Conway Institute of Biomolecular and Biomedical Research; 2014. Available from: http://www.clustal.org.

**Citing databases:**

31. NIST/EPA/NIH Mass Spectral Library, NIST 14, v. 2.2g. Gaithersburg, MD, USA: National Institute of Standards and Technology; 2013. Available from: http://www.nist.gov/srd/nist1a.cfm#.

32. GenBank®. Bethesda, MD, USA: National Center for Biotechnology Information (NCBI), US National Library of Medicine; 2015. Available from: http://www.ncbi.nlm.nih.gov/.

33. Resources to Reserves 2013 – Oil, gas and coal technologies for the energy markets of the future. Paris, France: International Energy Agency (IEA); 2013. Available from: http://www.iea.org.

34. BRENDA, The Comprehensive Enzyme Information System. Braunschweig, Germany: Institute of Biochemistry and Bioinformatics, Technical University of Braunschweig: 2014. Available from: http://www.brenda-enzymes.info/.

35. MetaCyc Metabolic Pathway Database. Menlo Park, CA, USA: SRI International. Available from: http://metacyc.org.

**Citing electronic material, websites:**

36. Meier U. Growth stages of mono- and dicotyledonous plants. 2001. Available from: http://pub.jki.bund.de/index.php/BBCH.

37. Global opportunities for whey and lactose ingredients 2010–2014. 3ABC – 3A Business Consulting. Available from: http://www.3abc.dk/Report%20information%20%20Global%20Opportunities%20for%20Whey%20and%20Lactose%20Ingredients%202010–2014.pdf.

38. Huntrods D. Carrot profile. Agricultural Marketing Resource Center (AgMRC). Ames, IA, USA: Iowa State University; 2013. Available from: http://www.agmrc.org.

## Table and Figure Guidelines

It is normally better to use tables to present detailed numeric information, while graphs are better for broad comparisons and indicating trends. Each table and illustration must contain all necessary information to be understood independently of the text. The same data should not be reproduced in both diagrams and tables. All figures (graphs, photographs, diagrams, *etc.*) and tables should be cited in the text and numbered consecutively throughout. The placement of figures and tables should be indicated.

Parts of figures must be identified by lower case Roman letters: a), b), c), *etc.* The size of letters and other symbols on diagrams and figures should be such as to allow reduction to column width without loss in legibility. Unmounted figures are preferred.

Figures and other illustrations should be of good quality, in vector format, well-contrasted and black and white. If authors insist on colour prints, they will be asked to pay the additional cost.

**Figure legends** should be placed **below** each figure, while **table headings** should appear **above** the tables. They should both clearly explain the content of figure or table. Footnotes to tables should be indicated by superscript letters or symbols, except for abbreviations, which should be repeated in the footnote. All abbreviations should be described in figure legends or table footnotes.

The values on the x- and y-axes must be clearly and precisely defined, and decimal numbers must be written with decimal points, not commas.

Figures (with legends) and tables must be inserted at the end of the manuscript. **Figures** can be in doc, docx, xls, xlsx, jpg, tiff or bmp format, and **tables** in doc, docx, xls or xlsx format. Aditionally, all figures must be uploaded separately in vector format.

### Precision of Mean Value and Standard Deviation

In figures, **experimental error and statistical significance** should be indicated clearly. In tables, when selecting the number of significant digits, precision must be taken into account, but too much information should be avoided. The correct number of significant figures in a mean value is the number of digits that are certain plus **only one** uncertain digit. The mean value should have the same number of places after the decimal point as the rounded standard deviation. When necessary, statistical significance can be indicated by lower case letters in superscript, but in that case the mean value and its standard deviation must be written in brackets (superscripted letter must be after the bracket).

### Nomenclature and SI Guidelines

**SI (Système International) units** should be used. Only symbols (not their subscripts, superscripts or description in brackets) of physical quantities should be written in *italic*. All physical quantities given in table columns or rows and corresponding table headings with units, or graphical plots and corresponding table headings with units, or graphic plots and corresponding axis labels should conform to the algebraic rules, *i.e.* physical quantity/unit=numerical value. Numerical values and their units must be written with one space between (*e.g.* 1 cm, 2 L, 3 g/L, 10 %, 20 °C).

