



# The Bovine PRACTITIONER

## Guidelines for Authors

*The Bovine Practitioner* is the official, open access publication of the American Association of Bovine Practitioners (AABP). The AABP is a professional non-profit organization representing cattle veterinarians. The focus of *The Bovine Practitioner* is to promote the art and science of bovine medicine, surgery, reproduction, diagnostics, beef and milk production and animal welfare. *The Bovine Practitioner* also considers manuscripts covering similar topics for small ruminants.

### Executive Editor:

Dr. K. Fred Gingrich II  
1130 East Main St., Suite 302  
Ashland, OH 44805  
419-496-0685  
[fred@aabp.org](mailto:fred@aabp.org)

### Associate Editors:

Dr. Sarah Capik [dr.capik@aabp.org](mailto:dr.capik@aabp.org)  
Dr. Virginia Fajt [dr.fajt@aabp.org](mailto:dr.fajt@aabp.org)  
Dr. Miles Theurer [dr.theurer@aabp.org](mailto:dr.theurer@aabp.org)  
Dr. Aurora Villarroel [dr.villarroel@aabp.org](mailto:dr.villarroel@aabp.org)

### Copy Editor:

Ms. Geni Wren [gwren@aabp.org](mailto:gwren@aabp.org)

### Submission of Manuscripts

Manuscripts should be submitted electronically through the Online Journal System which publishes *The Bovine Practitioner*.

Authors should register for the Online Journal System site at this [link](#). Click on the red “Make a submission” button in the right margin after registering to make a new submission. Authors will then be prompted to upload the article. The submitting author will be notified via email that their submission has been received. An associate editor will then review the article to assign peer reviewers.

**IMPORTANT NOTE:** *The Bovine Practitioner* uses a masked review process in which reviewers and authors are masked to identification. **It is the authors’ responsibility to remove identifying information such as places, names, research sites, locations, institutions, sources of funding, etc. Replace all identifying information with capitalized X’s (e.g., XXXXXXXX) in the submitted manuscript; this will assist the authors when adding back the identifying information in the publishing phase.** Authors will be requested to acknowledge that they are responsible for this masking procedure during the submission process. The article will be returned for resubmission if masking instructions are not followed.

## **Types of Articles**

1. **Research articles** should have the following sections: Introduction, Materials and Methods, Results, Discussion, and References.
  - a. Experimental and observational studies
  - b. Systematic and scoping reviews
  
2. **Descriptive studies.**
  - a. **Case reports** describe new syndromes/diseases or unusual cases of known syndromes/diseases that will benefit the practitioner. This may include diagnostics, clinical signs, necropsy information, therapeutics, or management practices. Statistical analyses are typically not possible in case reports; however, descriptive statistics should be presented when appropriate.
  - b. **Case series** should contain detailed descriptions of selection criteria of at least five cases (case definition) and include descriptive statistics.
  - c. **Innovative techniques.** Articles on “new innovative techniques” may include such things as new diagnostics, practice tips or innovative “how to” uses in practice; this can include such things as a surgical procedure, diagnostic technique, or use of a spreadsheet to monitor health and productivity of a herd, among others.
  
3. **Review articles.** A review article should be comprehensive (pros and cons) and critical; the authors should ensure that presented information accurately represents what is and what isn’t reported in the literature to avoid bias. Facts and conclusions presented should be sufficiently detailed to provide useful information to practitioners useful without additional literature search.

## **Content Guidelines**

1. **Use of reporting guidelines.** Peer reviewers will be asked to refer to published reporting guidelines for specific article types during the review process. Authors are encouraged to use the published reporting guidelines available at [MERIDIAN \(Menagerie of Reporting Guidelines Involving Animals\)](#), and [EQUATOR \(Enhancing the Quality and Transparency of Health Research Network\)](#):
  - a. **CONSORT** (Consolidated Standards of Reporting Trials)—for clinical trials
  - b. **REFLECT** (Reporting Guidelines for Randomized Controlled Trials for Livestock and Food Safety)—for clinical trials in livestock and food safety
  - c. **PRISMA** (Preferred Reporting Items of Systematic Reviews and Meta-analyses)—for systematic reviews and meta-analyses
  - d. **STARD** (Standards for the Reporting of Diagnostic Accuracy Studies)—for diagnostic test evaluation
  - e. **STROBE** (Strengthening the Reporting of Observational Studies in Epidemiology)—for cross-sectional, case-control, and cohort studies
  - f. **ARRIVE** (Animal Research: Reporting of In Vivo Experiments)—for all studies involving laboratory animals
  - g. **SRQR** (Standards for Reporting Qualitative Research)—for all studies involving qualitative research

