

INSTRUCTIONS FOR AUTHORS ASV-09

Acta Scientiae Veterinariae 2009

OBJECTIVES

Acta Scientiae Veterinariae (formerly Arquivos da Faculdade de Veterinária UFRGS) [vol. 1 (1973) – vol. 29 (2001)] is dedicated to publish retrospective and prospective scientific studies on Veterinary Medicine addressing medical, clinical, pathological, epidemiological, surgical, immunological, diagnostic and therapeutic subjects on Veterinary Medicine, apart from original papers on physiology, biochemistry, immunohistochemistry, genetics, molecular biology and cell biology applied to the domains of Veterinary Medicine and of its interface with Public Health.

METHODOLOGY OF MANUSCRIPT EVALUATION

The publication of manuscripts is based on the rigorous observation of Editorial Rules herein specified and on the opinions of Assistant Editors, of National and International Scientific Adviser Board and of *ad hoc* Referees. Before submitting papers, authors are required to read attentively the Instructions for Authors section. No paper submitted for publication in *Acta Scientiae Veterinariae* may be submitted for publication in any other journal.

Authors are fully responsible for concepts and opinions presented and discussed in all papers submitted to *Acta Scientiae Veterinariae*. All papers submitted to *Acta Scientiae Veterinariae* are to be accompanied by a letter signed by all authors and sent by conventional mail or as a scanned document sent by e-mail, appointing one corresponding author. The letter should also inform the class of paper the submitted manuscript belongs to. The Editorial Rules of *Acta Scientiae Veterinariae* have been defined in accordance with the instructions adopted by a several journals in the field of Biomedicine. Please take extra care to ensure that your submission complies with the following style and ethical guidelines.

All submitted papers undergo a preliminary evaluation by the Editorial Board. Papers that do not comply to the rules of publication (having an abstract without the inclusion of all sections of the paper, an Introduction section that exceeds the 1,700 character

limit including spaces, the citation of authors in the text, or incomplete reference list) *will then be refused* publication in Acta Scientiae Veterinariae. As soon as the paper is accepted for evaluation, the corresponding author will receive further instructions by email. Authors are expected to submit *only one* paper within a three-month period.

PRELIMINARY CONSIDERATIONS

All authors submitting papers to Acta Scientiae Veterinariae should always inform the Editorial Board of the journal as to the existence of any paper that may be considered as a previous publication, as a duplicate publication or as similar to the paper being submitted. Authors are expected to inform the Editorial Board of the presence of material that has been previously published in the submitted manuscript, in which case the previously published paper should be included as a reference therein.

Authorship contributions

All people defined as author and co-authors should be qualified as such. Each author is expected to take legal responsibility for the content of the submitted paper. Authorship is acknowledged based on the substantial contribution related to the following aspects: (i) Paper design and project or data analysis and evaluation; (ii) writing or critical comments that are relevant from the intellectual standpoint; and (iii) approval of the final version to be published. The members of the research team that prepared the submitted paper and who do not fit into these criteria may be listed in the Acknowledgements section. Papers are published in order of approval for publication, though Acta Scientiae Veterinariae will make every effort to prevent the publication of papers of similar lines of research in one same number.

Summary of paper presentation requirements

- All papers should be typed in Times New Roman font size 12 and double spaced throughout (including tables, figure legends and references). Margins should be 2.5 cm.
- Line numbers should be exhibited on the left margin. All lines should be numbered.

- Paper sections should be ordered as follows: Title Page (containing the full address of authors); Abstract (considering the character limit with spaces); keywords; text (subdivided into sections); Acknowledgements; information notes (when necessary); references; tables (with legends) in separate pages each.
- Supply electronic files of all figures (Do not embed the figure in the text). The figures must be presented in a size larger than that of the final montage for publication (which is at least 8 cm and at most 17 cm in width).
- Permission to reproduce previously published material should be included.
- A term of copyright transfer should be included in all papers.

Submit the material to:

Laerte Ferreiro, Editor,

Acta Scientiae Veterinariae

laerte.ferreiro@ufrgs.br

TYPES OF PAPERS

EDITORIAL

Editorials are kindly requested by the Editorial Board as contributory content. Editorials published in *Acta Scientiae Veterinariae* address topics of general or specific interests in Veterinary Medicine.

REVIEW ARTICLE (R.A.)

