

AUSTRALIAN VETERINARY JOURNAL

Instructions for Authors



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INSTRUCTIONS FOR AUTHORS

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AIMS AND SCOPE OF JOURNALS

Please ensure your submission fits the aims and scope of the journal you wish to submit to.

THE AUSTRALIAN VETERINARY JOURNAL (AVJ)

The official journal of the Australian Veterinary Association. The *AVJ* aims to advance veterinary science by publishing and promoting high-quality, refereed scientific and clinical articles. The *AVJ* welcomes original contributions, including original research articles, short contributions, reviews, case series, clinical updates and letters on all aspects of veterinary science. The acceptance criteria for all papers are the quality and originality of the research and its significance to the Australasian veterinary profession.

THE AUSTRALIAN VETERINARY PRACTITIONER (AVP)

AVP is the official journal of the Australian Small Animal Veterinarians (ASAV) special interest group. The AVP aims to disseminate high quality, relevant clinical information to the practitioner by publishing refereed, scientific studies, clinical reports and clinical reviews.

THE AUSTRALIAN EQUINE VETERINARIAN (AEV)

AEV is one of the leading peer-reviewed scientific journals in the Southern Hemisphere, presenting clinical papers, case reports and other material of interest to equine practitioners, as well as news and industry notices. The journal is published and mailed to EVA Members quarterly, and online access is available through the AVA VetEd Library. Non-members and institutions in Australia and overseas such as universities and libraries can subscribe to online access of the journal.

EDITORIAL REVIEW PROCESS

Manuscripts must be prepared in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals available at www.icmje.org.

Peer review is managed in a manner consistent with the guidelines of the World Association of Medical Editors (<http://www.WAME.org>), the International Association of Veterinary Editors (<http://www.veteditors.org>), and the Committee on Publication Ethics (COPE) (<http://publicationethics.org/resources/guidelines>).

After peer review, recommendations on outcome are made by Associate Editors. Final decisions are made by the Editor in Chief (EIC).

The *AVJ* reserves the right to reject any manuscript.

Articles that are being submitted to fulfill requirements for fellowship qualifications must not be submitted for review at the last minute. At least 6 months should be allowed for review of articles submitted, and their purpose should be stated in the covering letter.

Material published in the *AVJ*, *AVP* or *AEV*, unless otherwise indicated, reflects the view of the author(s) only and not that of the AVA, the editors, the Editorial Advisory Boards or the referees.

HOW TO SUBMIT AN ARTICLE

Submit all manuscripts electronically through Manuscript Central using the *Australian Veterinary Journal* portal: <http://mc.manuscriptcentral.com/avj>. Select the manuscript type from the drop down list as:

Australian Veterinary Journal – AVJ (default)

Australian Veterinary Practitioner – AVP

Australian Equine Veterinarian – AEV.

Any questions can be directed to editor@ava.com.au.

All articles submitted via ManuscriptCentral must comply with these instructions. Failure to do so will result in the return of the manuscript and delay in processing, review and publication. **The most likely reasons for papers to be unsubmitted before review are the quality of the image files, images embedded in a Word file, and the formatting of the manuscript and the references (see details below).**

REQUIREMENTS FOR SUBMISSION

In order to submit, authors must tick the following boxes on the Details and Comments page of the submission to:

- confirm that the manuscript has been submitted solely to the AVJ and is not published, in press or submitted elsewhere
- declare that all the research meets the ethical guidelines of the study country; any handling and/or use of animals in experiments should meet the standards of to the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes*²
- declare any real or potential conflict of interest, including the source of any grants, consultancies or any other funding
- confirm that the contribution of all authors is stated and all authors are in agreement with the content of the manuscript.
- Please submit a covering letter when prompted by the submission system. The covering letter should contain:
 - information on prior or duplicate publication or submission elsewhere of any part of the paper
 - a statement explaining why the manuscript should be considered for publication in the journal
 - a statement confirming that any handling and/or use of animals in experiments conforms to the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes*²
 - if the research was not conducted in Australia, please include a statement confirming that the research adhered to the ethical requirements of the study country.

