

JAVMA Instructions for Authors

The *Journal of the American Veterinary Medical Association* is a semimonthly, peer-reviewed, general veterinary medical journal owned by the American Veterinary Medical Association. The journal publishes manuscripts dealing with any subject germane to the practice of veterinary medicine. Specifically, the mission of the *Journal of the American Veterinary Medical Association* is to promote the science and art of veterinary medicine and to provide a forum for discussion and dissemination of ideas important to the profession.

EDITORIAL POLICIES

Authorship

Individuals should be listed as authors only if they (1) made a substantial contribution to the conception and design of the study, the acquisition of the data used in the study, or the analysis and interpretation of that data; (2) were involved in drafting or revising the manuscript critically for important intellectual content; and (3) approved the submitted version of the manuscript and will have an opportunity to approve subsequent revisions of the manuscript, including the version to be published. All 3 conditions must be met. Each individual listed as an author must have participated sufficiently to take public responsibility for the work. Acquisition of funding, collection of data, or general supervision of the research team does not, alone, justify authorship. Requests to list a working group or study group in the byline will be handled on a case-by-case basis. All authors must complete and submit the Copyright Assignment Agreement and Authorship Form (jav.ma/CAA-AF), confirming that they meet the criteria for authorship.

Commercial availability of products used

A manuscript reporting results of a study that involved evaluation of the efficacy or safety of a pharmaceutical, biologic, or other product or in which such products were relevant to the diagnosis, treatment, or outcome will be considered only if the product is commercially available in the United States and can legally be used in the species of interest. For all studies, but particularly for studies involving food animals, any extralabel drug use must comply with the provisions of the Animal Medicinal Drug Use Clarification Act (jav.ma/AMDUCA).

Conflicts of interest and financial disclosures

A conflict of interest exists whenever an individual has financial interests or personal relationships that might consciously or unconsciously influence his or her decisions. Conflicts of interest are ubiquitous and cannot be completely eliminated; they do not, by themselves,

indicate improper behavior, wrongdoing, or scientific misconduct.

Financial relationships are the most easily identifiable conflicts of interest and include, among other things, ownership, employment, consultancies, honoraria, paid expert testimony, grants, patents, stock ownership or options, and service as an officer or board member. Other types of conflicts of interest include personal relationships, academic competition, and intellectual beliefs.

All authors must disclose in the Acknowledgments section of the manuscript any financial or personal relationships that could be perceived to influence or could give the appearance of influencing information in the submitted manuscript. This includes detailed information about all relevant financial interests, activities, relationships, and affiliations (other than affiliations listed on the title page of the manuscript) occurring at the present time or within the 3 years prior to manuscript submission. In this context, *relevant financial interests, activities, relationships, and affiliations* should be interpreted broadly. For example, authors should disclose relationships they have not only with companies that manufacture products that are the subject of research described in the manuscript but also with companies that manufacture competing products. If no such conflicts of interest existed, the following statement or an equivalent should be included: The authors declare that there were no conflicts of interest.

The editors reserve the right to reject any manuscript because of conflicts of interest. Failure to fully disclose conflicts of interest may be grounds for rejection or retraction of the manuscript.

Copyright

The JAVMA is covered by copyright. All authors will be required to transfer copyright to the AVMA prior to publication of any manuscript or letter by completing and submitting the Copyright Assignment Agreement and Authorship Form (jav.ma/CAA-AF). Requests to copy, reprint, or use portions of published material (including information in figures, appendices, and tables) should be addressed to the editor-in-chief.

Authors must obtain and submit a statement of permission from the copyright holder (most often, the author or publisher) if they wish to include an exact duplicate or a slightly modified version of items such as figures, appendices, or tables that appeared or will have appeared in other published reports prior to publication of the manuscript, regardless of the originating source.

Original artwork (eg, drawings or photographs) that was created specifically for use in the manuscript must be accompanied by a letter explaining the conditions under

which the work was created. The letter must be signed by the artist and specify the rights given to the authors for use of the artwork and the rights retained by the artist (if any). If rights are retained by the artist, the letter must include a statement that allows the journal to use the material for publication in print and online.

