



PROCEEDINGS

AMERICAN ASSOCIATION OF BOVINE PRACTITIONERS

Manuscript Preparation Guidelines for Speakers

The focus of the *Proceedings* is to promote the art and science of bovine medicine, surgery, reproduction, diagnostics, beef and milk production and animal welfare to the members of the American Association of Bovine Practitioners. The Conference *Proceedings* are available to the membership on the AABP website and in hard copy.

Manuscripts should be submitted to:

American Association of Bovine Practitioners
1130 East Main St., Suite 302
Ashland, OH 44805
Tel: 800-269-2227; Fax: 419-496-0697
Email: aabphq@aabp.org

Submission of manuscripts

- Electronic copies of manuscripts should be sent by email to aabphq@aabp.org. Manuscripts must be submitted in English.
- Speakers who are unable to submit manuscripts by email should mail or ship two copies of the paper and an electronic file using regular US Mail, Priority Mail or by courier such as FedEx or UPS.

Types of articles

- **Research papers.** These are reports on original research applicable to the target audience of the AABP Conference. The experimental design in the Materials and Methods should be described in sufficient detail to allow other researchers to duplicate the study. Statistical analysis should be appropriate for the study, and described so that the reader can duplicate the analysis. The statistical model, blocks, and experimental unit should be designated; statistical methods commonly used need not be described in detail, but should be properly and adequately referenced. The author should describe masking (blinding) procedures, method of randomization and statistical power of the study.
- **Retrospective study.** A retrospective study provides a critical review of case records. A detailed description of selection criteria for cases (case definition) should be included, along with statistical analysis when appropriate.
- **Review article.** A review article should be comprehensive and critical; the authors should ensure that information presented accurately represents what is in the literature in order to avoid bias. Facts and conclusions presented should be sufficient to provide practitioners useful information without additional literature search.

- **Case report or case study.** Case reports and case studies describe new or unusual cases that will benefit the practitioner. This may include diagnostics, clinical signs, necropsy information, therapeutics or management practices. Analytical statistics from case reports are not often possible to generate; however, descriptive statistics should be presented when appropriate.
- **New techniques.** Articles on “new techniques” can include such things as new diagnostics, practice tips or “how to” utilize innovation in practice; this can include such things as a surgical procedure, a diagnostic technique or use of a spreadsheet to monitor health and productivity of a herd, among others.

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.

Style

1. The *Proceedings* has adopted the following style guidelines:

- Documents should be prepared and submitted in Microsoft Word.
- Times New Roman at 12-point font size should be used.
- Lines and pages should be numbered continuously.
- Lines should be double spaced with 1-inch (2.5-cm) margins.
- Tables and figures (including appropriate color digital images) are welcome, but should be limited to those that add clarity to the article.

2. Title page. The title of the article should describe the content without being excessively long. Many search engines utilize the title instead of keywords,¹ thus careful crafting of the title is important to increase the likelihood that your article will be identified and cited. Additional information can be found at emeraldinsight.com.²

- A list of all authors should include the first, middle initial and last name; author degrees beyond the bachelor’s degree, and any board certification; affiliation of each author,

such as institution, company or practice; and corresponding author, including contact information.

- Capitalize only the first letter in the title and the first letter in genus names.

3. Tables and figures. 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.

- Footnotes should be numbered.
- Statistical difference (rows or columns) should be noted by using lower case letters.
- Symbols, such as an asterisk, can be used to denote probability.

4. Endnotes should be identified by superscript and lettered (lower case) in the text to cite:

- Personal communications.
- Dissertation or thesis references.
- Brand names or commercial names of such things as drugs, vaccines, laboratory test kits and devices.
- Statistical software.

5. Acknowledgements should be placed after Conclusions in the manuscript, and include:

- Appreciation to persons who are not authors, but made significant contributions to the study or to the manuscript.
- Declaration of full or partial funding of the study.
- Acknowledgment of any conflicts of interest. The AABP *Proceedings* adheres to the International Committee of Medical Journal Editors' reporting of conflicts of interest.³ Authors should review these recommendations prior to manuscript submission.
- If there are none, the author should state “the author(s) declares no conflict of interest”.

