

Instructions to Authors

Recently revised on January 31, 2023

AIMS AND SCOPE

Journal of Veterinary Clinics (J Vet Clin, JVC) is a bimonthly, peer-reviewed, international journal which publishes papers on all aspects of the veterinary clinics. Clinical case reports, scientific research papers, short communications, notes, and review articles covering the diagnosis, treatment and control of animal disease will be considered.

Please read the instructions below carefully for details on the submission of manuscripts, the journal's requirements and standards as well as information concerning the procedure after a manuscript has been accepted for publication in *Journal of Veterinary Clinics*. Authors are encouraged to visit the Korean Society of Veterinary Clinics Services site (<http://www.ksvc.or.kr/>) for further general information on the preparation and submission of articles and figures.

ETHICAL GUIDELINES

Journal of Veterinary Clinics adheres to ethical guidelines given below for publication and research. For other ethical regulations unspecified in the said guideline, authors may refer to the Good Publication Practice Guidelines for Medical Journals 3rd (Korean Association of Medical Journal Editors, KAMJE; https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13&per_page=) and the International Standards for Editors and Authors by the Committee on Publication Ethics (<https://publicationethics.org/guidance/Guidelines>). All cases of suspected misconduct will be resolved as per the COPE Flowchart (<https://publicationethics.org/guidance/Flowcharts>).

1. Authorship and Acknowledgements

Authorship: Authors are responsible for the whole content of each article.

Co-authorship should be based on the following 4 criteria: (1) substantial contributions to the conception or designing of the work; or the acquisition, analysis, or interpretation of data for the work; (2) drafting or revising of the work critically for important intellectual content; (3) final approval of the version to be published; and (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. Participation solely in the acquisition of funding or the collection of data does not justify authorship and, except in the case of complex large-scale or multi-centre research, the number of authors should usually not exceed six. Any persons who do not meet the 4 criteria above should be placed as contributors in Acknowledgments section.

Acknowledgements: Under Acknowledgements please specify contributors to the article other than the authors accredited.

2. Ethical Approvals

When experimental animals are used the methods section must clearly indicate that adequate measures were taken to minimize pain or discomfort. Experiments should be carried out in accordance with the Guidelines laid down by the National Institute of Health (NIH) in the USA regarding the care and use of animals for experimental procedures or with the European Communities Council Directive of 24 November 1986 (86/609/EEC) and in accordance with local laws and regulations.

The Journal reserves the right to reject any paper where there is reason to believe that animals have been subjected to unnecessary or avoidable pain or distress. Where animals have been used in a study, the relevant research ethical or animal welfare or institutional review authority, under which the work was conducted, must be stated. Furthermore, manuscripts describing prospective studies involving client-owned animals should also include documentation of informed client consent.

Ethics of investigation: Papers not in agreement with the guidelines of the 1975 Helsinki Declaration as revised in 2013 will not be accepted for publication (<https://www.wma.net/>).

Research and publication ethics

Duplicate Publication: Redundant publication is defined as “reporting (publishing or attempting to publish) substantially the same work more than once, without attribution of the original source(s).” Characteristics of reports that are substantially similar include the following: (a) “at least one of the authors must be common to all reports (if there are no common authors, it is more likely plagiarism than redundant publication),” (b) “the subjects or study populations are the same or overlapped,” (c) “the methodology is typically identical or nearly so,” and (d) “the results and interpretation have little or no variations.” When submitting a manuscript, authors should include a letter informing the editor of any potential overlap with other already published material or material being evaluated for publication and should also state how the manuscript submitted to *Ann Dermatol* differs substantially from this other material. If all or part of the patient population was previously reported, this should be mentioned in the Materials and Methods section, with citations of the appropriate reference(s).

3. Clinical Trials

Clinical trials: randomized clinical trials (RCTs) and systematic reviews should be reported according to the CONSORT guidelines available at www.consort-statement.org. A CONSORT checklist should be used as a guide before submission of material (CONSORT statement).

Registration of Clinical Trial Research: It is recommended that any research dealing with a clinical trial be registered with a primary national clinical trial registration site such as Clinical Research Information Service (<https://cris.nih.gov/cris/index.jsp>), or other sites accredited by the World Health Organization ICTRP (<https://www.who.int/ictrp/en/>) and ClinicalTrials.gov (<https://clinicaltrials.gov/>), a service of the United States National Institutes of Health.

