



# SCN NEWS

## Guidelines for Contributors

The editor of *SCN News* welcomes contributions for future issues. Submission of an article does not guarantee publication. Overall editorial control is retained by the UNSCN Secretariat. All potential acceptable manuscripts are peer-reviewed. The UNSCN Secretariat routinely edits manuscripts and, where necessary, condenses the text and omits tabular and illustrative material.

Please direct any queries to the *SCN News* Editor at:

[scn@who.int](mailto:scn@who.int)

SCN News c/o WHO, 20 Avenue Appia, CH 1211 Geneva 27, Switzerland

Telephone: +41 22 791 04 56 / Fax: +41 22 798 88 91

**Submission:** Please send all manuscripts electronically to [scn@who.int](mailto:scn@who.int).

**Biographical information:** Please include biographical information, including affiliation of all authors and email of corresponding author.

**Language and format:** Manuscripts should be in English. In view of the fact that SCN publications are read and used by a variety of academic and professional individuals involved in nutrition, the style of the manuscript should be written in plain English (avoid colloquial expressions as well as professional jargon). Please refer to the *preferred spellings* guidance attached.

**Length:** When possible contributions should not exceed the following word count:

- Feature articles: 3,000 words
- Programme News: 400 words
- Speakers' Corner: 1,500 words
- Publications: 200 words
- Bulletin Board: 50-100 words

**Brief extract and key words:** With any feature article, please include:

- A brief extract of 3-5 key point sentences stating the purpose of the paper, main findings, and principal conclusions. Please emphasize new and important aspects of the paper.
- About 5 key words for indexing.

**Permission:** Authors are responsible for obtaining permission from the copyright holder(s) to reproduce any material with copyright protection.

**Tables and Figures:** Tables and figures should be submitted electronically in separate files (either in Excel, Word or high resolution image files such as JPEG and PGN).

**Links to the web:** The new *SCN NEWS* format offers online readers the opportunity to link directly from web publication. Therefore please include relevant links in the body text, either as hyperlinks or in brackets following the phrase to be linked. This is particularly relevant when specific organizations, institutions, programmes or projects are mentioned. Please remember that hyperlinks do not replace references.

**Referencing:** Please see the *Reference style guide* overleaf.



# SCN NEWS

## Reference Style

### General guidance:

- References should be listed **single-spaced** at the end of the manuscript.
- Where a **quotation** is used in the text, the page number of the reference should be provided.
- Please provide complete information for each reference, including full journal titles and complete list of authors: **use of *et al.* should be avoided.**
- Please limit your list of references to **not more than 35 sources**; also, please take care to reference important research findings, statistics and survey results.

In the **body text** references should be listed using the author and year of publication (ie Barker 1994), without commas.

In the **bibliography**, please use the following style:

#### *Journal Article:*

Green L, Lucas AL, Livingston M (1995) Relationship between early diet and subsequent cognitive performance during adolescence. *Biochemistry and Social Transaction* 23(4S): 376-9.

#### *Book:*

Barker DJP (1994) *Mothers, Babies, and Disease in Later Life*. BMJ Publishing Group: London.

#### *Chapter in Edited Book:*

Martorell R (1991) Maternal height as an indicator of risk. In Krasovec K and Anderson M (eds.) *Maternal Nutrition and Pregnancy Outcomes*. Pan American Health Organization: Washington DC.

#### *Conference Proceedings:*

UNICEF/UNU/WHO/MI (1999) *Preventing Iron Deficiency in Women and Children: Technical Consensus on Key Issues*. Technical Workshop, October 7-9, 1998. International Nutrition Foundation and Micronutrient Initiative: Boston and Ottawa.

#### *United Nations Document*

WHO/UNICEF/ICCIDD (1999) *Progress Towards the Elimination of Iodine Deficiency Disorders (IDD)*. WHO/NHD/99.4 World Health Organization: Geneva.