6. References must be listed in alphabetical order of the first author's last name, and cited in the text using superscript numbers. The reference format should follow the style used in the *Journal of the American Veterinary Medical Association*.⁴ References must not be cited in the Abstract or Conclusions.

Journal article

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.
3. Van Donkergoed J. Meta-analysis of field trials of antimicrobial mass medication for prophylaxis of bovine respiratory disease in feedlot cattle. *Can Vet J* 1992; 33:786- 795.

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.

- Names of journals or books should be italicized.
- Titles of journals should be abbreviated as recommended by the National Library of Medicine (see NLM website).

7. Units of measure

- Body weights and temperatures must be reported in traditional US units (lb, °F), with metric (Système International) units reported afterward in parentheses.
- Doses and dosages must be reported on a mg/lb basis with mg/kg following in parentheses.
- Numbers must be spelled out when they begin a sentence, such as 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.

8. Capitalization and italics usage

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

9. Use of trade names in text

- 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.
- 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.

10. Abbreviations

- Abbreviations should be used when a term is repeated three or more times. The term should be spelled out when first used, with the abbreviation used thereafter.
- Most abbreviations should be avoided in the title, and abbreviations should not be used to begin a sentence.

11. Keywords

- Authors should provide 2 to 5 keywords following the Abstract.
- Additional information on the appropriate use of keywords can be found at emeraldinsight.com.²

Animal care

- Studies conducted on animals in research facilities must be approved by the institutional animal care and use committee. A statement verifying committee approval of the study should be provided to the Program Chair and the Editor of the *Proceedings* when the manuscript is submitted for consideration.
- When studies are performed on commercial dairy, farm, ranch or feedlot facilities, the author must verify that adequate animal husbandry (housing, feed and water) was provided, and that no animal interventions beyond industry accepted diagnostic and therapeutic practices were utilized.
- A description of animal care should be included in the Materials and Methods.
- When euthanasia of an animal is required, the method used should be stated in the Materials and Methods. A description of considerations and methods of euthanasia is found in *Practical euthanasia of cattle* (www.aabp.org).
- Manuscripts will be returned to the author without consideration for publication if there is evidence of animal abuse during the research study.

Drug usage

- Manuscripts reporting illegal use of drugs or chemicals will be returned to the author(s) without further consideration of publication.
- Animal safety, food safety and compliance with drug-use laws and regulations must be addressed when drugs or chemicals are used extralabel.

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.

Copyright considerations

- Published manuscripts will be copyrighted by the *Proceedings* to protect the author(s) and the AABP from unauthorized use of articles. The transfer of the copyright will occur when a manuscript is accepted for publication. All authors are required to sign a copyright transfer agreement. Government employees are exempt from the copyright requirement.
- Authors wishing to use their material for a proceedings, book or other scholarly work will be given permission following written request by the author. Requests should be sent to the Editor of the *Proceedings*.
- The author is required to obtain written permission for use of copyrighted material used in the manuscript. Documentation of permission to use copyrighted material must be submitted to the Editor prior to publication, and credit must be given to the source of borrowed material in the manuscript.

Commercial advertisements

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

References

1. Dewey C. Include keywords in your title and keep it short! Available at: www.aasv.org/shap/issues/v19n5/v19n5editor.html. Accessed Jan 14, 2014.
2. Emerald. How to... ensure your article is highly downloaded: what you can do PRIOR to submission. Available at: www.emeraldgrouppublishing.com/authors/guides/promote/optimize1.htm. Accessed Jul 03, 2014.
3. International Committee of Medical Journal Editors' recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals: author responsibilities—conflicts of interest. Available at: www.icmje.org/recommendations/browse/roles-and-responsibilities/author-responsibilities--conflicts-of-interest.html. Accessed Jul 03, 2014.
4. JAVMA Instructions for Authors - Manuscript Style. Available at: www.avma.org/News/Journals/Pages/javma-manuscript-style.aspx. Accessed Jan 14, 2014.