4. Data Sharing

This journal follows the data sharing policy described in “Data Sharing Statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors”. The ICMJE’s policy regarding trial registration is explained at <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html#two>. If the data sharing plan changes after registration this should be reflected in the statement submitted and published with the manuscript, and updated in the registry record.

5. DNA Sequences and Crystallographic Structure Determinations

Papers reporting protein or DNA sequences will not be accepted without a Genbank accession number. Other supporting data sets must be made available on the publication date from the authors directly.

6. Conflict of Interest and Source of Funding

Conflict of Interest: Authors are required to disclose any possible conflict of interest. These include financial (for example patent, ownership, stock ownership, consultancies, speaker’s fee). Author’s conflict of interest (or information specifying the absence of conflicts of interest) will be published under a separate heading entitled *Conflict of Interest*.

Journal of Veterinary Clinics requires that sources of institutional, private and corporate financial support for the work within the manuscript must be fully acknowledged, and any potential conflicts of interest noted. This information is a requirement for all manuscripts submitted to the Journal and will be published in a highlighted box on the title page of the article. Please include this information under the separate headings of ‘Source of Funding’ and ‘Conflict of Interest’ immediately after the abstract section of your manuscript.

If the author does not include a conflict of interest statement in the manuscript then the following statement will be included by default: ‘No conflicts of interest have been declared’.

7. Permissions

If the whole or part(s) of previously published illustrations are used, permission must be obtained from the copyright holder concerned. It is the author’s responsibility to obtain these in writing and provide copies to the Publishers.

8. Copyright Assignment

Authors submitting a paper do so on the understanding that the work and its essential substance have not been published before and is not being considered for publication elsewhere. Presentation or publication of part or all of the data in, for instance, congress proceedings, should be clearly declared when the paper is submitted.

The submission of the manuscript by the authors means that the authors automatically agree to assign exclusive license/copyright to **The Korean Society of Veterinary Clinics** if and when the manuscript is accepted for publication. The work shall not be published elsewhere in any language without the written consent of the publisher. The articles published in this journal are protected by copyright, which covers translation rights and the exclusive right to reproduce and distribute all of the articles printed in the journal. No material published in the journal may be stored on microfilm or videocassettes, in electronic databases and the like, or reproduced photographically without the prior written permission of the publisher.

Correspondence to the journal is accepted on the understanding that the contributing author licenses the publisher to publish the letter as part of the journal or separately from it, in the exercise of any subsidiary rights relating to the journal and its contents.

Upon acceptance of a paper, authors are required to assign the exclusive license to publish their paper to **The Korean Society of Veterinary Clinics**. Assignment of the exclusive license is a condition of publication and papers will not be passed to the publisher for production unless a license has been assigned. (Papers subject to government or Crown copyright are exempt from this requirement; however, the form still has to be signed). A completed Exclusive License Form must be sent to the address specified on the form, before any manuscript can be published. Authors must send the completed original Exclusive License Form by regular mail upon receiving notice of manuscript acceptance, i.e., do not send the form at submission. Faxing or e-mailing the form does not meet the requirements.

9. Open Access Policy

This journal is an open access journal distributed under the terms of the Creative Commons Attribution Non-Commercial License (<https://creativecommons.org/licenses/by-nc/4.0/>) which permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided that the original work is properly cited. Author(s) do not need to be permitted for use of tables or figures published in *Journal of Veterinary Clinics* in other journals, books, or media for scholarly and educational purposes. This is in accordance with the Budapest Open Access Initiative definition of open access.

For questions concerning copyright, please visit Copyright FAQs.

10. Animal Experiments

Animal experiments are to be undertaken only with the purpose of advancing knowledge and in a manner that avoids unnecessary discomfort to the animals by the use of proper management and laboratory techniques. They shall be conducted in compliance with federal, state and local laws and regulations, and in accordance with the internationally accepted principles and guidelines for the care and use of agricultural, laboratory or experimental animals.

In the interests of the reproducibility of results, accurate information about any test animals used in the experiments (origin, inbreeding etc.), as well as information about the housing conditions (diet, environment etc.), should be given.

The editors and the publisher endeavor to publish all articles as rapidly as possible and in the best possible typographical condition. They request that all authors observe carefully the recommendations laid down in these Instructions for Authors.

STATISTICAL ANALYSIS

For manuscripts that report statistics, the *JVC* recommends consultation with a statistician. Authors may provide evidence of statistical consultation (or at least expertise) by either inclusion of a statistician/epidemiologist among the authors or in the acknowledgments.

