

# Beneficial Microbes

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## Guidelines for Authors

## Guidelines for authors of *Beneficial Microbes*

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## 1. Scope of the Journal

'*Beneficial Microbes*' is a peer-reviewed scientific journal with a specific area of focus: the promotion of the science of microbes beneficial to the health and wellbeing of man and animal. The journal contains original research papers and critical reviews in all areas dealing with beneficial microbes in both the small and large intestine, together with opinions, a calendar of forthcoming beneficial microbes-related events and book reviews. '*Beneficial Microbes*' takes a multidisciplinary approach and focuses on a broad spectrum of issues, including safety aspects of pro- & prebiotics, regulatory aspects, mechanisms of action, health benefits for the host, optimal production processes, screening methods, (meta)genomics, proteomics and metabolomics, host and bacterial physiology, application, and role in health and disease in man and animal.

## 2. General notes on submitting manuscripts

- Submit manuscript electronically to the journal submission and review system: <https://mc.manuscriptcentral.com/BM>
- The subject of the submitted manuscript should be within the scope of *Beneficial Microbes* in order to be considered for publication.
  - Please be reminded that BM does usually NOT publish on manuscript that only report in vitro experiments. Only when animal or clinical data are added, manuscripts will be considered for the review process. Otherwise, the manuscripts will be considered to have insufficient breadth. An exception is made for manuscripts that describe mechanistic studies. In doubt, please contact the editorial office before submission.
  - Note that manuscripts that use only classical plating technology to assess the gut microbiota composition are NOT considered to be sufficient for review. Preferably next-generation sequencing should be used, or plating should be amended with a molecular method, such as FISH, although this then needs to be done with an extensive set of probes to cover a wide range of microbial genera/groups.
  - Study protocols are also not considered for publication.
- Your paper should be within the range of pages given for the type of manuscript (see the Table below). Contact the editorial office if your manuscript exceeds the page range.
- The maximum size in the submission system (Manuscript Central) for your manuscript, including figures and additional files is 50 MB. If you need more space please contact the editorial office.
- BM is a transformative, plan S compliant journal. This means we expect from authors to pay for open access whenever possible during the transitional period of the journal to full open access.
- For the use of artificial intelligence writing tools such as ChatGPT in writing manuscripts, see section 3.18.

### 2.1 Publishing ethics

- Authors should ensure that the work described is entirely original. If authors use the work and/or words of others this should be cited or quoted appropriately. Plagiarism in all its forms is unacceptable.
- It is accepted that authors sometimes need to manipulate images for clarity, however, manipulation for purposes of deception or fraud will be seen as scientific ethical abuse.
- If plagiarism, data fabrication and falsification, or manipulation is identified, manuscripts will either not be considered for publication or if already published the paper will be withdrawn from the electronic version of the journal. Author(s) found guilty of the practices may be prohibited from further publishing in the journal. *Beneficial Microbes* checks all manuscripts electronically for plagiarism after submission.
- Purposeful failure to disclose relationships and activities is also considered a form of scientific misconduct.
- Authors may not submit the same manuscript, in the same or different languages, simultaneously to more than one journal.
- Editors of WMJ who submit a manuscript as a (co-)author will not be involved in the evaluation, peer review and decision process of this manuscript.
- More on the publishing ethics and duties of the authors, editors, reviewers and the publisher can be found on the publishers website.

### 3. General manuscript requirements for submission

The submitted manuscript must adhere to the following requirements (Although during processing for publication of accepted manuscripts standard house formatting will be applied by Wageningen Academic Publishers):

- Submit your manuscript as MS Word file.
- Use a general available font such as Times New Roman, font size 12, single spacing, A4 paper and 2.5 cm margins on all sides. Please try to avoid symbol font for special characters.
- Use British English spelling.
  - Authors who believe that their manuscripts would benefit from professional editing, prior to submission, are encouraged to use a language-editing service before submission (<http://www.wageningenacademic.com/>). Manuscripts not written in acceptable UK English will either not be considered for publication or the authors will be charged for language-editing.
- Please check published articles at <https://www.WageningenAcademic.com/BM> for correct formatting of your manuscript, including mathematical symbols. For example [BM2022.0041](#) (research article), [BM2022.0051](#) (narrative review article) and [BM2022.0024](#) (systematic review article).
- All manuscripts must contain Title, Author(s) and their Affiliation(s), Conflict of interest statement and Author contributorship declaration, as well as the requirements for the specific manuscript type (see Table below, as well as the explanation below in the text).

