

# NOTICE TO AUTHORS

Re publication in the *Canadian Journal of Animal Science* (Revised March 2003).

## GENERAL PUBLICATION POLICIES

Authors may publish in this Journal regardless of membership in the member organisations of the Agricultural Institute of Canada. Papers may be written in either English or French. Abstracts in both English and French are required for papers and short communications and, if not submitted by the author, will be prepared by the Journal at a nominal cost to the author or the institution.

**CONTENT.** We welcome manuscripts in the field of animal science that contain *new* information of national or international interest and application. *Letters to the Editor* may explain, amplify, or otherwise comment upon research published in the Journal. Review articles will be considered for publication in CJAS, but the author must seek permission from the Editor prior to submission. Review manuscripts may require more time for review than regular papers or short communications.

**SUBMISSION OF MANUSCRIPTS.** All manuscripts must be submitted electronically, either on disc by mail (to Mr. T. Fenton, Agricultural Institute of Canada, Suite 1112, 141 Laurier Avenue West, Ottawa, ON, K1P 5J3) or by e-mail (journals@aic.ca). If submitted by mail, one paper copy of the manuscript should be included. The manuscript should be submitted as a single file, in any version of PC Word or WordPerfect, with tables and illustrations embedded at the end. Authors should provide telephone, fax, and E-mail numbers when submitting papers. Manuscripts submitted to the journal must not have been concurrently submitted to other journals or posted on internet sites, either personal or institutional. When reference is made to manuscripts that are "in press", copies of the in-press manuscripts must accompany the manuscript submitted for review. Authors are strongly encouraged to provide the names of three potential reviewers. Authors are required to complete a Manuscript Submission form, which must be signed by all the authors. The form is printed in the March issue and is available on the journal's web site ([www.nrc.ca/aic-journals/apssubmit.html](http://www.nrc.ca/aic-journals/apssubmit.html)).

**PAGE CHARGE.** For submissions with at least one author who is a current member of Canadian Society of Animal Science the page charge is \$75.00 per page for full papers and \$112.00 per page for short communications. For submissions from non-members the page charge is \$85.00 per page for full papers and \$122.00 per page for short communications. Reprints will be available at a nominal cost; quotations will be sent with proofs. Authors may be charged for excessive changes in proof.

**KEY WORDS AND SHORT TITLE.** Authors submitting papers for publication in the journal must include a list of key words or phrases with the manuscript. The list should be of up to, but no more than six words or two- to three-word phrases chosen from the body of the paper (not the title or abstract) and should reflect its central topics and must contain the species of animal in question. Authors must also supply a *short title* of up to 55 characters.

**ANIMAL CARE.** Authors must certify that animals were cared for under guidelines comparable to those laid down by the Canadian Council on Animal Care (*Guide to the care and use of experimental animals*, available from CCAC, Constitution Square – Tower 2, 315-350 Albert Street, Ottawa, ON, Canada K1R 1B1).

## THE MANUSCRIPT

### Full-length Papers

**GENERAL.** Follow the Journal format. For style detail see the journal's Operations Manual available in PDF format on the journal's web page (<http://www.nrc.ca/aic-journals>). For matters not covered by the Operations Manual refer to *Scientific Style and Format*, *The CBE Manual for Authors, Editors and Publishers*, 6th edition, available from the Council of Science Editors, 11250 Roger Bacon Drive, Suite 8, Reston, VA 20190-5202, USA (<http://www.councilscienceeditors.org>). *Webster's Third New International Dictionary*, the *Oxford English Dictionary* or the *Larousse Dictionary* may be consulted for acceptable spelling. Consistency of spelling must be maintained throughout individual papers. Authors are urged to have one or more colleagues read the manuscript *critically* prior to submission.

**TITLE.** Keep the title brief but include descriptive words to aid information retrieval. The title should reflect all the important aspects of the article.

**ABSTRACT.** The abstract should not exceed 200 words for papers or 50 words for short communications. State your rationale, objectives, methods, results and impact of the study. See *Scientific Style and Format* for content.

**ORGANIZATION OF TEXT.** The body of most papers should be divided into INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS and REFERENCES. For subheadings see *Guidance to Secretaries*.

