

Irish Veterinary Journal: Advice to Authors

GUIDE FOR AUTHORS

The *Irish Veterinary Journal* exists to publish original reports and reviews of research on animal health and diseases, particularly those with relevance to the Irish veterinary profession. Clinical case reports from veterinary practice and articles on the diseases of humans which are of interest to veterinarians are also within the scope of the *Journal*.

Three main types of contributions to the *Irish Veterinary Journal* exist:

- Original research papers: these works should report the results of original research.
- Review articles should cover subjects falling within the scope of the journal which are of active, current interest. They may be submitted or invited.

Case Reports

The *Irish Veterinary Journal* accepts case reports of an original, innovative nature. They are reviewed on a case by-case basis with a focus on originality and quality of presentation. Manuscripts for case reports must not exceed 3,500 words.

Work will be evaluated for publication on the understanding that:

- it has not been published elsewhere (except as an abstract or a preliminary communication);
- it will not be submitted to another journal until the editor has made a decision on its acceptability for this journal; and,
- if accepted, its contents will not be published elsewhere without the editor's permission.

Accepted papers become the copyright of the *Irish Veterinary Journal*. All accepted manuscripts are subject to editorial revision. The author, who will receive edited proofs for approval, will be responsible for all statements in the article, including changes made by the editor.

The *Irish Veterinary Journal* requires no financial contribution to cover editorial or other publication expenses but authors are asked to submit an author's form which includes details of any financial or other relationships which may lead to conflict of interest (see below).

GENERAL INSTRUCTIONS

Manuscript preparation conducted at the *Irish Veterinary Journal* is in accordance with the International Committee of Medical Journal Editors' (ICMJE) *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. For more information, go to www.icmje.org.

Each manuscript should be forwarded as an email attachment (in PC or Apple Macintosh Microsoft Word® format) to the Peer Review Editor at vet@ifpmedia.com. Authors should also submit a completed *Irish Veterinary Journal* author's form (available at www.irishveterinaryjournal.com).

PEER REVIEW PROCESS

Once a paper is received at the *Irish Veterinary Journal* for peer review, it is checked by the Editor and Peer Review Editor. Papers that pass this initial screening are sent for formal review. The opinions of two or three reviewers are sought, or more if special advice is required.

Decisions on papers generally fall into four categories:

- accept;
- accept following minor adjustments;
- rewrite and resubmit; and
- reject.

Authors are informed of these decisions and are given feedback on their paper, where appropriate. Those authors that have received the decision 'accept following minor adjustments' or 'rewrite and resubmit' must rework their paper in light of reviewers' comments. Reworked papers, which must be returned within a specified period, are accepted for publication or returned to reviewers at the Editor's discretion. Only once papers have met the appropriate requirements will they be considered for publication.

FORMAT OF PAPERS

- Manuscripts should be written in English and in third party past participle (e.g., 200 mL of hypertonic sodium bicarbonate was administered intravenously).
- Original research papers and review articles should be no longer than 30 double-spaced (12-pt font) typewritten pages, including abstract, tables, figures, notes, appendices and references. Case reports should not exceed 1,500 words.
- The pages of the manuscript must be numbered consecutively with the title page as page 1. The text should have wide margins and double spacing throughout and lines should be numbered.
- The spelling used should conform to that of the Oxford Dictionary. The use of abbreviations in the text should be limited. Where abbreviations are used, they should be introduced (in parentheses) where the term is mentioned first and the abbreviation used thereafter.
- Numbers below 10 should be spelled out (one, two, etc.,) but measurements and percentages should be given in figures (5 g, 5%). Words are used rather

than figures at the beginning of a sentence. Fractions must be written in full but decimal numbers appear as numerals. A decimal point must be preceded by a number.

