

Quick Reference Guide



REVISION – 1 March 2022

**BACKGROUND AND
INTRODUCTION**

AUDIENCE

**EDITORIAL
BOARD**

**AUTHOR
GUIDELINES**

MISCELLANEOUS

BACKGROUND

The *Journal of the Global Food Regulatory Science Society (jGFORSS)* is the scientific publication of The Global Food Regulatory Science Society (GFORSS) – www.gforss.org.

GFORSS is a not-for-profit organization on a mission to promote the development of competencies, know-how and knowledge – including scientific and policy analyses – which underpin food regulatory decisions and support the development and implementation of food control systems. The creation of jGFORSS reflects the vision of the Society “to be the global leader in the generation and dissemination of decisive food regulatory scientific knowledge and competencies”.

This project is part of the activities carried out by GFORSS to strengthen the tools of intervention in the field of scientific and technical expertise and risk analysis. These tools are essential upon which to base decisions when establishing national and international standards and control strategies dedicated to food safety.

INTRODUCTION

jGFORSS aims to foster information sharing among scientists and researchers; and to promote the generation and dissemination of knowledge and competencies related to **food regulatory sciences**. jGFORSS seeks to be a leading **Open Access** scientific publication on food regulatory sciences. The journal’s scope covers a wide range of scientific disciplines – experimental and social sciences – applied in the context of understanding, developing and implementing food regulatory decisions, including, but not limited to, **food risk analysis, food law, and impact assessments of food regulatory measures**. jGFORSS aspires to publish the most comprehensive and reliable sources with respect to developments associated with food regulatory sciences, such as, the application of the risk analysis principles – based on Codex guidance and standards – to promote the convergence of food regulatory decisions internationally.

AUDIENCE

Serving academic institutions; government agencies; competent authorities in charge of food and feed oversight; food industries; with an interest in food regulatory sciences.

EDITORIAL BOARD

CO-EDITORS IN CHIEF

Professor Samuel Godefroy

- *Full Professor of Food Risk Analysis and Regulatory Policies and Director of the Food Risk Analysis and Regulatory Excellence Platform (PARERA), at Université Laval, Canada.*
- *Board President and Founding Member of the Global Food Regulatory Science Society (GFORSS).*

Professor Junshi Chen

- *Senior Research Professor at the China National Center for Food Safety Risk Assessment (CFSA), People’s Republic of China.*
- *Honorary Board President and Founding Member of the Global Food Regulatory Science Society (GFORSS).*

EDITORIAL MANAGER

Dr. Amine Kassouf

- *Ph.D. in Analytical Chemistry / Chemometrics.*
- *Research Scientist at the Global Food Regulatory Science Society (GFORSS).*

EDITORS

Dr. Pamela Byrne

- Chief Executive Officer at the Food Safety Authority of Ireland (FSAI).
- Board Vice-President and Founding Member of the Global Food Regulatory Science Society (GFoRSS).

Mrs. Nuri Gras Rebolledo

- Executive Secretary of Chile's Agency for Food Safety and Quality (ACHIPIA).
- Board and Founding Member of the Global Food Regulatory Science Society (GFoRSS).

Dr. Scott Crerar

- General Manager, Science and Risk Assessment at Food Standards Australia New Zealand.
- Board and Founding Member of the Global Food Regulatory Science Society (GFoRSS).

Dr. Mark Feeley

- Toxicology Consultant UN Food and Agriculture Organization (FAO).
- Former associate director at Health Canada.

Dr. Rashed Alarfaj

- Executive director of monitoring and risk assessment at the Saudi Food and Drug Administration, Saudi Arabia.
- Executive Board Secretary and Founding Member of the Global Food Regulatory Science Society (GFoRSS).

Prof. Kaushik Banerjee

- Principal Scientist at the National Reference Laboratory, ICAR – National Research Center for Grapes, India
- Board and Founding Member of the Global Food Regulatory Science Society (GFoRSS).

EDITORIAL BOARD MEMBERS

Dr. Wiem Guissouma

- Director Regulated Products, National Agency of Safety of Products, ANCSEP, Tunisia – Board and founding member at GFoRSS.

Dr. Karima Zouine

- Head of Risk Assessment, National Office of Food Safety (ONSSA), Morocco and Expert at GFoRSS.

Dr. Noura Braham

- Senior Public Health Physician, Clinical Epidemiology Department, Habib Thameur University Hospital, Ministry of Public Health, Tunisia and Expert at GFoRSS.

Mrs. Joyce Haddad

- Food Technology Engineer, Specialist in food production and Expert in food safety and risk analysis in Lebanon. Executive board secretary and founding member at GFoRSS.