Manuscript type	As a MS-word file	In the Journal	Manuscript must contain
Include in ALL submissions			title, authors, affiliations, conflict of interest statement, author contributorship declaration
Research article <sup>1</sup>	6-14 pages	4-10 pages	abstract, keywords, introduction, materials and methods, results, discussion and conclusion (combined or separate), acknowledgements (optional), references
Review article <sup>1</sup>	6-20 pages	4-15 pages	abstract, keywords, introduction, several subject sections, acknowledgements (optional), references
Letter to the editor <sup>2</sup>	2 pages	1 page	original article title and authors, commentary text, references
Opinion paper <sup>3</sup>	4-8 pages	2-6 pages	abstract, keywords, introduction, subject sections, acknowledgements (optional), references
Hypothesis paper <sup>3</sup>	6-8 pages	4-6 pages	abstract, keywords, introduction, subject sections, acknowledgements (optional), references

<sup>1</sup> Submit your manuscript via internet through <http://mc.manuscriptcentral.com/BM>.

<sup>2</sup> Should be submitted to the editor-in-chief.

<sup>3</sup> Please contact the editor-in-chief before submission.

#### 3.1 Manuscript heading (required for each submission)

- **Title:** bold, sentence case, and no longer than 20 words.  
A title provides a distilled description of the complete article and should include information that, along with the abstract, will make electronic retrieval of the article sensitive and specific. Information about the study design should be a part of the title (particularly for randomised trials, systematic reviews and meta-analyses). Avoid using abbreviations in the title.
- **Authors:** all sentence case. Use initials for the first names of the authors. Indicate the corresponding author with an asterisk (\*).  
Beneficial Microbes follows the rule that authorship should be based on ALL following four criteria: (1) substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; (2) drafting the work or revising it critically for important intellectual content; (3) final approval of the version to be published; (4) agreement to be accountable for all aspects of the work in ensuring

that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors. Only humans of legal age can be recognised as authors. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged. It is the collective responsibility of the authors, not Beneficial Microbes, to determine that all people named as authors meet all four criteria; it is not the role of the journal editors to determine who qualifies or does not qualify for authorship or to arbitrate authorship conflicts. People involved in criteria (1) should have the possibility of acquiring authorship and not be denied involvement in the other criteria (2-4).

Any change in authors and/or contributors after initial submission must be approved by all authors. This applies to additions, deletions, change of order to the authors, or contributions being attributed differently. Any alterations must be explained to the editor. The editor may contact any of the authors and/or contributors to ascertain whether they have agreed to any alteration.

- **Affiliations:** all sentence case; affiliations include the full address of all authors affiliations and including the current e-mail address of the corresponding author.

The appropriate affiliations contain the name of the department(s) and institution(s) or organizations where the work should be attributed. Note that the electronic submission system (i.e. Manuscript Central) also requires that all authors, their affiliations and emails are provided. This ensures that they receive information on your submission (submission and decisions) and can check the status of the manuscript in the system.

- **Running header:** no longer than 75 characters.

This is a shortened title that will appear on the top of the odd pages in a publication. It may include abbreviations.

### 3.2 Abstract (required for each submission)

- The abstract should not contain more than 300 words.
- The abstract should provide the context or background for the study and should state the study's purpose, basic procedures (selection of study subjects, settings, measurements, analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasise new and important aspects of the study or observations, note important limitations, and not overinterpret findings.
- Clinical trial abstracts should include items that the [CONSORT](#) group has identified as essential; note that BM does not use the structured abstract style.
- Abbreviations should be given in full on first use and are followed by the abbreviation in parentheses.
- Do not mention references in the abstract.
- If applicable, the trial registration number must be added at the end of the abstract.
- Because abstracts are the only substantive portion of the article indexed in many electronic databases, and the only portion many readers read, authors need to ensure that they accurately reflect the content of the article. In the process of revision and review of the manuscript authors must ensure that the information in the abstract is still consistent with the article.

### 3.3 Keywords (required for each submission)

- Use 3-5 keywords (preferably do not repeat any of the words of the title of the manuscript).
- Keywords should be lower case, separated by a comma.

### 3.4 Requirements regarding the main text of the manuscript (required)

- Only the main heading level of the sections are numbered (e.g. 1. Introduction; 2. Materials and methods; 3. Results; 4. Discussion, etc.).
- Use a maximum of two unnumbered heading levels after the heading level of a section:
  - Level 1: Boldface, sentence case.
  - Level 2: Italic, sentence case.
- Italics should be used for non-English expressions, e.g. species names like *Bifidobacterium breve*, gene names and words like *in vivo*.
- Note that the new internationally accepted nomenclature for Lactobacilli must be used (Zheng *et al.*, 2020; <https://doi.org/10.1099/ijsem.0.004107>). You can use the webtool <http://lactotax.embl.de/wuyts/lactotax/> to check the correct genus name of the former *Lactobacillus* genus.
- 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. Abbreviations should be used for all units; units should be given as mg/ml rather than mg ml<sup>-1</sup>. Do not use ppb (or ppm, ppt), as this is an ambiguous non-SI notation.
- Abbreviations should be given in full on first use 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. The first item, or a. The first item). 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.
- Authors of review manuscripts are encouraged to describe the methods used for locating, selecting, extracting, and synthesizing data; this is mandatory for systematic reviews (see the reporting guidelines for systematic reviews and meta-analysis: [PRISMA](#)).

