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Contents

No. 1 (February 1970)

PAGE

ORIGINAL ARTICLES

Observed ratios of $^{90}\text{Sr}/\text{Ca}$ and $^{137}\text{Cs}/\text{K}$ in the food of nursing mothers and in their milk. G. G. CALAPAJ and D. ONGARO	1
Utilization of citrate by lactobacilli isolated from dairy products. T. F. FRYER	9
Utilization of milk citrate by lactic acid bacteria and 'blowing' of film-wrapped cheese. T. F. FRYER, M. ELISABETH SHARPE and B. REITER	17
Observations on the use of 2,4-dinitrophenylhydrazine and of 2,6-dichlorophenolindophenol for the determination of vitamin C in raw and in heat-treated milk. JOYCE TOOTHILL, S. Y. THOMPSON and J. EDWARDS-WEBB	29
Association of lipases with micellar and soluble casein complexes. W. K. DOWNEY and R. F. MURPHY	47
A technique for studying the build-up and prevention of milk film on hard surfaces. L. F. L. CLEGG and CHRISTINA M. COUSINS	61
Studies on the mechanism of the Whiteside mastitis test reaction. G. NAGESWARARAO and J. B. DERBYSHIRE	77
The pattern of release of free fatty acids from milk fat under the action of intrinsic and added lipases. E. B. HEMINGWAY, G. H. SMITH and J. A. F. ROOK	83
The digestion of fatty acids in the stomach and intestines of sheep given widely different rations. J. D. SUTTON, J. E. STORRY and J. W. G. NICHOLSON	97
Determination of moisture in dairy products by near infra-red absorption of methanol extracts. J. D. S. GOULDEN and D. J. MANNING	107
Carbohydrate analysis of the glycopeptides released by the action of rennin on whole milk. G. SINKINSON and J. V. WHEELLOCK	113
Fractionation of bovine serum lipoproteins and their characterization by gradient gel electrophoresis. P. E. BRUMBY and V. A. WELCH	121
The estimation of diacetyl in the presence of other carbonyl compounds. G. J. LEES and G. R. JAGO	129
The detection of clinical mastitis with in-line filters. J. B. HOYLE and F. H. DODD	133
Reviews of the progress of Dairy Science. Section A. Physiology. Ruminant metabolism in relation to the synthesis and secretion of milk fat. J. E. STORRY	139

No. 2 (June 1970)

	PAGE
ORIGINAL ARTICLES	
A rapid bioassay for penicillin residues in milk. T. M. COGAN and P. F. FOX	165
Influence of aggregation on the susceptibility of casein to proteolysis. P. F. FOX	173
The effect of the periodic feeding of linseed oil on the production and iodine value of milk fat. J. C. WADSWORTH	181
The effect of the modification of arginine side chains in casein on the coagulation of rennin-altered casein. R. D. HILL	187
The effects of intravenous infusions of insulin and of sodium succinate on milk secretion in the goat. J. A. F. ROOK and J. B. HOPWOOD	193
Extraction of the 260 nm-absorbing material from group N streptococci as a method for estimating cell growth. D. MCC. HOGG and G. R. JAGO	199
Measurement of the quantity of lactose passing into mammary venous plasma and lymph in goats and in a cow. N. J. KUHN and J. L. LINZELL	203
Comparison of milks processed by the direct and indirect methods of ultra-high-temperature sterilization. I. An experimental ultra-high-temperature sterilizer and its characteristics. H. BURTON and A. G. PERKIN	209
Comparison of milks processed by the direct and indirect methods of ultra-high-temperature sterilization. II. The sporicidal efficiency of an experimental plant for direct and indirect processing. J. G. FRANKLIN, H. M. UNDERWOOD, A. G. PERKIN and H. BURTON	219
Comparison of milks processed by the direct and indirect methods of ultra-high-temperature sterilization. III. A note on the results for spore destruction obtained with an experimental ultra-high-temperature milk sterilizer. H. BURTON	227
The denaturation of α -lactalbumin and β -lactoglobulin in heated milk. R. L. J. LYSTER	233
The interaction of bovine milk caseins with the detergent sodium dodecyl sulphate. I. The relationship between the composition and the size of the protein-detergent aggregate. G. C. CHEESEMAN and JOAN JEFFCOAT	245
The interaction of bovine milk caseins with the detergent sodium dodecyl sulphate. II. The effect of detergent binding on spectral properties of caseins. G. C. CHEESEMAN and DOROTHY J. KNIGHT	259
Structure of the casein micelle. The accessibility of the subunits to various reagents. B. RIBADEAU DUMAS and J. GARNIER	269
Milk enzymes—their distribution and activity. B. J. KITCHEN, G. C. TAYLOR and I. C. WHITE	279
Apparatus and milking techniques used in lactation studies with sheep. T. T. TREACHER	289