Dr. Elie Bou Yazbeck

- Food Science Expert, University Lecturer in Nutrition and Food Science and Expert at GFoRSS.

Mrs. Ruba Goussous

- Technical Assistant Director General, Jordan Food and Drug Administration (JFDA) and Expert at GFoRSS.

Mr. Joseph Touma

- Deputy Manager of Food Microbiology Laboratory at the Lebanese Agricultural Research Institute (LARI) and Expert at GFoRSS.

AUTHOR GUIDELINES

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AIMS AND SCOPE

The *Journal of the Global Food Regulatory Science Society (jGFORSS)* is an international **open access** journal that supports the Global Food Regulatory Science Society (GFoRSS) and its regional representations in its mandate of knowledge dissemination and competency development in the field of food regulatory sciences. jGFORSS offers access to readers and authors **free of charge, peer-reviewed** scientific publications and communications, destined, among others, for food safety and nutrition regulators, public health officials and food industry experts. The journal supports a wide range of topics in its discipline, for the purpose of creating a platform for interested authors to make their contribution towards the food regulatory scientific community and covers aspects including, but not limited to:

- Factors influencing Food and Feed Safety;
- Exposure science related to Risk Assessment and Risk Management;
- Microbiological and toxicological food safety risk analysis;
- Regulatory aspects related to Food and Feed Safety, Food Packaging, Consumer Products, Plant Protection Products, Food Microbiology, Veterinary Drugs, Animal Welfare and Genetic Engineering;
- Analytical methods and method validation related to food control and food processing;
- Surveillance and detection for foodborne pathogens, contaminants and diseases;
- New food technologies and research in food science and agricultural science;
- Antimicrobial resistance in the food chain.

In turn, the editorial office commits to an efficient and trustworthy review process for the submitted manuscripts, allowing high quality publishing.

The scope of the journal covers all topics related to the latest developments in **food safety and quality, food risk analysis** associated with current and emerging food safety issues (physical, chemical, microbiological and nutritional), as well as relevant scientific disciplines, e.g., **food risk assessment** including **hazard identification, hazard characterization, exposure assessment and risk characterization**. Moreover, the Journal aims to disseminate both comprehensive food risk assessment documents, as well as initial risk mapping and risk profiles developed by experts in these areas. Issue identification documents, publications pertaining to risk management option development, implementation and analysis, as well as updates on the latest risk communication techniques related to food safety and nutrition are also part of the jGFORSS' s scope.

TYPES OF PAPERS

The jGFORSS publishes peer-reviewed Original Research Articles and Opinions, Editorials, Reviews, Reports, Methods and Short Communications. The following types of papers will be accepted and considered for publication:

- A. Short Communications
- B. Review Articles and Commentaries
- C. Original Research Articles
- D. Letters to the Editor
- E. Conference Reports

All submissions in jGFORSS undergo an initial editorial review. The selection is based on the content of the manuscript and will be decided by the editorial office. However, authors are invited to select an appropriate type of paper and draft the manuscript according to the criteria listed in the following table. Due to limited space in jGFORSS, manuscripts are also limited in terms of their length.

Article Type	Abstract	Word Count*	Description	References Count
Short Communications	Up to 200 words	up to 3000	Short report or announcement of research, usually claiming certain results or data and merits immediate publication.	No limit
Reviews	Up to 200 words	up to 10,000	Critical and analytical overview of original research, with a comprehensive reference list.	No limit
Commentaries	Up to 200 words	up to 2000	Allow the author more freedom to express personal insights, views on the likely development of his/her field of study, and perspectives that may influence this development	No limit
Original Research Articles	Up to 200 words	preferably no more than 6000	Complete report on original research.	No limit
Letters to the Editor	No abstract necessary	up to 1000	Letters may address articles published in the journal or provide thoughts and insights on a specific topic not directly related to a specific publication in the journal.	Up to 5
Conference reports	Up to 200 words	up to 2000	Report about a conference.	No limit

* Word limits for each article type do not include references.

POLICIES

Submission procedure

jGFORSS follows a **three-phase peer reviewed submission process**:

Preapproval Phase

1. The manuscript is submitted online via www.gforss.com (the corresponding author guarantees a manuscript in line with GFORSS journal author guidelines).
2. A Section Editor is assigned to the submission by the Managing Editor.

3. The Section Editor reviews the submission and decides on its suitability for the journal.
 - a. Unsuitable manuscripts are rejected, and the corresponding author notified.
 - b. Relevant submissions are preapproved, and the corresponding author notified.

