

# *Journal of Cosmetic Science*

## **INFORMATION FOR AUTHORS**

The JOURNAL OF COSMETIC SCIENCE publishes papers concerned with cosmetics or the sciences underlying cosmetics, as well as other papers of interest to SCC members. In particular, the journal welcomes papers concerned with cosmetics, cosmetic products, fragrances, their formulation and their effects in skin care or in overall consumer well-being, as well as papers relating to the sciences underlying cosmetics, such as human skin physiology, color physics, physical chemistry of colloids and emulsions, or psychological effects of olfaction in humans. Papers of interest to the cosmetic industry and to the understanding of the cosmetic markets are also welcome for publication. The Editorial Advisory Board is responsible for establishing policy and maintaining the Journal's high standards. The Editor relies on the advice of reviewers who are experts in the field in deciding whether a submission has sufficient scientific merit to warrant publication.

All papers presented before a meeting or seminar of the SOCIETY OF COSMETIC CHEMISTS, or those papers submitted directly to the Editor will be considered for publication in the Journal. Papers presented before the SOCIETY OF COSMETIC CHEMISTS are the property of the SOCIETY and may not be published in or submitted to other journals. Only if the JOURNAL OF COSMETIC SCIENCE is unable to publish a presented paper, may it be published in another journal of the author's choice.

Results concerning animal (not human) physiology are outside of the scope of the Journal, therefore manuscripts reporting results related to it will not be taken into consideration for publication in the *Journal of Cosmetic Science*.

## **SUBJECT MATTER**

The JOURNAL will consider manuscripts for publication in the following categories, provided they are prepared in proper scientific style and adequately referenced:

1. **Original Articles:** Descriptions of original research work in cosmetics or related areas.
2. **General Articles:** Articles of a general character may be considered for publication providing they are of a scientific and technical nature. These articles may be concerned with newer analytical techniques, developments in dermatology, toxicology, etc.
3. **Review Articles:** Intended to present an overview of recent advances in a specific area related to cosmetics. The author of such a review is expected to be actively engaged in the area and capable of presenting a critical evaluation of published reports of a scientific and technical nature. Solicited by special invitation from the Editor and Editorial Committee; not subject to review by the Editorial Committee.
4. **Technical Notes:** Relatively short manuscript containing new information obtained by laboratory investigations; these do not contain the depth or extent of research involved in an Original Article.
5. **Letters to the Editor:** Comments on JOURNAL articles are invited, as well as brief contributions on any aspect of cosmetic or related science that does not warrant publication of a full-length paper in one of our other categories. May include figures and/or references, but brevity is necessary.

## SUBMISSION OF MANUSCRIPTS

**Manuscript Submission:** Manuscripts submitted for publication should be accompanied by a covering letter and sent via email to the following address: [scc@sconline.org](mailto:scc@sconline.org). Please include the contact author's address, phone and fax numbers and email address.

Manuscripts received by the Editor will be acknowledged and sent to two reviewers. Normally, the Editor will advise the author of acceptance, rejection, or need for revision of the manuscript within 10 weeks. Important: Manuscripts and the data therein must not have been published previously. Upon acceptance, the manuscript becomes property of the SOCIETY OF COSMETIC CHEMISTS and may not be produced in part or as whole without written permission of the Society.

## PREPARATION OF MANUSCRIPTS

Stylebooks for the JOURNAL OF COSMETIC CHEMISTS are the American Medical Association's *AMA Manual of Style* and the University of Chicago Press's *A Manual of Style*. Authors whose papers include figures should follow the section below on figure preparation.

### **The responsibility for good grammar and correct sentence structure rests with the author.**

Organization should be thoughtful and not necessarily chronological. Unfamiliar or rare terms should be explained to make their meanings clear to all readers, especially those who are not well-versed in the language of the publication. Avoid all colloquialisms, jargon, and unusual abbreviations, and be as clear and brief as possible in the manuscript.

