

INSTRUCTIONS TO AUTHORS

Czech Journal of Animal Science

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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** (title, abstract, keywords, text, tables, figures and supplementary material, if any). The [templates available on the journals' website](#) should be used for submitting both these text files.

Manuscript file should be blinded:

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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.

Supplementary material. Authors can include original, so far unpublished supplementary material (SM) which may comprise additional tables, data sets, figures, and other non-essential files. SM will appear only in the CJAS electronic version. SM will be published as submitted and will not be corrected or checked for scientific content, typographical errors or functionality. SM must be relevant to the parent manuscript, but the manuscript must stand alone without SM for those readers who will be reading the hard copy only. It should be submitted along with the main manuscript in a separate file and identified as “Supplementary File – for Online Publication Only”. SM should be identified and mentioned in the main text as Supplementary Table S1, Supplementary Table S2, etc. for tables or Supplementary Figure S1, Supplementary Figure S2, etc. for figures or Supplementary Material S1, Supplementary Material S2, etc. for other material. SM should be submitted with captions. Individual file sizes should be restricted to 10 Mb maximum (zipped or unzipped). CJAS hosts these files on its servers.

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/DDBJ) and the appropriate accession numbers cited.

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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'

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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 (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. 43rd Annu. Mtg., European Association for Animal Production (EAAP), Madrid, Spain, 93–95.

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