Approval Phase

1. Manuscripts are sent for peer review by a minimum of two independent reviewers.
2. Following evaluation by the peer reviewers, the Section Editor makes an editorial decision which is forwarded to the corresponding author, including the reviews:
 - a. Accept
 - b. Accept – minor revisions
 - c. Accept – major revisions
 - d. Reject
3. In the case of b. or c., the corresponding author may submit a revised manuscript. The Section Editor will then either make the final editorial decision or request that the peer reviewers perform a subsequent assessment.
4. Manuscripts receiving final approval enter the publication phase.

Publication Phase

1. Online proofs are returned for revision prior to final acceptance.
2. Article is published online.

Peer Review Process

jGFORSS editors review and evaluate manuscripts for pre-approval based on the suitability of the topic according to the journal's scope, the technical merit, the novelty for a wide international readership and the level of structuring and writing. Submissions, having met the preceding criteria, are reviewed, following a double-blind process, by a minimum of two peer reviewers with relevant expertise. Submission evaluation is conducted in a fair manner by adhering to fundamentals. Peer reviewers must:

- Demonstrate professional responsibility
- Declare competing interests
- Assure timeliness
- Respect confidentiality
- Remain unbiased
- Provide appropriate feedback
- Be accountable

jGFORSS commits to promoting the transparency of the review process whenever possible. For instance, the output of the review process and how authors have addressed the reviewers' comments will be made available /published. Similarly, and upon their consent, reviewers' full names and affiliations may be disclosed with the published article, for recognition and transparency purposes.

Publication Frequency

jGFORSS is published on a rolling schedule of 10 articles per issue. However, all material will be available as downloadable PDF files and in HTML format immediately following final proofs reception.

Languages

Manuscripts are to be submitted to jGFORSS, preferably in **English**, but also in **French** or **Arabic**. The journal undertakes to provide high quality peer-reviewing by competent reviewers in each of the three languages of submission. For papers submitted in English, American US spelling is required in a consistent manner throughout the manuscript. Journal materials will be published in their language of origin, however, **detailed abstracts** in English (maximum 2 pages following the same structure of the manuscript) should be submitted along with papers written in French or in Arabic. These abstracts will undergo the peer-review process and will figure with the published articles.

For manuscripts written in French or Arabic, it is highly recommended that the authors refer to the **lexicon** development by the Arab Food Safety Initiative for Trade Facilitation (**SAFE**) - Food Risk Assessment Expert Working Group.

Open Access

This journal's content is **strictly open access** in support of the principle that making research freely accessible facilitates the global exchange of knowledge for the benefit of both the scientific community and society.

Authors will be able to submit and publish eligible articles **free of charge**.

Archiving

Content of jGFORSS benefits from regular archiving and would continue to be maintained publicly available regardless of the publisher involved.

Correction and Retraction

Publication retraction may be considered when:

- Enough evidence of misconduct or human error in the findings were disclosed.
- The publication has been previously published.
- Plagiarism is suspected.
- Authorship is questionable.

Editorial correction may be pursued in the following circumstances

- Modest misleading / inaccurate information due to an honest error in an otherwise solid article.
- Inaccurate listing of author(s) / contributor(s).

Authorship

Anyone who contributed to the manuscript should be named in an order determined by the authors. A corresponding author should be identified and will be responsible of all correspondences with the journal.

Plagiarism

Sufficient evidence of plagiarism may lead to retraction of an article and legal actions, if deemed necessary.

Fraud

The corresponding author will be notified if there is sufficient evidence of misrepresentation or misappropriation. If the issue cannot be resolved, the journal may pursue retraction and legal actions, if deemed necessary.

Complaints

jGForSS addresses complaints in the following manner:

1. An issue concerning the manuscript is raised.
2. The editorial team discusses the concern and communicates with the corresponding author for additional details, if necessary.
3. At the discretion of the journal's editorial team, the author's employer or affiliate may be contacted.
4. A satisfactory response will see the article review continue.
5. Should the details provided be unsatisfactory or in the absence of response, submission review will be suspended, the corresponding author notified, and other actions may be taken.

Conflict of Interest

Any and all conflicts of interest must be identified in the manuscript.

In case of a submission to the Journal made by one or more members of the Journal' editorial team, the concerned member(s) will withdraw from the peer review process of the submitted paper to prevent and mitigate real or perceived conflict of interest.

Ethics Statement

jGForSS strives to ensure that:

- Research is original.
- Authors contributed to the research and / or authorship.
- Research and peer-review are conducted without conflict of interest.
- Complaints are adequately investigated.
- Correction and retraction policies are followed.

