Guidelines for preparation of manuscripts submitted to the Journal of Veterinary Internal Medicine

Submission:

Manuscripts may be submitted only through the JVIM website http://mc.manuscriptcentral.com/jvim.

Authors must submit cover letters, manuscripts and figures as separate files. A PDF will be created by the system merging the manuscript and figures into one file.

Submission fee:

A $50.00 nonrefundable fee (payable in US funds only) is required at the time of submission.

The fee may be paid by check/money order (payable to the ACVIM and funds drawn on an American Bank), Visa, MasterCard, American Express or university purchase order.

Payment information MUST be included in a cover letter submitted with the manuscript (as a separate file), or e-mailed to JVIM@ACVIM.org at the time of submission.

Manuscripts will not be processed unless the submission fee is paid. Payment guidelines are online at http://mc.manuscriptcentral.com/societyimages/jvim/Payment_Options.pdf.

Prior publication, multiple publication, and fragmentary publication:

Manuscripts will be considered for publication with the clear understanding that their contents have not been previously published (abstracts < 250 words presented at scientific meetings are excepted) and have not been (and will not be) submitted or published elsewhere while acceptance by the Journal of Veterinary Internal Medicine (JVIM) is under consideration.

The JVIM strongly discourages authors from fragmented reporting of aspects of a single investigation or clinical study. Authors submitting a manuscript that is one of a number of existing or planned manuscripts related to a single study must include a statement in the cover letter that so states, and justifies use of a fragmented approach. Related manuscripts, published or unpublished, should also be included with the submitted manuscript. The submitted manuscript itself must clearly explain and justify the fragmented approach and reveal the full extent of the investigation.

Historical controls:

The JVIM discourages submission of manuscripts describing studies in which formal comparison, including but not limited to statistical analysis, is made between a contemporaneous group of animals and historical controls (that is, information obtained by retrospective review of case records).

Copyright:

Publication in the JVIM is subject to the condition that the article (as a whole or in part) has not been published or submitted for publication elsewhere. In submitting the manuscript to the publisher, the author certifies that neither the author's contribution nor any text or figures procured and included by the author infringes upon the rights of a third party, and that the author alone is authorized to dispose of the existing right of utilization with regard to copyright. For the duration of the lawful copyright, the author grants the publisher, regardless of location the exclusive right of duplication and dissemination (right of publication) without restriction as to the amount or number of downloads and for all print and
electronic editions in tangible or intangible form as well as the issuance of licenses to third parties nationally and abroad for the exercise of the ancillary rights granted. The publisher is authorized to make use of the utilization rights to which he is entitled; however, he is not obligated to do so. Correspondence to the JVIM is accepted on the understanding that the contributing author licenses the publisher to publish the letter as part of the JVIM or separately from it, in the exercise of any subsidiary rights relating to the JVIM and its contents.

Receipt of a signed Copyright Assignment Form is a condition of publication and papers will not be passed to the publisher for production unless this has been received by the Editor. (Government employees in both the US and the UK need to complete the Author Warranty sections.)

Authorship:

The JVIM follows the guidelines of the World Association of Medical Editors regarding authorship (www.icmje.org).

Conflict of Interest:

Authors of research articles must disclose at the time of submission any financial arrangement they have with the company whose product features prominently in the submitted manuscript, or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision, but if the article is accepted for publication, the editor may discuss with the author the manner in which such information is to be communicated to the reader.

Manuscript review:

All manuscripts are reviewed by experts in the field who advise the editors of the manuscript's scientific quality. Decisions regarding publication are made by the Co-Editors-in-Chief acting on the advice of reviewers and Associate Editors.

At the Editor’s discretion, particularly meritorious manuscripts that are of unusually high priority and significance and that represent definitive and original studies will be considered for expedited publication. Authors will be notified by the Editorial Office upon scheduling of their manuscript as a rapid publication.

Manuscript Preparation

Manuscripts should be prepared as described below. Manuscripts that do not follow the specified format will be returned for correction before being sent out for review.