	PAGE
The composition of ewe's milk fat during early and late lactation. R. C. NOBLE, W. STEELE and J. H. MOORE	297
Reviews of the progress of Dairy Science. Section E. Diseases of dairy cattle. Brucellosis. W. J. BRINLEY MORGAN	303

No. 3 (October 1970)

ORIGINAL ARTICLES

The temperature-dependent dissociation of β -casein from bovine casein micelles and complexes. W. K. DOWNEY and R. F. MURPHY	361
Metabolism of [1^{14}C]palmitate and [1^{14}C]oleate by the isolated perfused mammary gland of the sheep or goat. ANNE-MARIE MASSART-LÉEN, S. FLORESCU, R. VERBEKE and G. PEETERS	373
The primary phase of rennin action in heat-sterilized milk. E. J. HINDLE and J. V. WHEELock	389
The release of peptides and glycopeptides by the action of heat on cow's milk. E. J. HINDLE and J. V. WHEELock	397
Low resolution nuclear magnetic resonance in the determination of moisture in cheese curd. N. J. BERRIDGE, ELIZABETH CREAN and P. B. MANSFIELD	407
The influence of various treatments on the drainage of continuously made curd. N. J. BERRIDGE with the technical assistance of P. G. SCURLOCK	417
Composition of the bound lipids in caseins and in ripening cheeses. V. BOLCATO, P. SPETTOLI and A. CAGLIARI	431
The tertiary phase of rennin action on α_s and β -caseins. A. M. EL-NEGOMY	437
The effect of fatty acids on the metabolism of pyruvate in lactic acid streptococci. R. F. ANDERS and G. R. JAGO	445
The inactivation of lactoperoxidase by group N streptococci. D. McC. HOGG and G. R. JAGO	457
Nutritional deficiencies of co-precipitate for the growth of a strain of <i>Lactobacillus acidophilus</i> . BARBARA P. KEOGH	461
Announcement. Electronic counting of somatic cells in milk	465
A study of methods for estimating the cell content of bulk milk. J. K. L. PEARSON, C. L. WRIGHT and D. O. GREER	467
The associative effect of level of energy and protein intake in the dairy cow. F. J. GORDON and T. J. FORBES	481
Structure of the casein micelle. A proposed model. J. GARNIER and B. RIBAUDEAU DUMAS	493
An improved method for canning 3-fold concentrated whole milk. P. W. BOARD and J. T. MULLETT	505

	PAGE
Structural changes in whole milk during the production of sterile concentrates: an electron microscope study. P. W. BOARD, JOAN M. BAIN, D. W. GOVE and J. T. MULLETT	513
The determination of vitamin C in evaporated and fortified sterilized milks. JOYCE TOOTHILL, S. Y. THOMPSON and W. B. HILL	521
Comparison of milks processed by the direct and indirect methods of ultra- high-temperature sterilization. IV. The vitamin composition of milks sterilized by different processes. H. BURTON, J. E. FORD, A. G. PERKIN, J. W. G. PORTER, K. J. SCOTT, S. Y. THOMPSON, JOYCE TOOTHILL and J. D. EDWARDS-WEBB	529
A comparison of the milking characteristics of transparent and conventional teatcup liners. G. A. MEIN, P. A. CLOUGH, D. R. WESTGARTH and C. C. THIEL	535

