



Guidelines for Submission of Manuscripts AABP Conference Proceedings

The intent of the *Proceedings* is to create a written document of the session and research summaries presentations of AABP conferences. *Proceedings* are mailed to all conference attendees as well as members who purchase them and did not attend. In addition, electronic copies are available on the AABP website and through the Texas A&M library for open access after a 6-month embargo. This open access is indexed and searchable which will increase the impact factor and citations for authors who submit manuscripts.

As stated in the AABP speaker agreement, submission of a manuscript is a requirement for all speakers at AABP conference sessions. Your manuscript should “tell the story” of your presentation. PowerPoint slides are not acceptable for a manuscript. A short summary or description of your presentation is also not acceptable for publication.

Manuscripts should be emailed to K. Fred Gingrich II DVM, Executive Director, AABP at fred@aabp.org. You will receive a confirmation email that your manuscript has been submitted. Manuscripts will be reviewed and edited by the AABP Editor, Dr. Bob Smith, prior to publication.

General format of articles

- **Research article.** Research papers must begin with an Abstract that does not exceed 200 words. This should be followed by an Introduction, Materials and Methods, Results, Discussion, Conclusions and References. Results and Discussion can be combined into one section at the discretion of the author.
- **Retrospective study.** These articles must begin with an Abstract that does not exceed 200 words, followed by an Introduction. Other headings and subheadings should be developed as required by content. A Discussion is acceptable if it offers clarity for the reader. Conclusions and References should follow.
- **Review article.** Review articles must begin with an Abstract that does not exceed 200 words, followed by an Introduction. Other headings and subheadings should be developed as required by content. A Discussion is acceptable if it provides clarity for the review material presented. Conclusions and References should follow.
- **Case report or case study.** These articles should begin with an Abstract that does not exceed 200 words, followed by an Introduction. Other headings and sub-headings should be organized as required by the content, such as case or herd history, clinical findings, diagnostics, management plan, outcome and discussion – the author is free to modify or create headings as required by the case. Conclusions and References should follow.

- **New techniques.** These articles should begin with an Abstract not exceeding 200 words, followed by an Introduction. Other headings and subheadings should be used as required by the content. These headings should make the article easier for the reader to understand. Conclusions and References should follow.
- **Other.** Presentations that do not fit the above descriptions should have manuscripts that “tell the story” of your presentation. An Abstract not to exceed 200 words should be placed at the beginning of the article. Headings and subheadings should be used to break up the content of the article and provide readers with descriptions of each section of the article. These headings should make the article easier for the reader to understand. Conclusions and References, if applicable, should follow.

Specific Guidelines:

1. Manuscripts should be submitted in Microsoft Word format using Times-New Roman 12-point font size.
2. Lines and pages should be numbered continuously.
3. Lines should be double spaced with 1 inch (2.5 cm) margins.
4. The title should match the title of your presentation and sufficiently describe the content. Many search engines use titles instead of keyword searches, thus careful crafting of a title is important. A list of all authors should include first, middle and last name; author degrees beyond a bachelor’s; any board certifications, and affiliations.
5. All manuscripts must have a 50-200 word Abstract placed at the beginning of the paper.
6. Authors should provide 2-3 keywords after the abstract.
7. Capitalize only the first letter in the title and the first letter in the genus names.
8. Tables, figures and images can be used in the manuscript if they had clarity to the paper. Tables must be prepared using the table features in Microsoft Word. Each table and figure must be submitted on a separate page. The table or figure number and title should be on the same line and separated by a period. Table and figure titles should be descriptive enough for the table or figure to stand alone or be self-explanatory.
 - a. Footnotes should be numbered
 - b. Statistical difference (rows or columns) should be noted by using lower case letters.
 - c. Symbols, such as an asterisk, can be used to denote probability
9. Endnotes should be identified by superscript and lettered (lower case) in the text to cite personal communications, dissertation or thesis references, brand or commercial names of drugs, vaccines, laboratory test kits or devices, and statistical software.
10. Acknowledgements should be placed after the conclusions or at the end of the manuscript. These can include persons who are not authors but made significant contributions, declaration of any funding or declarations of any conflicts of interest.
11. References must be listed in alphabetical order of the first authors last name and cited in the text using superscript numbers. References must not be cited in the Abstract or Conclusions.