If you are not a native English speaker, we strongly recommend that you have your manuscript professionally edited before submission. Professional editing will mean that reviewers are better able to read and assess your manuscript.

Major revision or retyping of manuscripts cannot be undertaken by the Editor; these must be done by the author or his designated colleague. The suggestions that follow are intended to reduce the number of revisions and exchanges of correspondence needed prior to the publication of an article. Authors who follow these instructions closely will see their articles reviewed and published in the shortest possible time.

1. **General Format:** Manuscripts must be submitted electronically in Microsoft Office Word. Figures should be supplied digitally as either a Word file, pdf, TIFF, jpeg, or similar format. The title page of the manuscript should include the same name, address (including zip code) and affiliation of each author, as well as the title and date of the meeting where it was presented, if any. Please designate the corresponding author and provide a current email address for all correspondence.

2. **Synopsis:** Each article should be preceded by a brief but informative synopsis of 100 to 200 words. The synopsis should state the objective of the research, the experimental approach used, the principal findings, and the major conclusions. Follow the form used by Chemical Abstracts in preparing the synopsis.

3. **Units of Measure:** The *SI (System International)* metric units are preferred, following the trend in the scientific community. Where English or cgs units must be used, they should be converted to SI and placed following in parentheses. Abbreviations such as *m/s*, ml, rpm, and ug are used without periods. It is requested that authors avoid all unusual notations, e.g., milligram per cent (mg %) or ppm are better expressed as *mg/100g* or *mg/kg*.

4. **Abbreviations:** Any abbreviation that will not be immediately understood by a non-expert reader should be defined in parentheses following its first appearance in the text. In most cases, both clipped words and acronyms are unpunctuated. Chemical names and formulae should be unambiguously clear to the editor. Some prefixes before names of organic compounds must be italicized, e.g., *cis-*, *p-*, *tert-*, etc. Consult the list of commonly used abbreviations in the *ACS Handbook*.

5. **Trade Names:** A trade name must be followed by the sign "®." All common cosmetic ingredients should be referred to by their GENERIC names, as indicated in the latest edition of *International Cosmetic Ingredient Dictionary and Handbook (PCPC's)*, the *United States Pharmacopeia (U.S.P.)*, and the National Formulary (N.F.). Manufacturer's designation may be included in parentheses. If a material is not listed, then the proprietary or trademarked name can be used, with the chemical composition and name and address of the manufacturer given in parentheses or footnote.

6. **Structural Formulae:** Structural formulae should be used only if absolutely necessary and if the chemical in question is not known to the reader. They should be numbered and referred to in the text by Arabic numerals.

7. **Tables:** Tables should be numbered consecutively, using Roman numerals. Appropriate captions should also be included.

8. **Figures:** To publish the figures in your article with the highest quality, it is important to submit digital art that conforms to the appropriate resolution, size, color mode, and file format. Doing so will help to avoid delays in publication and maximize the quality of images.

Color photographs, where they are essential to the content of the paper, may be acceptable at the Editor's discretion, and at an extra cost to the author. Authors are responsible for the cost incurred for the printing of color photographs, figures. If authors do not want to pay the cost for color, figures will be printed in shades of gray.

Sizing and preparation: Submit figures at their final publication size; do not scale figures.

All panels of a multipart figure should be provided in the same file. If symbols are not explained on the face of the figure, only standard print characters may be used. Include figure titles in the legend and not on the figure itself.

Labeling and Font Usage: Please use the same font for all figures in your manuscript, and use a standard font such as Arial, Helvetica, Times, Symbol, Mathematical Pi, and European Pi. Do not use varying letter type sizes within a single figure; use the same size or similar sizes throughout. The preferred font size is 8 points; the minimum font size is 6 points.

Resolution and Raster Images: Low-resolution images are one of the leading causes of art resubmission and schedule delays. Submitted raster (i.e. pixel-based) images must meet the minimum resolution requirements:

Monochrome (1-bit) images (line-art): Common examples are graphs and charts made of solid black and white, with no gray values. The suggested minimum resolution for this type of image is 1000 ppi at publication size.