### 3.4.1 Formulae and equations

- Formulae should be typewritten, if possible. Word Equation Editor/MathType should be used only for formulae that cannot be produced using normal text or Symbol font.
- We do not recommend using the Word 2007, 2008, 2010 or 2011 equation editor. This can in some cases result in display errors. Instead, use the legacy equation editor in MS Word (Insert menu; select insert object; select Microsoft equation) or use Mathtype (recommended).
- 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.

### 3.4.2 Footnotes

Footnotes should be avoided. If absolutely necessary, they should be numbered in the text, indicated by superscript numbers.

## 3.5 Introduction (required for each submission)

Provide a context or background for the study (that is, the nature of the problem and its significance). State the specific purpose or research objective of, or hypothesis tested by, the study or observation. Cite only directly pertinent references, and do not include data or conclusions from the work being reported.

## 3.6 Materials and methods

The Materials and methods section should be clear about how the study was performed, including its statistical analysis. It must be sufficiently detailed such that others are able to reproduce the results. The section should include only information that was available at the time the plan or protocol for the study was being written; all information obtained during the study belongs in the Results section. If an organization was paid or otherwise contracted to help conduct the research, then this should be detailed in the methods.

Give references to established methods; provide references and brief descriptions for methods that have been published but are not well-known; describe new or substantially modified methods, give the reasons for using them. Identify all special chemicals and drugs used, including generic name(s), dose(s), and route(s) of administration. Identify appropriate scientific names and gene names.

Some specific statements for special types of research are required in this section and detailed below.

Note that as the Materials and methods section should be clearly understandable to the reader, the impact of any overlap to published manuscripts (i.e. any plagiarism check) is less important here.

### 3.6.1 Specific ethical and welfare requirements for animal studies

- This statement should be mentioned at the start of the Materials and methods section of the manuscript.
- When reporting experiments involving animal subjects, authors must indicate that institutional and national standards for the care and use of laboratory animals were followed, including adherence to the legal requirements of the study country.
- Authors must mention the institutional, regional or national ethical approval committee, together with the registration number for the study.
- Studies involving animal subjects must meet the ethical guidelines (i.e. applicable to the institution, jurisdiction, etc., where the research was performed). Authors must demonstrate that experimental procedures conform to the accepted principles of animal welfare in experimental science. These principles are defined and explained in the European Convention for the Protection of Vertebrate Animals used for Experimental and Other Scientific Purposes and its appendix (<https://www.coe.int/en/web/conventions/full-list/-/conventions/treaty/123>) or in the National Research Council Guide for the Care and Use of Laboratory Animals (<https://www.nap.edu/catalog/12910/guide-for-the-care-and-use-of-laboratory-animals-eighth>). If experimental methodology raises particular ethical or welfare concerns then the Editor can take additional guidance from [Animals (Scientific Procedures) Act 1986, <https://www.legislation.gov.uk/ukpga/1986/14/contents>] when making decisions.

### 3.6.2 Specific requirements for studies involving human subjects

- This statement should be mentioned at the start of the Materials and methods section of the manuscript.
- Medical studies on human subjects must follow and the ethical principles of the Declaration of Helsinki (most recent revision, <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>), including adherence to the legal requirements of the study country.
- Authors that have used human subjects in their research must confirm that subjects have signed a Statement of Informed Consent and indicate this in the article. They must archive these statements.
- The authors must ensure that the identity of the subjects is not infringed by the information in the publication. Human subjects have a right to privacy that should not be violated without informed consent. Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the human subject (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be published.

### 3.6.3 Specific requirements for (medical) trials

- For studies regarding medical trials, registration in a public trials registry at or before the time of first (human) subject enrolment is mandatory. The registry and the registration number must be mentioned in the manuscript as well as at the end of the abstract.
- Beneficial Microbes defines a clinical/medical trial based on the [ICMJE guidelines](#) as any research project that prospectively assigns people or a group of people to an intervention, with or without concurrent comparison or control groups, to study the relationship between a health-related intervention and a health outcome. Health-related interventions are those used to modify a biomedical or health-related outcome; examples include drugs, devices, behavioural treatments, educational programs, dietary interventions, quality improvement interventions, and process-of-care changes. Health outcomes are any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events.
- BM accepts publicly accessible registration in any registry that is a primary register of the [WHO International Clinical Trials Registry Platform](#) (ICTRP) that includes the 24-item trial registration data set or in ClinicalTrials.gov, which is a data provider to the WHO ICTRP. These registers are accessible to the public at no charge, open to all prospective registrants, managed by a not-for-profit organization, have a mechanism to ensure the validity of the registration data, and are electronically searchable.
- The purpose of clinical/medical trial registration is to prevent selective publication and selective reporting of research outcomes, to prevent unnecessary duplication of research effort, to help patients and the public know what trials are planned or ongoing into which they might want to enrol, and to help give ethics review boards considering approval of new studies a view of similar work and data relevant to the research they are considering. Retrospective registration, for example at the time of manuscript submission, meets none of these purposes. Those purposes apply also to research with alternative designs, for example observational studies.