- Manuscripts must be double-spaced, using US (8½" x 11") page settings (A4 page settings not accepted), and leaving at least 1-inch margins.
- Page numbers must be included in the upper right-hand corner of each page.
- Manuscripts must be formatted with line numbers in the left hand margin.
- Figures and graphs must conform to the JVIM guidelines (see below).
- Manuscripts must be submitted in English using American spelling and must be grammatically correct. Authors whose native language is not English are advised to seek assistance in manuscript preparation from someone fluent in written English, or use professional services (www.blackwellpublishing.com/bauthor/english_language.asp).
Each manuscript section should begin on a new page and should consist of the following:

**Standard Paper**
The length of a standard paper must not exceed 5000 words including text, references, tables, figure legends and footnotes.

**Title page:** The first page should include the following.
- Title of the manuscript.  
  *This must be in manuscript as well as in submission website.*
- Names of the authors.  
  *This must be in manuscript as well as in submission website.*
- Institutions or affiliations.
- Short title (maximum 6 words) for use as a running head.  
  *This must be in manuscript as well as in submission website.*
- Keywords (maximum 4 words) not used in titles.  
  *This must be in manuscript as well as in submission website.*
- Abbreviations  
  *This must be in manuscript as well as in submission website.*
- Separate paragraphs for the following.
  - Specify where the work was done.
  - Whether the study was supported by a grant or otherwise.
  - The meeting, if any, at which the paper was presented.
  - Acknowledgments
  - Name, address, and e-mail address of the corresponding author.

**Abstract:** The abstract must not exceed 250 words.
The abstract must be in the manuscript as well as in the submission website. They must be identical and must be constructed using the following subheadings.
- **Background** – A brief explanation of why the study was performed.
- **Hypothesis/Objectives** – A statement of the principal hypothesis tested in the study, a brief statement of the major objectives, or both.
- **Animals** – A concise description of the number of animals used in the study including the population from which they were drawn (e.g. research colony, hospital admission) and any special characteristics of the animals (e.g. disease status).
- **Methods** – A statement of overall study design (e.g., randomized, blinded, placebo-controlled clinical trial; retrospective review of medical records) and principal interventions or methods.
- **Results** – Concise statement of important results including numerical description of critical variables and statement of statistical significance.
- **Conclusions and clinical importance** – A summary of conclusions based on results of the study and statement of clinical importance of these conclusions. The results should not be restated.

**Introduction:** The introduction should not exceed approximately 500 words.
The introduction is untitled. Please provide a clear statement of the objective and rationale of the study, and provide only pertinent references. A brief overview of the topic is appropriate in setting the context for your study. Do not review basic physiology, pathophysiology or medical principles. An extensive review of the subject will not be accepted.

**Materials and Methods:** The materials and methods should be provided in sufficient detail that another investigator could replicate the study:
- Study design should be clearly described using accepted terminology (e.g., randomized double-blind placebo controlled study, retrospective review of medical records).
- Common methods or procedures need not be described in detail, and where possible citation should be made to techniques that have been reported elsewhere.
A statement of animal care must be made (e.g.; animals were cared for according to the principles outlined in the NIH Guide for the Care and Use of Laboratory Animals).

A concise description of the statistical methods should be provided including analytical software and citation of sources for unusual methods. Additional guidelines are included in the Statistical Guidelines for The Journal of Veterinary Internal Medicine at http://mc.manuscriptcentral.com/societyimages/jvim/STATISTICAL%20GUIDELINES_JVIM.pdf.

Results: State concisely, in logical sequence, the results of the study using the following guidelines:

- Subheadings may be used for particular sections (e.g.; clinical findings, radiographic findings)
- Tables are a concise means of presenting large amounts of numerical data in a logical format. Do not reproduce the same data in both tables and figures.
- Tables containing raw data for a number of variables for each individual animal are not appropriate. Such data should be provided, either in a table or in the text, using summary or descriptive statistics.
- Tables should not contain only two rows with two or more columns or two columns with two or more rows (e.g.; a table providing hematologic data for one group of animals). Such data should be reported in the text.
- Do not editorialize or discuss the implication or importance of results in the “Results” section.

Discussion: The discussion should provide a concise description of the relevance and importance of the study. Overly long or detailed discussions can obscure the important findings.