Dual-use research of concern

Openness is recognized as a priority when making decisions regarding scientific publishing. Advances in molecular and cellular biology, genetics, microbiology, and other life sciences have made it increasingly possible to manipulate aspects of biological systems to better understand healthy states and mechanisms of disease. However, these advances have also increased the potential that information, products, or technologies resulting from life sciences research may be misused for harmful purposes. The US National Science Advisory Board for Biosecurity (jav.ma/NSABB) has proposed the following definition for dual-use research:

Dual-use research of concern is research that, based on current understanding, can be reasonably anticipated to provide knowledge, products, or technologies that could be directly misapplied by others to pose a threat to public health, safety, agricultural crops and other plants, animals, the environment, or material.

Accordingly, the *JAVMA* has adopted the following policy regarding assessment of submitted manuscripts with potential dual-use content:

- Any manuscript submitted for publication that raises concerns regarding dual-use potential will be subject to editorial review to determine the risks and benefits to the scientific community and to the public at large that may result from publication. The AVMA scientific editors maintain a strong commitment against withholding scientific or other information unless there are compelling reasons to do so.
- The scientific editors reserve the right to seek special external review of these manuscripts from individuals with technical and biosecurity expertise to assist their decision.
- Authors and reviewers are expected to alert the AVMA scientific editors when submitting or reviewing manuscripts with dual-use potential.
- The final decision for publication as well as the means of communicating manuscripts with dual-use potential will be made by the editor-in-chief. An accompanying editorial may be published.

Editorial independence

The AVMA has adopted the following policy on editorial independence of the *JAVMA*:

The AVMA recognizes and fully accepts the need for editorial independence of the AVMA journals and grants the editor-in-chief full authority over the editorial content of the journals, including the selection of content for publication and the timing of publication of that content. For these purposes, editorial content is understood to include research articles, other types of scientific reports, opinion articles, news, and advertising. Opinions and statements expressed in the AVMA journals are those of the contributors and do not represent the official policy of the AVMA, unless so stated. AVMA management does not interfere in the evaluation, selection, or editing of individual articles published in the AVMA journals, either directly or by creating an environment that strongly influences decisions of the editor-in-chief.

Funding and support

All funding, other financial support (eg, grant support), and material support (eg, provision of equipment or supplies) received directly or indirectly (via an author's institution) from any third party (eg, any government agency, foundation, or commercial enterprise) in connection with the study or writing of the manuscript must be clearly and completely described in the Acknowledgments section of the manuscript. If no third-party funding or support was received, the following statement or an equivalent should be included: No third-party funding or support was received in connection with this study or the writing or publication of the manuscript.

The authors must also include a relevant statement in the Acknowledgments section if any funding organization or sponsor had any role in the design or conduct of the study; collection, analysis, or interpretation of the data; writing or approval of the manuscript; or decision to submit the manuscript for publication. Alternatively, the following statement or an equivalent should be included: Funding sources did not have any involvement in the study design, data analysis and interpretation, or writing and publication of the manuscript.

Failure to fully disclose sources of financial and other support may be grounds for rejection or retraction of the manuscript.

Humane animal care and use

To be considered for publication in the *JAVMA*, all research studies involving animals must have been performed in compliance with guidelines outlined in the US Animal Welfare Act (jav.ma/AWA), US Public Health Service Policy on the Humane Care and Use of Laboratory Animals (jav.ma/HCULA), National Research Council's Guide for the Care and Use of Laboratory Animals (jav.ma/GCULA), or Guide for the Care and Use of Agricultural Animals in Research and Teaching (jav.ma/GCU-AART) or in compliance with equivalent guidelines. If

animals were euthanized, the method of euthanasia must be indicated in the manuscript. Methods of euthanasia must comply with AVMA Guidelines for the Euthanasia of Animals (jav.ma/GEA). If a method not recommended by the AVMA Guidelines on Euthanasia was used, a justification for use of this method must be provided.