### 3.6.4 Statistical analysis

- Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to judge its appropriateness for the study and to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as *P* values, which fail to convey important information about effect size and precision of estimates.
- References for the design of the study and statistical methods should be to standard works when possible. Define statistical terms, abbreviations, and most symbols. Specify the statistical software package(s) and versions used. Distinguish prespecified from exploratory analyses, including subgroup analyses.
- A minimum of three individual and independent samples must be analysed for each reported mean value, along with some indication of variability (standard deviation or standard error).

### 3.7 Results

- Present your results in logical sequence in the text, tables, and figures. Give the main or most important findings first and emphasise only the most important observations.
- Do not repeat all the data in the tables or figures in the text, or the same data in both tables and figures.
- Restrict tables and figures to those needed to explain the argument of the paper (i.e. display the data in the format that is the most informative).
- Extra or supplementary results, illustrations and technical details can be placed in the electronic supplementary materials (ESM) where they will be accessible, but will not interrupt the flow of the text.
- Give numeric results not only as derivatives (e.g. percentages) but also as the absolute numbers from which the derivatives were calculated.

#### 3.7.1 Tables

- Avoid large tables. Tables should fit within the journal size (maximum size per page 20×27 cm). Landscape format is acceptable only by exception; this will be decided by the publisher.
- Minimum font size is 10 for Tables.
- Tables should be numbered in Arabic numbers according to their sequence in the text.
- Each table should have a brief title. Please try to avoid abbreviations in the title as much as possible.
- Each table should be mentioned in the text. Use ‘Table’ followed by the number in the text, not an abbreviation, e.g. Table 1.
- 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 and abbreviations essential for understanding the table should be given as a footnote at the bottom of the table. Use either superscript numbers or letters for footnotes.

#### 3.7.2 Figures

**Wageningen Academic Publishers will not artificially enhance the quality of photos or redraw results presented in figures. Authors therefore should supply vector-oriented figures that are suitable for publication. Figures that lack the quality standard (see below and in Appendix B) will not be considered for publication.**

- All figures should be black and white. Full colour figures will be converted to greyscale. If coloured figures are necessary in print (in order to interpret the figure) a colour charge of 275 € applies.
- When there are **MORE THAN 12 INDIVIDUAL GRAPHS** in the paper, **A FIGURE CHARGE OF 50 € PER SURPLUS GRAPH** will apply.
  - If a figure has for example one graph in an (A) and (B) subsection, this will count as 2 graphs; when a figure has many small unnumbered graphs, each small graph will count towards the total. If you wish to avoid figure charges, an option would be to place some graphs into a supplementary materials file. Figures in the supplementary materials are excluded for figure charge.
- Do not insert your figures in the MS Word file, but submit them separately.
- Figures should be numbered in Arabic numbers according to their sequence in the text.
- Each figure should be mentioned in the text. Use ‘Figure’ followed by the number in the text, not Fig.
- Each figure should have a brief title. Type this title in the text where the illustration should be placed.
- Please try to avoid abbreviations in the title as much as possible.
- Any necessary explanations and abbreviations essential for understanding the figure should be given as a note at the bottom of the figure. Use either numbers or letters for footnotes.



- Note that the maximum width of a published figure is 2 columns of the journal (165 mm). The figure should be legible at this size.

**For Photos:**

- If photographs are necessary, submit digital photographs. Only original photographs with good contrast and intensity are acceptable. Photographs should be submitted as jpg, tiff or pds files with a resolution of at least 300 dpi.

**For Graphs and other figures (drawings):**

- All other figures (line-art or a combination of photographs and labels) should be submitted as editable vector-oriented EPS or pdf files. Most statistical programs as well as MS Excel are able to create (save as or export as) vector-oriented files.
- Text in figures should be in an editable format.
- Use font size 7-9 for the text in your figures.

**Previously used figures or figures with copyright**

If the manuscript uses figures that have been used in previous publications or on which copyright rests, it must be accompanied by a permission to reproduce these illustrations, whereas the manuscript itself must include a reference or acknowledgement of the people for their contribution.

**3.7.3 Videos**

Illustrative videos (mp4) can be submitted as electronic supplementary material. Please note the file size limitation of a submission in Manuscript Central (the submission system). If your video has a larger file size, please contact the editorial office.

**3.8 Discussion and conclusions**

The Discussion is the place where you explore possible mechanisms or explanations for the results. Emphasize the new and important aspects of the study and put them in the context of other published studies. Do not repeat in detail data or other information given in other parts of the manuscript, such as in the Introduction or the Results section. State any limitations and explore implications of your findings for future research or application.