For the mixtures of A (solute) and B (solvent) the content should be expressed with one of the physical quantities given in the table below (the content itself is not a physical quantity):

| Name | Symbol | Definition | SI unit |
|---|---|---|---|
| RATIOS | | | |
| Mass ratio | $\zeta$ | $\zeta(A,B) = \frac{m(A)}{m(B)}$ | 1 |
| Volume ratio | $\phi$ | $\phi(A,B) = \frac{V(A)}{V(B)}$ | 1 |
| Amount (of substance) ratio | $r$ | $r(A,B) = \frac{n(A)}{n(B)}$ | 1 |
| Number ratio | $R$ | $R(A,B) = \frac{N(A)}{N(B)}$ | 1 |
| Molality | $b$ | $b(A,B) = \frac{n(A)}{m(B)}$ | $\frac{mol}{kg}$ |
| Mass per volume ratio | $m/V$ | $\frac{m(A)}{V(B)}$ | $\frac{kg}{m^3}$ |
| FRACTIONS | | | |
| Mass fraction | $w$ | $w(A) = \frac{m(A)}{m(A)+m(B)}$ | 1 |
| Volume fraction | $\varphi$ | $\varphi(A) = \frac{V(A)}{V(A)+V(B)}$ | 1 |
| Amount fraction | $x$ | $x(A) = \frac{n(A)}{n(A)+n(B)}$ | 1 |
| Number fraction | $X$ | $X(A) = \frac{N(A)}{N(A)+N(B)}$ | 1 |
| CONCENTRATIONS | | | |
| Mass concentration | $\gamma$ | $\gamma(A) = \frac{m(A)}{V(A)+V(B)}$ | $\frac{kg}{m^3}$ |
| Volume concentration | $\sigma$ | $\sigma(A) = \frac{V(A)}{V(A)+V(B)}$ | 1 |
| Amount concentration | $c$ | $c(A) = \frac{n(A)}{V(A)+V(B)}$ | $\frac{mol}{m^3}$ |
| Number concentration | $C$ | $C(A) = \frac{N(A)}{V(A)+V(B)}$ | $\frac{1}{m^3}$ |

The symbols w/w, v/v and w/v are also not recommended. Instead of these old symbols, SI recommends symbol for mass: *m* and volume: *V*. Besides, these older symbols are usually used for ratios but sometimes they are used as fractions and this can be ambiguous. Therefore, for unambiguous presentation either ratio or fraction should be stated. Ratio or fraction can be used either per unit or per 100 (%), per $10^3$ (‰), per $10^6$ (ppm), or $10^9$ (ppb), *etc.* The proper way for expressing fractions is % (by mass), % (by volume) or % (*m/V*), instead of % (w/w), % (v/v) or % (w/v), respectively.

The principle to use as few characters as possible is recommended. In accordance with this the authors are encouraged to use units with SI prefixes instead of the basic SI unit (*e.g.* instead of $1.2 \cdot 10^{-6}$ A, 1.2 μA should be used). For volume, the unit litre (1 L) or its decimal units are recommended as a special name for 1 $dm^3$ volume unit (1 L=1 $dm^3$, one character substitutes three characters). Following the same principle, although not recommended by IUPAC, the unit 1 M (or its decimal units) for amount concentration can be used (1 M=1 mol/L).

The **IUPAC recommendations on chemical nomenclature** should be followed (http://www.chem.qmul.ac.uk/iupac/index.html).

For the biochemical nomenclature including abbreviations, recommendations of the **Nomenclature Committee of IUBMB** and the **IUPAC-IUBMB** Joint Commission on Biochemical Nomenclature (http://www.chem.qmul.ac.uk/iubmb/) should be followed.

For gene nomenclature and symbols the **Human Genome Nomenclature Database** (http://www.genenames.org/) and **Entrez Gene** (http://www.ncbi.nlm.nih.gov/sites/entrez?db= gene) should be consulted.

Apart from the recommended nomenclature, the usual common terms are acceptable as is the use of the usual abbreviations within the text, particularly in cases of compounds of very long names.

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