1. In the Methods section

- Identify the statistical tests used to analyze the data.
- Provide published references for complex or unusual statistical methods (i.e., beyond the t-test, correlations, chi-square test, stratified analysis, analysis of variance, regression, and survival analysis).
- Indicate the prospectively determined p-value that was established to indicate a significant difference.
- Identify any statistics software used (list software name, version, and company in parentheses in the text, not in the reference list).

2. In the Results and Discussion section

- Report actual p-values rather than thresholds; i.e., not just whether the p-value was above or below the significant difference threshold. Example: write “ $p = 0.18$,” not “ $p > 0.05$ ” or “ $p = \text{NS}$.”
- The p-value should be expressed to 2 significant digits for $p \geq 0.01$, because expressing p to more than 3 digits does not add useful information (e.g., $p = 0.054$; not $p = 0.05372$). If $p < 0.001$, it would be preferable to express it as $p < 0.001$, rather than $p < 0.0001$ or $p = 0.00001$, for example. However, in certain studies, it may be important to express p-values to more significant digit.
- If $p > 0.99$, such as $p = 0.999$ for example, it should be expressed as $p > 0.99$.
- Present only meaningful digits. A practical rule is to round values so that the change caused by the rounding is less than one-tenth of the standard error. Such rounding would increase the variance of the reported value by less than 1% so that less than 1% of the relevant information contained in the data is sacrificed. In most cases, 2 or 3 significant digits (not decimal places) are sufficient.
- If the number of observations is small, present all the data (e.g., a scatterplot in which results for each animal are depicted). Avoid tables containing individual animal data.
- Provide appropriate descriptive statistics.

a.

For numerical data, provide the number of observations, a measure of central tendency (such as mean or median), and a measure of variability (standard deviation [SD], range, or inter-percentile ranges [deciles, quartiles]), as appropriate for the data. Present the SD, rather than the standard error of the mean (SEM), to show variability among individuals or individual responses. The SEM or 95% confidence intervals (CIs) are appropriate statistics for reporting the reliability of estimated parameters, including mean effects such as odds ratios.

b.

For categorical data, provide the numerator and denominator for each proportion (percentage) in each group and category. Cut-points used to create categorical variables from continuous data must be explained and justified. The calculation of proportions to summarize small samples ($n < 20$) is uninformative and should be avoided.

- Manuscripts should concentrate on differences that are biologically important rather than merely statistically significant. Very small, unimportant differences can be statistically significant if the sample size is large enough. A “nonsignificant” relationship or difference (e.g., $XX \pm YY$ and $AA \pm BB$, respectively, in groups 1 and 2, $p = 0.055$) should not be interpreted to suggest the absence of a relationship or difference simply because $p > 0.05$. Before declaring that “There was no difference...,” authors are requested to describe what a biologically important difference would be, and state the statistical power needed to determine that difference. Otherwise, use phrases such as “We did not detect a difference ...” and then discuss the reasons for the lack of a difference, or mention it as a limitation in the Discussion section if this failure to detect a difference is important to the study.
- When analyzing repeated observations of an individual, use appropriate methods of statistical analysis that account for the correlation among observations.

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- Randomized controlled trials (RCTs) and other studies of the effect of an intervention in veterinary medicine often involve small sample sizes and might be statistically underpowered, resulting in type II (false negative) error. Manuscripts describing RCTs or other studies examining the effect of an intervention (e.g., administration of a drug) must specify the primary outcome of interest, describe how the sample size was determined (including all elements used in calculations), and report the CI for the observed treatment effects (Giuffrida MA. J Am Vet Med Assoc. 2014;244(9):1075-80).

SUBMISSION AND ACCEPTANCE OF MANUSCRIPTS

Manuscripts should be submitted electronically via the online submission site <https://e-jvc.org/>. The use of an online submission and peer review site expedites the review and decision-making processes and allows authors to track the status of their own manuscripts. If assistance is needed (or if, for some reason, online submission is not possible) the Editorial Office can be contacted at editor@e-jvc.org and will readily provide any help users need to upload their manuscripts.

1. Online Submission

To submit a manuscript, please follow the instructions below.

Getting Started

- 1) Manuscripts should be submitted online at <https://e-jvs.org/>. Full instructions and support are available on the site and a username and password can be obtained on the first visit.
- 2) Log in, or click the 'Register' option if you are a first-time user and follow the onscreen instructions.

