

1. GENERAL INFORMATION

The Journal of the Hellenic Veterinary Medical Society (JHVMS), a peer review journal, is published quarterly, in full colour and is devoted to all aspects of Veterinary Science. Manuscripts submitted for review must be written in English and should be accompanied by a Greek summary (the Greek summary is not required for non Greek-speaking authors). The authors are requested to read carefully and fully comply with the following instructions. Otherwise the submitted manuscripts will not be given further consideration. Also, the JHVMS will accept for publication review articles in Greek with an English summary between 400 and 500 words.

2. TYPE AND STRUCTURE OF MANUSCRIPTS

The following six manuscript formats will be accepted for review: review article, original article, retrospective case series or case report, short communication, special article and book review. The Editor will accept original manuscripts for review with the understanding that the same material or a substantial part thereof is not being considered for publication and has not been published elsewhere by another publisher. The corresponding author should secure the approval of all authors and the institution(s) where the work was carried out. A statement to the Editor confirming that such approval has been received should be included in the submission cover letter. Additionally, in the cover letter a statement for the type of the submitting manuscript should also be included, as well as any existing conflict of interest. The manuscripts will be reviewed by two or more persons selected by the Editor.

2.1. Review article

Review articles will cover subjects which are within the scope of the journal, although an author (specialist) may be invited by the Editorial Board (EB) of the journal to cover a specific subject of current or broad interest to veterinarians. A review article should not exceed 4.000 words, excluding references. A summary, between 400 and 500 words, should also accompany all review articles.

2.2. Original article

It presents the results of original studies and experiments, does not exceed 4.000 words, excluding references and should be accompanied by a summary between 300 and 400 words.

2.3. Retrospective case series or case report

It presents the results of the retrospective study of more than one case (case series) or just one (case report), respectively. It should not exceed 4.000 and 3.000 words, respectively, excluding references. A summary, between 300 and 400 words, should also be submitted.

2.4. Short communication

It presents the results of small scale research, preliminary announcements, as well as the results of the develop-

ment of new diagnostic methods, all related to the scope of the journal. It should not exceed 2.500 words, excluding references and be accompanied by a summary, between 300 and 400 words.

2.5. Special article

It refers to special issues of Veterinary Medicine (e.g. dealing with current issues in Veterinary Science), expresses opinions on national or international veterinary legislation, or presents aspects of the history of Veterinary Medicine. Its length should not exceed 2.000 words with a summary between 300 and 400 words. The EB of the JHVMS will decide if such an article will be published.

2.6. Book review

It criticizes new textbooks, books and other publications related to Veterinary Medicine. It should always be signed and should not exceed 500 words.

3. FORMAT

3.1 Style

Writing should conform to acceptable English usage. A person fluent in English language should be consulted to review the manuscript prior to submission. It is pointed out that this is a responsibility of the corresponding author. Manuscripts that fail to meet these requirements will not be sent for review and the authors will be asked to resubmit in an appropriate format. The JHVMS reserves the right to judicially return any manuscript. Where abbreviations used, the word or phrase must be given in full on the first occasion. The microorganisms must be written in italics and their names should be consistent with the current internationally acceptable classification.

3.2. Copies

Each manuscript must be typed written, in double space, on one side of Xerox white paper, size ISO A4 210 mm x 297 mm, with a margin of at least 3 cm in all four sides and with continuous numbered lines on the left margin. Times New Roman of size 12 should be used for the text and of size 14 for the title of the manuscript. All pages should be numbered on the right lower margin of each page.

3.3. Structure of the manuscript

Each manuscript should comprise the sections below with the title of the manuscript, the author's name and affiliation written on a separate page:

3.3.1. The title. It should be written in small letters, in bold and not exceeding 15 words. A short running title of not more than 30 letters should be provided.

3.3.2. Authors & affiliation. The full names and surnames of the authors in bold, following by their certified abbreviated scientific specialties (e.g. DVM, MSc, MPhil, PhD, DSc, DiplECVD). In case the work includes animal handling, at least one of the authors must be veterinarian. The full affiliation, name of the Institute

or Laboratory of the authors should be included.

3.3.3. Correspondence. Name, surname, address, telephone and fax numbers, and e-mail of the corresponding author must be provided at the bottom of the first page.

3.3.4. Summary. It must be written on a separate page. It should be referred, without separate headings, to objectives, methods, results and conclusion of the study. The summary in Greek language should be between 400 and 500 words.

3.3.5. Keywords. Up to five keywords reflecting the content of the paper should be written immediately below the summary.

