

THE AUSTRALIAN EQUINE VETERINARIAN

(Adapted from the Australian Veterinary Journal)

INSTRUCTIONS FOR AUTHOR

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Aims and scope of the journal

The *Australian Equine Veterinarian* is the official journal of the Equine Veterinarians Australia a special interest group of the Australian Veterinary Association. The AEV aims to provide high quality, refereed content which has a direct clinical relevance to equine veterinarians and thus to provide a valuable clinical resource for veterinarians in practice.

The AEV welcomes original clinical papers, case reports, reviews, short contributions and updates with an equine focus. The AEV encourages original research and although articles do not have to include novel or original information they must be of a suitable standard for publication and be relevant for the Australasian equine veterinarian.

Editorial review and acceptance

All articles are peer reviewed.¹

The AEV peer review process operates under the guidelines of the World Association of Medical Editors (<http://www.WAME.org>) and the International Association of Veterinary Editors (<http://www.veteditors.org>).

We encourage the use of the REFLECT Statement, to help authors improve the reporting of livestock trials with production, health, and food-safety outcomes.²

After review the final decisions are made by the Scientific Editor Catherine Russell BVSc FANZCVSc.

All manuscripts are edited to eliminate ambiguity and repetition, to improve communication between author and reader, and for length. If extensive alterations are required, the manuscript will be returned to the author for revision.

Ethical considerations

Submission to the AEV 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 and that, if applicable, it conforms to the provisions of the Declaration of Helsinki (as revised in Edinburgh 2000).³ The AEV 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*.⁴ In cases likely to raise controversy, an appropriate reference in the article to approval by an animal experimentation ethics committee is recommended.

Instructions for specific manuscript types

Original article

- Maximum 6500 words, including up to 40 references
- Structured abstract of up to 250 words, with headings such as Objective, Design, Procedure, Results and Conclusion
- Up to six key words
- Introduction – state the purpose of the study.
- Materials and methods – describe in sufficient detail to enable others to reproduce the work
- Results – present the findings concisely and logically, referring to accompanying figures and tables where necessary
- Discussion – evaluate and interpret the findings, without presenting new data, and with the main conclusions at the end
- Acknowledgments – including any sources of funding
- References.

Headings may vary from standard if the variation makes the article more informative.

Review

- Maximum 6500 words, including up to 50 references.
- Structured abstract of up to 250 words
- Up to six key words
- Introduction
- Critical review of the published literature in the area, examining the validity of conclusions, conflicting observations and interpretations, and **not simply a summary of published papers**
- Conclusions.

Short contribution

- Maximum 1500 words and 15 references
- Unstructured abstract of up to 100 words
- Up to six key words.

These 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.

Clinical review and case report/case series

Clinical reviews with either a single case report or a series of cases. These should concern a rare or new condition.

- Maximum 3500 words and up to 30 references (case series should not exceed 6500 words).
- Structured summary of up to 200 words with author-defined headings
- Up to six key words
- Introduction – indicating the importance of the case/s and why it is novel and worth reporting
- Case report/series – history and description of the animals, clinical features, diagnosis, interventions and procedures, and outcome. 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.
- Discussion – authors should:
 - discuss the case in the light of relevant published work
 - discuss the evidence that the case is what they believe it to be
 - discuss how their observations and the results of tests support their diagnosis, treatment and recommendations
 - consider and refute other plausible explanations
 - explain any other contradictory observations or evidence
 - discuss the implications and relevance of the case
 - identify lessons learnt from the case for investigation or management of similar cases.
- Acknowledgments.
- References.

A submission by a student who is the sole author of a case report should be accompanied by a letter from the Head of Department or Dean, who verifies that the report has been generated by the student's endeavours.

History

Articles should be relevant to the history of veterinary medicine in Australasia.

- Maximum 5000 words, including up to 40 references
- Abstract of up to 250 words
- Up to six key words.

Requirements for submission

Manuscripts should be submitted by email or provided in electronic form to admin@eva.org.au or Equine Veterinarians Australia, Unit 40, Level 1, 6 Herbert St, St Leonards, NSW, 2065, Australia

All articles submitted to the *AEV* must comply with these instructions.