Index of Subjects

- Antibiotic**, *see* **Penicillin**
- Blood**, plasma, lactose content, lactating-goats, -cow, 203
 serum, lipoproteins, fractionation, 121
- Brucellosis** (review), 303
- Caesium**, ¹³⁷Cs/K ratio, human milk, 1
- Canning**, 3-fold concentrated milk, 505
- Casein(s)**, bound lipids, composition, 431
 coagulation, role of arginine, 187
 interaction with detergents, 245, 259
 micelles, soluble complexes, β -casein dissociation, temperature-dependent, 361
 lipase association, 47
 structure, proposed model, 493
 study, technique, limited proteolysis, 173
 subunits, distribution, 269
 proteolysis, 173
 rennin, action on, 187, 437
- α_s -**Casein**, action of rennin, tertiary phase, 437
- β -**Casein**, action of rennin, tertiary phase, 437
 temperature-dependent dissociation from casein-micelles, -complexes, 361
- Cheese**, film-wrapped, 'blowing', 17
 ripening, bound lipids, composition, 431
- Cheesemaking**, continuous curd-making, drainage, conditions necessary, 417
 curd, moisture determination, nuclear magnetic resonance, 407
 starter, *see* **Starters**, cheese
- Co-precipitate**, growth medium, *Lactobacillus acidophilus*, 461
- Dairy products**, lactobacilli, citrate utilization, 9, 17
 moisture determination, 107
- Detergents**, disinfectants, mixtures, prevention, milk film, hard surfaces, 61
 interaction with caseins, 245, 259
- Diacetyl**, estimation, 129
- Diet**, energy-, protein-intake, milk yield and composition, 481
 high-, low-roughage content, fatty acids, stomach, intestines, sheep, 97
 milk fat secretion (review), 139
- Diseases**, *see also* **Brucellosis**, **Mastitis**
- Disinfectants**, detergents, mixtures, prevention, milk film, hard surfaces, 61
- Energy**, intake, milk yield and composition, 481
- Enzymes**, *see also* **Lactoperoxidase**, **Lipase**, **Rennin**
 distribution, activity, milk, 279
- Fatty acids**, composition, milk fat, early-, late-lactation, ewes, 297
 in stomach, intestines, sheep, fed high-, low-roughage diet, 97
 metabolism, perfused mammary gland, 373
 pyruvate metabolism, lactic acid streptococci, 445
 release, milk fat, lipase taint, 83
- Flavour**, lipase taint, milk, 83
- Glycopeptides**, released, milk, action, rennin, carbohydrate analysis, 113
 heat treatment, 397
- Goats**, lactating, lactose content, plasma, lymph, 203
 milk secretion, intravenous infusion, insulin, sodium succinate, 193
- Heat treatment**, *see also* **Sterilization**
 milk, peptides, glycopeptides, release, 397
 whey proteins, denaturation, 233
- Human milk**, radioactivity, ⁹⁰Sr/Ca, ¹³⁷Cs/K ratios, 1
- Infant feeding**, human milk, ⁹⁰Sr/Ca, ¹³⁷Cs/K ratios, 1
- Insulin**, intravenous infusion, milk secretion, goats, 193
- Iodine value**, milk fat, feeding linseed oil, 181
- α -**Lactalbumin**, skim-milk, heat denaturation, 233
- Lactation**, *see also* **Milk secretion**
 ewes, 289, 297
- Lactic acid bacteria**, *see* **Lactobacilli**, **Streptococci**
- Lactobacilli**, citrate utilization, dairy products, 9, 17
- Lactobacillus acidophilus*, co-precipitate as growth medium, 461
- β -**Lactoglobulin**, skim-milk, heat denaturation, 233
- Lactoperoxidase**, inactivation by Group N streptococci, 457
- Lactose**, content, milk, intravenous infusion, insulin, sodium succinate, goats, 193
 plasma, lymph, lactating-goats, -cow, 203
- Linseed oil**, fed, milk fat, iodine value, 181
- Lipase**, association, micellar-, soluble-casein complexes, 47
 taint, free fatty acids, release, 83
- Lipids**, bound, composition, caseins, ripening cheeses, 431
- Lipoproteins**, blood serum, fractionation, 121
- Lymph**, lactose content, lactating-goats, -cow, 203