CONFLICT OF INTEREST IN EDITORIAL REVIEW

In a relatively small profession such as veterinary science, conflicts of interest are difficult to avoid. Transparency and appropriate management of such interests is important to maintain public trust in the scientific process and the credibility of published articles.

- Members of the Editorial Board are eligible to submit articles to the journals.
- Associate editors will not manage the peer review process for articles where they have a conflict of interest.
- Where the EIC has a potential conflict of interest, the peer review will be managed by an Associate editor without such a conflict of interest. The EIC will not interfere with the peer review process, will not be involved in the choice of peer reviewers and will not accept a submission unless acceptance is recommended by the delegated Associate editor.

AUTHORSHIP

Eligibility for authorship should be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
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.

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. 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 have their contributions detailed in the Acknowledgments.

For example, for a pathologist to be included as author of an article, he or she should have contributed to conception and/or interpretation of pathological data, drafted relevant sections of the article and engaged in critical review and revision of the whole article.

Each author must have participated sufficiently in the work to take public responsibility for their contribution. General supervision of the research group, or participation in the acquisition of funding or the collection of data, do not in themselves justify authorship.

Material published in the *AVJ*, *AVP* or *AEV*, unless otherwise indicated, reflects the view of the author(s) only and not that of the *AVA*, the editors, the Editorial Advisory Boards or the referees.

ETHICAL CONSIDERATIONS

Submission to the *AVJ* confirms that the protocol for the research project has been approved by a properly constituted Ethics Committee of the institution within which the work was undertaken.

The handling and use of animals in experiments must conform to the current version of the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes*. Approval details from an animal experimentation ethics committee should be included in the Materials and methods.

Where appropriate, proof of informed owner consent may be required.

If human subjects were involved in research (e.g., surveys, sensory panels, or other participation), the authors must certify that the studies complied with all appropriate laws, regulations, and policies governing the use of human subjects in research including in particular the current version of the *National Statement on Ethical Conduct in Human Research*. Human Ethics Committee approval details must be included in the Materials and Methods.

The *AVJ* retains the right to reject any manuscript on the basis of unethical conduct of either human or animal studies.

REPORTING GUIDELINES

The AVJ strongly recommends the use of the following reporting guidelines to help authors report their studies to consistent and publishable standards, where appropriate to the study:

- [REFLECT Statement](#) (for reporting guidelines for randomised controlled trials for livestock and food safety)²
- [CONSORT Statement](#) (for reporting of randomised controlled trials)³
- [STROBE](#) (for reporting of observational studies in epidemiology)⁴
- [Checklist for cohort, case-control, and cross-sectional studies \(combined\)](#)
- [Checklist for cohort studies](#)
- [Checklist for case-control studies](#)
- [Checklist for cross-sectional studies](#)
- [ARRIVE Guidelines](#) (for in vivo research)
- [STARD](#) (for reporting of diagnostic accuracy studies)
- [PRISMA](#) (for reporting of systematic reviews)
- [STREGA](#) (for reporting of gene-disease association studies)
- [COREQ](#) (for reporting qualitative research)

FORMAT OF ARTICLES

HEADINGS

Do not indent headings or end headings with full-stops. Only the first letter is capitalised. Major text headings are typed in bold on a separate line. First-order subheadings are typed on a separate line and italicised in bold. Second-order subheadings are italicised and followed by a tab to separate them from the text, which follows on the same line. Do not number subheadings, paragraphs or itemised lists in the text.

TITLE

The title should be concise, specific and informative, but should not make extreme claims about the conclusions of the study. Avoid including geographical locations unless they are of epidemiological significance. Only capitalise the first letter of the title.

AUTHORS' NAMES AND ADDRESSES

List each author initials then family name (e.g. KM Smith). Separate the authors' names with a comma, except for the last two authors, which are separated with 'and' (e.g. KM Smith^{a*} and KJ Smythe^b).

