

Australian Veterinary Practitioner - Guide to Authors

Aim and scope of journal

The *Australian Veterinary Practitioner (AVP)* is the official journal of the ASAV. The *AVP* aims to disseminate high quality, relevant clinical information to the practitioner by publishing refereed, scientific studies, clinical reports and clinical reviews.

Editorial review

Submissions will be first scrutinised by the Editor for suitability and then reviewed by two independent reviewers selected on an ad hoc basis. Reviewers are asked to review the manuscript for accuracy, scientific content and merit. They are asked to provide constructive advice and guidance for the authors. After review, recommendations on outcome are made by the Editor, and required revisions will be returned to the author.

All manuscripts will be edited to improve readability, enhance the precision of communication between the author and the reader, eliminate redundant material and conform to the required style. Extensive changes may necessitate the manuscript to be returned to the authors. To avoid unnecessary delays with publication, the editor reserves the right to make alterations to text in the final draft of accepted papers.

The editor will send an acceptance letter and a copyright transfer agreement when the paper is finalised.

Submission

Manuscripts are submitted electronically through Manuscript Central using the Australian Veterinary Journal Portal: <http://mc.manuscriptcentral.com/avj> Instructions at the site are followed – with careful selection of the Manuscript Type as Australian Veterinary Practitioner – AVP. Any questions can be directed: Attention AVP Editor at editor@ava.com.au

Papers should be written in English with double spacing and line numbers. Pages should be numbered sequentially as Page x of xx. Papers should be submitted as a Word document. Tables, graphs, figures and illustrations should be placed at the end of the paper with a citation noted at appropriate positions within the text. Tables should be on separate pages within the document, sequentially numbered with a legend above the table. Graphs, figures and illustrations should also be submitted as separate image files. Legends for figures should be on a separate page. Legends must stand alone and included in the original document.

Ethical consideration

The *AVP* follows the guide of the *Australian Veterinary Journal (AVJ)*, the official journal of the Australian Veterinary Association. Submission to the *AVP* requires that the protocol for a research project has been approved by a properly constituted ethics committee of the institution where the work was undertaken and that, if applicable, it conforms to the provisions of the Declaration of Helsinki (as revised in Edinburgh 2000).¹ Where appropriate, proof of informed owner consent may be required. The *AVP* retains the right to reject any manuscript on the basis of unethical conduct of either human or animal studies.

The handling and use of animals in experiments must conform to the *Australian code of practice for the care and use of animals for scientific purposes*.² In cases likely to raise controversy, an appropriate reference in the article to approval by an animal experimentation ethics committee is recommended. Where appropriate, proof of informed owner consent may be required.



Authorship

Authors included on the submission must have made a substantial contribution to (1) the conception and design of the study or analysis and interpretation of data, and (2) the writing or critical revision of the manuscript. For example, for a pathologist to be included as author of an article, he or she should have contributed to conception of the study and/or interpretation of data, drafted relevant sections of the manuscript and engaged in critical review and revision of the entire manuscript.

Each author must have participated sufficiently in the work to take public responsibility for their contribution. Each author must have read the submission. General supervision of the investigative group, participation in the acquisition of funding or the collection of data or providing technical service (that is not part of the methodology) does not justify authorship.

Material published in the *AVP* unless otherwise indicated, reflects the view of the author(s) only and not that of the Executive Committee, the Australian Small Animal Veterinary Association, the Editor, the editorial panel or the referees.

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Archive policy

Authors who require the return of any submitted material should inform the Editor. Otherwise, all printed or electronic material submitted by authors will be deleted 6 months after publication.

Proofs

AVP page proofs will be forwarded to the author(s) for proof reading. They must be returned within 48 hours of receipt for errors or omissions to be corrected before publication. Authors will be sent their proofs via email as PDF file attachments, which require Acrobat Reader to access. Corrections should be marked on print-outs and scanned in an email. Do not return amended PDF files.

Reprints

Requests for reprints can be placed directly with editor at the time of acceptance. A pdf of the published article will be supplied to the author.



Manuscript format

In general, articles will follow the IMRD system – introduction, materials and methods, results and discussion.