Submitting Authors will be required to complete an Author Statement upon submission. This may be downloaded from here. Submissions will not be accepted without completion of this statement, which covers authorship, conflicts of interest, ethics, copyright assignment etc. If you are unable to submit electronically, please contact the Journal Editorial Office (editor@e-jvs.org).

2. Submitting Your Manuscript

- 1) To submit a manuscript log in and click on 'Submit New Manuscript'.
- 2) Follow the step-by-step instructions (you may copy and paste directly from your manuscript).
- 3) Click the 'Next' button on each screen to save your work and advance to the next screen.
- 4) After attaching your manuscript files, click on the 'Build PDF for my Approval' button and then click on 'Submissions Waiting for Author's Approval'. Under 'Actions' click on 'View Submission' and then, if you're ready to submit your manuscript, click on 'Approve Submission' and click 'OK'.
- 5) You will receive an automated acknowledgment of submission and, after the Editorial Office has processed your manuscript; you will receive another automated email confirming your manuscript's reference number. Please quote this number when contacting the Editorial Office regarding your manuscript.

3. Appendix: Supplementary Material

Supplementary data associated with this article can be found, in the online version, at <https://e-jvs.org/>.

4. Manuscript Files Accepted

Manuscripts should be uploaded as Word (.doc) or Rich Text Format (.rft) files (not write-protected) plus separate figure files. GIF, JPEG, PICT or Bitmap files are acceptable for submission, with 300 dpi resolution. The files will be automatically converted to HTML and PDF on upload and will be used for the review process. The text file must contain the entire manuscript including title page, abstract, text, references, and figure legends, but no embedded figures. Figure legends should be included in the file. Manuscripts should be formatted as described below.

5. Peer Review Process

All manuscripts submitted to *Journal of Veterinary Clinics* will be reviewed by at least three experts in the field. *Journal of Veterinary Clinics* uses single-blinded review. The names of the reviewers will thus not be disclosed to the author submitting a paper.

Authors who wish to appeal the reviewers' decision and/or comments on their submitted paper may do so by e-mailing the editor with a detailed explanation for why they find reasons to appeal the decision.

The editors' decision on a paper is final and cannot be appealed.

6. Suspension of Submission Mid-way in the Submission Process

You may suspend a submission at any point before finally submitting it. To return to a manuscript already in process click on 'Incomplete Submissions'.

7. Manuscript Status

You can access Editorial Manager® (<https://www.e-jvc.org/submission>) at any time to check the status of your manuscript. The Journal will inform you by e-mail once a decision has been made.

8. Submission of Revised Manuscripts

Revised manuscripts should be uploaded within 1 month of authors receiving a decision of minor or major revision. Locate your manuscript under 'Submissions Needing Revision' and then click on 'Revise Submission' under 'Actions'.

9. Publication Fee

Publication fee: 450,000 KRW (400 US\$)

10. Similarity Check

Journal of Veterinary Clinics verifies the similarity of all submitted manuscripts with the existing literature using the iThenticate tool of the Similarity Check program. For more information on Similarity Check, see <https://www.crossref.org/services/similarity-check/>.

MANUSCRIPT TYPES ACCEPTED

Papers are invited in the following categories: Review Articles, Scientific Research Papers, Short Communications, Clinical Case Reports and Notes.

- Scientific Research Papers are experimental or observational, ideally hypothesis-driven prospective studies.
- Short Communications are brief reports and, including illustrations, tables, and references, must not exceed 2.5 printed pages - usually six manuscript pages. References should be limited to ten.
- Clinical Case Reports will be subjected to the same careful review and editing that larger papers receive. Single case reports will be considered for publication if they describe a new finding, a never reported condition, or a new idea (including new treatments). Cases of rare diseases that have already been published and the first report of a disease in a new species of animal or breed may be considered. The more novel or new the report is, the more likely it is to be considered and authors should state in the paper the rationale for their case report being published.
- Notes should be sent directly to the Editor for approval.

MANUSCRIPT PREPARATION

1. File formatstyle

The manuscript (including references and figure legends) must be A4 or 8.5 × 11 inch format with 2.5 cm margins, single-spaced typed, sans serif, 12 point font, Helvetica (Swiss) style (e.g. Arial or Verdana), left justified. Each line and page of the manuscript text should be numbered consecutively from the title page.