Include the addresses of the institutions at which the work was carried out and indicate the authors' affiliations with those institutions using superscript letters (a, b, c etc.). Indicate the corresponding author with an asterisk (*). Include the corresponding author's postal and email addresses. The present address of the corresponding author only, if different from that where the work was carried out, should be supplied.

STRUCTURED ABSTRACT

Up to 250 words following the general format of the article. Headings are preferred. Do not use references, and minimise the use of abbreviations. Sufficient information must be provided such that the abstract is a stand-alone document and should present a summary of the methods and results. It should not point to the main document with phrases such as 'This article discusses the findings ...'

KEY WORDS

Key words are required by the publisher for indexing purposes and should appear after the abstract. Use the heading '**Keywords**' and then up to 6 key words separated by semi-colons.

ABBREVIATIONS

Abbreviations are used only where they make reading easier by reducing repetition of long, technical terms, and only if the term is used three or more times. All abbreviations must be written out in full the first time they appear in the text, followed by the abbreviation in brackets. Exceptions are SI units and commonly used terms that can be understood from the context, for example: IV, SC, IM, DNA, RNA, EDTA, IgA, IgG.

ACKNOWLEDGMENTS

All sources of funding should be acknowledged. Authors should acknowledge only significant intellectual and technical contributions, and permission from those listed should be obtained before publication.

CONFLICT OF INTEREST AND FUNDING

A conflict of interest statement must be included in all submissions. A real or potential conflict of interest can be anything, be it personal, financial, academic, religious or political, which when revealed later, would make a reasonable reader feel misled or deceived.

All funding sources and sources of potential conflict of interest must be acknowledged, along with a brief statement about how they were managed.

Where there are no sources of funding or potential conflicts of interest listed, a statement must be made to the effect that the authors declare no conflict of interest or specific sources of funding for the work presented in this manuscript.

REFERENCES

Reference format is the same for each journal, to facilitate the editing process. Use references judiciously and cite only those that are essential for the understanding of the study.

Number references in the text consecutively with superscript Arabic numerals that follow any punctuation marks. Construct the reference list in the same numerical sequence of the references cited in the text. References cited only in tables or in figure legends are numbered according to the first identification of the table or figure in the text, if possible. List all authors if there are 3 or fewer. When there are more than 3 authors, list only the first 3 and add 'et al'.

The abbreviation of journals follows that of *Serial sources for the BIOSIS previews database*. A list of journal abbreviations can be found at www.library.caltech.edu/journal-title-abbreviations.

Cite references to unpublished work only in the text, with a notation of (personal communication) or (unpublished data). Please send a copy of any cited work that is included in the reference list as 'in press'. It is the authors' responsibility to check the accuracy of reference citations.

Endnote (www.endnote.com) or Mendeley (www.mendeley.com) both have downloadable AVJ citation styles. Representative examples are as follows:

Journal article: Gibson KT, Hodge H, Whitem T. Inflammatory mediators in equine synovial fluid. *Aust Vet J* 1996;73:148–151.

Book chapter: Peterson ME, Randolph JF, Mooney CT et al. Endocrine diseases. In: Sherding RG, editor. *The cat: diseases and management*. 2nd edn. Churchill Livingstone, New York, 1994:1403–1506.

Published proceedings: Rhodes AP. Infectious bovine keratoconjunctivitis vaccination. In: *Proceedings of the 23rd Seminar of the Sheep and Beef Cattle Society*. New Zealand Veterinary Association, June 1993: 12–18. [published proceedings]

Unpublished proceedings: Rhodes AP. Infectious bovine keratoconjunctivitis vaccination revisited. In: *Proceedings of the 24th Seminar of the Sheep and Beef Cattle Society*, Dunedin, New Zealand, June 1994:10–17. [unpublished proceedings]

Association document: Australian Veterinary Association. Tethering of sows and sow stalls. In: Greenwood PE, editor. *Members' directory and policy compendium*. AVA, Sydney, 1997:B5

Editorial: Where do we stand on manpower? [editorial] *Vet Rec* 1995;137:1

Foreign reference: Homberger FR. Mäusehepatitis-Virus. *Schweiz Arch Tierheilkd* 1996;138:183–188.