Advertising

Advertising opportunities associated with the journal publications are being developed and will be administered by the Journal Publisher and Owner: GForSS.

Advertising will be managed ensuring to maintain the values promoted by GForSS, its initiatives and publications: integrity, transparency and management of real or perceived conflict of interest.

Fees

jGFORSS is currently adopting a **free of charge policy** for its open access publications, where no fees are charged to authors for submission, processing or publication. This policy is in line with GFORSS commitment to knowledge dissemination in food regulatory sciences. For this purpose, this initiative will be funded through other GFORSS revenue generating initiatives.

Privacy Statement

Personal information, such as names and email addresses, will only be used for the declared objectives of this journal and will not be provided to any other party nor for any alternative purpose.

SUBMISSIONS GUIDELINES

As mentioned before, submissions follow a three-step process:

1. **Preapproval / Initial Review** determines if the submission is appropriate for publication.
2. **Approval** involves the submission of preapproved manuscripts in GFORSS journal format prior to publication.
3. **Publication**

General Guidelines

- Review the editorial policies of the GFORSS journal.
- Select a file format that is capable of maintaining text styles and include all information, such as tables and figures in this one file. Microsoft Word is the recommended format.
- Submit your manuscript with continuous line numbers and 2 pt. line spacing.
- Word Count: respect the maximum limit based on paper type.
- Figures and Tables: although there is no limit, up to six (figures + tables) is the recommendation.
- Supplementary Information: all pertinent information should be contained in the manuscript. However, in the event that essential data cannot be included, it may be uploaded as supplementary information.

Article Structure

Manuscripts should be divided into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract should not be included in section numbering).

Manuscript sections should be presented in the following order:

1. Title Page including the following:

- **Title:** it should be concise and informative.
- **Author(s) names and affiliations:** indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. A 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation i.e., institution, (department), city, (state), country, including the institutional e-mail address of each author.

- **Corresponding Author:** clearly indicated with an up-to-date full contact information, particularly an active e-mail address.
- **Highlights:** they are not mandatory for this journal. Yet, they can help increase the discoverability of the article via search engines. They consist of up to six concise bullet points (85 characters or fewer, including spaces) that capture the novel results of the research.
- **Abstract:** although there is no formal word limit, submissions should aim for 200 words, approximately.
- **Keywords:** include up to six keywords, separated by semi-colons.

2. Introduction: state the objectives of the work and provide an adequate background.

3. Materials and Methods: provide sufficient details to allow the work to be reproduced by an independent researcher.

4. Results: clear and concise with appropriate figures and tables.

5. Discussion: this section should interpret the results in the light of published work. A combined Results and Discussion section is often appropriate.

6. Conclusion: the main conclusions of the study are to be presented in this section.

7. Acknowledgements: list of individuals or institutions who provided help during the research (e.g., language help, writing assistance, or proof reading the article, etc.).

8. Funding sources: in this section, authors should identify who provided financial support for the conduct of the research and/or preparation of the article. For each source of funds, both the research funder and the grant number should be given.

9. Conflict(s) of Interest Declaration: All benefits, in any form, from a commercial party related directly or indirectly to the subject of this manuscript or any of the authors, must be acknowledged. This note should be added in a separate section before the reference list. If no conflict exists, authors should state: The authors declare that they have no conflict of interest.

10. References

- Please ensure that every reference cited in the text is also present in the reference list (and vice versa). For this reason, reference management softwares are recommended.
- Vancouver style.

11. Tables

- Ensure tables are cited in-text.
- Use Microsoft Word's table tool.
- Use "Table X" to cite in-text Tables.
- Number Tables sequentially, as they appear in-text.
- Provide concise captions for all Tables.

12. Figures

- Ensure Figures are cited in-text.

- Use “Figure Y” to cite in-text Figures.
- Number Figures sequentially as they appear in-text.
- Provide concise captions for all Figures.
- If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel), then please supply 'as is' in the native document format.
- In other cases, provide your artwork as images following these formats:
 - EPS (or PDF): Vector drawings, embed all used fonts.
 - TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
 - TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
 - TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

13. Supplementary Material: Supplementary material such as raw data, applications, images, sound clips, videos, etc. can be published with the article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Supplementary materials should be submitted with the manuscript. A concise and descriptive caption for each supplementary file should be also provided.

Text Formatting

Manuscripts should be submitted in Microsoft Word format.