3.3.6. Main text. The structure of review and special articles as well as book reviews is formed by the authors. In original papers, retrospective case series and short communications, manuscripts should comprise the following sections: «Introduction», «Materials and Methods», «Results», «Discussion» and «Conclusions». Case reports should include only two sections «Case history» and «Discussion».

All units of measurement should be given in the metric system or in SI units. Temperatures should be in °C. Doses of drugs should be given in mg/kg b.w. accompanied by the route and frequency of administration (e.g., 9 mg/kg b.w., intravenously, BID). Drugs are referred to with the name of the active ingredient first followed by the generic one and manufacturer in brackets e.g., enrofloxacin (Baytril®, Bayer).

3.3.7. Acknowledgements

The authors of original papers (studies) should mention all sponsors of the study, if any, as well as acknowledge every one having a more minor role in the study.

3.3.8. Citations and References

Only the absolutely necessary references must be used for the substantiation of the paper. When references are cited in the text, the name of the author and the year should be in brackets e.g., (Christopoulos 1998). If the author's name is an integral part of the sentence, the date only is placed in brackets e.g., as reported by Christopoulos (1998). In case of two authors, both names must be written, e.g. (Christopoulos and Papadopoulos 1999, James and Smith 1988). For more than two authors, the name of the first author is given followed by «et al.», e.g. (Papadopoulos et al. 1999). Where several references are quoted together, they should be placed in chronological order separated by commas, whereas references of the same author for the same year are distinguished by the addition of a small letter after the year (e.g. 2000a, 2000b, etc).

At the end of the paper the references should be listed in alphabetical order of the first author's name, except for those presented in the form of «personal communication» or «unpublished data». A paper that has been accepted for publication is referred to as "in press" Care should be taken

that all citations are appropriately listed in the references. References should be set out as follows:

- Reference to a journal's article: Muller WH, Kirk RW, Scott DW (1989) Allergic skin diseases of dogs and cats. *Small Anim Pract* 14:380-385.

- When no author is named: Anonymous (1989) Early diagnosis in cattle. *Vet Rec* 96:24-28.

- For supplementary issues of a journal: Kirk RW (1989) Diseases of Dogs and Cats. *Small Anim Pract* 12 (Suppl):48-52.

- For journals where pages are numbered by issue and not by volume: Baker ET (1989) Food allergy in the cat. *Feline Pract* 5 (Sept):18-22.

- Chapters of books must be referred to as follows: Simeson AB (1980) Calcium phosphorus and magnesium metabolism. In: *Clinical Biochemistry of Domestic Animals*. 3rd ed, Academic Press, New York: pp 576-586.

- Proceedings of Congresses: Watson PJ, Williams DA. (2001) Fecal alpha1-protease inhibitor in dogs with diet-responsive and other bowel disease and response to treatment. In: *Proceedings of the European Society of Veterinary Internal Medicine Congress*, Dublin, Ireland: pp 54-58.

- References to websites should be listed as follows: Author's names and initials (or organization name), year, website address and the date on which it was accessed. For example: Animal and Plant Health Inspection Service (2003)

<http://www.aphis.usda.gov/lpa/issues/bse/bse.html> [accessed 24 February 2005].

3.3.9. Tables and Figures

Each should be typed on a separate page, with fully explanatory list of legends written on a separate page. Photographs should be clear, sharp and in colour, where possible. They are numbered with Arabic numbers based on the series of their appearance within the text (e.g. Table 1, etc). Only the horizontal lines in tables should be obvious, whereas the vertical ones should be avoided. The minimum number of tables and figures necessary to clarify the text should be included and should contain only essential data. The photos should be submitted in digital and high resolution JPG files. In photomicrographs, their magnification and stain technique must be mentioned. Radiographs should be submitted in black and white (greyscale) images. Every explanation, contributing to the understanding of the table's content, should be provided as a footnote, signified by the following series of symbols (*, †, ‡, §, ¶, £, **, ††). Photos should be printed on photographic paper and provided in triplicate during submission.

3.3.10. Diagrams and graphs

The diagrams and graphs should be well drawn on paper, or they can be provided in electronic form (CD, ZIP).

4. PEER REVIEW PROCESS

4.1. Submission of manuscripts

Manuscripts, included tables and figures, should be sent by mail in 3 copies to the following address:

HELLENIC VETERINARY MEDICAL SOCIETY
Journal of the Hellenic Veterinary Medical Society
158, Patission Street, 102 10 Athens-GREECE
Secretary: *Mrs Maria Zafiropoulou*

All manuscripts submitted to the JHVMS will be pre-reviewed by the editor and/or a member of the EB to ensure they are written according to the journal guidelines. Manuscripts that fail to meet the above requirements will not be sent for review and the authors will be asked to resubmit them in the appropriate format.