- Measurements and quantities should be in Systeme Internationale (SI) units. Temperature must be expressed in Celsius (C). In general, quantities are best expressed in terms that give the closest approximation to unity: e.g., 4.5 mmol/L rather than 0.0045 mol/L, and 1.5 g rather than 1500 mg. A space must appear between a number and its accompanying unit (e.g., 5 g, 7 mmol/L).
- Anatomical terminology should comply with the WAVA *Nomina Anatomica Veterinaria* (2005; www.wava-amav.org/Downloads/nav_2005.pdf) and terms should be given in English, where possible.
- Nomenclature of bacterial species should follow that given in the latest version of the *LPSN List of Prokaryotic names with Standing in Nomenclature* (www.bacterio.cict.fr). Specific names of bacteria are printed in italics, e.g., *Staphylococcus aureus*. The name should be given in full at the first mention in the article. When the name is repeated in any of these sections, the generic name should be abbreviated, e.g., *S. aureus*. If only the genus is referred to, it is put in italics with a capital: e.g., *Brucella*. Generic names used adjectively (e.g., staphylococcus toxin) and common names (e.g., staphylococcus) do not have a capital. Names of commercially prepared bacteriological media should be typed with a capital. Names and addresses of manufacturers should be given in parentheses.
- Proprietary (trademark) names of drugs should not be used in the title or abstract. If a familiar non-proprietary or generic term is available, it should be used throughout the paper. Where the proprietary name is mentioned, the name and address of the manufacturer must be given in parentheses. Trade names begin with a capital (e.g., Cloprostenol), whereas common names are in lower case (e.g., prostaglandin).
- Whenever possible, doses should be related to unit weight, surface area, or other standard.

LAYOUT OF PAPERS

Usually, the manuscript of an original scientific paper will be presented under the following headings, in this order: title page; abstract; introduction; materials and methods; results; discussion; conclusion(s); acknowledgements; references; tables; legends for figures; and figures.

Reviews should follow the layout for original papers but without the main text subdivided, as appropriate to the subject matter. Case reports should not be divided into conventional sections but do require a title page and abstract.

TITLE PAGE

The first page should carry the title of the paper; the name(s) of the author(s), with first names in full but without academic degrees; the name of the department and institution where the work was done or, where applicable, the postal address(es) of the author(s); and the name, address, telephone number, fax number, and email address of the corresponding author. The title of the paper should be accurate, concise and clear. Key

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words appropriate for indexing (3-10) should be included in alphabetical order.

Note that authorship credit should be in accordance with the International Committee of Medical Journal Editors' (ICMJE) *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. For more information, go to www.icmje.org.

ABSTRACT

The second page should contain an abstract, which should be a separate entity that is meaningful without reference to the text. It should be suitable for use by abstracting journals without alteration. It must state concisely the background/context and objectives of the research, what was done, what was found (in terms of data, if possible) and what was concluded, in the past tense. New or important aspects of the study or observations should be mentioned here. Abstracts should be no longer than 250 words.

INTRODUCTION

The introduction is a concise statement of the background to the work. It should define the problem, refer to relevant published literature, indicate the objectives of the work or the hypothesis tested and, where applicable, reasons for the design of the experiment(s) and for the choice of materials and methods should be stated. Only strictly pertinent references should be included at this point, and data or conclusions from the work being reported should not be included.

MATERIALS AND METHODS

This section provides information on the animals, experimental procedures and techniques involved in the work. Sufficient details should be given to enable others to reproduce the work precisely. It is unnecessary to give detailed descriptions of standard methods readily available in previous literature (the appropriate reference will suffice), but it is essential that any variations or modifications are stated. Where controls are used, the author must provide sufficient information to show that they fulfilled the purpose for which they were chosen. In describing surgical procedures on animals, the author must indicate that anaesthesia of suitable grade and duration was used, and the type and dosage of the anaesthetic agent must be specified. In addition, authors must confirm that all work involving animals has been performed in accordance with the provisions of SI17/94 relating to the prohibition of experiments on living animals. The materials and methods section should include only information that was available at the time the plan or protocol for the study was written; all information obtained during the conduct of the study belongs in the Results section.

RESULTS

Results should be presented in a concise, logical sequence in the text, tables and illustrations, giving the most important findings first. In general, data presented in tables should not be duplicated in the text or in figures. When data are summarised in this section, numeric results should not only be given as derivatives (e.g.,

percentages) but also as the absolute numbers from which the derivatives were calculated. The statistical methods used to analyse the data should be specified. The results section should not be discursive.

DISCUSSION

The results should be discussed, evaluated and interpreted in a coherent manner. In preparing this section, the author should address the following questions: Do the results provide a solution to the problem posed in the introduction? How do they relate to previously published findings? Are they consistent with an existing hypothesis? Do they permit the formulation of a new hypothesis? Do the methods used restrict interpretation? What conclusions can be reached? Do they have practical significance?

CONCLUSION(S)

This section allows the author to summarise briefly the main conclusion or conclusions of the work. The conclusions can be linked with the goals of the study but unqualified statements and conclusions not adequately supported by the data should be avoided.