A manuscript containing information that suggests animals were subjected to adverse, stressful, or harsh conditions or treatments will not be considered for publication unless the authors demonstrate convincingly that the knowledge gained was of sufficient value to justify these conditions or treatments.

Institutional oversight and owner consent

With the exception of reports of retrospective studies based solely on reviews of medical records, manuscripts describing studies that involved the use of animals, including studies that involved the use of privately owned animals (eg, animals owned by clients, staff members, students, or private entities), must include a statement that the study protocol was reviewed and approved by an appropriate oversight entity (eg, an animal care and use committee or institutional review board) or was performed in compliance with institutional or other (eg, governmental or international) guidelines for research on animals.

Manuscripts describing prospective studies that involved privately owned animals must also include a statement indicating that informed owner consent was obtained. Manuscripts describing research involving human subjects, including surveys of human subjects, must include a statement that the research was performed under appropriate institutional review board oversight.

NIH Public Access Policy

The AVMA journals are in compliance with the National Institutes of Health Public Access Policy (jav.ma/NIHPAP) and with the open access policies of other research funders. To assist authors of manuscripts subject to the NIH Public Access Policy (jav.ma/PAPA), the AVMA has arranged to submit articles to PubMed Central on behalf of the authors at the time of publication. Authors should not submit the accepted or any other version of their manuscript to PubMed Central, as this will preclude submission of the published version.

Patient confidentiality and the right to privacy

Authors have an obligation to protect the personal privacy of patients and clients and to maintain the confidentiality of patient-client information. For any manuscript containing patient information (eg, patient descriptions, photographs, or pedigrees) that would allow specific animals or their owners to be identified, the authors must obtain a signed statement of informed consent to publish the information (in print and online) from the owners. Generally, such consent should include an

opportunity for the owner to read the manuscript to be submitted for publication. If necessary, nonessential identifying data can be removed, unless clinically or epidemiologically important. However, identifying data may not be altered or falsified. Cropping or altering photographs to remove nonessential identifying information is acceptable, so long as the photographs are not otherwise altered. Patient identifiers may not appear in photographs. Authors must also obtain informed consent to publish from any identifiable person appearing in photographs. Importantly, these guidelines also apply to any materials (eg, text, photographs, or videos) submitted for posting as supplementary materials.

Prior publication

A manuscript is received with the understanding that the information has not been published or submitted for publication in any compiled printed (eg, journals, symposia, proceedings, newsletters, or books) or electronic (eg, preprint servers, conference or university websites, blogs, or social media posts) format in English or any other language and will not be published or submitted for publication elsewhere while the manuscript is under consideration by the *JAVMA*.

A manuscript containing previously published information may be rejected on the grounds of prior publication. Publication of abstracts containing 250 words or fewer will not be considered to constitute prior publication, but publication of longer abstracts in any compiled printed or electronic format may be (note that this includes posting of poster presentations to conference or university websites). Authors are encouraged to consult the guidelines for preparation of scientific abstracts (jav.ma/GPSA) when preparing scientific abstracts for publication or presentation at meetings. In general, figures, tables, footnotes, and references should not be included in abstracts.

At the time of manuscript submission, the corresponding author must include copies of any abstracts of the manuscript that have been published or submitted for publication or that are expected to be submitted for publication, along with copies of any closely related manuscripts or manuscripts with substantially similar content.

Publication fees and open access

Authors are not charged a fee to publish their manuscripts in the *JAVMA*.

Articles published in the *JAVMA* are posted to the journals website (jav.ma/JAVMA) at no charge to the authors. However, access to the full text of these articles is restricted to subscribers or available on a pay-per-view basis. Authors can elect to have their manuscripts made freely available online for all to read, download, and share. The fee for this open access is \$2,000.

