

Instructions for Authors

The *Canadian Veterinary Journal* (*The CVJ*) provides a forum for the discussion of all matters relevant to the veterinary profession. The mission of the Journal is to educate by informing readers of progress in clinical veterinary medicine, clinical veterinary research, and related fields of endeavor. The key objective of *The CVJ* is to promote the art and science of veterinary medicine and the betterment of animal health.

A report suggesting that animals have been unnecessarily subjected to adverse, stressful, or harsh conditions or treatments will not be processed for publication. Experimental studies using animals will only be considered for publication if the studies have been approved by an institutional animal care committee, or equivalent, and the guidelines of the Canadian Council on Animal Care (1), or equivalent, have been followed by the author(s).

The CVJ welcomes manuscripts in English or French. Articles must be as concise as possible — articles that are too long will be reduced during the editing process. Criteria for acceptance of articles include both quality of the research or case report and relevance to our readers. All accepted manuscripts submitted to *The CVJ* will be subjected to check for plagiarism. Find tips from the Editor on submitting peer-reviewed articles here: www.canadianveterinarians.net/documents/submission-tips-from-the-cvj-editor

Authors are invited to submit the names and e-mail contacts of 3 reviewers. In order to be invited to review, suggested reviewers must be individuals who have published in the subject area and/or have specific expertise on the subject, and have no conflict of interest (not a member of your university, not someone with whom you have published or collaborated in the past 5 years).

Manuscripts can be made generally available through the author's institution after an embargo period of 6 months following publication.

FORMAT

The CVJ publishes 2 categories of articles:

Non-peer-reviewed articles

These include regular columns written by features editors, special reports, student papers, commentaries, and letters to the editor (maximum 500 words) by authors. Special reports are articles on any aspect of veterinary medicine; commentaries are opinions on any aspect of the veterinary profession. Unsolicited material will be considered. Consideration for publication as a student paper is limited to brief case reports that were written by students while they were attending a Canadian veterinary college. Special reports, commentaries, and student papers must not exceed 2000 words. Students interested in submitting a manuscript for publication in this category should consult with the Assistant Editor at their college. Non-peer-reviewed articles should be sent via e-mail (hbroughton@cvma-acmv.org). Viewpoints or feature articles on Animal Welfare should be submitted directly to the Animal Welfare Committee (e-mail: mgroleau@cvma-acmv.org).

Guidelines for electronic manuscript submission

The Canadian Veterinary Journal uses an online electronic manuscript submission system (ScholarOne). Please use the website (www.canadianveterinarians.net/publications/cvj-submit-manuscript.aspx) to submit articles. If you encounter any difficulties, please contact the CVMA Journals Department at 613-236-1162, ext. 117. Other correspondence should be directed to:

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Note: All manuscripts accepted for publication will be subject to a publication fee of **\$165 CAD for CVMA Members** and **\$235 CAD for Non-members**. This payment will be required at the same time as any applicable fees for color figures, (\$155 CAD per color figure or image), and will be due at the acceptance stage. Significant changes in the PDF stage will result in additional charges, at the discretion of the Assistant Managing Editor.

Steps 1–4 – (1) Type, title, abstract; (2) attributes; (3) authors and institutions; (4) reviewers

Enter the manuscript type, title, abstract, author(s) details, keywords (optional), and 3 suggested unbiased and expert reviewers (the editor retains the right of final selection).

Step 5 – Details and comments

- Include a cover letter that contains author(s) contact information and states that the manuscript has been seen and approved by all authors.
- Complete required questions.

Step 6 – File upload

Upload manuscript, tables (Microsoft Word), figures (JPEG or TIFF format), and copyright forms. Copyright forms are available from the “Instructions and Forms” link at the top of the bar in ScholarOne. Copyright forms may be scanned and uploaded at the time of submission or faxed or e-mailed to the CVMA office at the time of acceptance. The corresponding author will sign the copyright agreement on behalf of all authors listed on the manuscript.