- The first paragraph of the discussion should provide an overview of the results and a brief description of the importance of these results.
- The discussion must be concise. Not every nuance of the results is worthy of discussion. Focus on the novel and innovative aspects and discuss the results of your study in light of earlier studies.
- Address any limitations of your study.

Text: In order to insure consistency within the JVIM, authors are requested to adhere to the following guidelines:

1. When referring to a drug, use the generic name approved by the US Food and Drug Administration or recognized as the US-adopted name. The trade name (if one exists), manufacturer’s name, city and state abbreviation should be provided in an endnote the position of which is marked in the text by a superscripted lower case letter. Begin superscripts with letter "a" and label endnotes (including references to abstracts) alphabetically in the order in which they appear in the text. For products not approved by the United States Food and Drug Agency (FDA), the final concentration of the active ingredient or ingredients, identity of excipients, and name and address (as an endnote) of the compounder or manufacturer must be provided in the text.

2. Laboratory values should be reported in conventional (US) units. Systéme Internationale (SI) units can be used in addition to conventional units.

3. With the exception of laboratory values as discussed above, all measurements should be expressed in metric units. Analyte concentrations should be expressed in conventional units (e.g., mg/dL, g/dL) but authors may also include Systéme International (SI) units (e.g., mmol/L, μmol/L). If confusion could result, include other measurement systems in parentheses.

5. When describing products or equipment, the generic name should be used in the text and the
details of the product (brand name, manufacturer, city and state) should be provided in an
endnote. The endnotes should be labeled with superscripted letters, beginning with “a.”

References: Number references consecutively in the order in which they are first cited in text (or tables
and legends), using Arabic numerals. References must be verified by the author against the original
documents. Unpublished observations, personal communications, submitted papers not yet accepted,
and abstracts may not appear in the reference section. Citations to abstracts should be made in the text
using superscripted letters (see #1 under "Text" for details) with the reference details provided in an
endnote. References with 5 or more authors may include the names of the first 3 authors followed by
“et al.”

Reference listings should use the following style:

**JVIM Article**


**Book**

2. Ettinger SJ. Textbook of Veterinary Internal Medicine, 2nd ed. Philadelphia, PA: WB

**Chapter in a Book**


**Tables:** Place each table on a separate page, double-spaced. Number tables consecutively, as cited in
text, and supply a brief title for each. Give each column a short or abbreviated heading. Put explanatory
matter in footnotes, not the heading: ELISA, enzyme-linked immunoabsorbant assay; HR, heart rate.
Do not provide tables of values of individual animals. Tables can be included at the end of the article
file, after References, or submitted as a separate file.

**Legends for Illustrations:** Legends should be double-spaced, with Arabic numerals corresponding to the
illustrations. Explain clearly in the legends any symbols, arrows, numbers, or letters used to identify
parts of the illustrations. For photomicrographs, identify method of staining and magnification. Legends
should be included at the end of the article file, after References.

**Abbreviations:** Spell out any term that will be abbreviated the first time it is used followed by the
abbreviation in parentheses. Example: gestational diabetes mellitus (GDM). Use only the abbreviation
from that point forward in the manuscript. Supply a list of abbreviations and definitions unique to the
article at time of submission. Editor will decide at time of editing which abbreviations will be included in
an “abbreviation table” for the published article. Editor reserves the right to determine when, and how
often, an abbreviation is used.

The following abbreviations do not need to be spelled out or included in an “abbreviation table.”
IM, IV, SC, PO, CC, PCV, ACTH, ELISA, ECG, EKG, PQ interval, PR, QRS duration, QT interval, ST, T
wave, P wave, aVR, aVL, aVF.

**Numbers:** Use a leading zero on values less than 1. Example: 0.3 instead of .3
For further details concerning manuscript preparation consult the AMA’s *Manual for Authors & Editors: Editorial Style & Manuscript Preparation* and/or *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

**Illustrations**

For the electronic submission of your manuscript, the illustrations must be submitted as separate files. The system will merge the manuscript and figures together and create a PDF.