2. Manuscript style

Review Articles

The structure will vary depending on content. Authors should study the format used in previous issues of the journal for further guidance. Authors are encouraged to discuss prospectively the format and content of a review article with one of the editors prior to submission.

Scientific Research Papers

Manuscripts should be arranged as follows: title; authors; affiliation; abstract; 5 key words; text with subdivisions as given below; introduction; materials and methods; results; discussion; conclusions; acknowledgements; references; legends for illustrations.

Clinical Case Reports

These are usually a chronological description of the case describing the history, physical findings, differential diagnoses, diagnostic tests, specialist diagnostic procedures, diagnoses, treatments, and outcome. When multiple cases are described (case series), these may be described separately or as a group. Manuscripts should be arranged as follows: title; authors; affiliation; abstract; 5 key words; text with subdivisions as given below; introduction; case report; discussion; conclusions; acknowledgements; references; legends for illustrations.

Short Communication

The short communication section should not have separate section headings; introduction, materials and methods, results and discussion should be in a single sentence. The references should be identical to that of the article.

Errata

The Erratum section provides a means of correcting errors that occurred during the writing, typing, editing, or printing of a published article. Send Errata directly to the Editor-in-Chief. Please see a recent issue for correct formatting.

Retractions

Retractions are reserved for major errors or breaches of ethics that, for example, may call into question the source of the data or the validity of the results and conclusions of an article. Send a Retraction and an accompanying explanatory letter signed by all of the authors directly to the Editor-in-Chief of the journal. The Editor who handled the paper and the chairman of the Editorial Board will be consulted.

3. Standard manuscript (original articles)

Authors are requested to write with the minimum of formatting and NOT to write over previous versions, which may contain hidden formatting. Do not enhance text and tables with unnecessary formatting (e.g., small capitals, headers). Software programs that automatically create endnotes and footnotes should not be used. To remove the field formats for any reference manager software, save the final draft then click EDIT - SELECT ALL and press CTRL-SHIFT-F9 together.

Cover letter

The corresponding author should highlight special features and impact of the study in a few sentences and provide written assurance that neither the submitted materials nor portions thereof have been published previously or are under consideration for publication elsewhere. Authors may also express concerns in selecting reviewers.

Title page

The title page contains the article type, reporting guideline(s) cited, classification (section/subsection) of the content, article title, running title, and the full names of authors with their institutional affiliation(s) and their ORCID(s). The ORCID(s) allows you to track and get gain credit for all of your published research. The contribution of each author and funding sources, conflicts of Interest should be included. Good titles (typically 12-16 words long) use descriptive terms and phrases that accurately highlight the content of the paper (e.g., the species studied, the parameters measured, or the technology employed). The running title is limited to 8 or fewer words. If several authors and institutions are listed, superscript numbers in sequence are used to indicate clearly the department and institution with which each author is affiliated. All authors' family names should be presented in bold font. Information on the corresponding author, including full name, academic degree, address (institutional affiliation, city, postal code, and country), and e-mail address, is to be given in a separate paragraph.

Main Text

Title, Author and Affiliations

The title of the article should be concise but informative. If information in the text has been presented at a scientific meeting, this should be indicated. The first name, middle initial(s), and last name of each author must be given. Professional affiliations of the authors at the time of the study should be indicated. If an author's affiliation has changed since the study was performed, the author's new affiliation should be identified.

The correspondence details (name and e-mail address), any conflicts of interest and sources of funding (see 'Conflict of Interest and Source of Funding' section) should be stated. A short running head of no more than 40 characters (counting letters and spaces) should also be included.

Abstract

The abstract should be no more than 250 words.

The abstract should state the purposes of the study or investigation, basic procedures, selection of study subjects or experimental animals, observational and analytical methods, main findings (give specific data and their statistical significance, if applicable), and the principal conclusions. Emphasize new and important aspects of the study or observations.

Introduction

State the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent references and do not review the subject extensively. Do not include data or conclusions from the work being reported.

Materials and Methods

These should be described in sufficient detail to allow other workers to reproduce the results. References for study design and statistical methods should be to standard works (with pages stated) when possible rather than to papers where designs or methods were originally reported. Specify any statistics computer programs used. Report losses to observation (such as dropouts from a clinical trial).

The methods of data collection and use of statistical analysis will be checked by the referees, editors and, if necessary, a statistician. It is highly recommended that authors consult a professional statistician for advice on complex statistical analyses. It is also recommended that authors provide details of which statistical methods and the p-value, if relevant, have been used for each component of the data set (e.g. $p = 0.08$; ANOVA).