#### *Government Report*

Nigeria (1990) The Tobacco Smoking (Control) Decree, Decree No.20. 25 June 1990. *International Digest of Health Legislation*, 1990, 41(4):640-1.

#### *General Report:*

ACC/SCN (1997) *Third Report on the World Nutrition Situation*. ACC/SCN:Geneva.

#### *Unpublished Report:*

World Health Organization (1988) *Guidelines for leishmaniasis control at regional and subregional level*. (unpublished document WHO-LEISH/88.25; available from Division of Control of Tropical Diseases, World Health Organization, 1211 Geneva 27, Switzerland).

#### *Personal Communications:*

Beaton G (1999) Personal communication.

#### *World Wide Web:*

Please provide exact URL address and date of access for all referred material that is freely available online.



# SCN NEWS

## Preferred Spellings

This is a general guide to spelling used by UNSCN, which is a summary of the **WHO house style**. British rather than American spelling is normally used. The general rule is to follow the spelling listed in the latest edition of *The Concise Oxford dictionary*. There are, however, a number of exceptions, some of which are listed below.

When there is a choice between using the suffix –ize or –ise, ize is preferred. Foreign words are italicized. Hyphens are generally used for compound adjectives or only when an adverb might be mistaken for an adjective (little-used car vs. little used car); some compound words remain hyphenated irrespective of their grammatical use: Vice-President, Director-General, side-effect.

|   |   |  |
|---|---|--|
| ageing  | favour  | policy-maker                                   |
| agenda, plural agendas                              | field test (n.), field-test (v.)                      | practice (n.), practise (v.)                   |
| anaemia   | fieldwork   | prenatal                                       |
| analyse   | fetal, fetus  | preschool                                      |
| antenatal   | food-based  | program (computers only)                       |
| antiretrovirals                                     | food-chain  | programme (all non-computer uses )             |
| behaviour   | formula ( <i>pl.</i> formulae (scientific), formulas) | realization                                    |
| birth weight ( <i>but</i> low-birth-weight infants) | forty-two   | recognize                                      |
| bottle-feeding                                      | fulfil, fulfilled, fulfilment                         | re-examine                                     |
| breastfed   | globalization   | seronegative, seropositive                     |
| breastfeeding                                       | government (general)                                  | socioeconomic                                  |
| breast milk ( <i>but</i> breast-milk substitute)    | Government of (particular country)                    | South-East Asia Region                         |
| caregivers, carer ( <i>not</i> caretaker)           | haemoglobin   | south-west                                     |
| century   | health for all  | south-western                                  |
| colour, coloration                                  | HIV-infected  | States Parties                                 |
| cooperate   | ill health  | sub-Saharan                                    |
| coordinate  | labelling   | symposium ( <i>pl.</i> symposia or symposiums) |
| cost-benefit  | labour  | Triple A                                       |
| cost sharing  | labour intensive                                      | targeting                                      |
| counsellor  | large-scale (adj.)                                    | underfives                                     |
| cow milk/goat milk                                  | long-term (adj.)                                      | under way                                      |
| cross-section                                       | low-cost  | undernutrition                                 |
| database  | macroeconomics  | underweight                                    |
| day care ( <i>but</i> day-care centre)              | matrices  | well-being                                     |
| deadline  | Member countries                                      | well documented                                |
| decision-maker                                      | Member States   | well funded                                    |
| decision-making                                     | microeconomics  | well known                                     |
| defence   | nutrition-related                                     | widespread                                     |
| diarrhoea   | organization  | worldwide                                      |
| eastern Europe (geo)                                | overemphasize   |  |
| Eastern Europe (political)                          | overestimate  |  |
| emphasize   | overnutrition   | /L   |
| e-mail  | overweight  | /mg  |
| enrolment   | <i>P</i> values                                       | 21 <sup>st</sup> , 22 <sup>nd</sup>            |
| etiology  | per cent ( <i>but</i> % is usual)                     | 60s 70s 80s                                    |
|   | percentage  |  |