
Comparative Medicine Information for Authors

Information for Authors is also provided at the following Internet address: www.aalas.org

General Information

Comparative Medicine is published bimonthly by the American Association for Laboratory Animal Science (AALAS). It seeks to advance and disseminate knowledge about comparative medicine and laboratory animal science through the timely publication of scholarly articles on a wide range of topics including, but not limited to: animal models, animal biology, laboratory animal medicine, laboratory animal pathology, animal behavior and animal biotechnology. It invites original reports and reviews about basic and applied laboratory investigations, clinical investigations and case studies. *Comparative Medicine* also welcomes, as letters or articles, informed and thoughtful opinion relevant to the humane care and use of laboratory animals.

Brief case reports or manuscripts which deal primarily with laboratory animal technology and management may be more appropriate for submission to *Contemporary Topics in Laboratory Animal Science*, which also is published by AALAS. Submissions to *Contemporary Topics* should be addressed to: *Contemporary Topics* Editor, AALAS, 9190 Crestwyn Hills Drive, Memphis, TN 38125-8538.

Authors' Responsibilities

Manuscripts must be fully documented original reports, reviews, scholarly opinions or letters that have not been published or submitted for publication elsewhere. Authors must agree to the content of and responsibility for their manuscript. Only persons who contributed directly to the intellectual content of the manuscript should be listed as authors. Contributions should be in one or more of the following categories: conceived or planned the work that led to the manuscript, participated significantly in the interpretation of the results, wrote the manuscript or participated significantly in the revision of manuscript's intellectual content, or approved the version of the manuscript which has been submitted to *Comparative Medicine* for review. Persons who have contributed to the manuscript by performing technical work, assembling data and related activities should be acknowledged, with their permission.

Humane Animal Care and Use

Papers will be accepted for publication only if the animals in the research discussed were cared for and used humanely. Therefore, the *Materials and Methods* must include a statement concerning Institutional Animal Care and Use Committee approval. Research performed outside the United States must conform with the guidelines of that country's government. Humane care and use will be evaluated based on the following: 1. AALAS "Policy on the Humane Care and Use of Laboratory Animals" (which is based on the U.S. Government "Principles for the Utili-

zation and Care of Vertebrate Animals Used in Testing, Research, and Training") and 2. National standards, such as the United States Public Health Service Policy on the Humane Care and Use of Laboratory Animals (Public Health Service Policy on Humane Care and Use of Laboratory Animals, Office of Laboratory Animals, National Institutes of Health, RKL. 1, Suite 1050, MSC 7982, 6705 Rockledge Drive, Bethesda, MD 20892-7982); the *Guide for the Care and Use of Laboratory Animals* (National Research Council, National Academy Press, Washington D.C., 1996, or subsequent revisions), and the Animal Welfare Act and subsequent amendments. The AALAS policy can be found at www.aalas.org.

Manuscript Preparation

The following information pertains to all manuscripts. It is followed by additional instructions for each of the major categories accepted by the journal which are listed immediately below.

Categories for manuscripts. Below are the categories for manuscripts currently used in *Comparative Medicine*.

- Laboratory investigations
- Clinical investigations
- Case reports
- Overviews (review articles)
- Opinions

Manuscripts should begin with a title page followed by an abstract (on a separate page), the body of the manuscript, acknowledgments, and references.

Style. The editorial style of *Comparative Medicine* conforms with that described in the *ASM Style Manual for Journals and Books* (American Society for Microbiology, Washington, D.C., 1985).

Manuscripts must be written in grammatically sound English. Authors for whom English is not a primary language should seek grammatical review of their manuscript by a qualified colleague who is fluent in English before it is submitted. Provide the names of all authors for each citation (do not use *et al.*). Manuscripts must be typed in a double-spaced 12 point font on 8.5 × 11 inch paper with 1-inch margins on all sides. Lines must be numbered consecutively.

Title page. The title page must give the full title of the paper, the authors' full names and professional degrees, the name and location of the site(s) where the work was conducted, and a short title to be used as a running head. The title should be informative and concise. The common names of animals should be used. However, the genus and species should be included in parentheses (*in italics*) for nonhuman primates and species whose common name may be unfamiliar to readers.

Abstract. The abstract must be informative and concise (200

words or less). It should summarize sequentially the purpose, methods, results and conclusions of the report. Structured abstracts are discouraged.

Body. The body of the manuscript should consist of an *Introduction, Materials and Methods, Results and Discussion*. Use headings and subheadings as necessary to guide the reader.

Descriptions of animal care and use in the *Materials and Methods* must be complete, and consistent with the policies and guidelines for humane care and use of animals noted above. If the term *specific pathogen-free* is used, it must be clearly defined by including specific criteria (tests, organisms surveilled, housing and husbandry conditions). Alternatively, specific criteria may be referenced if they have been published in adequate detail previously. Statistical methods must be included where relevant and must be described and referenced adequately.

Each section of the *Results* should be introduced by a brief overview of the corresponding rationale and experiment(s). Tables and figures should be used to compliment the text. Repetition of such data in the text should be avoided. The *Discussion* should be as concise as possible while including at least the following: a synopsis of the key findings, considered explanations for the findings, comparison of the findings with those of other relevant studies, and limitations of the studies.