4.2. Cover letter

The submitted manuscript should always be accompanied by a cover letter, where it should be stated that the submitted work either has been published (except as a summary not exceeding 400 words) or is being considered for publication in another journal, and its content has been approved by all authors.

4.3. Review process

Manuscripts will be reviewed by at least two reviewers with an appropriate speciality and their names will be known only to the Editor and to the EB. They can be external reviewers or members of the EB. It is noted that during the review, the authors' names are familiar, in contrast to reviewers' names. The reviewers' comments will be submitted both to the EB and the authors within a month after submission. According to the reviewers' comments and suggestions, the manuscript should be revised and resubmitted.

Authors are obliged to submit the revision within a month following delivery, otherwise the submission will be considered as a new one. In case of disagreement between the reviewers, a third one will be consulted. Manuscripts are processed in the order they are received. However, at the EB's discretion, manuscripts of particular merit may be "fast-tracked" for early publication.

Manuscripts which have been accepted for publication should be sent to the EB on a CD, after the suggested corrections have been made by the authors, along with details regarding the software program that has been used for CD writing (e.g. Windows-XP, Word 2003). CDs are not returned to the authors after publication.

4.4. Proofs

When the process of publication has been completed, a proof will be sent to the corresponding author who has to make any final corrections. These are usually grammatical or other minor errors, whereas addition of new data, tables, figures or major changes in the text are not allowed. Corrected proofs must be returned to the Editor within two days (2) of receipt. Authors will be provided by 50 off prints of their published paper sent by mail to the

corresponding author.

4.5. Copyright

The JHVMS reserves the copyright for all published articles. An article can be reproduced only after written permission of the EB. Authors are themselves responsible for obtaining permission to reproduce copyright material from other sources. A written statement of such permission granted to the corresponding author should be included in the cover letter to the Editor of the JHVMS and the source should also appear appropriately in the text or the acknowledgements.

4.6. Animal ethics-based criteria for manuscript consideration

All material published in the JHVMS must adhere to high ethical and animal welfare standards. Clearly-defined welfare standards must be described in all manuscripts involving living animals irrespective of species and function.

Manuscripts will be considered for publication only if the work detailed therein:

- Follows international, national, and/or institutional guidelines for humane animal treatment; where national or institutional guidelines do not exist, international guidelines must be followed, e.g., National Institutes of Health <http://www.nap.edu/catalog/5140.html> or Euroguide www.rsmjpress.co.uk/bkfelasa.htm;
- Has been approved by a properly constituted internal ethics review committee at the institution or by another competent authority or practice at which the studies were conducted;
- For studies using client-owned animals, demonstrates a high standard (best practice) of veterinary care and involves informed client consent;

Prior to acceptance of a manuscript, to verify compliance with the above policies, the authors must:

- Sign a letter certifying that legal and ethical requirements have been met with regards to the humane treatment of animals described in the study;
- Specify in Materials and Methods the ethical review committee approval process and/or the international, national, and/or institutional guidelines followed;
- Provide evidence, such as the protocol number, of compliance with national or institutional ethical review, or any other competent authority, or informed client consent;
- Provide evidence in the Materials and Methods section that the principles of reduction, replacement and refinement have been met.

Animal ethics-based criteria for manuscript rejection

- Manuscripts and authors that fail to meet the aforementioned requirements;
- Studies that involve unnecessary pain, distress, suffering, or lasting harm to animals;

- The Editor retains the right to reject manuscripts on the basis of animal ethical or welfare concerns.

4.7. Other authorisations and conditions of experimentation

- In case the submitted manuscript deals regards research with new veterinary product (s), an approval-permission of the Veterinary Department of the National Organization of Drugs should also be provided, if the relevant study was conducted in Greece. Similar approval permission from a relative Authority should also be provided in case the study was conducted in another country.
- When infectious or parasitic agents are experimentally used, a special permission by the responsible Veterinary Authority should be provided.
- All the above must be mentioned by the authors in a special paragraph (Materials and Methods) of the manuscript, otherwise the paper will not be given consideration and can not be accepted for publication.

4.8. Disclaimer

The information provided in the articles of the JHVMS reflects the authors' opinions. The EB of the JHVMS or the Governing Board of the Hellenic Veterinary Medical Society has no responsibility for any mistakes or omissions.

5. INFORMATION

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