



CONGRESS
OF HALAL
QUALITY

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Hotel Hills Sarajevo, Bosnia and Herzegovina

Instructions to authors



Authors are kindly asked to read the following instructions while preparing the manuscript for publishing in the journal *Halal quality and certification*.

Halal quality and certification is a scientific-professional journal of halal and certification, published by the Agency for halal quality certification, with Co-Publisher Faculty of Technology University of Tuzla, Faculty of Islamic studies University of Sarajevo.

Halal quality and certification publishes *original scientific papers, preliminary communications, scientific notes, reviews* and *professional papers*. All papers need to be written and submitted in English. All contributing manuscripts will be subjected to critical peer review.

Difference between *scientific* and *professional* papers is in the originality of methods, results and conclusions.

Although a professional paper may imply more tangible applications it is generally not considered a new scientific contribution.

Original scientific papers report unpublished results of original research. They must contain significant and original observations to be critically evaluated. Experimental data should be presented in a way that enables reproduction and verification of analyses and deductions on which the conclusions are based.

Preliminary communications include short information on the results of scientific research which require immediate publication.

Scientific notes include reports on shorter but completed research or descriptions of original laboratory techniques (methods, apparatus etc.) and should be concise.

Reviews are original, critical and up-to-date surveys of an area in which, preferably, the author himself/herself is active. They should include recent references from international publications.

Professional papers present new possibilities of improvement within the area of food technology. The emphasis is on the application of known methods and facts as well as on broadening the knowledge in the particular area. The acquired knowledge is applied to the object of research.

Procedure

All contributions are evaluated according to criteria of originality and quality of their scientific and professional content. All manuscripts received for consideration will be acknowledged by the Editorial office. All manuscripts are sent to at least two referees. Based on their opinion, the Editor and the Editorial Board bring a decision about the acceptance of the manuscripts. Contributions may be rejected without reviewing if considered inappropriate for the journal.

Copyright

The authors bear the sole responsibility for the content of the contributions. The Editorial Board assumes that by submitting their papers the authors have not violated any internal rules or regulations of their institutions related to the content of the contributions and that they have not submitted the paper somewhere else. The acceptance of the paper obliges the authors not to publish the same material elsewhere.

Manuscript preparation

The manuscript should consist of max. 15 type written pages including tables, graphs, schemes and photographs. It should be written with 1.5 spacing on one side of the paper and margins 2.5 cm. For the text should be used normal plain font (Times New Roman, font size 12). The title of the manuscript and

the title of the chapter should be short and written in bold. The title of subheading should be written in italic.

Under the title, author/s full name/s and surname/s should be written, with asterisk next to the name of the corresponding author. Footnote at the bottom of the first page should contain information about the corresponding author (address and e-mail). The affiliations for all authors must be given in the following sequence:

University/Institution, Faculty/Department, Postal address, City, Country. When authors have different affiliations, should be used superscripted Arabic numbers after last name of the author.

Manuscript has to be written without spelling mistakes, impersonal style. It is the author's responsibility to ensure that papers are written in clear and comprehensible English. Authors whose native language is not English are strongly advised to have their manuscripts checked by an English-speaking colleague prior to submission.

The first word in the paragraph must not be retracted. Paragraphs have to be separated by clicking on enter key.

Pages have to be numerated (on the bottom right). For decimal numbers in text and tables dot should be used.

Latin words, phrases and abbreviations, including generic and specific names, should be written in italic. Manuscripts should be submitted by e-mail congress@halal.ba, as attached document.

For clearness the paper should be divided into the following sections: **Summary**, *Keywords*, **Introduction**, **Materials and Methods**, **Results and Discussion**, **Conclusions and References**.

Summary

Summary must not exceed 300 words and has to show relevant data, methodology, main results and conclusion. It should not contain abbreviations or references. After summary, authors are asked to list several keywords.

Keywords

Keywords include the main topic of the paper and should not contain more than 5 words or phrases, which should be separated by commas.

Introduction

Introduction should refer to previous research results and explain the purpose of the investigations.