- Mammary gland**, perfused, free fatty acid metabolism, 373
- Mastitis**, detection, cell counts, methods, 465, 467
in-line filters, 133
Whiteside test reaction, mechanism, 77
ewes, machine-milked, 289
- Milk**, action of rennin, glycopeptides, carbohydrate analysis, 113
when heat-sterilized, 389
cell counts, methods, 467
Coulter counter, leaflet, 465
concentrated, 3-fold, canning, 505
preparation, structural changes, electron microscope study, 513
enzymes, distribution, activity, 279
lipase-casein complexes, 47
penicillin residues, bioassay, 165
vitamins, content, direct, indirect, UHT sterilization, 529
C, determination, evaporated, fortified sterilized, 521
raw, heat-treated, 29
- Milk composition**, ewes, 289
goats, intravenous infusion, insulin, sodium succinate, 193
level of energy-, protein-intake, 481
- Milk deposits**, hard surfaces, technique, study, prevention, 61
- Milk fat**, content, fatty acids, composition, ewes, early-, late-lactation, 297
fatty acids, release, lipases, 83
iodine value, feeding linseed oil, 181
secretion (review), 139
- Milk fat yield**, intravenous infusion, insulin, sodium succinate, goats, 193
- Milk proteins**, yield, intravenous infusion, insulin, sodium succinate, goats, 193
- Milk sampling**, bulk milk, cell counts, methods, 465, 467
- Milk yield**, intravenous infusion, insulin, sodium succinate, goats, 193
level of energy-, protein-intake, 481
non-nutritional factors, ewes, 289
- Milking machines**, lactation studies, ewes, 289
teatcup liners, transparent, conventional, milking characteristics, 535
- Moisture**, determination, dairy products, 107
- Nuclear magnetic resonance**, moisture determination, cheese curd, 407
- Penicillin**, residues, milk, bioassay, 165
- Peptides**, released, milk, heat treatment, 397
- Proteins**, *see also* Milk proteins
intake, milk yield and composition, 481
whey, *see* Whey proteins
- Proteolysis**, casein, 173
- Radioactivity**, $^{90}\text{Sr}/\text{Ca}$, $^{137}\text{Cs}/\text{K}$ ratios, human milk, 1
- Rennin**, action, casein, role of arginine, 187
 α_s -, β -caseins, tertiary phase, 437
milk, glycopeptides, carbohydrate analysis, 113
heat-sterilized, 389
- Sheep**, fatty acid content, stomach, intestines, high-, low-roughage diet, 97
lactation studies, machine milking, 289
milk fat, content, fatty acids, composition, early-, late-lactation, 297
- Starters**, cheese, gas production, 17
- Sterilization**, UHT, milk, direct, indirect, comparison, 209, 219, 227
vitamin content, 529
rennin, action, 389
- Streptococci, Group N**, citrate utilization, milk, 17
growth, in milk, estimation, 199
lactoperoxidase, inactivation, 457
pyruvate metabolism, effect of fatty acids, 445
- Streptococcus thermophilus**, detection, penicillin residues, milk, 165
- Strontium**, $^{90}\text{Sr}/\text{Ca}$ ratio, human milk, 1
- Succinate**, intravenous infusion, milk secretion, goat, 193
- Vitamin C**, determination, milk, evaporated, fortified sterilized, 521
raw, heat-treated, 29
- Vitamins**, content, milk, direct, indirect UHT sterilization, 529
- Whey proteins**, skim-milk, heat denaturation, 233

Index of Authors

- ANDERS, R. F., 445
 BAIN, Joan M., 513
 BERRIDGE, N. J., 407, 417
 BOARD, P. W., 505, 513
 BOLCATO, V., 431
 BRUMBY, P. E., 121
 BURTON, H., 209, 219, 227, 529

