



***JDS Instructions for Authors: Policies
Table of Contents***

Journal Policies and Procedures.....	2
Aims and Scope	2
Contact Information for Journal Staff.....	2
Care and Use of Animals.....	2
Human Subjects Research.....	3
Cell Culture Studies.....	3
Reporting Guidelines.....	3
Authorship	3
Plagiarism.....	3
Types of Articles	3
Original Materials.....	3
Reproducing Published Material in Your Article.....	4
Open Access	4
Rejected Manuscripts.....	4
Publication Costs.....	5
Responsibility for Payment.....	5
APC Waivers	5
Acknowledgment of Funding and Conflicts of Interest	5



Journal of Dairy Science® Instructions to Authors: Policies¹

Journal Policies and Procedures

The American Dairy Science Association® (ADSA®) invites scientists from the global community to submit papers for consideration to the *Journal of Dairy Science* (JDS). Authors need not be members of ADSA to publish in JDS.

These instructions detail policies and procedures for publishing in JDS. We recommend that authors refer to these instructions, as well as the **Instructions to Authors: Style and Form**, during submission, peer review, acceptance, proof correction, and final publication phases.

Aims and Scope

The *Journal of Dairy Science* publishes original research, invited review articles, and other scholarly work that relates to the production and processing of milk or milk products intended for human consumption. The journal is broadly divided into dairy foods and dairy production sections. The Resources and Environment section may include papers from either Dairy Foods or Dairy Production.

Dairy Foods Sections

- Bioactivity and Human Health
- Chemistry and Materials Science
- Dairy Product Microbiology and Safety
- Food Systems and Environment
- Microbiology and Safety
- Processing and Engineering
- Sensory Analysis

Dairy Production Sections

- Animal Nutrition
- Farm Systems and Environment
- Genetics and Genomics
- Health, Behavior, and Well-being
- Physiology

In addition to the above sections, interpretive applied summaries and recommendations may be submitted to the Dairy Industry Today section. Syntheses and applications from technical reports that contribute to solutions of problems in the dairy industry especially

are solicited. Authors of reports for extension education of the nonscientist are encouraged to share their contributions with colleagues and to achieve wider circulation of their conclusions and recommendations through this section. In addition, papers that report on advances in teaching and outreach techniques are suitable for this section.

Contact Information for Journal Staff

For information on the scientific content of the journal, contact the editor-in-chief, Dr. Paul J. Kononoff; phone: 402-472-6442; e-mail: pkononoff2@unl.edu.

For assistance with ScholarOne (Manuscript Central) and open access licenses, contact Shauna Miller, editorial assistant, Headquarters Office, 1800 S. Oak St., Suite 100, Champaign, IL 61820; phone (217) 239-3339; fax (217) 378-4083; shaunam@assochoq.org.

For questions about manuscript preparation, journal style and form, and proofs, contact Lisa Krohn, lead technical editor, at lisak@assochoq.org or journals@assochoq.org.

For all other questions, contact Laura Esterman, managing editor, Headquarters Office, American Dairy Science Association, 1800 S. Oak St., Suite 100, Champaign, IL 61820; phone (217) 239-3352; laurae@assochoq.org or journals@assochoq.org.

Care and Use of Animals

The *Journal of Dairy Science* requires that all research animal activity to be performed in compliance with federal, state, and local laws and regulations. The authors should state explicitly that institutional animal care and use (IACUC) or equivalent approval was obtained before commencement of the study. Authors should make it clear that experiments were conducted in a manner that avoided unnecessary discomfort to the animals by the use of proper management and laboratory techniques. Experiments should be conducted in accordance with the principles and specific guidelines presented in *Guidelines for the Care and Use of Agricultural Animals in Research and Teaching*, 4th ed. (available from ADSA; <https://www.adsa.org/Publications/Guide-for-the-Care-and-Use-of-Animals>).

Methods of killing experimental animals must be described in the text. When describing surgical procedures, the type and dosage of the anesthetic agent must be specified.

¹Revised July 2022.