Link the Conclusions with the goals of the study. Avoid unqualified statements and conclusions not adequately supported by the data.

Avoid making statements on economic benefits and costs unless the manuscript includes the appropriate economic data and analyses.

**3.9 Supplementary material (ESM)**

- Extra data and information of the study described in the article can be made available as online only electronic supplementary material (ESM), which is linked with the same DOI as the published article and freely accessible for the reader.
- The online-only material will not be edited by the publisher.
- Online-only material should be numbered in Arabic numbers according to their sequence in the text. Each online-only material should be mentioned in the text. Use, for example, ‘Supplementary Figure’ or ‘Supplementary Table’ followed by a S and the number in the text (e.g. Supplementary Figure S1, Supplementary Table S3).
- Online-only material should have a brief title.
- Any necessary explanations essential for understanding online-only material should be given as a footnote at the bottom of the online-only material. Use either numbers or letters for footnotes.

**3.10 Acknowledgements and funding (required if applicable)**

The acknowledgments should thank people who contributed to the manuscript in some way, but were not eligible as an author (see authors contribution statement (section 3.5) for who should be considered as an author).

The acknowledgements should also mention the source(s) of support of the study or for writing the manuscript. These can include grants, funding, equipment, chemicals, and/or other support that facilitated conduct of the study. Inappropriate attribution of funding sources and affiliations is misleading and should be avoided.

### 3.11 Author(s) contribution declaration (required for each submission)

- The Author contributions declaration should be placed after the Conflict of interest statement, and before the Reference list.
- Preferably the contributor's role taxonomy of [CRediT](#) should be used.
- Each author contribution declaration should make clear which author has contributed what to the planning, conduct, and reporting of the work described in the article, and should identify one contributor as being responsible for the overall content. For articles that do not report original research – such as reviews – please state who had the idea for the article, who performed the literature search, who wrote the article, and who is responsible for the finished article, had access to any data, and controlled the decision to publish.
- An example of an Author contribution declaration is given below:  
Conceptualization, YS, HA, WIO, JV and HK; methodology, HK, MAI and YS; software, YS and MAI; validation, HK and YT; formal analysis, YS, HK, and JV; resources, YS, JV and HK; writing-original draft preparation, YS and JV; writing-review and editing, YT, HA, MAI, WIO and HK; visualization, YS and JV; supervision, YS, JV and HK; project administration, HK; funding acquisition, YS, JV and HK. All authors have read and agreed to the published version of the manuscript.

### 3.12 Conflict of interest (required for each submission)

- *Beneficial Microbes* requires that all authors disclose any potential sources of conflict of interest. The Conflict of interest statement gives the disclosure of relationships and activities for each author. For instance, shares owned in company of the product used in the study, consultancy, employment, patents or other conflicting activities, potential funder or product provider conflicts. A funder should not have an influence on the study design, as well as on the analysis and report of the results, or the accessibility of the data. Purposeful failure to report those relationships or activities during manuscript submission is a form of scientific misconduct.
- If no Conflict of interest is applicable, the standard statement 'The authors declare no conflict of interest.' can be used.
- An example of a Conflict of interest statement is given below:  
CM, SH, CC, and TH are employees of XXX Inc. YT owns stock in XXX Inc. The article reflects the views of the authors and not necessarily those of the funder. YH and TL declare that the research was conducted in the absence of any financial relationships or commercial that could be construed as a potential conflict of interest.

### 3.13 Disclaimers (optional)

An example of a disclaimer is an author's statement that the views expressed in the submitted article are his or her own and not an official position of the institution or funder, or that the materials mentioned in a review do not endorse the use of these specific materials.

### 3.14 Data availability / Data sharing statement (optional)

Although this statement is optional, the responsibility for the author to make his/her study data available upon reasonable request is mandatory. It is up to the author to determine whether a request is reasonable.

Investigators have a duty to maintain the primary data and analytic procedures underpinning the published results for at least 10 years. BM encourages the preservation of these data in a data repository to ensure their longer-term availability.

### 3.15 References (required for each submission)

- Authors should provide direct references to original research sources whenever possible. References should not be used by authors, editors, or peer reviewers to promote self-interests.
- Authors should avoid citing articles from predatory or pseudo-journals (see <https://beallslit.net/> for an updated list of predatory journals/publishers and information on how to check the reliability of a journal).
- When preprints are cited, the citation should clearly indicate that the reference is an (unreviewed) preprint.
- Authors are responsible for checking that none of the references cite retracted articles except in the context of referring to the retraction.
- An Endnote style and a Reference Manager style are available at [www.wageningenacademic.com](http://www.wageningenacademic.com). Also a citation style language (.csl) file is available which can be used for Mendeley.  
When using a reference management system, you must be sure that the data for each reference is complete and correct (go to the original journal site to import the citing data; repositories like Researchgate provide incomplete

data), and that ALL references in the text are inserted using the reference management system. If not, references might get lost in the publication process, and the reference list will be corrupted and incorrect.