- h. SAMPL (Statistical Analyses and Methods in the Published Literature)—for all studies
2. Materials and Methods. The experimental design in the Materials and Methods should be described in sufficient detail to allow other researchers to duplicate the study. Statistical analyses should be appropriate for the study and described in enough detail so that the reader can duplicate the analyses. The statistical model, blocks, and experimental units should be designated; commonly used statistical methods need not be described in detail but should be properly and adequately referenced. The manuscript should include masking (blinding) procedures, method of randomization, and statistical power of the analyses.
  3. Animal Care. A description of animal care should be included in the Materials and Methods.
    - a. Manuscripts will be rejected without consideration for publication if there is evidence of animal abuse during the research study.
    - b. Studies conducted on animals in research facilities must be approved by an institutional animal care and use committee or the relevant equivalent and should state this in the Materials and Methods. If the study was performed on a commercial dairy, farm, ranch or feedlot facility, the manuscript should include enough information to verify that adequate animal husbandry (housing, feed, and water) was provided.
    - c. When euthanasia or depopulation of animals is required, the method used should be stated in the Materials and Methods. Euthanasia methods must be in compliance with [AABP Guidelines for Humane Euthanasia of Cattle](#) or the [AVMA Guidelines for the Euthanasia of Animals](#), or the [AVMA Guidelines for the Depopulation of Animals](#). New euthanasia and depopulation approaches may be considered for submissions as New Innovative Techniques articles.
  4. Drug, chemicals or, biologicals, or technology use
    - a. Active ingredient(s), doses, routes of administration, frequency (if administered more than once), and duration of drugs and chemicals should be detailed in the Materials and Methods section. Stating that drugs or biologicals were used “according to label directions” is insufficient. Vaccines should be described in enough detail that a reader could compare to a product with a different trade name or if the product changes over time (e.g., strains, serotypes, etc.).
    - b. Trade names should be identified by a lettered superscript and lettered in the text, while the product trade name, manufacturer, and city and state of the corporate office should be listed as endnotes. 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.
    - c. Manuscripts reporting on the use of compounded drugs will use the conditions described in “[AAVTP position paper regarding the evaluation of scientific manuscripts that involve the administration of compounded drugs to animals](#)” L. Trepanier and K. Pasloske, *Journal of Veterinary Pharmacology and Therapeutics*, 27: 357, 2004.

## **Manuscript Preparation**

1. Format

- a. Documents should be prepared and submitted in Microsoft Word in English.
  - b. Times New Roman at 12-point font size should be used.
  - c. Lines and pages should be numbered continuously.
  - d. Lines should be double spaced with 1-inch (2.5-cm) margins.
  - e. Units of measure
    - i. Body weights and temperatures must be reported in traditional US units (lb., °F), with metric units (Système International) units reported afterward in parentheses.
    - ii. Doses and dosages must be reported on a mg/lb. basis with mg/kg following in parentheses.
    - iii. Numbers must be spelled out when they begin a sentence (e.g., Forty-nine percent). Other numbers must be written as digits (e.g., 0.52, 1.5, 7). The word “to” should be used to indicate a range instead of a hyphen, (e.g., 5.6 to 7.5 lb., not 5.6 – 7.5 lb.).
  - f. Capitalization and italics usage
    - i. Proper nouns, genus names, breeds and registered names should be capitalized.
    - ii. Latin terms such as genus, species and abbreviations should be placed in italics.
2. Title page. The title of the article should describe the content without being excessively long.
- a. Capitalize only the first letter in the title, proper nouns, genus names, and breeds.
  - b. If the article is accepted, a list of all authors should include the first, middle initial and last name/s as customary for their country of citizenship; author degrees beyond the bachelor’s degree, and any specialty certification recognized by the country of certification; affiliation of each author, such as institution, company, or practice will need to be provided by the submitting author to AABP staff during the copyediting and galley proof stage.
  - c. If the article is accepted, the submitting author will need to list a corresponding author including contact email. Include additional contact information only if affiliation is different from that listed in the authors list.
3. Abstract. All articles should begin with an Abstract that does not exceed 250 words.
4. Key words. Authors should provide 2 to 5 keywords following the Abstract. Avoid the use of commercial or brand names as key keywords.
5. Abbreviations.
- a. Abbreviations should be used when a term is repeated three or more times in the main text.
  - b. Abbreviations should be avoided in the title and abbreviations should not be used to begin a sentence.
6. Acknowledgements should be placed before References in the manuscript, and include appreciation to persons who are not authors but made significant contributions to the study or manuscript.
7. Funding. If the article is accepted, a declaration of full or partial funding of the study should be provided.