Human Subjects Research

The *Journal of Dairy Science* requires that research involving human subjects (e.g., surveys, sensory panels, or other participation) complies with all appropriate laws, regulations, and policies (e.g., the Declaration of Helsinki) governing the use of human subjects in research. The authors should state explicitly that institutional review board (IRB) or equivalent approval was obtained before commencement of the study, including the name of the IRB that granted approval.

Cell Culture Studies

Studies utilizing cell culture techniques are invited, but must satisfy two or more of the following criteria: (1) cell culture findings are supported by whole-animal experimental data; (2) images of cells are provided with appropriate immunostaining to confirm the cell type; (3) mRNA data are supported by protein analysis; (4) data derived from cell culture must use two different cell sources (e.g., primary and transformed from same species, or two cell lines from different species). For primary cell data, the origin of the cells must be clearly described.

Reporting Guidelines

The *Journal of Dairy Science* requires the submission of an appropriate reporting guideline checklist with each paper. This is a widespread practice and common requirement in leading scientific and medical journals. Reporting guidelines help to ensure complete and accurate reporting of a study, which contributes to reproducibility and allows for critical appraisal of the work, as well as eventual inclusion of the study in systematic reviews and meta-analyses. Reporting guidelines do not prescribe study design or analysis but have been shown to improve the clarity and completeness of reporting. More information on the policy and its implementation can be found here: <https://www.journalofdairyscience.org/content/inst-auth>.

Authorship

The *Journal of Dairy Science* follows guidelines on authorship and contribution from the International Committee of Medical Journal Editors (<http://www.icmje.org/>). As such, the journal recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND

3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

To satisfy the requirement for authorship, each contributor must meet all 4 criteria above. Contributors meeting fewer than the 4 criteria listed here should be listed in the Acknowledgments section of an article.

Authors are encouraged to have an ORCID identifier (<https://orcid.org/>) for disambiguation of the publication record and to link their ORCID to their ScholarOne Manuscripts account.

Plagiarism

The *Journal of Dairy Science* follows the guidelines of the Committee on Publication Ethics (COPE; <https://publicationethics.org/>). All manuscripts will be screened using plagiarism-detection software at the time of submission and throughout the review and revision process.

Types of Articles

The *Journal of Dairy Science* accepts the following types of papers:

- Full-length research papers (including Dairy Industry Today papers)
- Invited reviews
- Symposium reviews
- Graduate student literature reviews
- Letters to the editor

For more information on the requirements for these, refer to **Instructions for Authors: Style and Form**.

SUBMISSION OF MANUSCRIPTS

Authors should submit their papers online at ScholarOne Manuscripts (<https://mc.manuscriptcentral.com/jds>). All authors of a manuscript must have an account in this system, and all accounts must be associated with your submitted manuscript. For more information on preparing your manuscript for submission, refer to **Instructions for Authors: Style and Form**.

Original Materials

Data (including graphs, figures, tables, and illustrations) must not have been published elsewhere except as abstracts, local or regional field day reports, extension letters, or non-peer-reviewed, noncopyrighted proceedings of conferences. Authors may post abstracts

of manuscripts on the web at the time of submission. After acceptance of a manuscript, JDS authors should add the JDS DOI (digital object identifier) to any versions of the manuscript that are publicly available online. Material submitted to JDS should not be submitted for publication to popular magazines, company advertisements, or organizational proceedings until the author has received notification of acceptance of the manuscript. Before manuscripts are submitted, authors should have them read critically by others well versed in English to facilitate review, and the senior author must have authorization to publish. All coauthors should approve the manuscript before its submission to the journal.

Reproducing Published Material in Your Article

Figures, tables, or other parts of a manuscript that have previously been published or are not the property of the authors must be properly acknowledged in the manuscript. The authors must obtain permission to republish these items from the person or institution holding the copyright, usually the publisher, and provide those permissions to the journal office.

Requests to reproduce material published in JDS must be made through Elsevier's Rights Department (permissionshelpdesk@elsevier.com), online via the Elsevier permissions page (<https://www.elsevier.com/about/our-business/policies/copyright/permissions>), or via the Copyright Clearance Center (<https://www.copyright.com>).