Abbreviations, nomenclature, numerical data and product sources. (i) **Abbreviations.** Define all symbols, abbreviations, and acronyms except for those in common use, such as g, cm, mm, %, and so forth. Liter should not be abbreviated unless used with a prefix, such as ml for milliliter. Acronyms and nonstandard abbreviations should be defined the first time they appear in the manuscript and should be followed by the acronym in parenthesis; for example, polymerase chain reaction (PCR). However, the extensive use of novel abbreviations should be avoided. A nonstandard word should only be abbreviated if it appears in the manuscript five or more times, including its introduction and its use in table and figure legends. A list of standard abbreviations can be found in the *ASM Style Manual*.

(ii) **Nomenclature for laboratory animals.** Correct nomenclature for laboratory rodents, and especially for genetically modified mice, is essential for precise, accurate communication. International rules and guidelines to help authors determine the proper nomenclature are referenced below.

Sources for animal nomenclature

- International Committee on Standardized Genetic Nomenclature for Mice. 2000. Rules and Guidelines for Gene, Allele and Mutation Nomenclature. <http://www.informatics.jax.org/mgihome/nomen.gene.shtml>
- Institute for Laboratory Animal Research. Animal Models and Genetic Stocks Information Program. <http://www4.nas.edu/cls/afn.nsf>
- Rat Genome Database. <http://ratmap.gen.gu.se/>

(iii) **Numerical data.** Use metric units for all data. Physical quantities or time, should appear as numerals; for example, 1 day, 5 cm, 2 drops. For other quantities (e.g., numbers of animals), numbers from one to nine should be spelled out and numbers 10 and above should appear as numerals. If the numbers are part of a series and some of the numbers are above 10, all numbers should appear as numerals; for example, “2, 5, and 15 animals were used respectively in each of three experiments.” Arabic numbers should not appear as the first word in a sentence. A non-quantitative number which appears as the first

word in a sentence should be spelled out.

(iv) **Sources of animals and products.** Place the name and address (city state, country) of the source in parentheses after a product, animal or reagent.

Figures. Submit four camera-ready unmounted glossy prints or laser-quality proofs. Photographs will be cropped to column dimensions by the printer. Therefore, they should be prepared and labeled for single or double column dimensions prior to submission. Single column width is 89 mm and double column width is 187 mm. Identifying letters on the face of a photograph should be placed in the upper lefthand corner. Magnification data must be indicated by a line of appropriate length in a lower corner of the photograph and quantified in the legend.

The *original* copy of each figure should not be labeled on the reverse side. Instead, place each *original* figure in a protective envelope and write the first author's last name, figure number and title of the corresponding article on the envelope. For the remaining copies of the figures, affix a white label to the back indicating the first author's last name, the figure number, and an arrow indicating the top of the figure, if it is not readily apparent. All figures should be appropriately protected for mailing. Do not mount figures on cardboard or comparable backings.

Legends for figures must be typed in numerical sequence on a separate page at the end of the manuscript. Legends should be concise while including clear descriptions of the essential features of the figures and include relevant labeling and numerical information.

Electronic submission of figures is permitted; however, hard copies of the figures must accompany the manuscript. Line art should be saved as Illustrator 9 (or earlier version) EPS file. All fonts in Illustrator files should be converted to outlines. It is important to save these files as EPS so that they will include any placed files. If you cannot save your artwork as an Illustrator file, Freehand 5.5 is also acceptable. In Freehand, please convert all fonts to paths. Save the file as a Freehand EPS file. If neither of those programs are available, save the file as a TIFF at 600 dpi. The file must have been originally created at 600 dpi.

Photographs must be saved as a TIFF (no JPEG or GIF files) at 300 dpi. Photos need to be originally scanned at 300 dpi. Photos taken with a digital camera must be at a resolution of at least 3 megapixels.

Please do not submit PowerPoint files or embed images in a Word or WordPerfect file. Electronic images must be submitted on a CD-ROM or a Zip disk. If you have any questions about electronic submission of illustrations, contact Omnese Campbell at 901-754-8620.

Tables. Each table must be typed on a separate page. Use tabs or spaces to separate columns; do not submit data in a spreadsheet. Number tables consecutively using arabic numerals. Only the first word of a table title, line or column heading should be capitalized. Please refer to recent issues of the journal for examples. Table footnotes should be identified consecutively with lower case superscript letters.

References. Cite references in the text using Arabic numerals in parentheses and in alphabetical order under References at the end of the text. Use *Index Medicus* abbreviations for journal titles. Provide the names of all authors for each citation. Identify each author by initials and surnames. List the first author with his/her surname followed by the ini-

tials. List all subsequent authors with initials followed by surname. Examples follow.

(i) **Journals.** To cite a paper in a journal, use the following format:

Verinaud, L., I. R. B. Camargo, J. Vassallo, J. K. Sakurada, and H. A. Rangel. 1999. Lymphoid organ alterations enhanced by sublethal doses of coronaviruses in experimentally induced *Trypanosoma cruzi* infection in mice. *Lab. Anim. Sci.* **49**:35–41.