Step 7 – Review and submit

Review each section, review the PDF, then submit.

Note: For more detailed information on submitting your manuscript to ScholarOne, click on “Help” at the top right of your screen and go to the “Author” section.

Other non-electronic documents to be sent to the CVMA Journals Department include:

- written permission for the production of previously published work — either text or figures/tables, if applicable
- a signed letter from any contributor to the study/article who is being acknowledged (see guidelines for acknowledgments) stating that he/she has read the manuscript and is comfortable with the acknowledgment as written.

Peer-reviewed articles

Criteria for acceptance of articles include both significance to our readers and quality of the research or case report. These articles include: 1) scientific articles, 2) case reports, 3) brief communications, and 4) review articles. Manuscripts are reviewed for possible publication by at least 2 peer reviewers, with the understanding that they are being submitted to one journal at a time and have not been published, self-archived as a preprint, simultaneously submitted, or already accepted for publication elsewhere. This does not preclude consideration of a manuscript that has been rejected by another journal or of a complete report that follows publication of preliminary findings elsewhere, usually in the form of an abstract.

Guidelines for authorship

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

Authorship credit should be based on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship (2). Naming of individual members of a working group, study group, or class as authors will be handled on a case-by-case basis.

Guidelines for acknowledgments

Include persons who have made substantive contributions to the study but do not qualify for authorship, and persons who have contributed their skills (editorial, linguistic, graphic, photographic) to the preparation of the paper. Do not include recognition of secretarial assistance.

The CVJ publishes 4 types of peer-reviewed articles:

1. SCIENTIFIC ARTICLES

- i) Original Study — This includes reports on significant new investigations or observations, with appropriate experimental design and statistical analysis, especially those with application to veterinary practice in Canada.
- ii) Retrospective Study — This type of article provides a critical review of case records, with statistical analyses where appropriate, that will contribute substantial new information to the veterinary literature.

Format for Scientific Articles

- authors should refer to scientific articles published in previous issues of *The CVJ* for explicit format
- articles should not be combined with a review of the literature
- body of article (Introduction to end of Discussion) must not exceed 4000 words

- the entire article should not exceed 25 pages double-spaced, including figures, tables, and references
- authors may be asked to reduce the number of tables and/or figures and the number of references if these are considered excessive
- titles of papers should not be more than 15 words.

Abstract

- no more than 250 words
- state the purpose(s) of the study or investigation, basic procedures, main findings, and principal conclusions
- if you are able to provide a French translation of the title and abstract, it would be much appreciated.

Introduction

- clearly state the purpose and rationale for the study
- do not review the subject extensively
- do not include data or conclusions from the work being reported.

Materials and methods

- describe the materials and methods used, so that the research can be repeated
- identify equipment and pharmaceuticals with the manufacturer's or supplier's name, city, province/state, country
- identify precisely all drugs and chemicals used, including generic names, doses, and routes of administration
- describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results
- present findings with appropriate indicators of measurement error or uncertainty (such as confidence intervals).

Results

- present results in a logical sequence in the text, tables, and illustrations
- do not repeat tabulated data in the text.

Discussion

- do not repeat your results
- discuss your findings, their limitations, and your conclusions in relation to the literature.

Acknowledgments

- see Guidelines for acknowledgments.

References

- see Style section that follows
- references should be limited to 35
- if your article is written in French, please use the reference style and format outlined in the French instructions for authors.

Studies involving trials of drugs and biologics

When planning studies and preparing manuscripts that involve drug trials, authors should consider the influence that their publication may have on the use of therapeutic agents in the field, particularly in an off-label context. Information should be

included that covers such matters as current approval status of the drug in Canada, withdrawal period, and what procedures were used to detect deleterious effects, such as injection site lesions or systemic reactions. The editor can be consulted in advance and will make the final decision as to whether sufficient information has been included for the protection of various interests for which the Canadian Veterinary Medical Association is responsible.

