

## INSTRUCTIONS TO AUTHORS

### Czech Journal of Animal Science

The CJAS publishes original scientific papers and board-invited review articles in English. Short communications are not accepted. Articles in which commercial drugs are tested, whose exact composition is not stated, will not be published. The authors alone are responsible for the manuscript content and writing. Its subject must be both original and formally correct. Manuscripts must be grammatically and linguistically correct (checked by a native speaker) to avoid acceptance problems.

**Payment.** The Article Processing Charge (EUR 320 plus VAT (CZK 8000) in 2019) is payable upon acceptance.

**Reviewing process.** The Editorial Board makes a decision on whether to publish the paper, taking into account peer reviews, scientific significance, and manuscript quality. Only manuscripts assessed by leading experts in the field will be published. If such reviews are not at the Editorial Board's disposal within four months after submission of the manuscript, the peer review process may be ceased. In such a case the author can, after updating the manuscript, resubmit it for a new assessment, either to the CJAS or elsewhere. After the expert assessment of the manuscript, the recommendations, if any, should be processed (each point of the reviewer's or editor's recommendations must be responded to, e.g. in a cover letter, and uploaded into the space provided for a response to reviewers for a revised manuscript submission, and any rejection of reviewer's comments must be clearly explained) and the complete manuscript (including Tables and Figures) resubmitted within eight weeks. The authors can, however, request an extension of the resubmission deadline, if necessary.

The Czech Journal of Animal Science uses the **double-blind peer review**, which means that both authors and reviewers are anonymous to each other throughout the review process.

**Manuscript submission.** Manuscripts must be submitted electronically to the CJAS website. For submission, log in the For Authors/Submission online section of the CJAS website <http://www.agriculturejournals.cz/web/cjas.htm>.

**Owing to the double-blind peer review, two main separate text files must be submitted:** (1) **the Title page** (including type of the document (original paper, review), manuscript title, names of all authors in the order they will be published in the article (in format first name, surname), authors' affiliations, corresponding author's e-mail, dedication, and acknowledgement); and (2) **the Manuscript file** (title, abstract, keywords, text, tables, figures and supplementary material, if any) **that should be blinded:**

- The authors are fully responsible for the manuscript (also its revised versions and accompanying letter to reviewers) anonymization.
- Names of authors, e-mail addresses and affiliations must be removed.
- Don't mention any dedications or acknowledgments.
- Don't add any page headers or footers that would identify you.
- Avoid, or try to minimize, any self-citation. If you have cited your own work, make sure you've referred to your own references in the third person, e.g. write "Novak and White (2007) have demonstrated", not "We have previously demonstrated (Novak, White 2007)".
- Remove all personal identifiers from your files such as Microsoft<sup>TM</sup> Word® documents and other attachments (figures, tables). Instructions how to remove the file personal identifiers can be found for example [on the journals' website](#).

The [templates available on the journals' website](#) should be used for submitting both the text files (1) + (2).

**Manuscript layout.** Write the **text in MS Word** in a non-formatted style. Use a normal plain font (12-point Times New Roman) with double spacing throughout in A4 format. Use italics for emphasis (also for Latin expressions, genetical expressions, etc.). Use the automatic page numbering function to number the pages and lines in the left-hand margin. Abbreviations should be explained when they first appear in the text (avoid their use in the Title and Abstract). Complete papers, including Tables, Figures, and

References, should not exceed 20 standard pages. Tables and Figures should be numbered using Arabic numerals in the order, in which they are included in the text, and should be self-explanatory. **Tables must be formatted in MS Word** and will not be accepted as an image file. Table foot notes should be used sparingly and kept brief. Number of decimals for mean treatment values and the corresponding indicator of residual variability should be consistent in all tables, either identical or one more for the variability indicator, but not both possibilities. Values such as efficiencies or digestibilities are preferred as percentages. Figures should be restricted to material essential for documentation and understanding of the text and accompanied by a concise, descriptive legend. **Graphs must be formatted in MS Excel and supplied with original data** (.xls data files) in order to be editable, image files inserted into MS Excel will be rejected. **All illustrative material must be of publication quality. High-contrast photographs and autotypes must be submitted in .jpg/.tiff format at high resolution (min. 300 dpi).** Duplicated documentation of data in both Tables and Figures is not acceptable.

**The Abstract** should not exceed 300 words. It should contain important information on methods used to resolve the problem, a clear description of results and their statistical significance, and brief and unambiguous conclusions drawn from the results. Being published in world databases, the abstract is a significant part of the paper and it is therefore recommended that it is precise.

**Keywords** are words most aptly describing the studied problem, however differing from the nouns used in the title. Write them in lower case letters and separate them using semicolons.

**The Introduction** should provide information on the present state of research in the field concerned, supported by selected references to literary sources. It briefly justifies the research, specifies the hypotheses to be tested, and gives the objective(s).