 CAGLIARI, A., 431
 CALAPAJ, G. G., 1
 CHEESEMAN, G. C., 245, 259
 CLEGG, L. F. L., 61
 CLOUGH, P. A., 535
 COGAN, T. M., 165
 COUSINS, Christina M., 61
 CREAN, Elizabeth, 407

 DERBYSHIRE, J. B., 77
 DODD, F. H., 133
 DOWNEY, W. K., 47, 361

 EDWARDS-WEBB, J. D., 29, 529
 EL-NEGOMY, A. M., 437

 FLORESCU, S., 373
 FORBES, T. J., 481
 FORD, J. E., 529
 FOX, P. F., 165, 173
 FRANKLIN, J. G., 219
 FRYER, T. F., 9, 17

 GARNIER, J., 269, 493
 GORDON, F. J., 481
 GOULDEN, J. D. S., 107
 GOVE, D. W., 513
 GREER, D. O., 467

 HEMINGWAY, E. B., 83
 HILL, R. D., 187
 HILL, W. B., 521
 HINDLE, E. J., 389, 397
 HOGG, D. McC., 199, 457
 HOPWOOD, J. B., 193
 HOYLE, J. B., 133

 JAGO, G. R., 129, 199, 445, 457
 JEFFCOAT, Joan, 245

 KEOGH, Barbara P., 461
 KITCHEN, B. J., 279
 KNIGHT, Dorothy J., 259
 KUHN, N. J., 203

 LEES, G. J., 129
 LINZELL, J. L., 203
 LYSTER, R. L. J., 233

 MANNING, D. J., 107
 MANSFIELD, P. B., 407
 MASSART-LEËN, Anne-Marie, 373
 MEIN, G. A., 535
 MOORE, J. H., 297
 MORGAN, W. J. Brinley, 303
 MULLETT, J. T., 505, 513
 MURPHY, R. F., 47, 361

 NAGESWARARAO, G., 77
 NICHOLSON, J. W. G., 97
 NOBLE, R. C., 297

 ONGARO, D., 1

 PEARSON, J. K. L., 467
 PEETERS, G., 373
 PERKIN, A. G., 209, 219, 529
 PORTER, J. W. G., 529

 REITER, B., 17
 RIBADEAU DUMAS, B., 269, 493
 ROOK, J. A. F., 83, 193

 SCOTT, K. J., 529
 SCURLOCK, P. G., 417
 SHARPE, M., Elisabeth 17
 SINKINSON, G., 113
 SMITH, G. H., 83
 SPETTOLI, P., 431
 STEELE, W., 297
 STORRY, J. E., 97, 139
 SUTTON, J. D., 97

 TAYLOR, G. C., 279
 THIEL, C. C., 535
 THOMPSON, S. Y., 29, 521, 529
 TOOTHILL, Joyce, 29, 521, 529
 TREACHER, T. T., 289

 UNDERWOOD, H. M., 219

 VERBEKE, R., 373

 WADSWORTH, J. C., 181
 WELCH, V. A., 121
 WESTGARTH, D. R., 535
 WHEELOCK, J. V., 113, 389, 397
 WHITE, I. C., 279
 WRIGHT, C. L., 467

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- HOLMES, C. W. Some thermal effects on the pig of the ingestion of liquid feed at various temperatures.
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- WILKINSON, J. M. and PRESCOTT, J. H. D. Beef production from grass and silage with autumn-born calves. 1. The influence of grazing intensity on efficiency of herbage utilization and liveweight gain of cattle.
- WILKINSON, J. M. and PRESCOTT, J. H. D. Beef production from grass and silage with autumn-born calves. 2. The effects on the performance of cattle fed on silage of barley supplementation and of previous grazing intensity.
- JACKSON, P. and ROOK, J. A. F. Responses in milk yield and composition to the inclusion of ammonium salts of short-chain fatty acids in the drinking water of dairy cows.
- WILLIS, M. B. and PRESTON, T. R. Performance testing for beef: interrelationships among traits in bulls tested from an early age.
- PRESTON, T. R., WILLIS, M. B. and ELIAS, A. The performance of two breeds given different amounts and sources of protein in a high-molasses diet.
- WUERATNE, W. V. S. Crossbreeding Sinhala cattle with Jersey and Friesian in Ceylon.
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- DUCKER, M. J. and BOWMAN, J. C. Photoperiodism in the ewe. 4. A note on the effect on onset of oestrus in Clun Forest ewes of applying the same decrease in day-length at two different times of the year.