- Use a normal, plain font (e.g., 12-points Calibri) for text.
- Use *italics* for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or Math Type for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Copyright Notice

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Submission Preparation Checklist

- ✓ No prior publication nor is the paper presently under consideration by another journal.
- ✓ If applicable, all authors have consented to submission.
- ✓ An author was designated as corresponding.
- ✓ Manuscript is in Microsoft Word format.
- ✓ Editorial Policies have been adhered to.
- ✓ Author Guidelines have been observed.
- ✓ Conflicts of interest, should any be present, have been declared.
- ✓ Manuscript includes keywords, all figures (include relevant captions), all tables (including titles, description, footnotes).
- ✓ Ensure all figure and table citations in the text match the files provided.
- ✓ Indicate clearly if color should be used for any figures in print.
- ✓ Highlights files (where applicable).
- ✓ Supplemental files (where applicable).
- ✓ Manuscript has been 'spell checked' and 'grammar checked'.
- ✓ All references mentioned in the Reference List are cited in the text, and vice versa.
- ✓ Permission has been obtained for use of copyrighted material from other sources (including the Internet).
- ✓ Referee suggestions and contact details provided, based on journal requirements.

Registration and Submission Step-by-Step

Please note that you must **first be registered** to submit your article.

You may register as a **Reader, Author** or **Reviewer**.

- Reader: Notified by email on publication of an issue of the journal.
- Author: Able to submit items to the journal.
- Reviewer: Willing to conduct peer review of submissions to the site. Please identify reviewing interests (substantive areas and research methods).

Author Registration

Create a Profile by filling out as much information as you feel relevant. Minimum details required:

- Username (The username must contain only lowercase letters, numbers, and hyphens/underscores.)
- Password (The password must be at least 6 characters.)
- First Name
- Last Name
- Email

Home

- Once you have registered (and/or logged in) you will go to the User Home.
- Begin the submission process by clicking on the New Submission link on your User Home.
- There are 5 steps to the submission process.
 1. Start: in this first step you will be required to select the appropriate section for this submission, complete a submission checklist, and indicate your acceptance of our copyright agreement. Once you have completed the required tasks click on Save and Continue at the bottom of the page.
 2. Submission Upload
 3. Enter Metadata
 4. Supplementary Files Upload
 5. Confirmation

Revised Manuscript – Submission

- Prepare your revised manuscript and address peer review comments point-by-point.
- Go to the page "Active Submissions"
- Click on the title of your submission
- You are now on the page "#XX Summary"
- At the top of the page click the link "Review"
- You are now on the page "#XX Review"
- At the bottom of the page under "Editor Decision", click "Choose File"
- Select the revised version of your manuscript
- Click "Upload"
- The editor will now receive an automatic message notifying them that you have uploaded your revised submission. The new file show now be available with a new name next to "Author Version"
- If you wish to send a personalized message to the editor:
 - Click the envelope icon next to "Notify Editor".
- Manuscripts approved for publication must be submitted in GFORSS journal format.

Supplementary Files – Submission

- Go to the page "Active Submissions"
- Click on the title of your submission
- You are now on the page "#XX Summary"
- On the fourth line under the heading "Submission", click on the link "Add a Supplementary File"
- Enter the metadata associated with the supplementary file
- Select the supplementary file
- Click "Save"

MISCELLANEOUS DETAILS

Information for Readers

We encourage readers to sign up for the publishing notification service for this journal. Use the Register link at the top of the home page for the journal. Readers will receive the Table of Contents by email for each new journal issue. In addition, the journal may claim a certain level of support or readership – please refer to our Privacy Statement, which assures readers that their name and email address will not be used for other purposes.

Information for Authors

Interested in publishing an article in the GForSS journal? Please review the journal's Editorial Policies on the Introduction page, in addition to the Author Guidelines. Please note that authors must register prior to submitting or, if already registered, simply log in to initiate the submission process.

Information for Reviewers

Before the reviewer accepts or declines an invitation to review, he or she should consider the following:

- Does the article match his or her area of expertise?
- Any potential conflict of interest?
- Reviewing can be a lot of work – Does the reviewer have enough time to handle the task?

In case of appropriate answers, the reviewer should respond to the invitation as soon as possible (even if it is to decline). The materials should always be treated as confidential. The review should rely solely on the GForSS journal's policy and recommendations. Recommendation should be formulated as following:

- Reject (explain your reasoning in your report)
- Accept without revision
- Revise – either major or minor (explain the revision that is required).

In case of their consent, reviewers' full names and affiliations may be disclosed for transparency and recognition purposes.

Information for Librarians

We encourage research librarians to list this journal among their library's electronic journal holdings. As well, it may be worth noting that this journal's open-source publishing system is suitable for libraries to host for their faculty members to use with journals they are involved in editing.

Inquiries

Please direct all journal inquiries to info@gforss.com.