

On behalf of the International Fur Animal Scientific Association (IFASA) and the Polish Society of Animal Production (PSAP), we are very pleased to invite you to the
XII International Scientific Congress in Fur Animal Production,
August 25 – 27, 2020, Warsaw

Guidelines for Manuscripts

Due date:

- Submission abstracts: January 15
- Acceptance (via email) to Authors: February 15
- Submission manuscripts: March 31
- Evaluation (reviews) and submission to Authors: April 15
- Submission revised manuscripts: May 24

General

- Submit your manuscript as MS Word file.
- Use font Times New Roman 12, A4 paper and 2.5 cm margins on all sides. Lines and pages should be numbered. Symbol font can be used for special characters.
- Your manuscript must contain title, author(s) and affiliation(s).
- Your paper should be within 6-8 pages (=12 typewritten A4 pages, double spacing, including figures and tables).

Manuscript heading

- Title: should be concise and informative, but as short as possible, and contain the main key words. Please use bold, sentence case, 14pt Times New Roman.
- Authors: italic, all sentence case. Use initials for the first names of the authors.
- Affiliations: italic, all sentence case; affiliations include the full address of all authors and including the e-mailaddress of the corresponding author.

Summary and keywords

- The summary should be clear on itself and not containing more than 200 words.
- Use 3-5 keywords (do not repeat any of the words of the title of the manuscript). Keywords should be low-case, separated by a comma.

Text

- Text should be divided into: Introduction, Material and methods, Results, Discussion, Acknowledgements and References. Double documentation in both figures and tables will not be accepted.
- Use a maximum of two heading levels.
- Italics should be used for Latin expressions, e.g. species names like *Lactobacillus* and words like *in vivo*.
- Commas are used for numbers greater than 1000. Ordinal numbers less than 10 are preferably spelled out. Periods are used for decimals. Use a 0 before the decimal point for numbers below 1 (e.g. 0.005).
- Authors should use SI units. Units should be given as kg/ha rather than kg ha⁻¹.
- Abbreviations should be used for all units and numerical values should be given in full where first mentioned in the main text and are followed by the abbreviation in parentheses.
- Manufacturer or supplier names and location (city and country) are given for special chemicals, software, equipment and other products.
- Use single quotation marks in the text.
- Numbered lists should be provided with Arabic numbers or lower case alphabet. Use a period after the number or letter (e.g. 1. or a.). Unnumbered lists should be provided with bullets.
- Do not indent paragraphs. Use the tab function to place words at a certain position in the text, not spaces.

Footnotes

- Footnotes should be avoided. If absolutely necessary, they should be numbered in the text,

indicated by superscript numbers.

Appendices

- Appendices appear after the references.
- They must contain a title and should be numbered when more than one. They are referred in the text as Appendix A, B1, etc.

Tables

- Avoid large tables. Tables should fit within the book size and should not be larger than one page (maximum size per page 13x20 cm).
- Tables should be numbered in Arabic numbers according to their sequence in the text.
- Each table should have a self-explanatory title.
- The text should include reference to all tables. Use Table followed by the number in the text, not an abbreviation.
- Tables should be included in the text at the right place.
- Tables should be clear without reading the text. Column headings should be brief and clear.
- Any necessary explanations essential for understanding the table should be given as a footnote at the bottom of the table. Use either numbers or letters for footnotes.

Formulae and equations

- Formulae should be typewritten, if possible. Subscripts and superscripts should be clear.
- Give the meaning of all symbols immediately after the equation in which they are first used.
- Equations should be numbered in Arabic numbers serially at the right-hand side in parentheses.
- When referring to equations in the text use Equation followed by the number, not Eq.

Illustrations

- All illustrations should be black&white. Full colour illustrations will be converted to black&white unless the author is willing to pay extra (please contact the publisher in that case).
- Do not insert your illustrations in the Word.doc file, but submit them separately. Vector-oriented illustrations (see appendix) are preferred, otherwise provide figures in their most original format.
- If photographs are necessary, submit original photographs with good contrast and intensity. Sharp and glossy copies are required. Reproductions of photographs already printed can not be accepted.
- Resolution of photos and pictures should be at least 300 dpi. For line drawings use at least 900 dpi.
- Illustrations should be numbered in Arabic numbers according to their sequence in the text. The text should include reference to all illustrations. Use Figure followed by the number in the text, not Fig.
- Each illustration should have a title. Type this title in the text where the illustration should be placed.
- Any necessary explanations essential for understanding the figure should be given as a footnote at the bottom of the table. Use either numbers or letters for footnotes.

References

- References concerning submitted, but not yet accepted manuscripts, unpublished data or 'personal communications' should not be cited in the reference list, but may be mentioned in the text as (unpublished data) or (Initials + Family name, personal communications).
- Work accepted for publication, but not yet published or first published online should be referred to as 'in press'.
- In the text, refer to the author's name (without initials) and year of publication. Publications from the same authors in a single year should use a, b, etc.
- If reference is made to a publication written by more than two authors, the name of the first author should be followed by 'et al.'. Use 'and' and not '&' for two authors.
- References without an author should be referred as Anonymous.
- References cited together in the text should be arranged alphabetically.
- All publications cited in the text should be presented in an alphabetical list of references at the end of the manuscript (no numbering). References should be kept to a minimum.
- The list of references should be arranged alphabetically by authors' names, and chronologically per author.
- All authors of each article should be mentioned in the reference list. Institutional authors, like World Health Organisation (WHO) or United States Department of Agriculture (USDA), should be written out in the reference list.
- Use full journal names for the references.

- For internet resources use the direct link to the website of the paper if possible. Use the following system for arranging your references:
 - a) For periodicals:

Neu, J. and Caicedo, R., 2005. Probiotics: protecting the ecosystem? *The Journal of Pediatrics* 147: 143-146.

Henson, S., Masakure, O. and Cranfield, J., 2008. The propensity for consumers to offset health risks through the use of functional foods and nutraceuticals: The case of lycopene. *Food Quality and Preference* (in press).

Anonymous, 2007. In live bacteria, food makers see a new bonanza. *New York Times* January 22, 2007.
 - b) For books:

Van der Meulen, B. and Van der Velde, M., 2004. *Food safety law in the European Union*. Wageningen Academic Publishers, Wageningen, the Netherlands, 270 pp.

Tamime A.Y. (ed.), 2005. *Probiotic dairy products*. Blackwell Publishing, Oxford, UK, 233 pp.
 - c) For multi-author books and conference proceedings:

Parks, T.P., Xu, Q., Lagenaur, L.A. and Lee, P.P., 2005. Bacterial therapeutics for the treatment of urogenital infections. In: Tannock, G.W. (ed.) *Probiotics and probiotics*. Caister Academic Press, Norwich, UK, pp. 171-194.

Rosberg-Cody, E., Ross, R.P., Hussey, S. and Stanton, C., 2004. CLA-Producing bifidobacteria towards the development of Functional Foods. In: *Proceedings of the International Symposium on Propionibacteria and Bifidobacteria: Dairy and Probiotic Applications*. June 2-4, 2004 Saint-Malo, France, p. 36.
 - d) For internet resources:

European Commission (EC), 2003. Opinion on the use of certain micro-organisms as additives in feedingstuffs. Available at: http://ec.europa.eu/food/fs/sc/scan/out93_en.pdf. Accessed 27 May 2008.