8. Acknowledgement of any conflicts of interest. Authors must declare any conflicts of interest in the manuscript as well as part of a completion checklist during submission of the article electronically. *The Bovine Practitioner* adheres to the [International Committee of Medical Journal Editors' reporting of conflicts of interest](#). Authors should review these recommendations prior to manuscript submission.
9. Author contributions.
  - a. The primary author will list contributors to the article by each co-author. Authorship should only be granted if 1, 2, and 3 are met:
    1. Substantial contribution to any of the following:
      - a. conception and design
      - b. acquisition of data
      - c. analysis and interpretation of data
    2. drafting the manuscript or revising it critically for important intellectual content
    3. approval of the final version to be published
  - b. Contributors who do not meet the criteria for authorship should be acknowledged but not listed as authors.
10. End notes should be lettered with a superscript and used to cite:
  - a. Non-official references such as personal communications, dissertations, or thesis references.
  - b. Brand names or commercial names of drugs, chemicals, biologicals, laboratory test kits and devices.
  - c. Software (statistical or other) including version and manufacturer.
  - d. Technology such as biosensors, milking machines and tools.
11. References should be numbered with a superscript in the text and formatted in the style of the [Journal of the American Veterinary Medical Association](#).
12. Tables and figures.
  - a. Tables must be prepared using the table features in Microsoft Word.
  - b. Each table and figure must be submitted on a separate page after the article text in the same document.
  - c. Every table and figure should have a number and legend.
  - d. Table and figure legends should be descriptive enough for the table or figure to stand-alone or be self-explanatory.
  - e. Footnotes in tables and figures should be indicated by superscript symbols in the following order: asterisk (\*), dagger (†), double dagger (‡), section (§), parallel (||), paragraph (¶), and then each paired with itself. Statistical difference (rows or columns) should be noted using lower case letters.
  - f. If the article is accepted, the author must provide high resolution figures for publication upon request.
13. *The Bovine Practitioner* is currently not able to publish online-only supplementary figures or data. Submission of those items will not be accepted.

## After Manuscript Submission Process

### 1. Peer review

- a. All manuscripts that have been determined to be potentially suitable for publication by an editor as having followed all guidelines will be sent to at least two reviewers. Reviewer comments and recommendations are used in making the decision whether to accept or reject a manuscript for publication.
- b. *The Bovine Practitioner* uses an anonymous review process, whereby the reviewer does not know the identity of the authors, and vice versa. It is the submitting author's responsibility to ensure that all authors' names and affiliations are removed from the manuscript prior to submitting by following the masking guidelines on page 1 of this document.
- c. Every effort is made to screen reviewers to minimize potential conflicts of interest.
- d. Reviewers will recommend to either 1) accept, 2) accept with minor revision, 3) major revision and resubmit the manuscript for a second review, or 4) to reject a manuscript.
- e. The final decision to accept or reject a manuscript is the responsibility of the Associate Editors.
- f. A list of the reviewers will be published annually.

### 2. Copyediting

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

### 3. Copyright considerations

- a. Published manuscripts will be copyrighted by *The Bovine Practitioner*. The transfer of the copyright will occur when a manuscript is accepted for publication. All authors are required to acknowledge copyright transfer. Government employees are exempt from the copyright requirement.
- b. The author is required to obtain written permission from each appropriate entity holding the copyright of any material intended to be included in the submitted manuscript. Documentation of permission to use copyrighted material must be submitted prior to publication, and credit must be given to the source of borrowed material in the manuscript.
- c. Authors wishing to use their published material for a conference proceedings, book or other scholarly work will be given permission following written request by the author. Requests should be sent to the Executive Editor of *The Bovine Practitioner*.

### 4. Commercial advertisements

- a. The major source of funding for *The Bovine Practitioner* is from the AABP membership dues; however, income is also derived from the sale of commercial ad space in the journal.
- b. To avoid conflict of interest, the AABP employs the services of a contract advertising agent to solicit and sell advertising space in the journal.

5. Page charges and author benefits

- a. There are no page charges for articles published in *The Bovine Practitioner*.
- b. No honorarium is paid to authors or co-authors for articles published in *The Bovine Practitioner*.