REFERENCES

References in the *Irish Veterinary Journal* follow the Harvard System of Referencing.

In-text citations

In the text, references are cited as follows:

- Author's name cited in text: 'Black (2000) states that...'
- Author's name not cited in text: 'It has been shown that... (Black 2000)'
- More than one author cited in text: 'Black (2000) and White (2001) have both shown...'
- More than one author not cited in text: 'It has been shown that... (Black 2000; White 2001).'
- More than two authors: 'Grey *et al.* (2007)' or '(Grey *et al.* 2007)'
- No author: '(Anon 2006)'
- Several works by one author in different years: 'Black (2000, 2001)' or '(Black 2000, 2001)'
- Several works by one author in same year: 'Black (2000a, 2000b)' or '(Black 2000a, 2000b)'
- Secondary sources: If an author is cited second-hand, the reference in the text should follow this pattern: 'Brown (1890 cited in Black and White 2000)...' or '(Brown 1890 cited in Black and White 2000)'
- If a citation refers to a specific page in a book, that page number should be given in the text by placing it within parentheses after the date, i.e., 'Roberts (2001, p. 191)'

LIST OF REFERENCES

The reference list should be typed, double-spaced and appear on separate pages from the rest of the manuscript. Authors should ensure that all the citations in the text appear in the reference list and vice versa, and that names and dates correspond.

Entries should be arranged in alphabetical order, unless there are several citations of work by three or more different authors with the same first author. In that case, the first author's name will have appeared in the

text followed by *et al.* and a number of different dates; then, these references should be listed chronologically, regardless of the alphabetical order of the names of the authors other than the first.

Example:
Ansell R (2004) The effects of nutrition on embryo survival in cattle. <i>Bov J</i> 3(1), 146-150.
Doherty JK, Kelly CD, McAllister H (2000) The effects of selenium deficiency on embryo survival in the horse. <i>Eq J</i> 8(3), 199-210.
Doherty JK, Powell AB, McEvoy H (2001) The effects of energy balance on embryo survival in cattle. <i>Bov J</i> 3(1), 130-145.
Doherty JK, Adams V, McAllister H (2002) Impact of protein nutrition on equine reproduction. <i>Eur Vet J</i> 17(1), 1567-1899.
Ffrench R (2004) Modern advances in bovine neonatology: A review. <i>Eur Vet J</i> 5(1), 141-160.
Entries with more than three authors should include 'et al.' in place of extra authors' names.
Example:
Nestor F, Barnard G, McAdama M <i>et al.</i> (2000) Trends in zoo medicine. <i>Zoo Vet</i> 8(1), 131-149.

Only works that have been published or accepted for publication are to be listed as references. Unpublished observations and personal communications must not be included in the reference list, but may be placed in parentheses in the text. The full name of the person quoted in a personal communication and the date of the communication must be given in the text, e.g., (Jane Hindle 2006, personal communication). The author must provide the editor with a letter of permission for the citation from the original correspondent. References to papers accepted but not yet published should be designated as 'in press'. Authors should obtain written permission to cite such papers, as well as verification that they have been accepted for publication.

JOURNAL ARTICLES:

The style of citation in the reference list is as follows: name of author(s); year of publication in brackets; full title of the article (only the first word has a capital); name of journal; volume/ issue number; and page numbers of article. Note that journal titles should be abbreviated according to the standard forms in the National Library of Medicine, USA database (i.e., Medline or PubMed).

Example:
Verheggen R, Jansen J (2004) Fractures of the odontoid process: Analysis of the functional results after surgery. <i>Eur Spine J</i> 3(1), 146-150.

When the cited paper is in a language other than English, the original title should be given. If a paper has a summary in English, this should be stated after the page numbers – in parentheses together with the English title of the summary.

Example:
Remaux D, Partout P (1991) La maladie des vaches folles et le nouveau variant de la maladie de Creutzfeldt-Jakob. <i>Rev Med Vet</i> 15, 121-125 (English summary: Mad cow disease and new variant Creutzfeldt-Jakob disease).

Papers in non-Latin alphabets should be given a

transliterated title, placed in square parentheses after the year of publication and the reference should end with a notation such as: '(in Russian, with English summary)'.

Example:

Bondareva T, Andrushkevich O (2000) [Review of parasitic disease of the alpaca, Lama pacos]. *Helminthologia* 43, 12-13 (In Russian, with English summary).

Books:

The format is: name of author(s) or editor(s); year of publication in brackets; full title of book (only the first word has a capital); edition; city of publication and the name of the publisher.