Review articles are kindly requested by the Editorial Board or examined for publication through an author's own initiative. The authors of a review article should be experts in the subject of the review, as proved by papers published and by citations of their own published papers in the submitted review. The authors of a review article have to send a preliminary proposal for the review. This proposal has to contain a sequential and numbered description of the topics that are to be addressed in the review, which should be prepared based on the maximum limit of 120 references. An Abstract and Keywords

should be presented in the fashion of an Original Article. Also, a Summary should be provided (numbered in Roman numerals), as well as an Introduction, different optional sections, and a Discussion and/or Conclusion. The standard format available online should be observed.

ORIGINAL ARTICLE (O.A.)

An Original Article should present a previously unpublished clear hypothesis and data (according to an appropriate experimental design, when such is the case). Writing style should be concise but clear enough to afford to reproduce the experimental methodology as described. The Discussion section should be understandable considering the general context of the subject researched, affording the means to reach conclusions based on the data obtained or observed. An Original Paper should not normally exceed 15 pages in length nor contain over 60 references. The Title Page should obey the minimum limit of 1,000 characters and the maximum limit of 1,800 characters with spaces. These character limits should be observed in the publication of all types of paper.

SHORT COMMUNICATION (S.C.)

Short Communications are designed to present succinct observations on an original topic, about which the data obtained do not afford either a body of information extensive enough to be considered in the preparation of a full O.A. or the publication of data that essentially confirm some current knowledge. The recommended limit for S.C. is 10 pages (including illustrations) and 40 references. Format should follow the instructions for O.A.

PRELIMINARY NOTE (P.N.)

Preliminary Notes is the type of paper most appropriate concerning the rapid publication of results of considerable importance, which justify a summarized foregoing publication. Please obey the recommendations made concerning S.C. Format should obey that of O.A.

CASE REPORT (C.R.)

Case Reports are intended to describe clinical, surgical, symptomatological, and therapeutic panoramas, among others, whose nature or evolution is uncommon. Case Reports should contain a brief Introduction of the subject, followed by the Case Report itself (including a description of materials and methods utilized), Results and Discussion (including conclusions). The recommended limit is 6 pages and 20 references. The abstract should be written according to the instructions for O.A.

HOSPITAL DISCUSSION FORUM (H.D.F.)

This type of paper is proposed by *Acta Scientiae Veterinariae* as a similar form of publication to a Case Report and destined exclusively to report casuistics in College Veterinary Hospitals. The presentation of at least two standard size (7.5 cm in width) illustrations is mandatory, which should compare several situations (a pre-treatment scenario to a post-treatment or surgical outcome; a macroscopic lesion to the respective histopathological findings; a lesion to macroscopic growth and microscopic aspect, etc). The Abstract should be written according to the instructions for O.A.

PREPARATION OF MANUSCRIPTS

- 1. Title page:** The Title Page should contain the title (with no more than 60 words) and the full names of all authors followed by superscript numbers that identify respective affiliations. The complete mail address of the first author or of an appointed corresponding author, including ZIP code and two email addresses should be provided. The complete address of all authors and the respective affiliations (with abbreviations) are to appear as a footnote in the title page. For papers prepared based on theses or dissertations, the appropriate details concerning institution and location should be provided as a footnote. The organ that provided funding or fellowships should also be mentioned as a footnote, when such is the case.
- 2. Abstract:** The Abstract should be concisely written in the past tense, in accordance to the character limits (1,000 minimum, 1,800 maximum, with

spaces), emphasizing the importance of the research subject, the objectives of the paper and containing a brief description of the experiment, the results obtained, specific data and the respective statistical meaning (if possible) and the main conclusions. The abstract should condense all sections of the paper. Never start with the objectives of the paper. The abstract should be followed by up to 6 keywords.

3. **Introduction:** This section should be briefly, clearly and objectively written, containing information that explains the importance of the paper. References cited in the introduction should address the specific research topic. The introduction should always end with the objective(s) of the paper, and should not exceed the maximum 1,700 character limit (with spaces).
4. **Materials and methods:** The Materials and Methods section should present all information that affords the reproducibility of the experimental procedure. Well-known methods and techniques should only be mentioned, while new methodologies should be described in detail. Whenever appropriate, chemicals and equipment are to be cited using superscript numbers, whose manufacturers are to be presented in a subsection called "Sources and Manufacturers". When animals are used in the experiments, the ethical conduct recommended by the International Guiding Principles for Biomedical Research Involving Animals should be observed, according to the Council for International Organization of Medical Sciences (executive Secretary C.I.O.M.S., c/o W.H.O., Via Appia, CH, 1211, Geneva 27, Switzerland).