Submit your manuscript and all tables as a word processor file, **with separate files for each figure.**

Author declarations

Authors must provide a covering letter that should:

- confirm that the manuscript has been submitted solely to the *AEV* and whether any part of the paper is published, in press or submitted elsewhere
- declare that all the research meets the ethical guidelines of the study country
- declare any real or potential conflict of interest, including the source of any financial grants or other funding
- confirm that the contribution of all authors is stated and all authors are in agreement with the content of the manuscript.
- any additional information that may be helpful to the Editors

Authorship

Eligibility for authorship should be based only on a substantial contribution to both (a) conception and design, or analysis and interpretation of data, and (b) drafting the article or revising it critically for important intellectual content. 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 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.

Copyright

If tables or figures have been reproduced from another source, a letter from the copyright holder, stating authorisation to reproduce the material, must be attached.

Authors publishing in the *AEV* will be asked to sign an Exclusive Licence Form. In signing the form, authors are confirming that they have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form, and must sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed form has been received.

Author material archive policy

Authors who require the return of any submitted material should inform the Editorial Office. Otherwise, all electronic material submitted by authors will be deleted 6 months after a final decision on publication is made.

Manuscript style and format

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.^{5,6} English should be without jargon or colloquialisms.

The AEV uses the *Style manual for authors, editors and printers*,⁷ *Scientific style and format: The CBE manual for authors, editors, and publishers*⁸ and recommends Strunk's classic book⁹ for clarity of expression.

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 AEV.

The responsibility for making sure that manuscripts are submitted in the correct format and with a suitable standard of English rests with the authors. 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. Further details can be found at: http://authorservices.wiley.com/bauthor/english_language.asp, or by contacting Assistant Editor Kerry Brown at the AVJ Editorial Office.

Spelling

The AEV uses Australian English spelling according to the latest edition of *The Australian Oxford dictionary*¹⁰ or *The Macquarie dictionary*.¹¹

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).

Title

The title should be concise, specific and informative, but should not make an assertive claim about the conclusions of the study. Avoid including geographical locations unless they are of epidemiological significance. Only the first letter of the title is capitalised.

Authors' names and addresses

List the authors using initials then family name (e.g. KM Smith).

Separate the authors' names with a comma, except the names of 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 using superscript letters (a, b, c etc.).

The submitting author, indicated with an asterisk, is the author for all correspondence. Include the submitting author's email address, and the present address, if different from that where the work was carried out.

Headings

Do not indent headings or end headings with full-stops. Only the first letter is capitalised. Abstract subheadings are typed in bold, separated by a tab space from the following text on the same line. 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.

Key words

Key words are used by indexes and electronic search engines, and should appear after the abstract. Use the heading '**Keywords**' and then list the key words separated by semi-colons. Also enter the key words where prompted during the submission process.

Abbreviations

Use the heading '**Abbreviations**' and then list the abbreviations and their definitions in alphabetical order, separated by semi-colons.

Abbreviations should be used only where they ease the reader's task by reducing repetition of long, technical terms, and 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

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

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.

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.

References

References can be formatted using an Endnote style, downloaded from:

<http://authorservices.wiley.com/jendnotes/>.

Number text references consecutively with superscript Arabic numerals that follow any punctuation marks, with no spaces between consecutive references. 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. References to journals, books, conference proceedings, organisational papers, anonymous editorials, foreign language articles and internet websites, respectively, are written as follows:

1. Gibson KT, Hodge H, Whittem T. Inflammatory mediators in equine synovial fluid. *Aust Vet J* 1996;73:148–151.
2. 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.
3. Rhodes AP. Infectious bovine keratoconjunctivitis vaccination. In: *Proceedings of the 23rd Seminar, Sheep and Beef Cattle Society*, New Zealand Veterinary Association, June 1993.
4. Australian Veterinary Association. Tethering of sows and sow stalls. In: Greenwood PE, editor. *Members' directory and policy compendium*. AVA, Sydney, 1997:B5
5. Where do we stand on manpower? [editorial] *Vet Rec* 1995;137:1
6. Homberger FR. Mäusehepatitis-Virus. *Schweiz Arch Tierheilkd* 1996;138:183–188.
7. Council of Docked Breeds. The case for docking. <http://www.cdb.org>. 1992. Accessed 15 October 2001.

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.

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/ISlabbr/>. 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.

Tables

Tables should be self-contained and complement, **but not duplicate**, information contained in the text. Format tables with the table function in a word processor program, such as MS Word, 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.)

Number tables consecutively in the order they occur in the text, with Arabic numerals.