Reporting guidelines

To ensure thoroughness of reporting, authors of Scientific Reports are strongly encouraged to make use of the following guidelines, if applicable, when preparing manuscripts:

- CONSORT (Consolidated Standards of Reporting Trials)—for clinical trials
- REFLECT (Reporting Guidelines for Randomized Controlled Trials for Livestock and Food Safety)—for clinical trials in livestock and food safety
- STARD (Standards for the Reporting of Diagnostic Accuracy Studies)—for diagnostic test evaluation
- STROBE (Strengthening the Reporting of Observational Studies in Epidemiology)—for cross-sectional, case-control, and cohort studies
- PRISMA (Preferred Reporting Items of Systematic Reviews and Meta-analyses)—for systematic reviews and meta-analyses
- ARRIVE (Animal Research: Reporting of In Vivo Experiments)—for all studies involving laboratory animals
- CARE (Case Report)—for clinical reports in general (note that *JAVMA* requirements differ in formatting)
- AGREE (Appraisal of Guidelines for Research and Evaluation)—for clinical practice guidelines
- SRQR (Standards for Reporting Qualitative Research)—for all studies involving qualitative research

These guidelines and more are available through the EQUATOR (Enhancing the Quality and Transparency of Health Research) Network (www.equator-network.org).

Scientific misconduct

The *JAVMA* strongly supports and upholds the code of conduct espoused by the international Committee on Publication Ethics (COPE) to promote integrity in the conduct and reporting of research. The journal views gravely instances of scientific misconduct, which COPE defines as “the intention to cause others to regard as true that which is not.” Such misconduct includes but is not limited to data fabrication or falsification, deceptive image manipulation, and plagiarism. In signing the Copyright Assignment Agreement and Authorship Form, authors attest that their works are original and free of scientific misconduct.

The *JAVMA* is ethically obliged to investigate all suspicions or allegations of scientific misconduct, including plagiarism. Therefore, authors are expected to know and understand the definition of plagiarism as well as the consequences. The *JAVMA* considers plagiarism to be the intentional or unintentional use of another’s ideas or words as one’s own, without attribution to the original source. Such use can range from copying of brief passages from previous publications (with or without changing a few words) to copying of entire portions of text, data, or both.

Detection of plagiarism and other instances of scientific misconduct will result in notification of the primary author, the coauthors, and possibly the author’s institution, depending on the extent of misconduct and nature of the deception (eg, intentional, reckless, or negligent). Further sanctions for misconduct detected prior to publication will depend on the author’s response to the allegations and may range from admonition by the editor to rejection of the manuscript, barring of the author(s) and their institution from future considerations, referral to the author’s institution for further disciplinary action, and informing of other editors and the indexing authorities. For misconduct detected after publication, these sanctions can extend to retraction of the report, with full explanation of the reason, and reporting to other authorities.

Special consideration is given to the practice of text recycling, also known as self-plagiarism, which refers to an author’s use of his or her own previously published text. Although text recycling may be acceptable in select instances (eg, in the Materials and Methods section of a scientific report), it generally will not be considered acceptable. The *JAVMA* supports the text recycling guidelines developed by BioMed Central in collaboration with the COPE (jav.ma/COPE-TR).

MANUSCRIPT CATEGORIES

Authors may submit manuscripts for publication in the *Views*, *Veterinary Medicine Today*, and *Scientific Reports* sections of the *JAVMA*.

Views

The *Views* section is a forum for exchange of ideas and includes:

- Letters to the Editor
- Commentaries
- Viewpoint articles

Letters to the editor—Readers who submit letters to the editor must limit them to 500 words (longer letters will be condensed as needed) and 6 references. Letters must be original and cannot have been published or submitted for publication elsewhere. Not all letters are published; all letters accepted for publication are subject to editing. Those pertaining to anything published in the *JAVMA* should be received within 1 month after the date of publication of the material to which they refer. Submission via email (JournalLetters@avma.org) is encouraged; authors should give their full contact information, including address, daytime telephone number, fax number, and email address. Letters containing defamatory, libelous, or malicious statements will not be published, nor will letters representing attacks on or attempts to demean veterinary societies or their committees or agencies.