- We advise you to crosscheck the references in the text with those in the list. Do not rely on the reference management system.

#### **In the text:**

- 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’. If possible, provide a DOI for these manuscripts in the reference list.
- 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.

#### **In the reference list:**

- All publications cited in the text (and tables) should be presented in an alphabetical list of references at the end of the manuscript (no numbering).
- The list of references should be arranged alphabetically by authors’ names.
- All authors of each article should be mentioned in the reference list. Institutional authors that are abbreviated in the text, 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.
- Provide a DOI for each reference if possible. (This will crosslink to the original article in the published article pdf). The DOI should start with ‘<https://doi.org/>’ followed by the unique DOI manuscript number (see below for examples)
- For internet resources use the direct link to the website of the paper if possible. If a paper is undated use the date (year) of access.
- Use the following system for arranging your references (see also the reference list in the [example research article](#)):

#### *For periodicals (journals):*

- Geurts, L., Neyrinck, A.M., Delzenne, N.M., Knauf, C. and Cani, P.D., in press. Gut microbiota controls adipose tissue expansion, gut barrier and glucose metabolism: novel insights into molecular targets and interventions using prebiotics. *Beneficial Microbes*. <https://doi.org/10.3920/BM2012.0065>
- Shephard, G.S., Berthiller, F., Burdaspal, P.A., Crews, C., Jonker, M.A., Krska, R., Lattanzio, V.M.T., MacDonald, S., Malone, R.J., Maragos, C., Sabino, M., Solfrizzo, M., Van Egmond, H.P. and Whitaker, T.B., 2013. Developments in mycotoxin analysis: an update for 2011-2012. *Beneficial Microbes* 6: 3-30. <https://doi.org/10.3920/BM2012.1492>

#### *For books:*

- Barug, D., Bhatnagar, D., Van Egmond, H.P., Van der Kamp, J.W., Van Ossenbruggen, W.A. and Visconti, A. (eds.), 2006. The mycotoxin factbook, food and feed topics. Wageningen Academic Publishers, Wageningen, the Netherlands. <https://doi.org/10.3920/978-90-8686-587-1>
- International Agency for Research on Cancer (IARC), 1993. Some naturally occurring substances: food items and constituents, heterocyclic aromatic amines and mycotoxins. IARC Monographs on the evaluation of carcinogenic risks to humans. Vol. 56. IARC, Lyon, France. Available at: <https://monographs.iarc.fr/wp-content/uploads/2018/06/mono56.pdf>.
- Van der Meulen, B. and Van der Velde, M., 2008. European food law handbook. Wageningen Academic Publishers, Wageningen, the Netherlands. <https://doi.org/10.3920/978-90-8686-246-7>

#### *For multi-author books and conference proceedings:*

- Bacon, C.W. and Hinton, D.M., 2000. Biological control of *Fusarium moniliforme* in corn by competitive exclusion using *Bacillus mojavensis*. In: USDA-ARS (ed.) Proceedings of the aflatoxin/fumonisin workshop. October 25-27, 2000. Yosemite, CA, USA, pp. 35-37.
- Pedersen, L.J., Malmkvist, J. and Andersen, H.M.L., 2013. Housing of sows during farrowing: a review on pen design, welfare and productivity. In: Aland, A. and Banhazi, T. (eds.) Livestock housing. Modern management to ensure optimal health and welfare of farm animals. Wageningen Academic Publishers, Wageningen, the

Netherlands, pp. 93-112. [https://doi.org/10.3920/978-90-8686-771-4\\_05](https://doi.org/10.3920/978-90-8686-771-4_05)

*For internet resources:*

World Health Organisation (WHO), 2004. Surveillance programme for control of foodborne infections and intoxications in Europe. Seventh report. The 1993-1998 Country reports. Available at: [http://www.bgvv.de/internet/7th report/threp fr.htm](http://www.bgvv.de/internet/7th%20report/threp%20fr.htm)

### 3.16 Graphical abstracts (optional)

A graphical abstract, which is a one-image file summarising the main findings of the article, can be submitted as a separate file during submission of the manuscript. Any text or label must be part of the image file. Please choose 'Supplementary Material' and type 'Graphical abstract' as file description when uploading your graphical abstract file. Please use 'graphical abstract' in the name of the file. The graphical abstract will be displayed online, but will not appear in the article PDF file. See for an example: [BM2021.0035](#).