Web address or url: Council of Docked Breeds. The case for docking. 1992. www.cdb.org. Accessed October 2001.

TABLES

Tables should be self-contained and complement information contained in the text. They must NOT duplicate information in the text and should only be necessary if the material is too complicated to be written out. Avoid excessive case by case tables for clinical case series (>4 animals) where the goal is to summarise and characterise rather than present individual cases.

Tables must be prepared using the table feature in Microsoft Word; tables prepared in other programs (e.g., Excel) or by using spaces, tabs, and hard returns will not convert accurately and errors can result. Place the table number and title on the same line above the table (as shown in sample table). The table title should describe concisely the data shown; it does not require an ending period. Do not use vertical rules and use few horizontal rules. Bold and italic typefaces should not be used in tables, but when it is necessary to do so, such use must be defined in a footnote.

Type the heading above the relevant table. Column headings should be brief, with units of measurement in brackets. All abbreviations must be defined in footnotes to the table. Use superscript lower-case letters to mark footnotes (a, b, c etc.) and superscript capital letters to mark statistical significance (A, B, C etc.)

Construct tables such that the “x” variable is on the left and the “y” variable is across the top. This makes reading easier in the absence of grid lines.

Number tables with Arabic numerals consecutively in the order they occur in the text. Refer to the table in the text as (Table 2). Do NOT use a sentence to simply direct the reader to the table. Notify the reader indirectly with an informative sentence.

Table 3. Relationship between interval from progesterone device removal to insemination of heifers undergoing a common fixed-time artificial insemination (FTAI) program using sex-sorted or conventional semen

Semen type	Conception rate at insemination time n (%)		Risk ratio (95% CI), P value
	47–50 h	50–52 h	
Sex-sorted	114/304 (37.5%)	69/150 (46.0%)	0.81 (0.65–1.02), 0.08
Conventional	230/408 (56.4%)	50/92 (54.4%)	1.04 (0.84–1.27), 0.72

CI, confidence interval.

FIGURES

Include figures only if they are informative and necessary for the understanding of the text. Figures must be uploaded as individual files and in a figure format (jpg, tiff, etc) of resolution of at least 600 dpi at 8.6 cm wide.

Number figures consecutively in the order they occur in the text, with Arabic numerals. Refer to the figure in the text as (Figure 3). Do not use a sentence to simply direct the reader to the table. Notify the reader indirectly with an informative sentence.

LINE FIGURES AND GRAPHS

Line figures and graphs should be supplied in their original format (.xls, .eps etc) OR at least 600 dpi and at least 8.6 cm in image width at that resolution.

PHOTOGRAPHS

- Submit photographs as .tif or .jpg files with a resolution of at least 300 dpi, and at least 8.6 cm in image width at that resolution.
- Submit photographs individually not as montages.
- Photographs should be in clear focus and cropped appropriately.
- Micrographs should be able to show the details that are mentioned in the legend at a print width of 8.6 cm (single column).
- Scale bars must be included on micrographs. Some indicator of measurement must be included in other figures when relative size or orientation is necessary.
- Any lettering on the figures should be sans-serif, and must be large enough to allow for a reduction in size. Use a consistent style of layout, lettering, symbols and thickness of lines.
- Images that contain text that are not in .xls or .eps format (e.g. .jpg or .tiff files) must be at least 600 dpi, and at least 8.6 cm in image width at that resolution.
- Digital manipulation of an image is acceptable only if it is done to enhance photographic density or to eliminate artifacts. Any digital manipulation must be mentioned in the figure legend. The author(s) must also state in the covering letter that the scientific content of the image has not been altered. The editor may need to examine the original image.