Commentaries—Commentaries represent opinion-based articles that relate to any aspect of the veterinary medical profession. Opinions expressed should be focused and clearly presented. The text should generally be less than 1,500 words. References should be limited, and tables and figures should generally not be included. These manuscripts are typically not sent for external peer review.

Viewpoint articles—Viewpoint articles describe an important issue in clinical medicine, public health, or biomedical research, generally espousing or promoting a particular viewpoint. They should be scholarly, thorough, and well referenced. Maximum length is typically 5,000 words. Figures and tables may be included as necessary. Viewpoint articles are typically sent for external peer review, with reviewers specifically asked to comment on the overall importance of the topic to the veterinary profession, whether statements of fact in the manuscript are adequately referenced, whether any pertinent references have been omitted, and whether any aspects of the issue have been overemphasized or underemphasized. Authors are allowed to express opinions in Viewpoint articles, and manuscripts do not necessarily have to be balanced or dispassionate. However, authors should clearly indicate when they are stating an opinion versus established fact and should provide a cogent, logical defense of their viewpoint.

Veterinary Medicine Today

The *Veterinary Medicine Today* section promotes continuing education through didactic exercises, case discussions, and updates on clinical topics. Not every feature is published in every issue. Authors who wish to contribute a manuscript to the following features, which are published with the cooperation of various veterinary specialty organizations, should consult the instructions for those features:

- Anesthesia Case of the Month (jav.ma/ACM)
- Animal Behavior Case of the Month (jav.ma/ABCM)
- Diagnostic Imaging in Veterinary Dental Practice (jav.ma/DIVDP)
- ECG of the Month (jav.ma/ECGM)
- Pathology in Practice (jav.ma/PIP)
- Theriogenology Question of the Month (jav.ma/TQM)
- Timely Topics in Nutrition (jav.ma/TTN)
- What Is Your Diagnosis? (jav.ma/WYD)
- What Is Your Neurologic Diagnosis? (jav.ma/WYND)

Authors who wish to contribute a manuscript to another feature in this section should refer to recent issues of the *JAVMA* that contain that feature for general format. Other features that are not affiliated with a specialty organization and to which any author may submit include:

- Disaster Medicine
- Exploring the Bond
- Food Animal Economics
- Perspectives in Professional Education
- Public Veterinary Medicine
- Veterinary Economics
- Workforce Development

Scientific Reports

The *Scientific Reports* section contains reports of important original research and critical reviews and includes:

- **Original Studies**
- **Clinical Reports**
- **Review Articles**

Manuscripts based on original research in any area of veterinary medicine will be considered for publication as **Original Studies**. Generally, such manuscripts will describe studies involving animals with naturally occurring diseases or studies involving the evaluation of case records accumulated over a specific period (ie, case series). However, other types of original research (eg, surveys of people or evaluations of biological samples) will be considered, depending on the extent to which they add to the existing knowledge regarding veterinary medicine or the veterinary profession.

Manuscripts that describe features of 1 or more clinical cases may be considered for publication as **Clinical Reports**. In general, such manuscripts will be considered only if they provide sufficient new, clinically relevant information to allow readers to diagnose, treat, prevent, or control the condition being described. Manuscripts for which the sole purpose is describing a familiar condition or procedure in a new species will generally not be considered.

Concise, critical reviews concerning subject areas in which important advances have been made during the past 5 years and that contain information that has, or will have, clinical applications will be considered for publication as **Review Articles**.

For scientific manuscripts, preference is accorded to those that have immediate clinical or practical value. Note that reports of prospective or retrospective case series must include a meaningful statement of purpose, clinically relevant data, and clinically useful conclusions or interpretations derived directly from evaluation of the cases described. Authors should consult the *JAVMA* guidance document for reporting of case series when preparing these reports (jav.ma/CaseSeries). Except for rare conditions, case series reports should contain information on at least 10 animals.