### 3.17 Special reporting guidelines

Reporting guidelines have been developed for different study designs. Authors are encouraged to follow these guidelines especially when publishing medical studies. Most of these reporting guidelines can be found at the [EQUATOR Network](#) and the [NLM's Research Reporting Guidelines and Initiatives](#)

- Examples include:
  - for randomized trials: [CONSORT 2010](#)
  - for observational studies: [STROBE](#)
  - for systematic reviews and meta-analyses: [PRISMA](#)
  - for studies of diagnostic accuracy: [STARD](#)
  - for animal research: reporting of *in vivo* experiments: [ARRIVE](#)

### 3.18 Use of artificial intelligence in writing articles

Artificial intelligence (AI) tools, also called large language model (LLM) tools, such as for instance ChatGPT, can be of help to authors in writing better readable English texts. However, these LLM tools are not scientists and lack the necessary understanding of the science involved in the manuscripts. We do not prohibit the use, but they may only be used to improve the language. The use of LLM tools has to follow the stipulations mentioned below:

- First, no LLM tool will be accepted as a credited author on a research paper. That is because any attribution of authorship carries with it accountability for the work, and AI tools cannot take such responsibility.
- Second, researchers using these LLM tools must document this use in the 'Materials and methods' or the 'Acknowledgements' sections. Failure to do so will lead to immediate rejection or withdrawal of the paper if it is already published when this is detected.
- Third, when LLM tools are used in writing, and nonsense science statements are detected in the text, the manuscript will be rejected without the possibility for a revision. The authors therefore should very carefully scrutinize their manuscript, as they are fully responsible for the text of their submission.

## 4. Review and publishing of the manuscript

Note that more details on the publishing duties and ethics of (journal) editors, reviewers and publisher can be found on the publishers website.

### 4.1 The review process and revision

Beneficial Microbes is under no obligation to send submitted manuscripts for review, and under no obligation to follow reviewer and editor recommendations, favourable or negative. The editor in chief is ultimately responsible for the selection of all its content, and editorial decisions may be informed by issues unrelated to the quality of a manuscript, such as suitability for the journal. The publisher declares that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions. Manuscripts will be judged for their content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Beneficial Microbes uses the iThenticate software to identify problems regarding text similarities and plagiarism. This software is not faultless, and suspicious detections are always manually checked by the editorial office. When necessary, the author(s) will be contacted on the suspicious detections.

If your manuscript is suitable for peer review, a section editor is assigned to your manuscript. The section editor is responsible for a timely review of the manuscript, but also of the quality of a review. A minimum of two independent reviews (peer review) are necessary for an original submission in order to make a recommendation and decision. Beneficial Microbes uses single blind review; the identity of the reviewer is not revealed to the author(s), unless the reviewer specifically approves.

Beneficial Microbes asks for suggestions for reviewers of your manuscript upon submission. These potential reviewers must be of a different organisation than the authors and have no recent collaboration with the authors. Authors can also indicate opposed reviewers (e.g. biased or competitive researchers). The section editor is under no obligation to use the reviewer suggestions of the authors.

Finding willing reviewers can sometimes be a lengthy and cumbersome process. If you submit any manuscript to a journal, also think positively about reviewing other manuscripts yourself.

Authors can withdraw their paper at any time, providing satisfying clarification for the withdrawal is given. Authors may decline the opportunity to revise the manuscript. The editorial office should be informed if this is the case whereupon the paper can be removed from the journal's system.

A standard time is given for a Major or Minor Revision. Note that the submission system blocks the submission of revisions after the revision date expires. If the authors need more time to prepare their revision please contact the editorial office. If necessary, also a revision date that has recently been expired can be changed by the editorial office.

### 4.2 Acceptance and publication

The publisher will do its best to publish an accepted article online as 'in press' in the shortest time possible after acceptance.

A signed CTA (copyright transfer agreement) is needed for publication of an accepted non-open access manuscript. A publishing licence agreement (Creative Commons CC-BY licence; i.e. the copyright is not transferred in this case) is needed for the publication of an accepted open access manuscript, as well as the payment of the APC ([as indicated on the journals website](#)). Many funding organisations require open access, which is fully supported by BM. These funding organisations also provide support for open access costs.

The corresponding author will receive the galley proof of the manuscript, which should be checked and corrected within two working days. If necessary, more time can be requested by contacting the editorial office. Once the article is assigned to an issue with the corresponding page numbers, an electronic author's copy will be provided to the corresponding author.

The publisher can reject any article at any time before publication, including after acceptance if concerns arise about the integrity, readability and quality of the work.

Internet links in articles are checked if they are available at the time of publication of the article. If Beneficial Microbes in a publication links to an external site, it does not endorse or take responsibility for any content on the linked sites, and also does not take responsibility for the sites' availability.

## **5. Complaints and issues on the manuscript**

Complaints and issues on the reviewing process should be addressed to the editor in chief and the editorial office (publisher).

Complaints and issues on the decision of a manuscript should be addressed to the editor in chief, if necessary accompanied with a rebuttal letter. In some cases a decision can be changed if properly reasoned. Typically, the editor in chief will communicate the complaint to the handling section editor (and if needed to further members of the editorial board) to find consensus before issuing a final decision, which is binding.