SUPPLEMENTARY MATERIAL

- Supplementary materials may be included in your submission and should be submitted as separate files. A legend describing each of the supplementary materials should also be included at the end of the main document, after the references. Examples of supplementary material include figures, tables, questionnaires, data files.

ARTICLE TYPES AND WORD COUNTS

Original articles must:

- be original i.e. should include the work of the authors, rather than simply reporting the work of others
- fit the definition of “research,” i.e. defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes
- be consistent with the aims and scope of the journal.

Original articles that are unsuitable for publication include those that:

- are simply opinion pieces
- are simply a collection of readily available information (such as a university lecture or textbook chapter) where there is no original research or critique from the author(s)
- are simple reports of laboratory results or other activities, with no discussion as to the importance or significance to Australasian veterinary science.

Please look at a recent issue of the *AVJ* to see the elements of each article type. The editors may change the categories of submitted articles at their discretion. In general, articles will follow the IMRD system - introduction, materials and methods, results and discussion.

ORIGINAL ARTICLE (MAXIMUM 6500 WORDS)

- Structured Abstract
- Include up to 6 key words and an abbreviation list if applicable.
- Introduction – set premise for study, give sufficient background to justify study, state objective(s) and hypothesis if study is hypothesis driven. The introduction does not need to be a complete literature review. A common structure is to summarize (a) What is known about the subject. (b) what is not known; and (c) the hypotheses of the present study and how they add to our knowledge.
- Materials and methods – state methods in enough detail for readers to reproduce your work. For observational studies, the data manipulation is the main focus of the methods and must be described in detail.
- Results – succinctly report the results, provide sufficient detail that data analysis can be replicated, refer to figures and tables when necessary (do not duplicate results).
- Discussion – interpret and critique findings that relate to objectives. Do not present new data, do not over interpret results nor propose mechanisms beyond the scope of the study. Finish with appropriate conclusion, again, relative to objective(s). Ensure that limitations of your study are explicitly addressed.
- Acknowledgements – acknowledge funding, technical support, contributions from people who do not qualify as authors etc.
- Conflict of Interest statement
- References (up to 60).
- Tables.
- Legends.

REVIEW (MAXIMUM 6500 WORDS)

- Introduction – set premise for review, justify why one is necessary, state objective clearly (i.e. propose question to be answered by review).
- Critical review – the relevant literature must be critiqued (in light of the question posed) examining the relevance and validity of findings and conclusions. You must source original information (i.e. do not include other reviews).
- Conclusion – summarise findings in light of objective(s).
- Acknowledgements – acknowledge funding, technical support, contributions from people who do not qualify as authors etc.
- Conflict of Interest statement
- Tables.
- Legends.
- We encourage evidence-based reviews that critically evaluate the effect of specified treatments or interventions on defined conditions form a valuable part of evidence-based medicine.

CLINICAL REVIEW AND CASE REPORTS/SERIES (MAXIMUM 3500 WORDS)

In general case reports should be directed towards the AVP or EVA. For consideration for publication in the AVJ, case reports should be **novel** and concern a **rare or new condition**. Case reports that do not add substantially to the existing literature will not be published. The first published example in Australia (or any other country) of a condition that is well recognised elsewhere, or in another species, is not necessarily of sufficient interest to warrant publication in the AVJ.

Descriptions should be brief and clear. The clinical features should be only those needed to convince readers that the case is what it is claimed to be and that other plausible diagnoses have been excluded. Reference ranges of values for any laboratory tests conducted must be included.

- Abstract
- Case report/series – include a referenced introduction to specify the reason for publication and justify merit. Case reports must provide substantial evidence to support publication.
- Clinical features – history and clinical findings, diagnosis, treatment and outcome.
- Discussion – discuss the case in light of other published, discuss evidence provided by case, discuss relevance or implications of the case.
- Conclusion.
- Acknowledgements – acknowledge funding, technical support, contributions from people who do not qualify as authors etc.
- Conflict of Interest statement
- References (up to 30).
- Tables.
- Legends.