2. CASE REPORTS

The goal is to present readers with cases from which they can learn. Case reports are expected to highlight challenges in diagnosis and/or management. The diagnostic testing must confirm the diagnosis and the therapy and handling of the affected animals be sanctionable by the national animal care codes. These reports deal with one or more cases that concern a new or rare condition, or a unique combination of features that either will contribute substantial new information to the scientific/veterinary literature or will advance a testable hypothesis (3).

Format for Case Reports

- articles should not be combined with a review of the literature
- abstract should be no more than 250 words
- Key clinical message. Following the abstract, authors should provide 1 or 2 sentences which highlight the major point(s) readers are expected to learn from the report.
- body of article must not exceed 3000 words
- references should be limited to 35
- the entire article should not exceed 20 pages double-spaced, including figures, tables, and references
- unheaded introduction
- include case description, discussion, acknowledgments, references
- authors are required to include a statement in their cover letter identifying the new information provided or the hypothesis that will be advanced.

3. BRIEF COMMUNICATIONS

These are short research papers that report preliminary or pilot studies or a brief investigation.

Format for Brief Communications

- include an abstract (not exceeding 250 words) that briefly states the purpose, results, and principal conclusion(s) of the study
- limit the body of text to 2000 words (no headings)
- subheadings are not required
- include acknowledgments and no more than 15 references
- figures, tables, or both, should not exceed 2.

4. REVIEW ARTICLES

Reviews may be invited or submitted following approval of a request by an author. A review article should be comprehensive and critical or analytical, or tutorial, in nature, so that it will provide practitioners with reliable facts and conclusions without their having to search the literature for themselves, or inform researchers where a field stands and in which directions research should go. Unpublished data should not be included in a review

paper. A review article that simply documents the published literature is of limited value (4).

- body of article (Introduction to end of Discussion) must not exceed 5000 words; the entire article should not exceed 30 pages, including figures, tables, and references
- references should be limited to 50.

STYLE

1. General style

The CVJ style follows accepted biomedical format (2). When submitting your manuscript, please:

- save documents in Microsoft Word
- use Times New Roman 12-point font
- number lines continuously
- double space
- left justify, 2.5-cm (1-in) margins (minimum)
- begin each section on a separate page: title page, abstract, introduction, materials and methods, results, discussion, acknowledgments, references, tables, figure legend(s), and figures
- provide the frame of reference for magnification of photographs and photomicrographs by means of a scale bar on the figure and the value of the bar either on the figure or in the legend
- number pages consecutively, beginning with the title page, in the upper right-hand corner of each page
- use a font size no smaller than 10-point in tables
- tables must fit within the page (portrait or landscape orientation)
- spell English words according to *Webster's Collegiate Dictionary* (5)
- spell medical terms according to *Dorland's Medical Dictionary* (6).

2. Nomenclature for pathogens

Authors should refer to Virus Taxonomy: The Classification and Nomenclature of Viruses The Online (10th) Report of the ICTV (https://talk.ictvonline.org/ictv-reports/ictv_online_report/); Prokaryotic Nomenclature Up-to-date (<https://www.dsmz.de/bacterial-diversity/prokaryotic-nomenclature-up-to-date.html>); Scientific Names for Parasites (www.waavp.org/node/40), and the International Code of Botanical Nomenclature for fungi (www.bgbm.org/IAPT/Nomenclature/Code/SaintLouis/0001ICSLContents.htm).

3. Title page

All title pages will include:

- the title of the article, which should be concise but informative without using abbreviations
- usual first name, initial(s), and last name of each author
- name and address of department(s) and institution(s) or practice(s) to which the work should be attributed
- name of corresponding author (plus the mailing address, if different from address above, and the e-mail address)
- disclaimers, if any

- the source(s) of support in the form of grants, equipment, drugs, etc.