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Papers should in general be divided into the following parts in the order indicated: (a) Summary, brief and self-contained; (b) Introductory paragraphs, briefly explaining the object of the work but without giving an extensive account of the literature; (c) Experimental or Methods; (d) Results; (e) Discussion and Conclusions; (f) Acknowledgements without a heading; (g) References. Only with some exceptional types of material will headings different from (c), (d) and (e) be necessary.

The use of footnotes should be avoided if possible. Underlining should be used only to indicate italics. Proper nouns, including trade names, should be given a capital initial letter. Wherever possible numerals should be used unless this leads to ambiguity. The typescript should carry the name and address of the person to whom the proofs are to be sent, and give a shortened version of the paper's title, not exceeding 45 letters and spaces, suitable for a running title in the published pages of the work.

TABLES

Tables should be numbered and should carry headings describing their content. They should be comprehensible without reference to the text. They should be typed on separate sheets and their approximate positions in the text indicated.

ILLUSTRATIONS

Line drawings, which must be originals, should be numbered as Figures and photographs as Plates, in Arabic numerals. Drawings should be in Indian ink, on Bristol board or cartridge paper. However, a technique which may be more convenient to authors is to use a double-sized piece of tracing paper, or translucent graph paper faintly lined in blue or grey, folded down the centre with the drawing on one half and the other half acting as a flyleaf.

Attached to every figure and plate there should be a translucent flyleaf cover on the outside of which should be written legibly: (a) title of paper and name of author; (b) figure or plate number and explanatory legend;

(c) the figures and lettering, which are intended to appear on the finished block, in the correct positions relative to the drawing underneath. For each paper there should be also a separate typed sheet listing figure and plate numbers with their legends, and the approximate positions of illustrations should be indicated in the text.

As a rule the photographs and diagrams should be about twice the size of the finished block and not larger over-all than the sheets on which the paper itself is typed. For general guidance in preparing diagrams, it is suggested that for a figure measuring 9 in. × 6 in. all lines, axes and curves should have a thickness of 0.4 mm, thus ————. Graph symbols in order of preference should be ○ ●, △ ▲, □ ■, × +, and for a 9 in. × 6 in. graph the open circles should be $\frac{1}{8}$ in. in diam. The open triangles should be large enough to contain circles of $\frac{3}{16}$ in. diam. and the open square circles of $\frac{1}{8}$ in. diam. The crosses should have lines $\frac{1}{8}$ in. long. The black symbols should be slightly smaller than the corresponding open symbols. Scale marks on the axes should be on the inner side of each axis and should be $\frac{1}{8}$ in. long.

REFERENCES

In the text, references should be quoted by whichever of the following ways is appropriate: Arnold & Barnard (1900); Arnold & Barnard (1900a); Arnold & Barnard (1900a, b); (Arnold & Barnard, 1900). Where there are more than 2 authors all the surnames should be quoted at the first mention, but in subsequent citations only the first surname should be given, thus: Brown *et al.* (1901). If there are 6 or more names, *et al.* should be used in the first instance. Also, if the combinations of names are similar, e.g. Brown, Smith & Allen (1954); Brown, Allen & Smith (1954), the names should be repeated each time. Reference to anonymous sources is not acceptable.