MANUSCRIPT PREPARATION

Authors should pay close attention to the following guidelines for manuscript preparation and format.

Manuscripts that are not prepared in accordance with these guidelines will be returned to the authors for amendment and resubmission.

Format

Manuscripts (including footnotes, references, figure legends, appendices, and tables) should be prepared with the following attributes:

- 8.5 X 11-inch (or A4) page size
- Double-space typed
- 12-point font
- 1-inch (2.5-cm) margins
- Left justification
- Sequential line numbering

Organization and contents

Manuscripts should be organized as follows:

- Title page
- Structured abstract (when applicable; letters to the editor, commentaries, viewpoint articles, feature submissions, and review articles do not have a structured abstract)
- Abbreviations list (when applicable)
- Text
- Acknowledgments
- Footnotes
- References
- Figure legends
- Appendices
- Tables

Title page

The title page must include the manuscript title and the first name, middle initial, and last name of each author, along with each author's professional degree and highest earned academic degree (eg, MS or PhD, MPVM). Do not list academic degrees lower than the bachelor's degree (eg, associate degrees), specialty board certifications, fellowship designations, and honorary degrees; a bachelor's degree should be listed only if it is the author's only degree. Professional affiliations of the authors at the time of the study must be indicated. If an author's affiliation has changed since the study was performed, the author's new affiliation should be identified as well. Finally, the name and email address of the corresponding author must also be included on the title page.

Structured abstract

With the exception of review articles, all manuscripts submitted for consideration as a Scientific Report must include a structured abstract of 250 or fewer words.

For an **Original Study**, the structured abstract must include the following headings:

- Objective
- Animals (or Sample)
- Procedures
- Results
- Conclusions and Clinical Relevance

For a **Clinical Report**, the structured abstract must include the following headings:

- Case Description
- Clinical Findings
- Treatment and Outcome
- Clinical Relevance

Abbreviations list

All abbreviations except for standard abbreviations (see jav.ma/StdAbbr for full list) and units of measure should be listed in alphabetical order at the beginning of the manuscript text (after the Structured Abstract and before the introductory section), along with their definitions. These abbreviations should then be used without expansion in the text, figures, appendices, and tables, except at the start of a sentence, in which case the expanded term should be used.

Text

The text for an **Original Study** begins with an introduction (which does not have a heading) and then is organized under the following headings:

- Materials and Methods
- Results
- Discussion

The introduction should supply sufficient pertinent background information to allow readers to understand why the study was performed. It must include a rationale for the study, a clear statement of the purpose of the study, and the investigators' hypothesis or hypotheses. The introduction is not intended to be a thorough review of the published literature on a subject. Rather, it should be brief (often, 2 or 3 paragraphs will suffice) and should focus on identifying the specific problem the study is meant to address; describing how the study addresses the problem, differs from previous studies, or improves our understanding; and explaining what the present study was meant to do and what hypotheses it was meant to test.

The Materials and Methods section should describe the study design in sufficient detail to allow others to reproduce the study. A subsection detailing statistical methods used to summarize data, evaluate data distributions, and test hypotheses, along with a statement regarding the cutoff for significance used for hypothesis testing, should be provided. Appendices and methods-related figures should be cited parenthetically. Products (including software), equipment, and drugs should be identified in the

text by chemical or generic names or descriptions. For all statistical tests, authors are required to indicate whether applicable test assumptions were met. When citing software products, a footnote should be used to cite the software (eg, PROC GLM, SAS, version 9.2, SAS Institute Inc, Cary, NC) and a reference should be used to cite a user's guide (eg, *SAS/STAT 9.2 user's guide*. Cary, NC: SAS Institute Inc, 2008;page number).

The Results section should provide data that are clearly and simply stated without discussion or conclusions. Tables and figures should be cited parenthetically. Authors should refrain from repeating within the text data that are also presented in tables and figures and are encouraged to report the number of subjects included in any statistical calculations (eg, means, medians, and results of statistical tests), particularly if that number differs among described variables. For each percentage, the numerator and denominator used in the calculation should also be reported. Authors of manuscripts reporting gene sequences should submit those sequences to an appropriate data bank.