4. References

- references should be limited to 35 (50 for review articles)
- number references consecutively in the order in which they are first mentioned in the text
- identify references in text, tables, and legends by arabic numerals (in parentheses)
- number references cited only in tables or in legends to figures in accordance with a sequence established by the first identification in the text of the particular table or illustration
- abbreviate titles of journals according to the style used in the List of Journals Indexed in Medline (www.nlm.nih.gov/tsd/serials/lji.html)
- do not use “unpublished observations” and “personal communications” (name of contact, year of contact, contact person’s affiliation) as references; references to written, not verbal, communications may be inserted within the body of text (in parentheses)
- include among the references manuscripts accepted but not yet published, by specifying the journal or book, year and volume number, if known, and adding “In press” (see example 8)
- cite information from manuscripts submitted but not yet accepted as “unpublished observations” (in parentheses)
- verify all references against the original documents
- list all authors when they number 6 or fewer; when 7 or more, list only first 3 and add “et al.”

Examples of reference style

Standard journal article

1. Osborne CA. Don’t just do something — stand there: An exposition of Hippocrates’ admonition “First do no harm.” *Compend Contin Educ Pract Vet* 1991;13:1248–1261.

Journals paginated by issue

2. Mullis KB. The unusual origin of the polymerase chain reaction. *Sci Am* 1990;262:56–65.

Books

3. Blood DC, Radostits OM. *Veterinary Medicine*, 7th ed. London, England: Baillière Tindall, 1989:845–857.

Editor, compiler, or chairman as author

4. Thomson RG, ed. *General Veterinary Pathology*. 2nd ed. Toronto, Ontario: WB Saunders, 1984:407–411.

Chapter in a book

5. Maxie MG. The urinary system. In: Jubb KVF, Kennedy PC, Palmer N, eds. *Pathology of Domestic Animals*. 3rd ed. vol 2. Toronto, Ontario: Academic Pr, 1985:343–411.

Dissertation or thesis

6. Tessaro SV. A description and epizootiologic study of brucellosis and tuberculosis in bison in northern Canada [PhD dissertation]. Saskatoon, Saskatchewan: University of Saskatchewan, 1988.

Published proceedings papers

7. LeCouteur RA, Kornegay JN, Higgins RJ. Late onset progressive cerebellar degeneration of Brittany spaniel dogs. *Proc Annu Meet Coll Vet Intern Med* 1988:657–658.

Unpublished material

8. Kent ML, Poppe TT. Diseases of coldwater marine fish in cage culture. In: PTK Woo, Bruno DW, Lim SL, eds. *Diseases of Finfish in Cage Culture*. Oxford: Agriculture and Biosciences Intl Publ, 1998. In press.

CD-ROM

9. Tams T. *Upper GI Endoscopy* [CD-ROM]. Guelph, Ontario: Lifelearn, 2000.

Journal Article on the Internet

10. Taylor D McD. The appropriate use of references in a scientific research paper. *Emerg Med Aust* 2002;14:166–170. Available from: <http://onlinelibrary.wiley.com/doi/10.1046/j.1442-2026.2002.00312.x/full> Last accessed December 18, 2012.

Monograph on the Internet

11. Foley B. Dexamethasone for veterinary use [monograph on the Internet]. Swedesboro, New Jersey: Wedgewood Pharmacy c2001–2002. Available from: <http://www.wedgewoodpharmacy.com/monographs/dexamethasone2.asp> Last accessed December 18, 2012.

Homepage/website

12. Glossary of Internet and Web Jargon. UC Berkeley Library [homepage on the Internet]. Berkeley: University of California c1995–2004 [updated 2004 January 7]. Available from: <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Glossary.html> Last accessed December 18, 2012.

Part of a homepage/website

13. Canadian Veterinary Medical Association [homepage on the Internet] c2007 The Canadian Veterinary Journal [updated monthly]. Available from: <http://canadianveterinarians.net/publications/canadian-veterinary-journal.aspx> Last accessed December 18, 2012.

Database on the Internet

14. Directory of Canadian Veterinarians and Clinics [database on the Internet] Ottawa: Canadian Veterinary Medical Association c2007. Available from: <http://canadianveterinarians.net/resources/directory-vets-clinics.aspx> Last accessed December 18, 2012.