Example:

Kealy JK, McAllister H (2000) *Diagnostic radiology and ultrasonography of the dog and cat*. (3rd edn), Philadelphia, Saunders.

For chapters of edited books, the format requires: name of author(s); year of publication in brackets; full title of chapter (only the first word has a capital) followed by 'In', full title of book, book editor(s) initials and surname (with ed or eds); city of publication and the name of the publisher.

Example:

Berkman TF (2006) Social integration and networks in animal hierarchies. In: *Animal hierarchies*. (1st edn). Andrews LF, Gray J (eds). New York, Oxford University Press.

Online resources:

Websites should be given in the following format: website name. (Year) Website [Internet]. Place of publication, publisher (if available). Available from: <internet address> [Accessed date].

International Bovine Federation (2008) International Bovine Federation (IBF) [Internet] Manchester, IBF Available from: <<http://www.ibf.eu/>> [Accessed 12 March 2007].

Pages on a website should be given in the following format: webpage author's last name, first and second initial. (Year) Article title [Internet]. Place of publication, publisher (if available). Available from: <internet address> [Accessed date].

Example:

Thierry F (2006) Contagious equine metritis: a review. [Internet]. London, Equine Reproductive Infections. Available from: <<http://www.equinereproinfections.com>> [Accessed July 7 2008].

The University College Dublin library website has further information on the Harvard System of Referencing. Go to: www.ucd.ie/library/students/information_skills/harvard.html

TABLES

Each table should be submitted on a separate page and should not exceed the type area in the Irish Veterinary Journal (single column 87 mm, double column 180 mm). Tables should be intelligible without reference to the text, i.e., have a self-explanatory title, appropriate headings for columns and rows and explanatory footnotes. Authors must ensure that each table is cited in the text.

Decimal points should be aligned vertically within columns and there should be no blank spaces; insert NA (not

appropriate), ND (not done or no data) or an ellipsis (three dots) where there are no data. For negative, write 'neg'. Data should be arranged so that like material are read down, rather than across and, wherever possible, columns that have to be compared should be beside each other.

Where appropriate, standard deviations or standard errors of the mean should be given in the table. The author must always state clearly which measure of dispersion has been used and also the number of observations used to calculate it.

FIGURES

Line drawings, photographs, histograms and graphs are printed as figures. Each figure must have a self-explanatory legend. The legends should be arranged in numerical order and formatted double-spaced on a separate page. Authors must ensure that each figure is cited in the text.

All figures should be prepared for single column width (87 mm) wherever possible, otherwise for double column width (180 mm). All lines, letters, numbers and symbols must be clearly visible and legible after reduction of the figures to the size of the column; therefore, the originals must be the appropriate size, clear, and of even density throughout. Figures submitted with the typescript should be larger than their final size in the Journal, but not more than twice that size.

Only the following symbols should be used in a diagram: They may be joined by unbroken, broken or dotted lines.

Where appropriate, standard deviations or standard errors of the mean for each point on a graph should be given by drawing a vertical bar. The nature of the parameter and the number of observations on which it was based must be clearly shown.

Images or computer-generated figures should be submitted separately and not embedded in the Word® document itself; a caption should be placed in the text where the image should appear. Images must be submitted in high resolution (at least 300 dpi at a width of at least 8.6 cm), digital format; preferably in JPEG or TIFF file formats. For practical purposes, a digital camera must be at least three Megapixels. Select the highest possible image quality on the camera.

Special features on photomicrographs should be designated by letters, figures and arrows that contrast with the background and are legible after reduction for printing. If possible, photomicrographs should have an internal bar scale rather than a stated numerical scale which must be changed with reduction. Actual magnification of photomicrographs should be given. The staining method should always be given its full name on its first mention in a legend – subsequent references to it can be abbreviated, e.g., H & E, PAS, etc.

If a figure has been published elsewhere, the original source must be acknowledged and written permission from the copyright holder to reproduce the material submitted.

CHECKLIST – HAVE YOU INCLUDED?

- A copy of the manuscript in Microsoft Word® format;
- A completed authors' form;
- A covering letter that includes the name, address, telephone number and email address of the corresponding author who will be responsible for revisions and proof-reading;
- Figures (e.g., illustrations or photos) as separate electronic files, where appropriate;
- Written permission from persons mentioned in acknowledgements, where appropriate; and
- Written permission from copyright holders of copyright protected material, where appropriate.