Examples of correctly formatted references:

JOURNAL ARTICLES:

1. Kocan KM, Coetzee JF, Step DL, de la Fuente J, Blouin EF, Reppert E, Simpson RM, Boileau MJ. Current challenges in the diagnosis and control of bovine anaplasmosis. *Bov Pract* 2012; 46:67-77.
2. Ruegg PL. New perspective in udder health management. *Vet Clin North Am Food Anim Pract* 2012; 28:149-163.

BOOK CHAPTER

1. de Lahunta A., Divers TJ. Nervous ketosis. In: Divers JK, Peek SF, eds. *Rebhun's diseases of dairy cattle*. 2nd ed. St. Louis: Saunders Elsevier, 2008; 526-528.

PROCEEDINGS

1. Capper JL, Cady RA, Bauman DE. Dairy production: 1940's through today, in *Proceedings*. 43rd Annu Conf Am Assoc Bov Pract 2010; 54-61.

ELECTRONIC MATERIAL

1. Colorado Climate Center, Colorado State University. Climate of Colorado, 2010. Available at: www.climate.colostate.edu/climateofcolorado.php. Accessed Aug 2, 2012.

12. Units of Measure:

- a. Body weights and temperatures must be reported in traditional US units (lb, °F) with metric units reported afterward in parentheses.
- b. Dose and dosages must be reported on a mg/lb basis with mg/kg following in parentheses.
- c. Numbers must be spelled out when they begin a sentence and other numbers must be written in digits. The word "to" should be used to indicate a range instead of a hyphen (i.e. 3 to 5 not 3 – 5_

13. Capitalization and italics usage:

- a. Proper nouns, genus names, breeds and registered names should be capitalized.
- b. Genus, species and titles of publications in the Reference section should be placed in italics.

14. Use of trade names in text

- a. Trade names of commercial products, such as animal health products, test kits and devices, should not be used in the title, text, tables or figures unless necessary for clarity.
- b. Essential trade names should be identified by superscript and lettered in the text, with the product trade name, manufacturer, and city and state of the corporate office listed in the Endnotes section immediately following Acknowledgements.

15. Abbreviations

- a. Abbreviations should be used when a word is used three or more times. The term should be spelled out when first used with the abbreviation in parentheses and used thereafter.
- b. Abbreviations should be avoided in the title and abbreviations should not be used to start a sentence.

16. Animal care considerations for original research articles:

- a. Studies conducted on animals in research facilities must be approved by the institutional animal care and use committee (IACUC). A statement verifying IACUC approval should be submitted with the manuscript.
 - b. When studies are performed on commercial cattle operations, the author must verify that adequate animal husbandry was provided and that no animal interventions beyond industry accepted diagnostic and therapeutic practices were utilized.
 - c. A description of animal care should be included in the Materials and Methods.
 - d. When euthanasia of an animal is required, the method used should be stated in the Materials and Methods. Euthanasia should be performed using techniques described in the *AABP Guidelines for Humane Euthanasia* found at https://aabp.org/about/AABP_Guidelines.asp
17. Drug usage.
- a. Manuscripts reporting illegal use of drugs or chemicals will not be accepted for publication.
 - b. Animal safety, food safety and compliance with drug-use laws and regulations must be addressed when drugs are used extralabel.

Disclosures:

Copyediting

- The Editor reserves the right to copyedit manuscripts. The copyedited manuscript is returned to the author for review and approval prior to publication.
- Authors are responsible for accuracy of the final galley proof prior to publication. Careful scrutiny should be given to the accuracy of units of measure, matching of superscript to the correct reference, and spelling and syntax.

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- The editor, editorial staff and production staff do not engage in any activity related to the sale of commercial advertising; however, the editor makes the final decision on placement of commercial ads. Ads will not be placed within or adjacent to scientific articles related to the commercial product.

For questions regarding your manuscript contact:

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