The Discussion section should focus on findings in the manuscript and should be brief (generally no more than 2,000 words), containing only discussion that is necessary for the interpretation of findings. The major findings, including whether hypotheses stated in the introduction were supported, should be given in the first paragraph. Strengths and weaknesses of the study should be acknowledged, and the discussion should end with the principal points that readers should take away. The Discussion section should concentrate mainly on what is known in non-human animals, with less emphasis on what is known in humans. It should not contain any subheadings.

For case series reports, formatting of the title differs slightly from that for titles of other original studies. Specifically, the title must include the number of cases and the interval during which cases were treated. The general format is as follows: Behavioral modification for treatment of separation anxiety in dogs: 223 cases (2005–2010). In addition, the Materials and Methods section should typically begin with the subheadings *Case selection criteria* and *Medical records review*.

For **Clinical Reports**, the text should begin with the signalment (eg, age, sex, body weight, and breed) of the animal or animals, followed by a chronological description of pertinent aspects of the diagnostic examination, treatment, and outcome, and should end with a brief discussion. When more than 1 animal is involved, a representative of the group can be described in detail, with important differences among animals addressed separately. For reports involving 3 or fewer animals, pertinent abnormal findings should be summarized in the text. For 4 or more animals, a single table that provides a summary of pertinent abnormal findings may be accommodated, provided that such findings are not repeated in the text.

In general, Scientific Reports should be brief and focus

on the main issues. Although there are no word limits for Scientific Reports in the *JAVMA*, the main text (ie, all text other than the acknowledgments, footnotes, references, figure legends, appendices, and tables) for most manuscripts should consist of no more than 3,000 to 4,000 words. Manuscripts that are excessively long may be returned for removal of nonessential information.

Acknowledgments

The Acknowledgments section is where information on sources of funding and support and conflicts of interest must be listed, along with any disclaimers, any acknowledgments of individuals who made important contributions to the study but did not meet the criteria for authorship, and any previous presentations of the findings at scientific meetings. In addition, for studies involving multiple institutions, a statement indicating where the work was done may be included, if applicable. For information on listing sources of funding and support and conflicts of interest, see the editorial policies on *Funding and support* and *Conflicts of interest and financial disclosures*.

The Acknowledgments section should be used to identify specific individuals who had an important role in or made important contributions to the study but who do not meet the criteria for authorship. In general, this includes individuals who contributed intellectually to the study or report but whose contributions do not justify authorship, individuals who provided technical assistance (eg, individuals who performed special tests or research), and individuals who assisted with the statistical analyses.

The Acknowledgments section should not be used simply as a method of expressing gratitude to individuals who had a minor role in the study. The acknowledgments should not include individuals whose only contribution to the study or report involved the routine performance of their normal job duties and who did not provide any unusual or extraordinary intellectual contribution or technical expertise to the study. Acknowledgments of nonspecific groups (eg, the intensive care unit technicians) and unidentifiable groups (eg, the anonymous contributors or study participants) are not allowed.

Individuals named in the acknowledgments must have given their permission to the authors to be listed, because readers may infer their endorsement of the data and conclusions.

Footnotes

Footnotes are to be used when referencing each of the following types of information:

- Abstracts
- Conference presentations
- Online databases
- Personal communications
- Products, drugs, equipment, and other materials
- Statistical and computer software

- Theses and dissertations
- Other unpublished materials (eg, preliminary reports)

Specific products, equipment, or drugs should be included in the footnotes only if they were essential to the outcome of the report or study. Products, equipment, and drugs that are commonly used materials in veterinary medicine need not be footnoted.

Footnotes should be cited in the text as superscript letters and listed alphabetically after the Acknowledgments section and before the references. If more than 26 footnotes are required, continue the sequence with double letters (eg, aa, bb, and cc). For products and equipment, provide complete information in the footnote, including manufacturer's name and location (ie, city, state, and country [if other than the United States]).