Drugs, devices and other products should be given in the format. Generic names should be used. When proprietary brands have been used in research, include the brand name and the name of the manufacturer in parentheses after the first mention of the generic name in the Methods section, using the following format: generic name (product name; manufacturer name, country): for example, xylazine (Rompun[®], Bayer AG, Germany). The detailed information about drugs, therapeutic agents and products need only be given once.

Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the

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methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance.

Results

Present your results in a logical sequence in the text, tables, and illustrations. Do not repeat in the text data in the tables or illustrations. In manuscripts describing more than one animal, all animals should be assigned a case number.

Discussion

The discussion should emphasize the new and important aspects of the study and the conclusions that follow from them. Include the implications of the findings and their limitations, including implications for future research. Relate the observations to other relevant studies. Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly indicate them as such. Recommendations, when appropriate, may be included.

Acknowledgements

These are to indicate support, advice or technical help that does not justify authorship.

Language and style: The language of publication is English. Authors for whom English is a second language must have their manuscript professionally edited by an English speaking person before submission to make sure the English is of high quality. It is preferred that manuscripts are professionally edited prior to submission.

Tense

Methods used and results obtained by the authors should be referred to in the past tense:

- mice *were given* two types of grain
- mice in group A ate 50 mg of grain

The past tense will therefore generally be employed in the Abstract, Methods and Results sections. The past tense should also be used to talk about specific findings of previous work:

- Smith (1990) found that yield *decreased* by 50%

Interpretation of results should be in the present tense:

- the results for groups A and B *are* significantly different

The present tense will therefore generally be employed in the Introduction (except, for example, when the authors are stating what their hypothesis and aims were before the study commenced). The present tense should also be used in the Discussion when the results are being interpreted:

- Our study *shows* that a significant number of Finnish people speak Finnish

Findings of previous studies should also be referred to in the present tense if they have become generally accepted 'facts':

- treatment X *results* in Y, as demonstrated by Jones (1978)
- the expression of class I genes *varies* amongst haplotypes

4. Units, Abbreviations and Nomenclature

Laboratory values are expressed using conventional units of measure, with relevant Système International (SI) conversion factors expressed secondarily (in parentheses) only at first mention. Figures and tables should use conventional units, with conversion factors provided in legends or footnotes. The metric system is preferred for the expression of length, area, mass, and volume.

In addition to SI unit abbreviations, the following common abbreviations may be used without definition: hour(s) = h, minute(s) = min, second(s) = s, liter(s) = L, milliliter(s) = mL, meter(s) = m, centimeter(s) = cm, gram(s) = g, milli-gram(s) =

mg, microliter(s) = μL , micrometer(s) = μm , micron(s) = μm , standard deviation = SD, standard error = SE, molar = M, mole = mol. Note that the same abbreviation is to be used for singular and plural forms. Do not express numbers that convey excessive precision (see Statistical Analysis).

Abbreviations of biological, medical, chemical, and other terms should only be used when such abbreviations are both internationally recognized and unambiguous. The first use of an abbreviation must be explained by also giving the unabbreviated term. All biological, medical, chemical, and other names should be given in keeping with the latest international nomenclature. If an animal is being mentioned in the text for the first time, the binomial name should be given, e.g. carp (*Cyprinus carpio* L.). Thereafter, this can be abbreviated to *C. carpio*.

5. Illustrations and Tables

Figure legends must be given at the end of the manuscript. Sufficient information should be included to allow the figure to be understood without reference to the text. Authors wishing to use any previously published figures must submit written permission from the copyright holder. Figure legends should be written in the following style:

- Organ or tissue; animal identification, Case No. A sentence describing the change that is visible in the print. (For photomicrographs add: staining method with names of stains and counter stains and magnification, e.g., avidin biotin peroxidase complex method, Mayer's Haematoxylin counter stain, and Bar = m).
- Graph or Table: statement of how data is expressed. Identification of symbols in table, graph, or photo: e.g., N = nucleus.

Examples:

- Photo: Hind limb of dog with deep pyoderma, Case 5. Multifocal areas of exudate and crust are visible on the skin over the lateral surface of the stifle.
- Photomicrograph: Intra-epidermal, intact sub-corneal pustule showing small numbers of acantholytic cells and numerous neutrophils. H&E. Bar = 25 μm .
- Table: Comparison of eosinophil counts over time between the control and treatment groups. Error bars indicate the mean \pm the standard deviation.

