

# Instructions to Authors

## *Journal of Food Allergy*

*Publisher*

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JFA utilizes an online system for manuscript submission and peer review. This system allows authors to submit their work electronically and check on the review process's status. To access the electronic system, visit <http://jfa.msubmit.net>. This technology requires all manuscript files to be uploaded separately as follows:

- 1.) cover letter
- 2.) manuscript (including title page, abstract, text, references, and figure **legends** only), *excluding table and figure files*
- 3.) tables (can be consolidated into one "tables" file or uploaded separately)
- 4.) figures (uploaded each as a separate file)
- 5.) Publication Forms
  1. [publication rights agreement](#)
  2. [conflict of interest](#) (CoI)

As further detailed below, it is a prerequisite that Publication Rights Agreement forms and Conflict of Interest (CoI) documents be submitted (uploaded) to be considered for peer review. Download blank “[PUBLISHING RIGHTS AGREEMENT](#) forms” from the JFA website and blank “CoI forms” from the ICJME website [here](#). Submit completed forms via electronic transmission (as directed below), or alternatively by email or fax to the JFA editorial staff; important - do not submit your completed ICJME “disclosure form” to ICJME. To submit your forms electronically, please visit the JFA manuscript submission website and upload them to the manuscript submission page (<http://jfa.msubmit.net>).

Electronic manuscript submission is a four-step process that is described step-by-step at [www.jfa.msubmit.net](http://www.jfa.msubmit.net). JFA does not accommodate the submission of paper manuscripts.

**SELECTING A MANUSCRIPT TYPE:** *When uploading your completed manuscript, you will be required to designate your work as one of the following manuscript types.*

- ***Solicited Meeting paper:*** (Restricted to solicited/invited manuscripts) If the solicited manuscript was written based upon an invitation to present information at a specific conference (such as EFACC), please select this manuscript type. Components indicated by a checkmark below should appear in the order they are presented here (i.e. title page, abstract, manuscript text, acknowledgment, references, figure legends, tables). Figures should be uploaded separately. If your work was previously presented, the corresponding scientific meeting should be included on the title page. Word limit: 3,000 words
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- **Letters to the Editor:** Letters are limited to brief communications which specifically relate to a recently published article in the Journal. Letters to the editor will be reviewed by the Editor and in most cases responded to by the author(s) of the referenced publication. Letters to the Editor are limited to 500 words and 5 references. Because letters to the editor are sometimes cited, keywords are required for submission. Letters to the Editor will be published exclusively online, with exceptions per the Editor
- **Case Reports:** Except by invitation, the *JFA* does not encourage the submission of case reports.
- **Data Reporting:** Please see the [Journal Ethical Publishing Policies, Statements, and Other Policies](#) page for specific policies regarding clinical trial registration, data sharing, and the reporting of various study designs (clinical trials, observational, diagnostic studies, and systemic review and meta-analysis).

## MANUSCRIPT COMPONENTS

### ✓ *Cover letter:*

The cover letter should declare: 1) the authors' intentions to publish in *JFA*; 2) the Work is an original; 3) all authors have met all four requirements for authorship per ICJME Recommendations; 4) the Work is not currently under consideration by another journal; 5) while the Work is under consideration by the Journal, it shall not be submitted elsewhere; 6) the Work does not infringe upon any copyrighted or proprietary rights; and 7) neither the submitted Work nor a similar manuscript has been previously published (except for clinical trial results on a clinical trial registry site, data contained in assessment reports published by regulatory agencies or in abstract form). If a similar manuscript has been published, please provide an explanation as to how the Work differs.

### ✓ *Title page:*

- Relevant and concise (no more than 15 words) title in sentence format (capitalize only proper nouns). Do not include abbreviations or use trade names in the title. A 7-word running title will also be required at time of submission.
- First name, middle initial, and last name of each author with the highest academic degrees included (do not include fellowships). All contributing authors should be listed, including professional writers who meet authorship criteria (see [OceanSide Ethical Publishing Policies](#)).
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- If this work is supported through NIH funding, this must be noted in the footnote.. If the author(s) indicates that their research was sponsored by the NIH, the manuscript will be sent to PubMed Central in compliance with the public access posting requirement.
- Acknowledgment of Financial Support/Funding. (*see Conflict of Interest below*)
- IRB Statement: As per [ICMJE guidelines](#), when submitting manuscripts to *JFA* that involve human subjects, or human-derived data, it is required to include a statement describing the informed consent

and approval by the institutional ethics committee or the Institutional Review Board (IRB) including the full name of the institution that provided approval and the approval number. Statements describing IRB/ethics committee approval as well as informed consent and/or ethical treatment of animal must be included in the methods section of the manuscript.

- **Key Words: (7 key words are mandatory)** Selecting appropriate key words is essential to your research being discovered by others.
- If your work was previously presented, the corresponding scientific meeting should be included on the title page in the format of, “name of the meeting, date of presentation, city, and state (or country)”. i.e. “Presented at the “Eastern Food Allergy & Comorbidity Conference, January 1, 2023, Palm Beach, Florida”.
- Include the corresponding author’s email address and telephone number.

✓ **Abstract:** All manuscript types with the exception of the “Letters to the Editor” should include a structured abstract, **no longer than 300 words**, to precede article. Only include acronyms or abbreviations if the phrase appears more than three times in the abstract. The abstract should NOT contain brand names, trademarks or references. Clinical trial registration numbers should be listed at the end of the abstract. The abstract of original manuscripts should be structured into sections as described below. For other manuscript types (solicited meeting manuscript, review, pro/con debate), structuring may be optional.

- **Background** – Describe the problem that prompted the study
- **Objective** – Describe the purpose of the study
- **Methods** – Describe how the study was conducted
- **Results** – Describe the most important findings
- **Conclusion** - Describe the most important conclusion drawn from the study

✓ **Text:** The specified lengths (word counts) for the manuscript types listed above do not include word counts of the abstract and references. However, please include the abstract and references in the same file as the text when uploading. Please insert **line numbers** into text for the ease of peer review. The manuscript should be typed double-spaced in a standard font such as Times New Roman, Arial, Courier, or Helvetica, in size 12. Text should be written in clear and concise English. For authors whose primary language is not English, it is recommended to obtain professional writing assistance to avoid grammatical and syntax issues. In your summary/conclusion, please refrain from self-laudatory language and qualitative characterizations of your work such as claims of priority or novelty.

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Reference format example: Settupane RA. A Journal with a precise purpose. J Food Allergy. 2019; 1:1.

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