SHORT CONTRIBUTION (MAXIMUM 1500 WORDS)

May include novel observations and interpretations that have not arisen within rigorous experimental constraints and may not therefore warrant a full article, or observations that are of wide interest, but of a minor nature.

- Abstract
- The body of the text is unstructured (no headings required)
- Acknowledgements – acknowledge funding, technical support, contributions from people who do not qualify as authors etc.
- Conflict of Interest statement
- References (up to 15).
- Tables.
- Legends.

WHAT'S YOUR DIAGNOSIS? (MAXIMUM 750 WORDS) (AVP AND EVA ONLY)

Content - The purpose of the What Is Your Diagnosis? features is to provide readers an opportunity to evaluate and interpret diagnostic information including physical examination findings, ECG, clinical pathology (haematology, serum biochemistry, fluid analysis and cytology), radiographs and other types of diagnostic images, gross pathology or in some cases, histopathology. Applicability of content will be determined by the Editor. It is intended as a learning exercise for readers and so the comments should be suitably referenced.

The text for manuscripts submitted for this feature should be organized under the following headings:

- **Signalment and history** – brief description of signalment and pertinent history with other key findings that are not highlighted by the diagnostic test in review. This section should end with a question based on the information given and images provided.
- **Diagnostic findings and interpretation** - section should describe all pertinent abnormalities in the images provided or the listed findings (for blood work, fluid analysis) and list the diagnosis or differential diagnoses considered on the basis of the diagnostic findings.

- **Comments** - A brief discussion of the differential diagnoses, treatment, and outcome of the case. The Comments section should focus on how the diagnostic information/test was useful in obtaining the diagnosis, rather than on the disease or condition itself. Contributors are encouraged to discuss features of the diagnostic test that contributed to making the diagnosis.
- This report is intended to be a learning exercise for readers, 2 sets of images or tabulated results should be provided. The first should not contain any identifying marks. The second should include arrows or other labels identifying the important abnormalities.
- Acknowledgements – acknowledge funding, technical support etc.
- References (6-7).
- Tables.
- Legends.

HISTORY (MAXIMUM 5000 WORDS)

- Articles should be relevant to the history of the veterinary profession in Australasia
- Acknowledgements – acknowledge funding, technical support etc
- References (up to 40)
- Tables
- Legends

ORIGINAL PAPERS BASED ON AVA CONFERENCE PROCEEDINGS (MAXIMUM 6500 WORDS)

AVJ may accept papers that are closely based on papers submitted as part of any AVA conference proceedings which would otherwise be available only from the AVA Resource Library. These articles will be:

- clearly identified in the journal as being based on conference proceedings
- consistent with the normal requirements for AVJ submission, except that publication of results at an AVA conference will specifically not preclude publication in the journals
- will go through a standard peer review process
- likely to be different to the original paper submitted to the conference.

LETTERS TO THE EDITOR (MAXIMUM 800 WORDS)

The Editor in Chief reserves the right to not publish any letter. Letters will be subject to minimal editing procedures, such as spelling, punctuation and verification of facts. Letters should be submitted via email and should be clearly identified as a 'Letter to the Editor'. While members and industry are encouraged to express their views freely and completely in this forum, the AVJ does not accept letters that:

- defame or maliciously slander individuals
- defame or bring false claims against organisations
- quote misleading figures or facts
- exceed 800 words
- blatantly endorse a particular veterinary product manufacturer, practice or veterinarian over other members for commercial gain.

Authors should:

- quote sources or provide references for any figures or information referred to in the correspondence
- provide all their contact details to enable prompt processing and verification of their letters.

- The Editor in Chief may discuss any correspondence being considered for publication with the AVA President, AVA CEO, the AVA National Veterinary Director, any relevant member of senior staff or the Editorial Advisory Board, when appropriate.

If a letter may be considered defamatory to an individual or organisation, the letter will be forwarded to AVA lawyers for advice.