Complaints and issues on the publication of an article should be addressed to the publisher. This also includes reporting by the authors of any scientific errors discovered in the manuscript.

For complaints and issues on manuscripts COPE's Best Practice Guidelines for Journal Editors are followed. All complaints are taken seriously and examined, counselling the involved parties.

### **5.1 Corrections**

When genuine errors in published work are pointed out by readers, authors, or editors, which do not render the work invalid, a correction (or erratum) will be published as soon as possible. The online version of the paper may be corrected with a date of correction and a link to the printed erratum. If the error renders the work or substantial parts of it invalid, the paper should be retracted with an explanation as to the reason for retraction (i.e. honest error).

### **5.2 Ensuring the integrity of the published record – suspected research or publication misconduct**

If serious concerns are raised by readers, reviewers, or others, about the conduct, validity, or reporting of academic work, the journal's Management Team will initially contact the authors and allow them to respond to the concerns. If that response is unsatisfactory, it will be taken to the institutional level or other appropriate bodies. Once an investigation is concluded, comment will be published that explains the findings of the investigation. It may be decided to retract a paper if the Editorial Board is convinced that serious misconduct has happened.

Retracted papers will be retained online, and they will be prominently marked as a retraction in all online versions, including the PDF, for the benefit of future readers.

## Appendix A. Preparing artwork for print

### Size and arrangement of figures

- Provide figures approximately at the size at which they will be printed.
- Try to keep figures compact and clear.
- Maximum figure size is a width of 78 mm (single column) or 165 mm (double column).
- In figures consisting of multiple parts, these parts should be arranged in such a way that the maximum size is not exceeded.

### Using texts in figures

- Arial is the recommended font for all texts in artwork.
- Font size for basic texts should be 9 pt; font size 7 or pt (never smaller than 7 pt) can be used for less important text as an exception.
- Do not rasterise or convert text into outlines.
- In figures consisting of multiple parts, each part should be labelled with a capital character A, B, C, etc.

### Graphical items

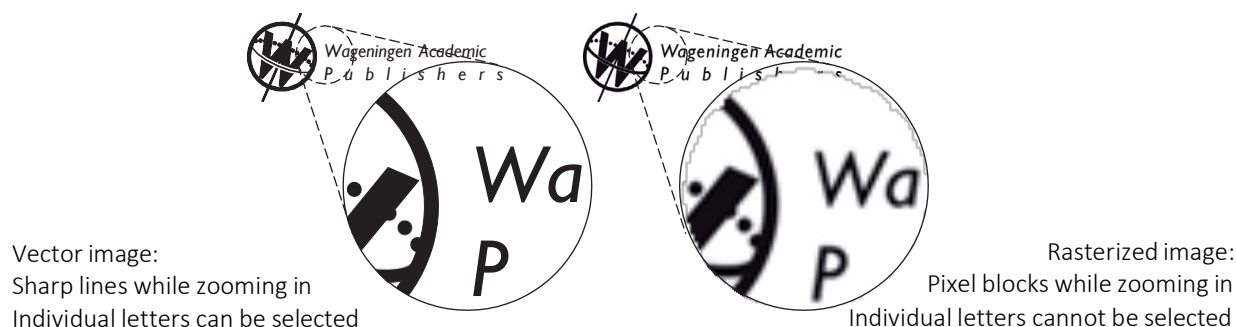
- Line weights should be 0.5 pt; only if necessary for clear distinction line weights between 0.25 and 1 pt can be accepted.
- Do not use drop shadows.
- Do not use 3-D graphs when there is no scientific reason to do so.

### Colours

- Photographs can be submitted in colour, but they will be converted to greyscale for print. Note that converting to greyscale may result in serious loss of information.
- All other figures should be submitted in greyscale (black and white).
- Figures will only be published in colour if judged essential by the editors (additional costs can be charged).

### Image types and acceptable file formats

There are two basic types of images: vector images and rasterised (or bitmap) images. Vector images can be upscaled without loss of quality, while rasterised images cannot (see example below; also, single letters in vector images can be selected, in rasterised images they cannot). Photographs are raster images; for all other figures we only accept vector images.



- We prefer all vector images to be submitted as EPS or PDF. Graphs made in MS Excel can be submitted directly as XLS files.
- Almost all common imaging programmes allow you to export graphs or images as EPS or PDF files by using the 'Save as' or the 'Export as' function. If asked, always choose for all fonts to be embedded (do not convert text to outlines). Always check the export options to ensure that images are not downsampled or rasterised.
- Photographs should be submitted as jpg, TIFF or psd files with a resolution of at least 300 dpi. Please note that artificial upgrading of the resolution of a photographic image will not improve its quality.
- Only original photographs with good contrast and intensity are acceptable.
- Files combining rasterised and vector images should be submitted as unflattened vector EPS files.
- When in doubt, or in need of help or advice, please e-mail one of our editors at [BM@WageningenAcademic.com](mailto:BM@WageningenAcademic.com)