Figures

Include figures only if they are informative and necessary for the understanding of the text. Figures must be uploaded as separate files and **not be embedded in the main text file**. Each figure must be uploaded separately from other figures.

Line figures and graphs should be supplied in their original format, preferably as **.xls** or **.eps files**.

Photographs should be in sharp focus and cropped appropriately. They should be of sufficient clarity to enable identification of relevant features. 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. It is not possible to print images that are of insufficient resolution.

Scale bars must be included on micrographs. See

<http://authorservices.wiley.com/bauthor/illustration.asp> for more details.

Any lettering 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 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.

Number figures consecutively in the order they occur in the text, with Arabic numerals.

Figure and table legends

Legends should be concise, but comprehensive. The figure or table and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

Statistical guidelines for authors

Design

Consultation with a biometrician is recommended before the experiment, since decisions made at the design stage are critical for a successful outcome. We recommend *Statistics for Veterinary and Animal Science* by A Petrie and Paul Watson¹ as a good straight forward text book.

Experiments should be designed to test specific hypotheses. The design constitutes the best way to set up and perform the experiment in order to test the hypotheses.

The number of subjects: The experiment should be neither too small nor too large. Where feasible a pre-study power calculation should be carried out to estimate the numbers required.

Method of analysis: The method of analysis should be clearly specified. Although in most cases standard methods of analysis will be sufficient, complex analyses are readily available in computer packages. Experimenters should be satisfied that the output of a package is both appropriate and intelligible.

Randomisation: An appropriate method should be used to allocate subjects to treatments, and should be briefly mentioned in the text. If some other variable, such as body weight, is taken into account in the allocation, it should be included in the analysis as a covariate or a blocking factor.

Surveys should be designed so that the parameters to be estimated, for example, the prevalence of a particular disorder, can be estimated with appropriate precision. Possible sources of bias, as for example introduced by structuring or incomplete returning of a questionnaire, should be discussed.

Analysis

Errors in calculation: Rigorous checking should be used to avoid computational errors, including those of

data entry and selection of options when using a package. Since statistics is common sense in a mathematical form, any seeming discrepancy between P values and intuition should be viewed with suspicion.

Appropriate analysis: The analysis used should be appropriate to the design. Take account of blocking if this has been used in allocation, and of trend if an explanatory variable (for example, dose at different levels) is included.

Appropriate test: Statistical tests used should be appropriate. Remember that there are restrictions on the use of the commoner tests – for example the *t* test and analysis of variance require that the data are reasonably consistent with a normal distribution and that the variances to be pooled are compatible. If such assumptions are untenable, the variable can be transformed or non-parametric techniques can be applied. The χ^2 test is not recommended if expected values are small, in which case an alternative test should be adopted.

Direction of testing and level of significance: Use two-sided testing unless a very clear case is made out for one-sided. The most commonly used level of significance (α) is 0.05. This may be varied depending on the relative weights to be given to type I and type II errors, but the case should be argued by the authors, especially for $\alpha = 0.1$.

Multiple testing: Tests should be made on comparisons appropriate to the aims of the experiment, not just suggested by the data. If multiple applications of significance testing are necessary, significance levels should be protected using methods such as described by Ludbrook.¹³

Repeated measures: Where observations on the same subjects are repeated over time, it is important to recognise that the observations are correlated. Apply corrections, such as described by Ludbrook,¹⁴ select a single end-measure such as the area under the individual time-response curve, or fit a function to it.¹⁵ Ensure that inclusion of 'repeated measures' in the repertoire of a computer package means more than its ability to handle the paired *t* test. Remember that repeated observations on the same subject should not be used in any calculation of the SE.

Presentation

Inclusion of data: Do not omit data referred to in Methods. It is obviously impossible to include all raw data, but in general the reader should have enough information to verify the main conclusions.

Websites for more information

About the Australian Veterinary Association:

<http://www.ava.com.au>

AVJ issues online:

<http://onlinelibrary.wiley.com>

About the *Equine Veterinarians Australia*

<http://www.eva.org.au>

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9. Strunk W, White E, Angell R. The elements of style. Allyn & Bacon.
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Editorial office address

Equine Veterinarians Australia
Unit 40, 6 Herbert Street
St Leonards
New South Wales 2065
Australia

Phone: +61 2 9431 5080

Fax: +61 2 9437 9068

Email: admin@eva.org.au