- If revisions are suggested to a controversial letter, the AVJ Editor in Chief will discuss these revisions with the original author of the letter and other AVA staff where appropriate. If the original author is prepared to make these suggested revisions, the AVJ Editor in Chief will send a revised draft of the letter to the original author for signoff.
- Wherever possible time or date-sensitive material will endeavour to be published in an appropriate time frame but this is subject to space availability and deadlines.

ONLINE-ONLY SUPPLEMENTARY MATERIAL

Authors are now able to present material online that cannot physically be displayed in the print journal (e.g. Excel files, video), or that might be cost-prohibitive (e.g. extra tables or large data sets), or that is too detailed for publication in the print issue. A note will appear in the print version that more material can be found online. Material to be posted online must go through the review process, and consequently should be in an application or format easily accessible by most reviewers and readers.

STYLE OF WRITING

Manuscripts should be written in a clear, concise, direct style, so that they are intelligible to the professional reader who is not a specialist in the particular field.

We use the *Style Manual for Authors, Editors and Printers*,⁴ *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*⁵ and recommend Strunk's classic book,⁶ for clarity of expression.

Papers should be written in English, submitted as a Word document with double spacing and pages numbered.

Use the same font throughout the text, tables and figure legends. Do not use 'Enter' at the end of lines within a paragraph. Do not underline anything.

Use concise English without jargon or colloquialisms. Avoid long sentences. Reading the text aloud helps with punctuation and finding the right syntax. Please use computer spelling and grammar checking programs. It is recommended that the manuscript is critically read by a colleague experienced in scientific authorship, but who is not directly involved in the study, before submitting it to the AVJ.

The authors are responsible for making sure that manuscripts are submitted in the correct format and with a suitable standard of English. Papers will be returned without review if the English is not of a sufficient standard. Authors for whom English is a second language may choose to have their manuscript professionally edited before submission or during the review process. Wiley offer English language editing services (<http://wileyeditingservices.com/en>), however please note that using this service does not guarantee that your paper will be accepted.

All manuscripts are edited to eliminate ambiguity and repetition, to improve communication between author and reader, for length and to conform to the required style. If extensive alterations are required, the manuscript will be returned to the author for revision. To avoid unnecessary delays with publication, the editor reserves the right to make alterations to text in the final draft of accepted papers.

SPELLING

The AVJ uses Australian spelling and authors should follow the latest edition of *The Australian Oxford Dictionary*⁷ or *The Macquarie Dictionary*.⁸

UNITS

Use SI basic or derived units or declared units of the Australian metric system (e.g. ha, min, °C) where applicable. Write dates in the form 10 April 2002 and currency in the form A\$33. Use a comma as a thousands marker in numbers of more than four digits (e.g. 21,000).

ABBREVIATIONS

Abbreviations should be used only where they ease the reader's task by reducing repetition of long, technical terms. Use abbreviations only if the term is used three or more times. All abbreviations are to be listed in the **abbreviations list** and **written out in full the first time they appear in the text, followed by the abbreviation in brackets**. Exceptions are SI units and commonly used terms that can be understood from the context, for example:

IV, SC, IM, DNA, RNA, EDTA, IgA, IgG, PCR, ELISA

These need not be written out in full or included in the abbreviations list.

TRADE NAMES

Mention the manufacturer and essential location information for drugs, reagents and equipment in parentheses within the text (e.g. Jurox, NSW, Aust). Details of commonly used and well-known materials may not be necessary unless likely to influence the results.

GENES AND PROTEINS

The AVJ expects the use of standard international gene and protein nomenclature. As a general rule, gene names are italicised (e.g. *rpogene* encodes RNA polymerase in bacteria), while protein names are not (e.g. Rpo). General rules for naming genes in different organisms can be found here:

- [HGNC](#) (HUGO Gene Nomenclature Committee) for humans, livestock and primates
- [MGI](#) (Mouse Genome Informatics) for laboratory mice and rats
- [NCBI](#) (National Center for Biotechnology Information) for microorganisms including bacteria and viruses, and for queries on specific gene and protein names.