(ii) **Books.** To cite a book, use the following format:

VandeBerg, J. L. 1995. Genetics of nonhuman primates, p. 129-146. In B. T. Bennett, C. R. Abee, and R. Henrickson (ed.), *Nonhuman primates in biomedical research, biology and management*. Academic Press, Inc., San Diego, Calif.

(iii) **Unpublished material.** To cite unpublished material, use one of the following options:

Wilson, K. 1993. Personal communication.

Anderson, J. R. and C. W. Johnson. Unpublished data.

Jefferson, D. L. 1987. PhD thesis. University of Illinois.

Jackson Laboratory. 1985. Jackson manual, Jackson Laboratory, Bar Harbor, Maine.

Brown, J. R. and W. W. Gilbert. Submitted for publication.

Supplemental Information for Preparing Specific Types of Manuscripts

Laboratory Investigations. Manuscripts should report original hypothesis-driven research or technological advances. Examples: discovery of a new infectious agent, investigation of biological or disease mechanisms, development of a significant new diagnostic test. The preceding preparation instructions should be followed.

Clinical Investigations. Manuscripts should report original clinical research or extended case reports such as those accompanied by investigation of disease mechanism, treatment options, public health significance or similar embellishments. The preceding preparation instructions should be followed. However, descriptions of case records should be clearly identified under a distinct heading.

Case Reports. Case reports need not be accompanied by extensive, incremental investigation. They should begin with an introduction followed by a description(s) of the case(s) under the heading *Case Report* (s). Sections on material and methods and additional results should be included as necessary. All case reports must include an interpretive discussion.

Opinion. Manuscripts should offer scholarly opinion with relevant citations on topics pertaining to the use of animals in research, testing and education. They should deal with scientific, regulatory, ethical, educational, political, financial or other pertinent issues. *Provocative opinion is welcomed provided that it is soundly defended.* There is no formal limit to length, but the text should typically be comparable to a full length article (Five to 10 printed pages, exclusive of references. A typical printed page contains approximately 700 words). A title page and abstract should be provided as described above. The body should be formatted to reflect the author's preference provided that sections are divided appropriately with instructive headings. References, tables and figures should be formatted as described.

Overview. Manuscripts in this category should provide

broad, scholarly assessments of timely scientific topics in comparative medicine or laboratory animal science. The recommended length and format are those described for *Opinion* manuscripts.

Editorial. Editorials are normally solicited by the Editor. They consist of 1–2 printed pages focused on a topic of contemporary concern or interest to the scientific community. Requests to submit an editorial should be sent to the Editor at the address shown below.

Letters. Letters pertaining to papers published in the journal or to contemporary issues of interest to the readership should be addressed to the editor and should include relevant citations.

Bulletin Board. This feature encompasses meeting announcements and reports, book reviews and other similar information. It *does not* include advertisements. Meeting announcements should provide titles, dates, locations and a source for further information.

Manuscript Submission

All manuscripts and letters should be submitted to:

Editor
Comparative Medicine
c/o AALAS
9190 Crestwyn Hills Drive
Memphis, TN 38125-8538

Manuscripts submissions should include the following:

<u>Item</u>	<u>Quantity</u>
- Cover letter	1
- Manuscript (including tables)	Original and 4 copies
- Figures	4 sets
- Submission form	1
- Diskette with complete text (formatted in WordPerfect or Microsoft Word)	1

The diskette should be clearly labeled with the first author's name, the manuscript title, the software used to prepare the manuscript and the preparation date.

Inclusion of a completed **submission form** is essential to initiate review of a manuscript. Blank forms are shown on a following page and also are provided at the journal's web site: www.aalas.org.

Review

Manuscripts are subject to peer review by at least two reviewers with relevant expertise. Authors may suggest up to four potential reviewers on the submission form. They also may request that specific reviewers be excluded based on potential conflicts of interest that are well-justified by the author(s) in a cover letter. The Editor, however, reserves the prerogative to select the panel of reviewers.

The journal gives timely review the highest priority.

New manuscripts are initially screened to ensure that the topic is relevant to the journal's aim and scope before being sent for review. Authors will be notified of the status of their manuscripts generally within 5 weeks of submission. If a manuscript is returned to the author for revision, changes must be com-

pleted within 2 months or a request for extension should be made by contacting Phyllis Robinson as shown below. Manuscripts will be inactivated if either of these steps is not taken .

Authors are responsible for the accuracy of their manuscripts. Authors of accepted manuscripts will receive a copyright release form. The publisher of an original article generally is considered the owner of the material. Authors are responsible for obtaining the necessary permissions to reproduce previously published figures, tables, or sections of text. The author will re-

ceive a copy of the final page proofs, which should be returned to the AALAS office by overnight delivery within 72 hours after receipt of the page proofs. The original signed copyright transfer form must accompany the proofed pages unless the copyright form was returned previously.

Queries regarding the status of review or publication of a given manuscript should be addressed to Phyllis Robinson, Scientific Publishing Specialist, at AALAS (E-mail: phyllis.robinson@aalas.org. Fax: 901-759-5849. Phone: 901-754-8620.)