Please submit artwork in digital format. Save line artwork (vector graphics) as Encapsulated PostScript (EPS) files and bitmap files (halftones or photographic images) as Tagged Image Format (TIFF), with a resolution of at least 300 dpi at final size. Do not send native file formats. More detailed information on the submission of electronic artwork can be found at [www.blackwellpublishing.com/authors/digill.asp](http://www.blackwellpublishing.com/authors/digill.asp).

Black-and-white illustrations, in the form of glossy prints, will be reproduced free of charge, but the editor reserves the right to establish a reasonable limit. Color illustrations may be published, but the editor reserves the right to decide if color is needed and establish a reasonable limit.

The following instructions are provided to guide authors in the preparation of figures and graphs for publication in the *Journal of Veterinary Internal Medicine*. Figures and graphs must conform to these guidelines in order for the manuscript to be considered for publication in *JVIM*. For preparation of graphs, the use of purpose-designed software is usually necessary. Graphs created by Microsoft Excel rarely meet the requirements set out below. Do not use color in graphs unless it is absolutely necessary (the editors will make the final assessment about the reproduction of color figures).

**Sizing:**

Authors should size graphs to 1 column width (8 cm) and half tone images to 2 column width (16 cm). The height of the image should be proportional to its width (it is unlikely that height would ever be more than 1.5 times width).

**Legend:**

The figure legend should stand alone and be explanatory of the graph or figure. The legend should include a statement of the number of animals, intervention, variables depicted, an explanation of the symbols (key) used in the graph including those used to identify groups of animals or variables, or statistical significance. Do not include figure legends in the graph.

**Photographs:**

Photomicrographs: Photomicrographs must be of good visual quality (focus, clarity, color) and must include a scale bar. Photomicrographs of hematoxylin and eosin stained tissues will be published in black and white. Photomicrographs of tissues stained with other stains may be published in color, at the editor’s discretion.

Photographs of animals, organs, or gross lesions: Photographs of animals are rarely useful, but if used must be of excellent quality. Photographs of animals must be aesthetically pleasing and should not be of animals that are in obvious pain or discomfort or those involving experimental procedures. Line drawings are often preferable and a better means of depicting abnormalities or procedures.
Photographs that are limited to lesions are preferred to those of the animal or whole organs. The photograph must be of excellent quality and the lesion must be readily apparent. Use of arrows or other means of identifying the lesion is recommended.

Graphs:

Boxes: Do not include boxes around graphs.

Graph type: Continuous data should be depicted as scatter plots or box plots. Bar graphs, either horizontal or vertical, should be reserved for depiction of frequency data (e.g. counts) and are not an appropriate means of depicting continuous data. Do not use lines connecting data points if doing so implies a temporal relationship between the connected points, when such a relationship does not exist. Do not use the “spline” function to produce smoothing or interpolation of lines between data points.

Axes: Include only those axes necessary for presentation and interpretation of the data in the graph. Usually, this means that graphs should have only left and bottom axes, and no top or right axes. There will be graphs in which more than one vertical axis is needed, for example when the graph includes 2 dependent variables of different units, but this is the only instance in which multiple vertical axes are required.

Grid lines: Do not include grid lines (horizontal, vertical, or both) in graphs.

Data: All graphs that include an estimate of central tendency (mean, median) must include an estimate of variance (standard deviation, range, or confidence intervals).

Symbols: Symbols should be unequivocal when reproduced in black and white. Lines should be readily identified and discernible in black and white. In bar graphs in which there are multiple bars of different fill, the fill and pattern should be such that bars are readily identified in black and white. Shades of grey reproduce poorly and are not easily differentiated. Please use solid fill (black or white), with or without bold patterns (stripes, lines, cross hatch).

Font type, size, and color: Use Arial font in all graphs. Internal labels for axis labels, tick labels, symbols (e.g. *, †), and notations on the graph should be 8 point font (combination of capitals and lower case as necessary). 10 point capital letters (upper case) should be used for designating multiple images or graphs within a figure (i.e., A, B, C, D). These designations should be BOLD and placed in the UPPER LEFT corner of the individual image within the multiple-image figure.

