INSTRUCTIONS TO AUTHORS

SUBMISSION OF MANUSCRIPTS

Authors are urged to consult a recent issue of the journal and follow the style therein as closely as possible. Only original papers written in English will be accepted. Manuscripts should be sent with a cover letter that clearly states the corresponding author’s address, telephone and telefacsimile numbers, and E-mail address to Dr. James F. Zachary, Editor, Veterinary Pathology, 2001 South Lincoln Avenue, Urbana, IL 61801 (USA).

Ethical Treatment of Animals

By submitting a manuscript to Veterinary Pathology, the author indicates compliance with the guidelines outlined in the National Institutes of Health’s “Guide for the Care and Use of Laboratory Animals” (US Department of Health and Human Services, 1985).

Prior or Duplicate Publication (Redundant/Repetitive Publication)

In the covering letter accompanying the manuscript, the author should always make a full statement to the editor about all submissions and previous reports that might be regarded as prior or duplicate publication of the same or very similar work. Copies of such material should be included with the submitted paper. Veterinary Pathology does not endorse activities related to redundant publication. It will make every effort to monitor, investigate, and report such activities through appropriate channels. Redundant manuscripts provide no new information to our readership or the scientific community and waste valuable time and resources that could be dedicated to other Journal activities.

Transfer of Copyright

When a paper is accepted, all authors, unless employees of the US government, will be required to assign copyright of the article to The American College of Veterinary Pathologists.

GENERAL INFORMATION FOR ALL TYPES OF MANUSCRIPTS

Paper, Margins, Legibility

Manuscripts must be submitted in quadruplicate on white paper, 215 × 280 mm (8½ × 11 inches) or metric A4 (210 × 297 mm), double-spaced, and in a commonly used typeface, such as Courier, with 10 (pica) or 12 (elite) characters per inch. Margins should be at least 25 mm (1 inch), with no right justification. Laser printing or comparable print quality is required. Each line of text should be numbered, if possible.

Arrangement

Number each page and arrange the sections of the manuscript in the following order, while complying with the specific guidelines applicable to your type of manuscript (Full-Length, Brief Communication/Case Report, etc.):

1) Title page
2) Abstract
3) Key words
4) Introduction
5) Materials and Methods
6) Results
7) Discussion
8) Acknowledgements
9) References
10) Request for reprints
11) Tables
12) Figure legends

Use of Case Numbers

Number cases, starting with case No. 1 regardless of your particular numbering system, and include them in all sections of the manuscript where the cases are described or discussed (e.g., case Nos. 1–10, case Nos. 2, 3, and 5). Manuscripts that do not have case Nos. in the text, tables, or figure legends will be returned for correction, unless only one animal or tissue is reported.

Citation of Figures, Tables, Footnotes, etc.

Figures and tables should be cited in numerical order in the text. Footnotes are used for tables only and are designated by symbols used in the following progression (*, †, ‡, §, ||, #, ††, ‡‡, etc.). Notes within the text, such as name and location of a manufacturer, are put in parentheses at the appropriate places.

Nomenclature and Abbreviations

Only abbreviations in common use (e.g., DNA, HE) and only metric units of measurement are accepted. Keep abbreviations to a minimum and define them, e.g., neuron specific enolase (NSE), at first mention in each section. Avoid abbreviations in the Abstract.

Use the anatomic terminology of the Nomina Anatomica Veterinaria (3rd ed., published by the International Committee on Veterinary Gross Anatomical Nomenclature, Ithaca, NY, 1983). For listing the genetic strains of mice, refer to the Handbook on Genetically Standardized Jax Mice (Green MC and Witham BA, 4th ed. The Jackson Laboratory, Bar Harbor,
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ME, 199 1) and the List of Mutations and Mutant Stocks of the Mouse (Lane PW and Mobraaten LE, The Jackson Laboratory, Bar Harbor, ME, 1990).

Title Page

The first page should carry the full title of the paper (punctuation is discouraged, but colons are acceptable), the authors' names and initials without professional degrees, the name and location of the institutes where the authors have conducted their work with the authors' initials in parentheses after the appropriate institute, and a short title for use as a right running head. Only those persons who actually contributed to the manuscript should be listed as authors. "Those who have given technical assistance or moral or financial support or supplied equipment" (McNab SM: Coping with Clutter in a Scientific Paper. European Science Editing 45: 8, 1992) should be recognized in the Acknowledgements. Linnaean nomenclature should be included in the title for all but common domestic species. The address, telephone and telefax numbers, and the electronic mail address of the corresponding author should be placed at the bottom of the title page.

Key Words

Identify three to ten key words and place them after the Abstract in alphabetical order. Use terms from the medical subject headings (MeSH) list of "Index Medicus"; if suitable MeSH terms are not yet available for recently introduced terms, current terms may be used. The type of animal, organ system, and the methods used should be listed.

Tables

Tables should be typed on separate pages, identified with arabic numerals, and should be placed after the text in numerical order rather than incorporated into it. The heading or title of the table should be complete enough that the reader is able to understand the table without having to refer to the text. All parts of a table must be double-spaced and in full-size type. Omit all vertical rules.