Note on the statistical treatment of data: Whenever possible, authors should quantify and present the results using the appropriate statistical measurements, like confidence intervals, for instance. Authors are required to avoid resorting solely to statistical hypotheses, such as the use of *P* values, since this approach leaves out important quantitative information. The choice of the individuals that became the object of the research should be explained, the method should be detailed. The possible complications related to the treatment should be given. Computer softwares used should be mentioned.

5. **Results** (separate from the Discussion section): The Results section should provide clear and concise information only about the *relevant observations* that, depending on the nature of the research paper, should present a statistical

analysis. The content of the Results section should be *informative* instead of interpretative and, if necessary, tables, figures or other self-explanatory illustrations are to be provided. Legends should contain enough details to afford the full comprehension of figures and tables without having to resort to the text. Complex results should be expressed in graphics instead of tables that contain excessive minor details. The results should be presented in an orderly sequence, and following the sequence of the Methods section upon which the results are based. It is important to carefully plan the tables and figures to ensure that their sequencing is compatible with the text. The text should complement the figures or tables, not repeat the same information.

- 6. Tables:** Are to be numbered using Arabic numerals and exhibited after the References section. Each table should be presented in a separate page of the manuscript. All tables should be cited in the text in numerical ascending order. An approximate position of each table should be presented on the margin of the respective page. Tables should be self-explanatory and contain a descriptive title (place and date are to be included, when necessary). Details concerning table data should be indicated by letters or symbols, which are to be listed in an orderly manner and explained as a table footnote. With a view to avoiding long tables containing a large number of dispersed data of little importance, authors are required to consider the presentation of only the most important data in tables. Statistical measurements like confidence intervals, standard deviation etc. should be identified.
- 7. Figures:** Images should be digitized as 300-dpi TIFF files in RGB (when in color) or in gray scale and sent to Acta Scientiae Veterinariae in a CD. No specific requirements are necessary concerning the image software used, but figures should never be sent as part of the manuscript text file. Photographs of microscopy images should contain a scale bar embedded. Symbols, arrows and letters used in photomicrography should be inserted so as to afford clear contrast against the image background, and a scale bar should be provided according to the magnification informed in the figure legend. Digital photographs should be taken using a camera with maximum resolution (minimum 5 megapixels). Images should never be sent as JPG or GIF files.
- 8. Measurement units:** All measurements should be expressed as IS (International

System) units. Temperature is expressed as Celsius degrees, blood pressure as millimeters of mercury. All hematological and biochemical values should be presented as decimal metric system units, according to the International Measurement System (IS). The Editorial Board may request the authors to use alternative units that do not belong to the IS to express values, before publication.

- 9. Abbreviations:** Authors should avoid using abbreviations. When these are employed, authors are required to use standard abbreviations which should be defined as of the first citation of the term (the exception are measurement units). Considering Latin species names, the genus portion of the name should be abbreviated after the first citation (except in the beginning of a sentence). Abbreviations should not be used in the title and, if possible, authors are not to use abbreviations in the Abstract.
- 10. Discussion:** The content of the Discussion section should be interpretative. The hypotheses and suppositions formulated based on the data obtained in the paper should be related to the current knowledge on the topic published in other studies. The Discussion should cite only the essential references. Authors are required to discuss the implications of the data obtained and the respective limitations, also mentioning the representativeness of such information in the conduction of future research.
- 11. Citations of References in the text:** In the text, as a rule references are usually represented by Arabic numerals in square brackets, corresponding to the respective authors arranged and numbered in alphabetical order. Examples of reference representations in the text are: [2], [7,9,16], [23-27,31,33,45-48]. However, in situations where the mention of authors' names is essential, please observe the following suggestions: "The first description was made by Author & Author [3]..."; "Author & Author [32] started the ..."; "In 1958, Author *et al.* [18]...". Unpublished data and personal communications should be represented as: (Author, personal communication, year) and (Author & Author, unpublished data). Email or mail addresses of authors of personal communications and of unpublished data should be informed before the References section.
- 12. Conclusions:** The conclusions of the paper should be linked to the respective objectives. They should be strictly based on the results obtained in the research

and on facts that are fully backed by these results. Authors are specifically required to refrain from commenting on economic benefits and expenses, unless the manuscript includes economic analysis and information.

13. Informative notes: These notes are used to inform the origin of commercial products by citing manufacturer, city and country. These notes should be numbered consecutively as superscript numerals and appear before the References section.

14. Acknowledgements: When acknowledgements are appropriate, acknowledgements should be brief and address the significant technical cooperation and orientation by colleagues in the conduction of the study. Authors are required to remember that financial support and grants are to be mentioned as a footnote in the Title Page.