Tables and Figures

These should be limited to those containing data important to understanding and interpreting results and reducing or clarifying the text.

Type each table (single line spacing) into a separate document. Number tables consecutively in the order of the first citation in the text and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory material in footnotes, not in the heading. Explain in the footnotes all non-standard abbreviations that are used in each table.

Identify statistical measures of variations such as standard deviation and standard error of the mean.

Ensure that each table is cited in the text.

If you use data from another published or unpublished source obtain written permission and acknowledge fully.

Poor quality images may be removed from a manuscript and where critical to the content may lead to rejection of a manuscript.

Figures should be initially saved in a neutral data format such as TIFF or EPS (JPEG format can be accommodated but must fulfil the format criteria given below). PowerPoint and Word graphics are unsuitable for reproduction. Please do not use any pixel-oriented programmes. Scanned figures (only in TIFF format) should have a resolution of 300 dpi (halftone) or 600 to 1200 dpi (line drawings) in relation to the reproduction size. Photographic material should be of such quality that high-contrast reproductions can be made; photostats of photographs are unacceptable.

Graphics created in the CMYK colour palette (print colours) are preferable to those created in RGB (screen colours) to maximise consistency of print reproduction. Images supplied in RGB will be converted to CMYK for printing; this may lead to some variations in colour representation.

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Graphs

To ensure high-quality reproduction, symbols should be clear and even throughout and of sufficient size, that when reduced for publication, each item will still be legible. Graph axes should be labelled in sans serif (Helvetica or Arial) font. Letters, Numbers and Titles belong in the legends for illustrations, not on the illustrations themselves. When symbols, arrows, numbers or letters are used to identify parts of the illustrations, identify and explain each one clearly in a key.

Clinical Photographs

Limit figures to those that reduce or clarify the text. These should be free of extraneous material, and if portions of the handler, for example, fingers or hands are to be included, particularly adjacent to lesions, they must be gloved. Extraneous material should be removed by a program such as Adobe Photoshop®. Backgrounds should be unobtrusive, preferably uncoloured and of a medium tone such as a light grey untextured background. Conventionally, in ventral recumbency, the photograph is vertical, with the head to the top of the frame and in lateral recumbency, the photograph is horizontal and so is the subject. A light source should be from the top of the frame.

Photomicrographs

For lower power objectives, thicker histological sections are preferable. Thinner sections are advisable for higher power objectives. Optimal Haematoxylin & Eosin staining ensures the differential eosinophilia of tissue components. Harris's Haematoxylin is preferred as it produces a bluish-black, nuclear stain. The microscope must be set up for Koehler illumination. In general, the 10× or 20× objective provides the best contrast and visibility of the subject in most sections. The 4× objective should be used only when necessary to show the overall pattern.

Photomicrographs and electron micrographs must have an internal scale marker. To express magnification with an internal scale marker, divide the length of the marker by the original magnification. Magnification bars should be approximately 1 cm long and placed in the lower right corner; 5 mm above the lower margin and with the right end 5 mm from the right margin. For figures that consist of multiple parts, individual parts of the figure should be identified by capital letters embedded in the figure, rather than by describing the location of the part in the legend (e.g., top right).

6. References

These must be limited to those that are necessary and must be cited in the text by Arabic numerals immediately after the word, period or comma. Arrange the references section in alphabetical order, by the first author's surname, and number the entries consecutively. All authors up to 6 can be listed. If author number is more than 6, the names of all authors after the first 6 authors should be abbreviated to "et al". Using software for reference management such as EndNote is encouraged.

Examples:

Article in Journal

- You CH, Lee KY, Chey RY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *J Vet Clin* 1980; 79: 311-314.

Book

- Blood DC, Radostits OM, Henderson JA. Diseases of the abomasum of cattle. In: *Veterinary Medicine*, 6th ed. London: Bailliere Tindall. 1983: 248-258.

Proceedings

- DuPont B. Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In: White H J, Smith R, eds. *Proceedings of the third annual meeting of the International Society for Experimental Hematology*. Houston: International Society for Experimental Hematology, 1974: 44-46.

Electronic Material

- Animal and Plant Health Inspection Service Web site. Bovine spongiform encephalopathy (BSE). Available at: <https://www.aphis.usda.gov/lpa/issues/bse/bse.html>. Accessed Feb 18, 2003.