1. Authors name and affiliation
2. Contact author email address
3. Abstract – **all articles (except What's your diagnosis?)**
 - a. Up to 150 words following the general format of the article. No headings necessary but follow the order of the paper (e.g. IMRD). No references or abbreviations are used in the abstract. Sufficient information must be provided such that the abstract is a stand alone document.
4. Original study
 - a. Introduction – set premise for study, give sufficient background to justify study, state objective(s) and hypothesis if study is hypothesis driven.
 - b. Materials and methods – state methods in enough detail for readers to reproduce work. For observational studies, the data manipulation is the main focus of the methods and must be described in detail.
 - c. 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)
 - d. 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)
 - e. Acknowledgements – acknowledge funding, technical support etc.
 - f. References
 - g. Tables
 - h. Legends
5. Review
 - a. Introduction – set premise for review, justify why one is necessary, state objective clearly (i.e. propose question to be answered by review)
 - b. 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).
 - c. Conclusion – summarise findings in light of objective(s).
6. Case reports
 - a. Introduction – specify reason for publication and justify merit. Case reports must provide substantial evidence to support publication
 - b. Clinical features - History and clinical findings, diagnosis, treatment and outcome.
 - c. Discussion – discuss the case in light of other published, discuss evidence provided by case, discuss relevance or implications of case report
 - d. Conclusion
 - e. Acknowledgements – acknowledge funding, technical support etc.
 - f. References
 - g. Tables
 - h. Legends



7. Other formats

- a. Clinical communication – short works (1500 words/15 references)
 - i. Abstract
 - ii. Content – may involve communication of a diagnostic technique, technical skill, novel finding etc that does not fit within the format above, and does not warrant a full article. Applicability of content will be determined by the Editor.
- b. What's your diagnosis? – short work (750 words/6-7 references)
 - i. Content - The purpose of the **What Is Your Diagnosis?** feature 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.
 - ii. The text for manuscripts submitted for this feature should be organized under the following headings:
 1. **Signalment and History** – brief description of signalment and pertinent history with other key findings that are not highlighted by the diagnostic test in review.
 2. **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.
 3. **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.
 - iii. 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.

Manuscript style

Manuscripts should be written in English in a clear, concise, direct style. The *AVP* follows the style used by the *AVJ* which uses the *Style manual for authors, editors and printers*³ and *scientific style and format: The CBE manual for authors, editors, and publisher*.⁴

The authors are responsible for making sure that manuscripts are submitted in the correct format with a suitable standard of English. Papers will be returned without review if the English is of insufficient standard. Authors for whom English is a second language may choose to have their manuscript professionally edited before submission or during the review process. Careful peer review prior to submission is recommended to enhance the quality of the first submission.

1. **Spelling** - The *AVP* uses Australian English spelling according to the latest edition of *The Australian Oxford dictionary*⁵ or *The Macquarie dictionary*.⁶
2. **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'. Spell out single digit numbers that express a quantity (three sheep, five paddocks), but not if used with an SI or similar unit or its symbol (5 mL, 9 m, 7 weeks, 6°C) or as an identifier (group 4, farms 7 and 9). If you start a sentence with a number, spell it



out. Type a space between a number and its unit symbol, except for °C and %. Use a comma as a thousands marker in numbers of more than four digits (e.g. 21,000).

3. **Title** - The title should be concise, specific and informative. Avoid specific references to geographical locations or populations unless they are of epidemiological significance. Only the first letter of the title is capitalised.
4. **Authors' names and addresses** - List the authors using initials then last name (e.g. KM Smith). Separate the authors' names with a comma, except the names of the last two authors, which are separated by '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 using superscript letters (a, b, c etc.). Note the author for all correspondence with an *. Include the corresponding author's email address, and the present address, if different where the work was carried out.
5. **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.
6. **Abbreviations** - Abbreviations should be 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. Do not use abbreviations for the authors' convenience. 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
7. **Trade names** - Mention the manufacturer and the essential information on drugs, reagents and equipment in parentheses within the text. Details on commonly used and well-known materials may not be necessary unless likely to influence the results.
8. **Acknowledgments** - All sources of funding should be acknowledged. Authors should acknowledge only significant intellectual and technical contributions, and permission from those acknowledged should be obtained before publication.
9. **References** - References can be formatted using an Endnote style (AVJ), downloaded from: <http://authorservices.wiley.com/jendnotes/>.
 - c. Number text references consecutively with superscript Arabic numerals that follow any punctuation marks, with no spaces between consecutive references.
 - d. Construct the reference list in the same numerical sequence of the references 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.
 - e. References to journals, books, conference proceedings, organisational papers, anonymous editorials, foreign language articles and internet websites, respectively, are written as follows:
 - i. Gibson KT, Hodge H, Whittam T. Inflammatory mediators in equine synovial fluid. *Aust Vet J* 1996;73:148–151.
 - ii. Peterson ME, Randolph JF, Mooney CT. Endocrine diseases. In: Sherding RG, editor. *The cat: diseases and management*. 2nd edn. Churchill Livingstone, New York, 1994:1403–1506.
 - iii. Rhodes AP. Infectious bovine keratoconjunctivitis vaccination. In: *Proceedings of the 23rd Seminar, Sheep and Beef Cattle Society*, New Zealand Veterinary Association, June 1993.