References

Authors bear primary responsibility for accuracy of all references. References must be limited to those that are necessary and must be cited in the text by superscript numbers in order of citation. Journal titles in the Reference section should be abbreviated in accordance with the National Library of Medicine and Index Medicus (jav.ma/NLM-JA). For references with more than 3 authors, only the first 3 authors should be listed, followed by et al. The following is the style used for common types of references:

• Article in a journal

1. Lamont LA, Bulmer BJ, Sisson DD, et al. Doppler echocardiographic effects of medetomidine on dynamic left ventricular outflow tract obstruction in cats. *J Am Vet Med Assoc* 2002;221:1276–1281.

• Book chapter

2. Muir P, Johnson KA, Manley PA. Fractures of the pelvis. In: Birchard SJ, Sherding RG, eds. *Saunders manual of small animal practice*. 2nd ed. Philadelphia: WB Saunders Co, 2000;1126–1132.

• Proceedings

3. Moore MP, Bagley RS, Harrington ML, et al. Intracranial tumors, in *Proceedings*. 14th Annu Meet Vet Med Forum 1996;331–334.

• Electronic material

4. Animal and Plant Health Inspection Service. Bovine spongiform encephalopathy (BSE). Available at: www.aphis.usda.gov/lpa/issues/bse/bse.html. Accessed Feb 18, 2016.

Figures

Figures should be limited to those that reduce or clarify the text. Images of clinically normal animals are not usually required, nor are images of equipment unless the equipment has been set up in a special way and the setup

is integral to the study. Text and symbols should be large enough that they will still be legible when the figure is reduced to 1 column in width during publication (in general, this means that all text and symbols must be at least 1.5 mm tall when the figure is reduced to 8 cm in width). For text labels, the first word of each label should start with a capital letter, with any remaining words other than proper nouns in lowercase letters (eg, Cranial vena cava).

To ensure high-quality reproduction, symbols used to represent data in graphs should be limited to white and black circles, triangles, and squares; axes should be labeled in Helvetica or Arial font. Keys to data symbols may be placed in a small box inserted into the unused portion of graphs. Symbols used in figures and tables should be assigned in the following order:

- Asterisk (*)
- Dagger (†)
- Double dagger (‡)
- Section indicator (§)
- Double vertical bar (||)
- Paragraph indicator (¶)
- Pound sign (#)
- Two asterisks (**)
- Two daggers (††)
- Two double daggers (‡‡)

Photomicrographs and electron micrographs must include an internal scale marker. For figures that include multiple panels, each panel should be sequentially labeled with a capital letter in the same corner of each panel. If a figure contains 2 or more rows of panels, the letter labels should be applied sequentially from left to right in the first row, then from left to right in the second row, and so on.

Figure legends must be provided at the end of the manuscript, after the references and before any appendices and tables. Sufficient information should be included to allow the figures to be understood without reference to the text. Abbreviations defined in the abbreviations list at the beginning of the text do not need to be expanded; however, newly introduced abbreviations in figures should be defined in the figure legend, in alphabetical order. When applicable, stains used for microscopic examination of specimens must be indicated in the legend as well as the scale of the marker bar (eg, H&E stain; bar = 100 µm). Figure legends for ECG traces must include the paper speed and scale (eg, Paper speed = 50 mm/s; 1 cm = 1 mV). Authors wishing to use any previously published figures must submit written permission from the copyright holder.

Appendices

Appendices may be provided when information pertaining to the Materials and Methods could be more succinctly and clearly summarized in tabular rather than narrative format. Examples of information that might lend

itself to an appendix include scoring and classification rubrics; lists of nucleotide sequences; tabular summaries of complex treatment protocols; and compositions of diets or feedstuffs. Copies of questionnaires and surveys also qualify as appendix materials but should instead be submitted in pdf format for publication as online supplementary material.

Tables

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