**ENUMERATION AND MEASUREMENT.** Use numerals whenever a number is followed by a standard unit of measurement: e.g., 1 g, 9 d; otherwise, use words through nine and numerals for larger numbers. See *Scientific Style and Format* for exceptions when describing a series of numbers. Report data in SI units (see table of acceptable SI units published in this issue of the journal).

**ABBREVIATIONS.** For commonly used terms, consult *Scientific Style and Format*. A list of abbreviations used should be included, which will be printed on the first page of the paper.

**NAMES AND TERMS.** Italicize scientific names of organisms and include authorities only for organisms actually used in the investigation. Use cultivars for agronomic or horticultural varieties. Single quotes are used to enclose the name of the cultivar when it follows the botanical name. Plant and animal species should be referred to by common name. The complete scientific name and authority should be given when the plant species is first mentioned in the text or in the abstract for those plant species used in the investigation, but is not required for common species of domestic animals. Pesticides should be referred to by their approved common name throughout the text; where no common name is available the full chemical name should be given at first mention in the text. Authors are required to provide trade mark notation for proprietary products.

**STATISTICS.** The statistical design should be described briefly and clearly. Data should be analyzed and summarized by appropriate statistical methods; authors should examine closely their use of multiple comparison procedures. A measure of variability, e.g., standard deviation or standard error, must be provided when reporting quantitative data (see Letter to the Editor, *Can. J. Plant Sci.* **60**: 325–327). Consult the *CBE Style Manual* for further details.

**REFERENCES.** Cite only literature that is highly pertinent; avoid multiple citations. Check each reference with the original article and refer to it in the text by the author and date. Use "et al." when there are more than two authors but give all authors in the references. Include in references articles that are "in press" (name journal and anticipated date of publication) but incorporate in text "manuscript in preparation," "unpublished observations," and "personal communication." Refer to "Citing electronic publications" available on the journal's web page ([www.nrc.ca/aic-journals/apssubmit.html](http://www.nrc.ca/aic-journals/apssubmit.html)).

Refer to *BIOSIS* (current issue) *List of Serials with Title Abbreviations* (Bioscience Information Service of Biological Abstracts, 211 Arch Street, Philadelphia, PA 19102) for accepted abbreviations for journals; only these may be used.

*Double-check accuracy of all pages, volume numbers and dates.*

**TABLES.** Study carefully the appropriate section in the *CBE Style Manual*. Suitable statistical statements on estimates of reliability should be included when quantitative data are shown. Denote footnotes using bold superscript letters in reverse order starting with z: <sup>z</sup>, <sup>y</sup>, <sup>x</sup>, <sup>w</sup>, <sup>v</sup>, <sup>u</sup>, etc. Tables must be numbered, have a brief title, and be referred to in the text. Vertical rules are not accepted.

**ILLUSTRATIONS.** For **submitted manuscripts**, illustrations must be embedded at the end of the text file (Word and WordPerfect graphics are acceptable for submitted manuscripts). For **accepted manuscripts** either hard copies or electronic versions of graphics are acceptable. Graphics files must be compatible with QuarkXpress. The following file formats are acceptable: \*.tif, \*.bmp, \*.gif, \*.eps, \*.jpg (for photographs; must be high resolution). Word and WordPerfect graphics files are not acceptable for accepted manuscripts. Images should be of sufficient resolution to print clearly (minimum 150 dpi).

Illustrations should be planned to fit one-column, two-column or full-page formats. Lines must be sufficiently thick (minimum 0.5 points) to reproduce clearly, and lettering and symbols must be in proportion to the illustration and large enough to allow for reduction without loss of clarity.

Use clear, bold patterns; avoid the use of fine grey scale patterns, which will plug when scanned and printed.

Labelling on graphs should be parallel to the graph's axes. Abbreviations, units, etc. should follow journal style. Photographs are best submitted close to final size and should be clear black and white prints with good tonal contrast. Illustrations (line or photograph) should not be mounted. Use uppercase letters to mark subdivisions. Colour photographs are accepted but authors are expected to pay the full cost of reproduction. Contact the journal office for advice on how best to submit colour illustrations. All illustrations should be labelled on the back in pencil with the senior author's name and the figure number. Illustrations produced on dot-matrix printers are not acceptable. Papers that do not have good-quality illustration will not be published.