Open Access

All articles published open access will be immediately and permanently free for everyone to read, download, copy, and distribute. Permitted use is defined by the user license on the article. The default license type for JDS is the Creative Commons Attribution (CC BY). This license lets others distribute and copy the article; create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation); include it in a collective work (such as an anthology); text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation.

For more information about open access licenses, see <https://www.elsevier.com/journals/journal-of-dairy-science/0022-0302/open-access-information>.

REVIEW OF MANUSCRIPTS

Upon submission to JDS, a manuscript is assigned to a section editor, who enlists reviewers to assist in the evaluation of the manuscript. The review process is confidential, which infers a bond of trust among the authors, editor, and reviewers. The editor is trustee of the manuscript until the review process is completed and ensures that the review process is fair, thorough, and confidential. Reviewers are asked not to share the contents of the manuscript with anyone, except that they may ask a colleague to assist with the review with approval of the editor. Communication with authors should only be through the editor. Reviewers should notify the editor of conflicts of interest that may compromise their ability to provide a fair and unbiased review. Moreover, they must recognize their responsibility in maintaining the confidential nature of the review. Authors should suggest names of appropriate reviewers when submitting the manuscript to streamline the review process and may list reviewers whom they consider unacceptable because of potential bias. These recommendations will be considered by the editor when assigning reviewers.

A reviewed paper returned to authors for revision must be returned to the editor within 6 weeks. Under unusual circumstances, the section editor may allow a one-time extension of 4 weeks (for a total of 10 weeks). If the authors cannot meet the extended deadline, they should withdraw the paper.

Rejected Manuscripts

If a manuscript is rejected, the corresponding author may discuss the matter with the section or senior editor assigned to the manuscript. If the author believes a rejection decision was erroneous or biased, he/she may appeal the decision directly, in writing, to the editor-in-chief. The editor-in-chief will review the author's reasons, as well as all materials related to the manuscript, and will accept or deny the appeal. An author receiving a rejection decision may not simply revise and resubmit. Rejected manuscripts require an invitation from the section editor or editor-in-chief to submit a revision. A resubmitting author must include the manuscript number of the original (rejected) paper in the cover letter so that the journal can verify that an invitation to resubmit was offered.

Publication Costs

Beginning with the January 2022 issue, JDS is a gold open access journal. The article publication charge (APC) is \$1600 if at least one author is a professional member of ADSA, and \$3500 if no authors are professional members of ADSA. The standard open access license will be the Creative Commons (CC) [By-NC-ND 4.0](https://creativecommons.org/licenses/by-nc-nd/4.0/). Licenses will be collected upon manuscript acceptance in ScholarOne. Articles will be freely accessible through the journal's websites (<https://www.journalofdairyscience.org/> and <https://www.sciencedirect.com/journal/journal-of-dairy-science>) at the time of publication.

Responsibility for Payment

By submitting a manuscript, the authors agree to bear responsibility for payment of APC. Collection of APCs will be handled by Elsevier. Shortly after an author proof is corrected and submitted to Elsevier for posting to the Articles in Press site, the corresponding author will receive an email from Elsevier with a link to the online author communication system (OACS) through which payment can be made.

APC Waivers

The journal participates in the Research4Life program (<https://www.elsevier.com/authors/open-access/choice>) to make publishing in JDS accessible to all authors. Full (100%) waivers will be granted when *all* authors of an article reside in Research4Life Group A countries; partial (50%) waivers are granted when *all* authors reside in Group B countries or when authors are from a mix of Group A and Group B countries (<https://www.research4life.org/access/eligibility/>). Research4Life waivers will be automatically applied when the corresponding author completes the payment process through Elsevier's OACS system.

Acknowledgment of Funding and Conflicts of Interest

Authors must acknowledge all sources of funding for the research in the Acknowledgments section of the paper. Names and locations of funders should be provided; grant names or numbers may be included. Authors will be asked to declare potential conflicts of interest during the submission process and should describe any such conflicts in the Acknowledgments section of the manuscript. If no conflicts are declared, the following statement will be added to the article: "The authors have not stated any conflicts of interest."