Video

Short video clips or animations, of 5 mb or less, can be made available to readers. A freeze frame of the material is provided in the paper copy of the published manuscript with a link to the video file. The file is readily viewed in the electronic version of the manuscript. Inclusion of video files will facilitate presentation of material that includes motion or movement, such as animals with neurologic disease or echocardiograms. The video files, which will be maintained by the publisher, should be uploaded at the time of submission of the manuscript. The images should be clear and the file edited to ensure high standards of image quality and content. Poor quality or poorly edited videos will not be published.

Other Submissions

The guidelines for letters to the editor, brief communications, case reports, and review articles as they relate to title page, illustrations, references, etc, are the same as those for the standard paper.
**Letters:**
Letters must not exceed two double-spaced typewritten pages.

The letters to the editor section provides a forum for issues in veterinary internal medicine. Letters can relate to any aspect of internal medicine, as well as provide an opportunity for the reader to respond to the contents of the *Journal of Veterinary Internal Medicine*. Preliminary findings of new investigations will also be considered. Letters must not exceed two double-spaced typewritten pages.

Letters should be sent to: *Journal of Veterinary Internal Medicine*, 1997 Wadsworth Boulevard, Suite A, Lakewood, CO 80214-5293; Phone: 303-231-9933 or 800-245-9081 (USA or Canada); Fax: 303-231-0880; E-mail: JVIM@ACVIM.org.

**Brief Communications:**
Must not exceed 2500 words, excluding references which should be limited to 10, and should be clearly marked “Brief Communication.”

The *JVIM* contains a separate section of brief communications. This section does not necessarily contain conventional subdivisions but must be accompanied by a brief structured abstract, in the same form as specified for regular articles (see above), and essential references not to exceed ten. This section is meant to accommodate reports of small completed investigations or new techniques. Brief communications usually have the same priority for publication as regular manuscripts.

**Case Reports:**
Case reports should not exceed 2500 words excluding references, which should be limited to 25, and including tables. Case reports should not have an abstract but should have a title page. The accompanying letter must indicate why the case is reported (i.e., describe its unique features).

The *JVIM* contains a separate section for case reports. This section will accommodate case descriptions of newly recognized clinical entities, cases in which findings or clinical outcome are unique or unexpected, or cases in which new diagnostic methods or treatments have been used. Case reports will be considered worthy of publication if they have the potential to influence patient care and management, describe new diseases, or result in a paradigm shift in the diagnosis or treatment of the disease. Authors should be aware that the acceptance rate for case reports submitted to the *JVIM* is low with many submissions rejected after editorial review.

Case reports include a detailed description of each animal in the report. The number of animals in a case report is usually 3 or fewer, and never exceeds 5. For case series including more than 5 animals, the report should be formatted as a regular article using the Introduction, Materials and Methods, Results, and Discussion format. Results for articles in the regular format should be reported as measures of central tendency and variance or range. Values for individual animals should not be reported in this format. Note that the *JVIM* does not publish tables with results of individual animals.

**Review Articles:**
Review articles should not exceed 7500 words (excluding references). The use of color illustrations, line drawings and figures in review articles is encouraged. Abstracts of review articles are narrative and not structured as are abstracts for regular articles.

Review articles, which may be solicited by the editorial board or submitted unsolicited by the authors, are meant to provide the reader with an overview of the state of the art in a specialized area of veterinary internal medicine. They should be submitted by individuals who are actively working in the area, and not by those who have reviewed the literature as a prelude to beginning a project in the area. The review should be informative and of value to generalists as well as specialists. Outlines of the
unsolicited review articles should be submitted to the editors for approval before extensive writing is done.

Permissions

Permissions of author and publisher must be obtained for the use of previously published material (e.g., text, photographs, drawings) and must accompany the manuscript when it is submitted for publication.

Editing and inclusion of additional material to final draft

The final draft of the manuscript will be edited by one of the Editors-in-chief. The manuscript must be revised to incorporate all of the recommended editorial changes. Furthermore, no additional material, except where specifically requested by the Editor-in-Chief, may be added to the manuscript during the final revision or galley proof stages. All material contained within the manuscript must have been subject to peer review. For this reason, INCLUSION OF ADDITIONAL material (including data, figures, tables and text) is not permitted after review of the manuscript.

You can contact JVIM through the ACVIM office:

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