Combination Halftones: Common examples are color or grayscale figures containing halftone and line art elements. The suggested minimum resolution for this type of image is 600 ppi at publication size.

Halftones: Common examples are color or grayscale figures containing pictures only, with no text or thin lines. The suggested minimum resolution for this type of image is 300 ppi at publication size.

Raster images should be supplied in TIF format. PDF and JPG are also acceptable.

Vector Images: Vector images are typically generated using drawing or illustration programs (e.g., Adobe Illustrator) and are composed of mathematically defined geometric shapes—lines, objects, and fills. Vector graphics are resolution independent and can be enlarged to any size without quality loss.

Vector images should be supplied in EPS format, with all fonts embedded or converted to outlines, and graph lines at least 0.25 points thick. PDF is also acceptable.

**Authors who do not comply with these guidelines will be asked to resubmit their figures in a print-quality format, which may delay publication.**

9. **References:** References should be numbered in the order in which they appear in the text and should be listed in numerical order at the end of the article under "References". Citations in the text should be on line and parenthesized, e.g., (6) or (11-13). The references to journal articles must appear in the following form:

- (a) The initials and surname of each author.
- (b) The full title of the paper (first word capitalized).
- (c) The name of the journal in italics. Use standard abbreviations as in *Chemical Abstracts*.
- (d) The volume number in bold face type.
- (e) The first and last pages of the article separated by a hyphen.
- (f) Year of publication of the article (in parentheses); the month must be included for journals that do not use continuous pagination.

The following is an example of a correctly prepared journal reference; note all spacing and punctuation:

- 1) L. E. Gaul and G. B. Underwood, Relation of dew point and barometric pressure to chapping of normal skin, *J. Invest Dermatol*, 19, 9-19 (1952).

Book references are handled similarly and should include pertinent page numbers:

- 1) S. Rothman, *Physiology and Biochemistry of the Skin* (The University of Chicago Press, Chicago, 1954), pp. 494-560.

References to books containing contributions from authors appear as follows:

- 1) S. D. Gershon, M. A. Goldberg, and M. M. Rieger, "Permanent Waving," in *Cosmetics, Science and Technology*, 2nd ed., M. S. Balsam and E. Sagarin. Eds. (Wiley Interscience, New York, 1972), Vol. 2, pp. 167-250.

## AFTER SUBMISSION OF MANUSCRIPTS

**Rejection of Papers Submitted:** Manuscripts not prepared in accordance with these directions or deemed to be outside the scope of articles published in the Journal will be returned to the author by the Editor.

After the manuscript has been reviewed by the editor and reviewers, the senior author will be sent any comments that need to be addressed. If necessary, the senior author must submit a revised manuscript which will be reviewed by the Editor prior to being approved for publication. If the revised manuscript is still not acceptable, the Editor may reject for publication.

**Page Proofs:** After an author's paper is accepted and before final publication, page proofs will be emailed to the senior author for careful review and correction. Proofs should be verified against the manuscript and any alterations annotated in the PDF. The Publication Committee does not accept this responsibility. Alterations in an article after it has been typeset will be made at the author's expense, and the author will be billed for such changes. Corrected page proofs must be returned within 10 days to the *Journal* office.

**Offprints and Reprints:** The senior author of each paper will automatically receive 10 offprints free of charge, following publication of his paper. Additional offprints, or the more expensive stitched reprints, must be ordered at the time the page proofs are returned and will be billed to the author. An order blank for this purpose will be sent to the author separately, please return it to the address specified.

**Charges:** There are no page charges. The author will be responsible for the cost incurred for the printing of color photographs, figures, etc. Any material set into type but ordered deleted from publication at the page proof stage must also be paid for by the author. These charges will be invoiced to the senior author at the time of publication. The senior author will be notified by email verifying the cost of printing in color. On acceptance, the senior author will be invoiced for color charges.