References should be listed alphabetically at the end of the paper, titles of journals being abbreviated as in the *World List of Scientific Periodicals*. Authors' initials should be included, and each reference should be punctuated in the typescript thus: Arnold, T. B., Barnard, R. N. & Compound, P. J. (1900). *J. Dairy Res.* 18, 158. References to books should include names of authors, names of editors, year of publication, title, town of publication and name of publisher in that order, thus: Arnold, T. B. (1900). *Dairying*. London: Brown and Chester.

It is the duty of the author to check all references and to ensure that the correct abbreviations are used.

SYMBOLS AND ABBREVIATIONS

The symbols and abbreviations used are those of British Standard 1991: Part 1: 1967, *Letter Symbols, Signs and Abbreviations*.

DESCRIPTIONS OF SOLUTIONS

Normality and molarity should be indicated thus: N-HCl, 0.1 M-NaH₂PO₄. The term '%' means g/100 g solution. For ml/100 ml solution the term '(v/v)%' should be used and for g/100 ml solution the correct abbreviation is '(w/v)%'.

REPRINTS

Order forms giving quotations for reprints are sent to authors with their proofs.

CONTENTS

ORIGINAL ARTICLES

- The temperature-dependent dissociation of β -casein from bovine casein micelles and complexes
W. K. DOWNEY and R. F. MURPHY page 361
- Metabolism of [1-¹⁴C]palmitate and [1-¹⁴C]oleate by the isolated perfused mammary gland of the sheep or goat
ANNE-MARIE MASSART-LËEN, S. FLORESCU, R. VERBEKE and G. PEETERS 373
- The primary phase of rennin action in heat-sterilized milk
E. J. HINDLE and J. V. WHEELock 389
- The release of peptides and glycopeptides by the action of heat on cow's milk
E. J. HINDLE and J. V. WHEELock 397
- Low resolution nuclear magnetic resonance in the determination of moisture in cheese curd
N. J. BERRIDGE, ELIZABETH CREAN and P. B. MANSFIELD 407
- The influence of various treatments on the drainage of continuously made curd
N. J. BERRIDGE with the technical assistance of P. G. SCURLOCK 417
- Composition of the bound lipids in caseins and in ripening cheeses
V. BOLCATO, P. SPETTOLI and A. CAGLIARI 431
- The tertiary phase of rennin action on α_s - and β -caseins
A. M. EL-NEGOUMY 437
- The effect of fatty acids on the metabolism of pyruvate in lactic acid streptococci
R. F. ANDERS and G. R. JAGO 445
- The inactivation of lactoperoxidase by group N streptococci
D. MCC. HOGG and G. R. JAGO 457
- Nutritional deficiencies of co-precipitate for the growth of a strain of *Lactobacillus acidophilus*
BARBARA P. KEOGH 461
- Announcement. Electronic counting of somatic cells in milk 465
- A study of methods for estimating the cell content of bulk milk
J. K. L. PEARSON, C. L. WRIGHT and D. O. GREER 467
- The associative effect of level of energy and protein intake in the dairy cow
F. J. GORDON and T. J. FORBES 481
- Structure of the casein micelle. A proposed model
J. GARNIER and B. RIBADEAU DUMAS 493
- An improved method for canning 3-fold concentrated whole milk
P. W. BOARD and J. T. MULLETT 505
- Structural changes in whole milk during the production of sterile concentrates: an electron microscope study
P. W. BOARD, JOAN M. BAIN, D. W. GOVE and J. T. MULLETT 513
- The determination of vitamin C in evaporated and fortified sterilized milks
JOYCE TOOTHILL, S. Y. THOMPSON and W. B. HILL 521
- Comparison of milks processed by the direct and indirect methods of ultra-high-temperature sterilization. IV. The vitamin composition of milks sterilized by different processes
H. BURTON, J. E. FORD, A. G. PERKIN, J. W. G. PORTER, K. J. SCOTT, S. Y. THOMPSON, JOYCE TOOTHILL and J. D. EDWARDS-WEBB 529
- A comparison of the milking characteristics of transparent and conventional teatcup liners
G. A. MEIN, P. A. CLOUGH, D. R. WESTGARTH and C. C. THIEL 535