5. Tables

- use a separate page, double-spaced, for each table
- submit tables in Microsoft Word
- number consecutively, using **arabic numerals (1, 2, 3, ...)**
- supply a brief title for each
- give each column a short or abbreviated heading
- place explanatory matter in footnotes, not in the heading
- explain in footnotes all nonstandard abbreviations that are used in each table
- designate footnote by superscript letter (a,b,c)
- identify statistical measures of variations, such as standard deviation and standard error of the mean
- omit internal horizontal and vertical lines
- cite each table in the text in consecutive order.

6. Figures

- figures should not be downloaded from the Internet, as they do not have sufficient resolution. Photographs and figures **must** have a resolution of at least **300 dpi** and be in **JPEG** or **TIFF** format **only**
- figure width must be 3.5 inches for one column, or 7.5 inches for two columns
- keep letters, numbers, and symbols clear and even throughout, and large enough to be legible when reduced for publication
- put titles and detailed explanations in the legend, not on the illustration itself
- include an appropriate scale for photomicrographs and electron micrographs in the legend, with an appropriate bar (measure) on the figure
- identify the stains used
- please note that all photomicrographs/light microscopic images must be submitted and published in color.
- contrast symbols, arrows, or letters used in the photomicrographs with the background
- cite each figure in the text in consecutive order
- the lines used in a line graph or drawing must be thicker than “hair-line,” they must be at least 0.03-cm (0.01-in) wide.

Note: If your manuscript as submitted contains color figures or images, you will **automatically** incur a fee of **\$155 CAD** per color figure or image. All light microscopic images must be submitted and published in color. These conditions are necessary for acceptance of your article.

Please check the CVMA website (www.canadianveterinarians.net) for examples of how to set up tables and figures.

7. Units of measurement, abbreviations, symbols

- use Système International (SI) measurements throughout the manuscript (7,8)
- consult the references below (5–10) for correct abbreviations and symbols
- avoid abbreviations in titles, in the abstract, and at the beginning of a sentence
- when using an abbreviation, spell out the full term the first time it is used, unless it is a standard unit of measurement.

References

1. Canadian Council on Animal Care. Guide to the Care and Use of Experimental Animals, vol. 1 (Revised March 2017) and vol. 2. Ottawa: Canadian Council on Animal Care, 1993. Available from: https://www.ccac.ca/Documents/Standards/Guidelines/Experimental_Animals_Vol1.pdf and <https://www.ccac.ca/Documents/Standards/Guidelines/Vol2/mice.pdf> Last accessed February 8, 2018.
2. International Committee on Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Updated December 2017. [homepage on the Internet]. Available from: <http://www.icmje.org/icmje-recommendations.pdf> Last accessed February 8, 2018.
3. Maxie MG. On the value of the case report [editorial]. *Can Vet J* 1989;30:855.
4. Maxie MG. Critical writing and reading of review articles [editorial]. *Can Vet J* 1990;31:413–414.
5. Merriam Webster's Collegiate Dictionary. 12th ed. Springfield, Massachusetts: Merriam-Webster, 2016.
6. Dorland's Illustrated Medical Dictionary. 32nd ed. Philadelphia, Pennsylvania: Elsevier Saunders, 2011.
7. Huth EJ. Medical Style and Format: An International Manual for Authors, Editors, and Publishers. Philadelphia: ISI Pr, 1986.
8. Saunders Comprehensive Veterinary Dictionary. St. Louis, Missouri: Saunders, 2011.
9. International Organization for Standardization. ISO Standards Handbook 3. Statistical Methods. 3rd ed. Geneva, Switzerland: International Standards Organization, 1989.
10. Petrie A, Watson P. Statistics for Veterinary and Animal Science, 3rd ed. Hoboken, New Jersey: Wiley, 2013.
11. Council of Science Editors. Scientific Style and Format. The CSE Manual for Authors, Editors, and Publishers. 7th ed. New York: Cambridge University Pr, 2006.