

Research Dietetic Practice Group
Author Guidelines
The Digest

Purpose

These guidelines serve to assist potential authors who wish to publish in *The Digest*, a peer-reviewed newsletter produced within the Research Dietetics Practice Group (RDPG) under The Academy of Nutrition & Dietetics.

Eligible Authors

RDPG members who are either a:

- Registered Dietitian Nutritionist (RDN)
- Dietetic Technician, Registered (DTR) or Nutrition and Dietetics Technician, Registered (NDTR)
- Student pursuing a degree in nutrition
- Other nutrition professional

Types of Manuscripts Accepted

- Main articles: Original research articles with authors that have an expertise in the topic they are discussing. We also consider original, high-quality literature reviews. Main articles undergo peer-review.
- Student articles: Manuscripts for which the first author is a student and is a major contributor to the work. We also will consider original, high-quality literature reviews. Student articles must be reviewed by a mentor prior to submission. These articles are reviewed by each editor of *The Digest*.
- Articles should never be published elsewhere.

Review Process for Main Articles

- First submission: Submitted articles are peer reviewed by three to five nutrition experts. Upon submission of the article, authors are requested to submit the names and institutional email addresses of several potential referees. Note, the editor retains the sole right to decide whether or not the suggested reviewers are used.
- Revised submissions: A revised submission does not guarantee acceptance. At the discretion of the editor, the article may need further editing before final acceptance. In a situation where the article is not accepted on the second round of peer review, authors have the choice of revising and resubmitting it a third time with new peer reviewers selected to review the article. Each revised submission should include the following:
 - A rebuttal letter with point-by-point responses to each of the reviewer comments and a description of changes made to the manuscript (with reference to line numbers).
 - A marked-up version of the manuscript using Track Changes.
- After the peer reviewers accept changes, the article will be sent to the Academy of Nutrition and Dietetics for evaluation. Note, the Academy of Nutrition and Dietetics makes the final decision about whether an article gets published.

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Review Process for Student Articles

Student articles are reviewed internally. First submissions are reviewed by the Student RDPG Editor, Assistant Editor(s), and Editor-in-Chief of *The Digest*. Prior to submission, student mentors should review the articles and complete an approval form. A completed approval form is required with student article submissions.

Keep in mind that articles may need to be revised multiple times before final acceptance. Timely response to the editors' revisions and comments is required. Revised submissions should include a marked-up version of the manuscript using Track Changes and responses to comments, as needed.

Manuscript Submission

Each manuscript should be no more than 3000 words in a Microsoft Word document with page numbers and continuous line items. The 12-point Arial font should be used and text should be double-spaced. Please spell-check and edit text for clarity and accuracy. All submissions must include:

- Title
- Author(s) information including academic degree(s), primary affiliation, and disclosure of any potential conflict(s) of interest; type authors' names in the order they should appear in the published article
- Contact information for the corresponding article, if different from the email address used to submit the manuscript
- Business/Organization logos should **not** be included

Email submissions to Maria Chondronikola (Editor-in-Chief) at digesteditor@researchdpg.org. Upon receipt, authors will be sent an "Author Agreement" form to sign. A signed "Author Agreement" form is required prior to manuscript review.

Style Guidelines

- Spell out any numbers below 10, unless followed by a unit of measure, a percentage, or a range (e.g., three, 10 L, 25%, and 5-10).
- Write numbers requiring decimal points as Arabic numerals (e.g., 5.4).
- Write numbers larger than 10 as Arabic numerals (e.g., 24).
- Numbers at the beginning of a sentence should be spelled out.
- Spell out abbreviations and/or acronyms at the first mention in the text immediately followed by abbreviation/acronym in parentheses (e.g., Academy of Nutrition and Dietetics (AND)).
- Avoid acronyms unless they are commonly accepted.
- Use conventional units of measure first with Système International (SI) units immediately following in parentheses (e.g., 150 lb (68 kg)).
- Graphics should use Calibri font and a consistent color scheme.

Reference Guidelines

- Authors should use relevant, current citations from the professional and scientific literature to support statements throughout the manuscript. Try to avoid using abstract-only information.
- Authors are responsible for the accuracy and completeness of their references

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and for the correct use of citations throughout the manuscript.

- Consistent with the Academy's journal, *The Digest* follows the American Medical Association style for references.
 - Number references consecutively in the order they appear in the manuscript text; do not alphabetize
 - Identify references in text, tables, and figure legends by Arabic numerals; these should be superscripted numbers, e.g. ¹
 - Type the list of references in numerical order at end of manuscript under the heading "References"
 - Abbreviate journal titles according to the journal list in PubMed (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>); use the complete journal title if it is not indexed in PubMed
 - List all authors and/or editors up to six; if there are more than six authors, list the first three followed by "et al."
 - Examples of reference style:
 1. Thomson CA, Newton TR, Graver EJ, et al. Cruciferous vegetable intake questionnaire improves cruciferous vegetable intake estimates. *J Am Diet Assoc.* 2007;107:631-643.
 2. USDA Food and Nutrient Database for Dietary Studies, 1.0. Beltsville, MD: Agricultural Research Service, Food Surveys Research Group; 2004.
 3. US Department of Agriculture, Food and Nutrition Service. Child and Adult Care Food Program. Available at: <http://www.fns.usda.gov/cnd/care/cacfp/cacfphome.htm>. Accessed June 11, 2006.
 4. Institute of Medicine (US), Committee on Prevention of Obesity in Children and Youth, Food and Nutrition Board, Board on Health Promotion and Disease Prevention. *Preventing Childhood Obesity: Health in the Balance*. Washington, DC: National Academies Press; 2005:1-436.
 5. US Department of Agriculture. MyPlate.gov: Healthy Eating Style. Available at: <https://myplate.gov>. Accessed November 7, 2017.
 - For more information, refer to: Iverson C, Flanagan A, Fontanarosa PB, et al. *American Medical Association Manual of Style: A Guide for Authors and Editors*. 9th ed. Baltimore, Md: Williams & Wilkins; 1998:28-51
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Other Considerations

- Conflict of interest: All authors are requested to disclose in a statement any actual or potential conflicts of interest including any financial, personal, or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence or be perceived to influence their work.

Sample conflict of interest statements:

1. If there is no conflict of interest: *The author(s) declared no potential conflicts*

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of interest with respect to the research, authorship, and/or publication of this article.

2. If there is a potential conflict of interest: *The author(s) declared the following conflicts of interest with respect to research, authorship, and/or publication of this article: The author is a Consultant for XYZ Company in the area of XXX.*
 3. If funding was received:
 - a. *This article was funded in part by XYZ Company. OR*
 - b. *The author(s) disclosed receipt of the following financial support for the research, authorship, and/or publication of this article: This work was supported by a grant from XXX.*
- **Acknowledgements:** Authors may provide acknowledgements which will be published in a separate section along with the manuscript.
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 - **Graphics:** Tables and figures should be included within the text of the article **and** submitted as separate files. The original graphics should be submitted in the original forms or exported as large PDF or image files.