SCIENTIFIC NAMING OF ORGANISMS AND MICROORGANISMS

Organisms and microorganisms must be correctly named with genus and species, where appropriate. This may not always be necessary for common livestock and mammal species, however, this is a requirement for all microorganisms. Ensure genus and species names are *italicised*; the full name of the microorganism should be used the first time it is mentioned in the text (e.g. *Escherichia coli*), thereafter it should be abbreviated to genus initial and species name (e.g. *E. coli*); strain name/ number should be used where appropriate.

STATISTICAL ANALYSIS

Consultation with a statistician is recommended. Statistical methods commonly used in the animal sciences need not be described in detail, but adequate references should be provided. The statistical model, classes, blocks, and experimental unit must be described.

Reference to a statistical package without reporting the types of analyses conducted is not sufficient. A statement of the results of statistical analysis should justify the interpretations and conclusions.

The experimental unit is the smallest unit to which an individual treatment is imposed. For group-fed animals, the group of animals in the pen or the paddock is the experimental unit; therefore, groups must be replicated. Repeated chemical analyses of the same sample usually do not constitute independent experimental units. Measurements on the same experimental unit over time also are not independent and must not be considered as independent experimental units. For analysis of time effects, use time-sequence analysis.

Usual assumptions are that errors in the statistical models are normally and independently distributed with constant variance. Most standard methods are robust to deviations from these assumptions, but occasionally data transformations or other techniques are helpful. Most statistical procedures are based on the assumption that experimental units have been assigned to treatments at random. If animals are stratified by ancestry or weight or if some other initial measurement should be accounted for, the model should include a blocking factor, or the initial measurement should be included as a covariate.

Standard deviation refers to the variability in a sample or a population. The standard error (calculated from error variance) is the estimated sampling error of a statistic such as the sample mean. When a standard deviation or standard error is given, the number of degrees of freedom on which it rests should be specified. When any statistical value (as mean or difference of 2 means) is mentioned, its standard error or confidence limit should be given. The fact that differences are not "statistically significant" is no reason for omitting standard errors. They are of value when results from several experiments are combined in the future. They also are useful to the reader as measures of efficiency of experimental techniques.

Where value attached by "±" to a number is used, whether it represents a standard error or standard deviation must be stated.

Adequate reporting may require only (1) the number of observations, (2) arithmetic treatment means, and (3) an estimate of experimental error. The pooled standard error of the mean is the preferred estimate of experimental error. Standard errors need not be presented separately for each mean unless the means are based on different numbers of observations or the heterogeneity of the error variance is to be emphasized. Presenting individual standard errors clutters the presentation and can mislead readers.

The terms *significant* and *highly significant* traditionally have been reserved for $P < 0.05$ and $P < 0.01$, respectively; however, reporting the P -value is preferred to the use of these terms. For example, use "... there was a difference ($P < 0.05$) between control and treated samples" rather than "... there was a significant ($P < 0.05$) difference between control and treated samples." When available, the observed significance level (e.g., $P = 0.027$) should be presented rather than merely $P < 0.05$ or $P < 0.01$, thereby allowing the reader to decide what to reject.

Other probability (alpha) levels may be discussed if properly qualified so that the reader is not misled. Do not report P -values to more than 3 places after the decimal. Regardless of the probability level used, failure to reject a hypothesis should be based on the relative consequences of Type I and II errors. A "nonsignificant" relationship should not be interpreted to suggest the absence of a relationship. An inadequate number of experimental units or insufficient control of variation limits the power to detect relationships. Avoid the ambiguous use of $P > 0.05$ to declare nonsignificance, such as indicating that a difference is not significant at $P > 0.05$ and subsequently

declaring another difference significant (or a tendency) at $P < 0.09$. In addition, readers may incorrectly interpret the use of $P > 0.05$ as the probability of a beta error, not an alpha error.

Present only meaningful digits. A practical rule is to round values so that the change caused by rounding is less than one-tenth of the standard error. Such rounding increases 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.

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