**Material and Methods.** All preliminary material, conducted experiments, their extent, conditions, and course (experimental design) should be described in detail. All experimental animals should be used in compliance with the national laws and regulations of the research institutions of the authors. Specify the mentioned products used for the experiments by giving their exact name/type, name of the producer, and country of the producer's headquarters in parentheses. Original procedures applied in the experimental material processing and analytical methods used for evaluation should also be specified. If original, describe the whole methodology, otherwise cite the author of the method and/or mention particular differences. Methods of statistical processing should also be listed. The exact name of the used software product should be specified by the version and year given in parentheses. The methods and models of statistical analysis must be indicated and sufficient statistical details given to allow replication of the experiment. The level of significance should be normally indicated by using the following conventional standard abbreviations for significance:  $P < 0.05$ ,  $P < 0.01$ , and  $P < 0.001$ . In tables, levels of significance should be indicated by \*, \*\*, and \*\*\*, respectively. Statistical significance  $P = 0.03$  can be also used in the text or tables. An indicator such as the pooled standard error, the residual standard deviation (RSD) or the root mean square error (RMSE) should be given for each variable in additional column or line.

**Results and Discussion.** Results obtained from the experiments, including their statistical evaluation and comments, should be presented graphically or in table-form and the author should comment on the results and confront them with data published elsewhere.

**The Conclusion** summarizes the article's main points and outlines its contribution to the present state of research in the field concerned.

**Nomenclature and units.** Species names should be given in italics and in full on their first appearance in the text (e.g. *Bos taurus*, *Sus scrofa*, *Equus caballus*, *Canis familiaris*). The symbols used for genetic objects (e.g. gene, locus, allele, genotype, haplotype) should be italicized (e.g. *RYR1*, *ALB*, *SW1057*, *ETH5001*). The corresponding protein symbols should be in plain text (RYR1, ALB). Symbols used for human genes (in italics, capitals) and approved names (<http://www.genenames.org/>) should be used for genes in farm and domestic animals. Sequence variants in DNA and protein sequences (mutations, polymorphisms) should be described following the Recommendations for the description of sequence

variants (<http://www.hgvs.org/mutnomen/recs.html>). The first three letters (only) in the symbol for a restriction endonuclease should be italicized (e.g. *EcoRI*, *BamHI*, *HindIII*, *Sau3AI*). Similarly, *Taq* as in *Taq* DNA polymerase should be italicized. All sequence data described in the paper should be submitted to the public sequence databases (GenBank/EMBL/DBJ) and the appropriate accession numbers cited. It may be worth checking the relevant genome databases (e.g. <http://www.ensembl.org/>) for near contemporary summaries of information on the species, chromosome(s) or gene(s) described in the manuscript.

The SI International System of measurement units should only be used.

**In-text citations** must correspond with citations given in full in the references list. The authors are recommended to include references to papers from peer-reviewed periodicals only and avoid citations from non-available sources (reports, national journals, proceedings, thesis, etc.). Papers published by one or two authors are to be cited by their names, those published by three or more authors by the name of the first one et al. The authors' names must be given in English transcription without national-specific letters. If more than one paper by the same author(s) published in the same year is cited, the papers should be differentiated by YEAR a, b, c both in the text and the reference list. The name(s) of the author(s) and year of publication are to be cited by including them in the text directly, e.g. ... as published by Brown (1995), or indirectly, citing name(s) and year of publication in parentheses (Green and Grey 1996), (Jakl et al. 2002). Several papers cited together should be arranged according to the year of publication starting with the oldest one.

**References** are arranged alphabetically by the first authors' surnames. The list should not exceed 30 references. The surnames and initials of all the authors, separated by a colon, should be followed by the year of publication in parentheses, the title in English, with a periodical by the full title of the periodical, volume, and page numbers, with a book by the name of the publisher and the place of publication. If not originally in English, the language of publication should be given in parentheses – e.g. (in Czech). Only papers cited in the text should be included in the reference list. All authors' names must be given in English transcription without national-specific letters. Authors are responsible for the accuracy of their references.

**Examples:**

- Journal article:

Brown J. (1995): Estradiol determination in post-partum sows. *Journal of Endocrinology*, 198, 155–169.

- Electronic journal article:

Steinkraus K.H. (2002): Fermentation in world food processing. *Comprehensive Reviews in Food Science and Food Safety*, 1: 23–32. Available at [www.ift.org](http://www.ift.org) (accessed Apr 1, 2002).

- Book:

Spally M.R., Morgan S.S. (eds) (1989): *Methods of Food Analysis*. Elsevier, New York, USA.

- Articles within edited books (proceedings):

Kalab J. (1995): Changes in milk production during the sexual cycle. In: Hekel K. (ed.): *Lactation in Cattle*. Academic Press, London, UK, 876–888.

Janson L., Ahlin K.A. (1992): Postpartum reproductive performance in cattle selected for high and low fat content. In: Proc. 43<sup>rd</sup> Annu. Mtg., European Association for Animal Production (EAAP), Madrid, Spain, 93–95.

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