15. References: Papers submitted to *Acta Scientiae Veterinariae* shall not be reviewed when references are incomplete or not in accordance with the journal's standards. Reference research papers should be numbered in alphabetical order, as follows: Number – Surname (the first letter in capitals) followed by initials in capital letters followed by a dot (names of authors should be separated by commas, except the last author's name, which should be preceded by an ampersand) – Year of publication – Title of the paper – Full name of the journal of publication (in italic type, with no abbreviation) – volume (fascicle) – pages.

Examples of references

1. PAPERS

a) Papers with two authors:

Canto S.P. & Mello J.R. 2002. Avaliação de seis protocolos pré-anestésicos para anestesia epidural de caninos. *Acta Scientiae Veterinariae*. 30(1): 11-20.

b) Papers with several authors:

Silva A.M., Flores E.F., Weiblen R., Botton S.A., Irigoyen L.F., Roehle P.M., Brum M.C.S. & Canto M.C. 1998. Infecção aguda e latente em ovinos inoculados com o herpesvírus bovino tipo 5 (BHV-5). *Pesquisa Veterinária Brasileira*. 18(3-4): 99-106.

Note 1: References are numbered in alphabetical order considering the surnames of authors, instead of year of publication. For example:

- 7 Berlinguer F., Leoni G., Bogliolo L., Pintus P.P., Rosati I., Ledda S. & Naitana S. 2004.
- 8 Bernardi M.L., Cotinot C., Payen E. & Delouis C. 1996.
- 9 Bernardi M.L. & Delouis C. 1995.
- 10 Bernardi M.L. & Delouis C. 1996.
- 11 Bernardi M.L., Fléchon J-E. & Delouis C. 1996.
- 26 Martinez E.A., Vazquez J.M., Roca J., Lucas X., Gil M.A., Par-rilla J.L., Vazquez J.L. & Day B.N. 2002.
- 27 Martinez E.A., Vazquez J.M., Roca J., Lucas X., Gil M.A. & Vazquez J.L. 2001.
- 28 Martinj R. L. 1998.
- 29 Matthijisa A., Hakze R., Potsma A. & Woelders H. 2000.
- 30 Matthijisa A., Harkema W., Engel B. & Woelders H. 2000.
- 68 Tervit H.R., Whittingham D.G. & Rowson L.E.A. 1972.
- 69 Thompson J.G. 1997.
- 70 Thompson J.G., Gardner D.K., Pugh P.A., McMillan W.H. & Tervit H.R. 1995.
- 71 Thompson J.G., Simpson A.C., Pugh P.A., Donnelly P.E. & Tervit H.R. 1990.
- 72 Thompson J.G., Simpson A.C., Pugh P.A. & Tervit H.R. 1992.
- 73 Thompson J.G., Simpson A.C., Pugh P.A., Wright R.W. & Tervit H.R. 1991.

Note 2: In the occurrence of references with identical sequence of authors' names, identical year of publication and different journals, these references should be listed according to the order of citation in the manuscript. If these reference papers have been published also by the same journal, consider the chronological order.

c) Paper published in a volume supplement:

Pier A.C., Cabañes F.J., Chermette R., Ferreiro L., Guillot J., Jensen H.E. & Santurio J.M. 2000. Prominent animal mycoses from various regions of the world.

Medical Mycology. 38 (Suppl 1): 47-58.

d) *Paper published in journal number without indication of volume:*

Turan L., Wredmark T. & Fellander-Tsai I. 1995. Arthroscopic ankle arthrodesis in rheumatoid arthritis. *Clinical of Orthopedic*. (320): 110-114.

e) *Paper published without indication of journal number nor volume:*

Schulman R.L. 2003. Insulin and other therapies for diabetes mellitus. *Veterinary Medicine*. April: 334-347.

f) *Paper published in electronic format:*

Morse S.S. 1995. Factors in the emergence of infectious diseases. *Emerging Infectious Diseases*. 1: 7-15. [Source: <<http://www.cdc.gov/ncidod/EID/eid.htm>>].

g) *Paper in press:*

Teifke J.P., Driemeier D. & Kaden V. 2002. Arrest of meta-physeal ossification with classical swine fever. *Veterinary Record*. [in press].

h) *Paper published in event proceedings (authors are required to always include number of event, city and country):*

Bortolozzo F.P., Uemoto D.A., Wentz I. & Pozzobon M.C. 1999. Reproductive performance of gilts submitted to artificial insemination in different intervals before ovulation. In: *Proceedings of the 4th International Conference on Board Semen Preservation* (Beltsville, U.S.A.). pp. 239-240.

i) *Paper published in collection or series:*

Jellieff D.B. 1968. Evaluación del estado de nutrición dela comunidad. Ginebra: Organizacion Mundial de la Salud. [Serie de Monografias, 53], 201p.

