

INSTRUCTIONS TO AUTHORS

VCOT publishes Review Articles, original papers, Brief Communications, Case Reports and Letters to the Editor in English contributing new information about any aspect of veterinary and comparative orthopaedics and traumatology.

Manuscripts

It is essential to divide the manuscript into an Introduction, Material and methods, Case reports, Results, and Discussion. The most important sections should be stressed by subheadings.

Review Articles should have an Introduction and then appropriate section headings in bold. **Original Research** and **Basic Orthopaedic Science** articles should have approx. 20,000 characters including spaces. **Brief Communications**, reporting clinical or research material of special interest, are encouraged. The format should be the same as a full-length paper, but limited to approx. 10,000 characters including spaces, five references, and two essential figures or tables and divided into only two sections: Summary and introduction, and Methods, results and discussion. **Letters to the Editor** are encouraged and desirable. They should be limited to 6,000 characters including spaces and may be subject to editing. The **Structured Summary** should not exceed 1,500 characters including spaces and be divided into Objectives, Methods, Results, and Clinical Significance, with the exception of Review Articles.

Manuscript Submission

All manuscript submissions should be entered online at the URL <http://mc.manuscriptcentral.com/vcot>. Full instructions and support are available on the site and a user ID and a password can be obtained on the first visit. Support can be contacted by phone (+1 434 817 2040 ext. 167), or e-mail (support@ScholarOne.com). If you experience difficulties submitting your manuscript online, please contact the Editorial Office by e-mail at laura.bremer@schattauer.de or by phone at + 49 711 2 29 87 58.

Manuscripts are sent to reviewers blinded; therefore you will be required to upload a separate title page with the author names, affiliations, the short running title, acknowledgements and correspondence address etc., as well as a main document minus the aforementioned information to enable a double-blinded review. In addition, care should be taken that the institute(s) involved in submitting the paper are not identifiable within the main document.

Checklist

- In the text use only one type of highlighting
- Use metric measurements
- Do not use hard returns within paragraphs
- Authors must add a continuous line numbering in the Word document before uploading their manuscript
- All manuscripts must be submitted in either Microsoft Word format (.doc) or Rich Text Format (.rtf). This applies to articles submitted using both Windows and Macintosh/Mac-OS.
- For special characters use the ASCII-Code. Please check proof generated by system as this is the version seen by the Editor-in-Chief and reviewers.

Keywords

3–5 keywords are required.

Nomenclature and Abbreviations

According to internationally approved rules. Trade names of propriety brands may be stated additionally to the generic name, by placing an alphabetical superscript alongside the product name and an accompanying footnote. The author is responsible for the correctness of the text, esp. dosages.

Preparation of Figures

Save figures in one of the following formats: .eps, tif, or .jpg. Do not import figures into the text. Symbols, lettering, and numbering should be clear and large enough

to remain legible after the figure has been reduced to fit the width of a single column. Use only one type-size. Image files accompanying a submitted manuscript must be supplied electronically in separate files to the main text and not as hardcopies. If your manuscript is accepted and hardcopies must subsequently be sent, the back of each figure should include the figure number, and the designation of the top of the figure. The cost of redrawing figures will be borne by the author.

Preparation of Tables

Create tables using Word or Excel. Do not save your table as an image file (jpg, tif, ppt) or use tab stops. Each table should be appropriately numbered; extensive tables should be avoided.

Figures and tables respectively must be cited in parentheses in the text in numerical order, e.g. (Fig. 1, Table 1). Legends for figures and tables should not appear on the illustrations. Illustrations that have previously been published must be accompanied by a written permission from both author and publisher to reproduce the figure. The correct reference must be given in the legend.

References

The reference list is arranged in order of appearance (first author) and numbered consecutively. In the text only the number in parentheses is given as reference. All references given must appear in the text. The reference list should be limited to a maximum of 30–40 references. Please consult the Editor-in-Chief with regard to the number of references for Review Articles. The format of references is Vancouver Style with journal names abbreviated according to Index Medicus.

Examples of References

Journals:

1. Olmstead ML, Hohn RB, Turner TM. Technique for canine total hip replacement. *J Vet Surg* 2000; 10: 44–50.

Books:

2. Rocha e Silva M. The kinin trail: Possible significance of bradykinin. In: Pharmacology and the Future of Man, vol 5. Maxwell RA, Acheson G (eds). Basel: Karger 2001; 250–266.

Care of Animals

It is not sufficient for authors to state that an experiment has been conducted under the regulations governing vivisection in a particular country. It is required that a paragraph with the side heading 'Post-operative care', be inserted in a manuscript, detailing the care, and including drug dosages and regimes instituted for analgesia and other reasons. Failure to include this material will necessitate the manuscript being returned to the authors for its inclusion. The referees are also asked to state their opinion as to the scientific validity of the material in that paragraph [See additional instructions on Care of Animals online at www.vcot-online.com].

Conflict of Interest

All authors whose name appears on the manuscript will be required to indicate if there is, or has been a situation where a conflict of interest could be construed. To that end they should acknowledge the source of any extra-institutional funds or support. In addition they should acknowledge any financial interests in companies that market material that are, or have been, the subject of research reported in the manuscript. 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, there will be a short note for our readers.

Peer Review Process

All articles submitted to the Journal may be pre-reviewed by the editor to ensure they conform to the above guidelines. Manuscripts that fail to meet the above requirements will not be sent for review and you will be asked to resubmit in an appropriate format. VCOT reserves the right to reject any manuscript. Manuscripts that enter the peer review process will be examined by 3 expert reviewers. Those approved by the reviewers are accepted for publication subject to the authors addressing all editorial and production concerns.

Acceptance of Manuscripts

Manuscripts are submitted with the understanding that they are **original contributions** and do not contain data that have been published elsewhere. It is taken for granted that the publication has been approved by all participating authors. Moreover, in the case of the author being subject to instructions of the institute director, that individual's consent must be obtained.

Once your manuscript has been accepted, please send signed copies of the following to the Central Editorial Office:

- Copyright Transfer Agreement and Conflict of Interest Statement
- Colour Figure Form (if applicable)

These forms can be downloaded from the Manuscript Central site at <http://mc.manuscriptcentral.com/vcot> under Instructions and Forms or at www.vcot-online.com.

Final Proofs

All accepted manuscripts are subject to copyediting and editorial revisions. The contact author will receive final proofs for approval within the period prescribed; corrections arriving after this time can not be considered. Authors may be charged for extensive alterations in the galley proofs, if the cost of the author's alterations exceed 10% of the cost of composition.

Colour Figure Charges

For colour figures a contribution of € 350.00 per page will be charged to the author for the first figure. If further colour figures fit on the same page, an additional € 75.00 will be charged per figure.

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Correspondence

Authors wishing to contact the Editors' Offices, or that of the Publisher, should always quote their assigned manuscript number. Individuals wishing to contact the Editor-in-Chief are encouraged to use e-mail: (kenneth.johnson@usyd.edu.au). Business correspondence should be addressed to Schattauer GmbH, Publishers for Medicine and Natural Sciences, Hoelderlinstrasse 3, 70174 Stuttgart, Germany.

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