- iv. Australian Veterinary Association. Tethering of sows and sow stalls. In: Greenwood PE, editor. *Members' directory and policy compendium*. AVA, Sydney, 1997:B5
 - v. Where do we stand on manpower? [editorial] *Vet Rec* 1995;137:1
 - vi. Homberger FR. Mäusehepatitis-Virus. *Schweiz Arch Tierheilkd* 1996;138:183–188.
 - vii. Council of Docked Breeds. The case for docking. <http://www.cdb.org>. 1992. Accessed 15 October 2001.
 - f. List all authors if there are five or fewer. If there are more than five authors, list only the first three and add 'et al'. Write titles of books, journals and other publications in italics. Do not underline or use bold letters.
 - g. The abbreviation of journals follows that of *Serial sources for the BIOSIS previews database*. A list of journal abbreviations can be found at <http://www.efm.leeds.ac.uk/~mark/ISIabbr/>. Journal abbreviations do not contain full-stops. Cite references to unpublished work only in the text, with a notation of (personal communication) or (unpublished). It is the authors' responsibility to check the accuracy of reference citations.
10. **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 summarize and characterise rather than present individual cases.
- h. Format tables with the legend typed above the relevant table. Column headings should be brief, with units of measurement in parentheses. 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.)
 - i. 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.
 - j. 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.
11. **Figures** - Include figures only if they are informative and necessary for the understanding of the text. Figures must be uploaded as individual files.
- a. Line figures and graphs should be supplied in their original format.
 - b. Photographs should be clear and cropped appropriately. 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.
 - c. **Scale bars must be included on micrographs**. Some indicator of measurement must be included in other figures when relative size or orientation is necessary.
 - d. 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.
 - e. Digital manipulation of an image is acceptable only if it is done to enhance photographic density or to eliminate artefacts. 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.



- f. 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.
12. **Figure and table legends** - Legends should be concise, but stand alone. Graphs must NOT duplicate material in the text nor convey material that is readily included in the text (e.g. a bar graph with 3 bars). The legend must relay enough information about the context of the information without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.
13. **Line numbers** – double space text and include line numbers on the submission.

Statistical guidelines for authors

1. **Design** – descriptive studies may only require summary statistics of observations recorded. Studies designed to test hypotheses require clear and detailed description of methods used and analyses performed. Which methods are applied to which variables (effect and response) is required. A clear description of how the results of the testing will be interpreted is also necessary. Results should be presented clearly with P values and appropriate conclusions stated in light of the analysis performed. Performing comparisons must be justified by the study design – not an afterthought after data collection. Confidence intervals of point estimates must be presented. Variances of summarised data must also be presented (standard deviation, standard error, quartiles). The statistical program should be noted.

Requesting permission

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Editor, May 2017

References

1. Declaration of Helsinki (as revised in Edinburgh 2000); <http://www.wma.net/e/policy/b3.htm>.
2. National Health and Medical Research Council. Australian Code of Practice for the Care and Use of Animals for Scientific Purposes. 7th edn. NHMRC, 2004; <http://www.nhmrc.gov.au/publications/synopses/ea16syn.htm>.
3. Style manual for authors, editors and printers. 6th edn. John Wiley & Sons Australia Ltd, 2002.
4. Council of Biology Editors. Scientific style and format: The CBE manual for authors, editors, and publishers. Press Syndicate of the Univ. of Cambridge
5. Bruce Moore, editor. The Australian Oxford dictionary. Oxford University Press.
6. Delbridge A, Bernard JRL, Blair D et al, editors. The Macquarie dictionary. Macquarie Library.