2. ABSTRACTS

(Authors are required to always include number of event, city and country)

a) Abstracts published in annals:

Bisol J.F.W., Vieira M.J., Keller A., Mattos R.C. & Gregory R.M. 2000. Efeito da adição de antibióticos ao diluente de sêmen resfriado equino na fertilidade de éguas. In: *Resumos do XII Salão de Iniciação Científica da UFRGS* (Porto Alegre, Brasil). p.125.

b) Abstracts published in annals of several volumes:

Barcellos D.E.S.N., Razia L.E. & Borowski S.M. 2002. Microagglutination test detecting antibodies against *Bra-chyospora pilosicoli* [paper 537]. In: *Proceedings of the 17th Congress of the International Pig Veterinary Society*. v.2. (Ames, U.S.A.). p.362.

c) Abstracts published in journal:

Reischak D., Costa U.M., Moojen V. & Ravazzolo A.P. 1999. Ovine synovial membrane cell line permissive to *in vitro* ca-prine lentivirus replication [abstract A-097]. In: *Virologica 99* (Curitiba, Brazil). *Virus Reviews & Research*. 4(1): 81-82.

3. THESES AND DISSERTATIONS

Machado M.L.S. 2001. Dermatofitos e leveduras isolados da pele de cães com dermatopatias diversas. 82f. Porto Alegre, RS. Dissertação (Mestrado em Ciências Veterinárias) - Programa de Pós-graduação em Ciências Veterinárias, Universidade Federal do Rio Grande do Sul.

4. BOOKS

(Authors are required to inform city and publishing company of the book)

a) Chapter in book with authorship:

Rodrigues J.L. 1982. Transferência Embrionária. In: Mies Filho A. (Ed). *Reprodução dos Animais e Inseminação Artificial*. 5.ed. Porto Alegre: Sulina, pp.710-720.

b) Reference to a chapter in an edited book:

Solomon S.E. & Nascimento V.P. 1994. Hen's eggshell structure and function. In: *The Microbiology of the Avian Egg*. London: Chapman & Hall, pp.1-24.

c) Citation in book:

Bladh W. H. 1971. *Nuclear Medicine*. 2nd edn. New York: Mac Graw-Hill, 858p.

5. TECHNICAL REPORTS AND BULLETINS

Instituto Brasileiro de Geografia e Estatística (IBGE). 1982. Censo Demográfico: Dados Distritais. Rio de Janeiro. v.1. IBGE, 20p.

World Health Organization. 1994. Expert Committee on Drug Dependence. Geneva. *29th Report*. Geneva. (WHO-Technical Report Series, 856).120p.

6. OTHER MODALITIES OF REFERENCES

a) Letter to the editor:

Enzensberger W. & Fischer P.A. 1996. Metronome in Parkinson's disease. *Lancet*. 347: 1337. [Letter]

b) Editorial:

Singer M.V., Gyr K. & Sarles H. 1985. Revised classification of peritonitis. *Gastroenterology*. 89: 683-685. [Editorial]

c) *Editorial*:

Cancer in South Africa/Editorial/. 1994. *South Africa Medical Journal*. 84: 15.
[Editorial]

d) *Electronic documents (internet)*:

United States Food and Drug Administration. 2003. Center for Food Safety & Applied Nutrition. *Bacteriological Analytical Manual Online*. *Salmonella*, 13p. Available in: <[http:// www.cfsan.fda.gov](http://www.cfsan.fda.gov)>. Accessad on 04/2003.

e) *Electronic document (CD or floppy disk)*:

Pereira R.L., Wolkmer P., Lopes S.T.A., Cunha C.M.S., Silva J.H.S. & Cecin M. 2003. Comparação de métodos de avaliação da glicose sérica em cães. *In: Anais do XXIV Congresso Brasileiro da ANCLIVEPA* (Belo Horizonte, Brasil). 1 CD-ROM.

CORRESPONDENCE TO THE EDITORIAL BOARD

Correspondence to the Editorial Board of *Acta Scientiae Veterinariae* is intended to present the opinions of authors concerning the types of publications by the journal. This correspondence should observe the maximum limit of 600 words and five references.

BOOK REVIEWS

This modality of publication is made available to professors and researchers as a means to critically recommend literature addressing the topics published in *Acta Scientiae Veterinariae*.