### Short communications

Short communications are open to short preliminary reports of important findings of usually not more than 2000 words. They might contain research results that are complete but characterized by a rather limited area or scope of investigation, descriptions of new cultivars, descriptions of new or improved techniques or equipment including data on performance. Short communications should contain only a few (usually not more than nine) references. Consult a recent issue of the journal for format. Illustrative material should be kept to a minimum, usually not more than one table or figure. Abstracts are obligatory and shall be no longer than 50 words. Standard format for descriptions of new cultivars may be obtained from the Agricultural Institute of Canada.

### GUIDANCE TO SECRETARIES

The final draft of the manuscript, the one submitted to the journal, should contain few, if any, corrections. Before beginning the final typing, it is suggested that you study the *Notice to Authors* and also inspect the journal

itself. Use a copy of the journal as a guide where there is doubt about how certain details should be typed or set out. Particularly note layout of tables and figures.

Use line numbering. Type double-spaced throughout, including tables, captions and legends on 21.6 × 27.9-cm paper, each page numbered; text, then references, legends and tables.

Be sure the author checks the finished manuscript.

### Some Points to Note

**FORMAT.** Consult a recent issue of the journal for the format of short communications. Each submission should have separate title and abstract pages. The title page should contain only the title of the paper, the short title, the author's(s') name(s), and author's(s') affiliation. The abstract page should contain only the abstract, key words and abbreviations. The remainder of the text should be continuous. Each table, identified by table number and title, should be on a separate page.

**HEADINGS.** The title of the paper is in upper and lower case. Main headings are capitalized and centred on the page. Subheadings are as follows: first subheadings, flush left, separate line, capitalize main words, bold second subheadings, flush left, separate line, capitalize main words, italic; third subheadings, flush left, same line as text, capitalize first word, italic, follow by period.

**SPECIAL PUNCTUATION.** Period after et al. (not italic); no comma between author's(s') name(s) and year in text; no period after title of table.

**REFERENCES.** Type all authors (upper and lower case), surnames first, followed by initials.

SI units are desirable; the following are examples of units acceptable for use in *Canadian Journal of Animal Science*

Quantity	Application	Unit	Symbol or expression of unit
Absorption	Balance trials	grams per day	g d <sup>-1</sup>
Activity	Enzyme	micromoles per minute per gram	μmol min <sup>-1</sup> g <sup>-1</sup>
Area	Land	hectare	ha
	Carcass	square centimetre	cm <sup>2</sup>
Backfat	Carcass	millimetres	mm
		Diet	percent
Concentration	Blood	grams per kilogram	g kg <sup>-1</sup>
		international units per kilogram	IU kg <sup>-1</sup>
		milligrams per 100 mL	mg dL <sup>-1</sup>
Density	Feeds	milliequivalents per litre	mequiv L <sup>-1</sup>
		kilograms per hectolitre	kg hL <sup>-1</sup>
Flow	Digesta	grams per day	g d <sup>-1</sup>
	Blood	milligrams per minute	mg min <sup>-1</sup>
Growth rate	Animal	kilograms per day	kg d <sup>-1</sup>
		grams per day	g d <sup>-1</sup>
Intake	Animal	kilograms per day	kg d <sup>-1</sup>
		grams per day	g d <sup>-1</sup>
		grams per day per kg bodyweight <sup>0.75</sup>	g d <sup>-1</sup> kg <sup>-0.75</sup>
Metabolic rate	Animal	megajoules per day	MJ d <sup>-1</sup>
		watts per kg bodyweight	W kg <sup>-1</sup>
Pressure	Atmosphere	kilopascal	kPa
Temperature	Animal	Kelvin or degrees Celsius	K or °C
Volume	Solutions	litre	L
		millilitre	mL
Yield	Milk production	litres per day	L d <sup>-1</sup>
Radioactivity	Metabolism	curie (or Becquerel)	Ci (=37 GBq)

Units with two divisors should be written with negative indices (e.g., kg ha<sup>-1</sup> yr<sup>-1</sup>). The use of a solidus (/) should be reserved for units written in full (e.g. mole/kilogram) or to separate a physical quantity and unit (e.g., yield/ha).

Units should be chosen so that the numerical component falls between 1 and 10 or 1 and 100 when using one or two significant figures, respectively (e.g., use 31.2 mg rather than 0.0312 g).