Materials and methods

Experimental part should be written clearly and in sufficient detail to allow the work to be repeated. Materials and Methods should indicate instruments, samples, subjects, chemicals, etc., giving enough details only if new methods and/or procedures and/or principles are used. For the well-known methods and techniques an adequate reference(s) citation will suffice.

Results and discussion

The information given in tables and figures should not be repeated, and only relevant data discussed and explained. Combining the results with discussion can simplify the presentation.

Tables and figures should be completely understandable without reference to the text. For publishing reasons, they have to be delivered in graphical formats (*.xls, *.tif or *.jpg) and at the end of the paper.

All illustrations (graphs, schemes, diagrams, pictures, etc.) should be named as figures. Refer to figures by the abbreviation "Fig.". All figures and tables should be cited in the text and numbered consecutively throughout.

Preferred program for preparing figures and tables is Microsoft Office Excel.

Be sure to use lettering, data lines, and symbols sufficiently large and thick to be clearly legible when the figure is reduced to the normal published size. In graphs and charts, curves should be identified by using different symbols for points (•, ◇, ○, □, ■, ▲, etc.) and not by line width or colour. Several figures should be grouped in a plate on one page. Do not place figures into bordered frames. Figure caption and legend should be placed at the bottom of each figure, while table headings should appear above the tables. The text into the figures and tables should be written in the same language as the body text.

Whenever possible formulae and equations are to be written in one line, centred on the page, and consecutively numbered in Arabic numbers between round brackets at the right margin of the paper. Refer to equations by the abbreviation "Eq.".

SI (System 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.

It is preferred to write the measurement units as "kg/m³".

Conclusions

Conclusions have to briefly explain significance of the research results.

References

References should be selective rather than extensive (with the exception of review articles). Literature citations in the text should be referred by author's last name and year, in brackets, such as (Knowles, 2007), or with the last name of the author as part of the sentence, immediately followed by the year of publication in brackets, such as ("Smith (1963) reported growth on media."). If there are more than two authors, mention the first author and add et al., followed by the year.

In the reference list which has to be written at the end of the paper, all authors have to be listed (surname and name initials – capitalizing only the initial letters) in alphabetical order, and paper of the same author by chronological order. If there are more papers from the same author published in the same year, references have to be differentiated by letters in the text (a, b, c, d) behind the year of publishing. In case of multi author papers, in reference list all the authors have to be written (not the first author and mark "et al.").

Italicize only those words that were underlined or italicized in the original, such as names of microorganisms. Also titles of journals have to be written in italics.

For papers published on the web, it is necessary to write the source and the date when the paper was downloaded, besides basic information (title, author's name, etc.).

Abbreviations for periodicals should be in accordance with the latest edition of the Thomson ISI List of Journal Abbreviations (Thomson Scientific, USA). Full stop should be used after each abbreviation.

Reference list should be written as shown:

Journals:

Kopjar, M., Piližota, V., Hribar, J., Nedić Tiban, N., Šubarić, D., Babić, J., Požrl, T. (2008): Influence of trehalose addition on instrumental textural properties of strawberry pastes, *Int. J. Food Prop.* 11 (3), 646-655.

Books:

Doyle, M.P., Beuchat, L.R., Montville, T.J. (2001): Food Microbiology: Fundamentals and Frontiers, Washington, USA: ASM Press, pp. 572-573.

Chapter in book:

Varoquaux, P., Wiley, R.C. (1994): Biological and Biochemical Changes in Minimally Processed Refrigerated Fruits and Vegetables. In: Minimally Processed Refrigerated Fruits and Vegetables, Wiley, R.C. (ed.), New York, USA: Chapman, pp. 226-268.

Conference proceedings:

Babić, J., Šubarić, D., Ačkar, Đ., Kopjar, M. (2008): Utjecaj hidrokoloida na reološka svojstva voštanog kukuruznog škroba. In: 43rd Croatian and 3rd International Symposium on Agriculture, Pospišil, M. (ed.), Zagreb, HR, pp. 558-562.