Illustrations

Only illustrations of top quality will be accepted for printing. Submit three sets of illustrations in glossy finish. If appropriate, one set should be mounted (edges directly opposed with no wasted white space) to efficiently utilize the plate size described below (180 mm width by 210 mm length). The other two sets should be submitted separately, unmounted, and adequately protected from damage. All illustrations must be identified with arabic numerals. They must have a legend and should be numbered consecutively and mentioned consecutively in the text. Do not use Fig. 1a, 1b, 1c, etc. except for different staining techniques on the same field, e.g., HE and avidin biotin peroxidase complex method. Micrographs cannot contain photographic or tissue artifacts. Only high-quality, computer-generated graphics are acceptable. Please check "Illustrating Science: Standards for Publication" (Scientific Illustration Committee of the Council of Biology Editors, Bethesda, MD) for style of x and y axes in graphs. In gross photographs and photomicrographs, correct anatomic orientation should be maintained. In other words, the top of the surface of the skin or organ should be at the top of the photograph. The prints should fit onto a plate that measures 180 mm wide by 210 mm high, but can be slightly larger as they can be reduced to page size by the printer. Smaller sizes are permissible, but photographs must be grouped to make best use of space. Single column figures 90 mm wide are acceptable. The author may indicate how photographs are to be grouped, but the editor reserves the right to regroup them. Do not give magnifications in figure legends; include a bar or scale about 1 cm long and explain its equivalent (use 1, 2, 5, 10, 25 μm, etc.) in the legend. The figure number, author’s name, and top of picture should be lightly penciled on the back or typed on a label applied to the back of each illustration. The full cost for all color illustrations must be borne by the author. The current price is US $900 per plate. Additional plates are US $450 each.

Figure Legends

Figure legends should be placed at the end of the manuscript and written in the following style:

Fig. 1. Organ or tissue; animal identification, case No. Sentence description of the change that is visible in the print. Complete staining method with names of stains and counterstain, i.e., avidin biotin peroxidase complex method, Mayer’s hematoxylin counterstain. Bar = in μm.

References

In the text, the reference citations should be in superscript, should have no parentheses, and should follow all punctuation (e.g., Previous studies have shown that mice are good models of this disease.1,2-11). The reference list should be arranged alphabetically and references numbered consecutively. Journal abbreviations should be those used in "Index Medicus." The following are the styles for references:

Article in a Journal

Supplement in a Journal

Chapter in a Book and Dissertations
Book

Only published material or material that has been accepted for publication and is “in press” should be listed in the References. In the case of “in press” papers, a copy of the letter of acceptance should accompany the manuscript. Personal communications and personal observations should be cited in parentheses in the text, e.g., (J. B. Williams, personal communication).

Request for Reprints
At the end of the Reference section give the precise postal address including country of the author to whom requests for reprints are to be sent.

FULL-LENGTH MANUSCRIPTS

Abstract
Each Full-Length paper must begin with an informative, rather than descriptive, abstract of 250 words or less that summarizes the essential data and is a concise, factual condensation of the article. The breed, age, and number of animals should be stated. Absolute numbers of subjects (either animals or tissue samples) should be given with the percentage in parentheses, i.e., “. . . and 75/250 (30%) of the tissues stained positively.” Authors can utilize the “structured abstract format,” if this format is appropriate for their subject matter (see: More informative abstracts revisited. Annals of Internal Medicine 113:69–76, 1990 or Proposal for more informative abstracts of clinical articles. Annals of Internal Medicine 106:598–604, 1987).

Text
Full-Length manuscripts should consist of labeled sections in the following order: an Introduction (untitled), Materials and Methods or Case History, Results, Discussion, References, and, if appropriate, tables and figure legends. Subheadings under these main headings should not be used except in lengthy sections and should follow appropriate Veterinary Pathology style.

BRIEF COMMUNICATIONS AND CASE REPORTS

Text
These manuscripts should have the same structure, including a concise 100–150 word abstract, as the full-length submissions, but in much shorter form. Section headings are used only for the Abstract, Acknowledgements, and References. Brief Communications may be about any suitable subject that does not warrant a full paper. Case Reports must present a unique or outstanding pathologic description; it is not sufficient to be the first report of an entity in one species of animal.

Length
Brief Communications, including illustrations, tables, and references, must not exceed 2.5 printed pages, usually six manuscript pages. References should be limited to ten. Case Reports should not exceed 1.5 printed pages, usually three manuscript pages, and references should be limited to five.

PAGE PROOF CORRECTIONS
Corrected page proofs must be returned to Allen Press within 48 hours of receipt. Only typographical errors will be corrected. Inquiries regarding proofs should be directed to Eleanor Lohmann, 1041 New Hampshire St., Allen Press, Lawrence, KS 66044, 1-800-627-0326.

ELECTRONIC PUBLICATION OF ACCEPTED MANUSCRIPTS
Manuscripts accepted for publication by Veterinary Pathology will be published electronically in the near future. Authors will be requested to submit manuscripts in Macintosh® or MS-DOS formats using a common word-processing software. Authors will be contacted by the editor-in-chief about electronic publishing.