



## Cattle Practice: Authors' Instructions

Contributions are invited on the veterinary and scientific aspects of cattle health and production/bovine health management. Submitted material is accepted on the understanding that it has not been published elsewhere, and that it will be subject to editorial revision or peer review. All published material will be the copyright of the British Cattle Veterinary Association. A new development is the introduction of a peer-reviewed section within Cattle Practice. Material may be submitted in the formats in the table below:

Peer-reviewed	Non peer-reviewed
Original research paper	Original research paper
Short communication	Short communication
Review article	Review article
Case report	Case report
	Proceedings
	Abstract
	Poster

**Please clearly indicate whether you wish your material to be subject to peer review. Submitted material failing the peer review process will not automatically be published in the non-peer reviewed section of the journal and may be rejected totally.**

### Advice for new or infrequent authors

The following advice is aimed at authors who may not be used to writing papers for journals:

- Check through the guidance for authors carefully. Writing style should be scientific rather than a literary writing style or a transcript from a planned presentation
- Adopt the past perfect tense: *'The cow presented with paroxysmal coughing'* (<http://www.englishpage.com/verbpage/pastperfect.html>)
- Avoid using personal pronouns (<http://www.bbc.co.uk/skillswise/words/grammar/interestsentences/pronouns/factsheet1.shtml>)
- Use the spelling and grammar checking function in Microsoft word (under 'Review' on the far left of the toolbar)
- Ask at least one person to proof read the paper; ideally someone familiar with scientific paper writing
- For further guidance on scientific writing please refer to the following: <http://www.oup.com/us/samplechapters/0841234620/?view=usa>

## Paper

Original research papers should have the following sections:

- A title of less than 15 words
- The names, addresses and qualifications of each author
- An abstract not exceeding 200 words
- The following sections must be included: introduction, materials and methods, results, discussion, acknowledgements, conflict of interest declaration, references
- These sections (excluding references and tables) must not normally exceed 3500 words

## Review article

Review articles should have the following format:

- A title of less than 15 words
- The names, addresses and qualifications of each author
- An abstract not exceeding 200 words
- The body of the text (excluding tables and references) must not exceed 5000 words

## Short communication

Short communications should have the following format:

- A title of less than 15 words
- The names, addresses and qualifications of each author
- An abstract not exceeding 200 words
- The body of the text should follow the same format as a paper, but without separate sections
- The body of the text (excluding a limited number of tables and references) must not exceed 1000 words

## Case report

Case reports should have the same format as a Short Communication.

## Proceedings

Proceedings, i.e. material submitted for publication as part of a presentation to the British Cattle Veterinary Association Congress, should have the same format as a paper.

## References

References should be referred to in the text as 'Smith (2011)...', 'Smith and others (2011)...' or '... (Smith 2011)'. They should be listed in the text in date order, and in the reference list in alphabetical order. The format for listing references is as follows:

1. **Paper:** author names and initials, date, title, full name of journal, **volume number**, (issue), page numbers, e.g. Hogg, R., Livesey, C., Payne, J. (2008) Diagnosis and implications of botulism. In Practice **30**: 392-397
2. **Book:** author names and initials, date, chapter title, book title, edition, editor, time of publication, city, publisher, page numbers, e.g. Jouany, J-P, Diaz, D.E. (2005) Effects of mycotoxins in ruminants. In The Mycotoxin Blue Book. Ed D.E. Diaz. Nottingham, Nottingham University Press. pp 295-321
3. **Proceedings:** author names and initials, date, title of paper, title of proceedings, editors, town and country, date of proceedings, page numbers, e.g. Bols, P.E.J., de Kruif, A. (1994) A

clinical comparison of two injectable oxytetracycline preparations for the treatment of pneumonia in calves. Proceedings of the XVIII World Buiatrics Congress, Bologna, Italy, 20-25 September 1994, pp603-606.

4. **Web:** webpage title, date, website address, date accessed, e.g. Defra (2009) Bluetongue: Latest situation. <http://www.defra.gov.uk/foodfarm/farmanimal/diseases/atoz/bluetongue/latest/index.htm>. Accessed January 28, 2010

Personal communications should be cited within the text as '.....P.D. Smith, personal communication'

### **Format for submission**

Papers for submission should be submitted electronically in Microsoft Word, using a Sans serif font such as Calibri, with left justification.

Tables and images should not be included in the document, but submitted in a separate document and cross-referenced (e.g. 'Figure 1'). **Tables** should be created in Word format, should not replicate what is already in the text, no more than five, with a clear legend that makes the table easy to understand. Digital images should be greyscale (i.e. black and white) at 300 dpi, in file formats .jpeg, .tif.

The writing style should be in the past perfect tense, using British English. Any abbreviations used should be spelt out at first use.

Measurements should be metric or International System (SI) units, and temperatures in degrees centigrade.

Medicines should be referred to by their generic names, as defined by the World Health Organisation in their list of recommended International Non-proprietary Names (rINNs), with the generic name followed by the product name and manufacturer; e.g. 'cloprostenol (Estrumate; Intervet)'. The list may be found on the Medicines and Healthcare products Regulatory Agency website at <http://www.mhra.gov.uk/Howweregulate/Medicines/Namingofmedicines/ChangestomedicinesnamesBANstorINNs/index.htm>.

Parasites should be named according to the Standardised Nomenclature of Parasitic Diseases (SNOPAD) which may be found in Kassai, T., Cordero del Campillo, M., Euzeby, J., Gaafar, S., Hiepe, Th., Himonas, C. A., 1988. Standardized Nomenclature of Animal Parasitic Diseases (SNOAPAD). *Veterinary Parasitology*. **29**, 299-326. For further information, see the website of the World Association for the Advancement of Veterinary Parasitology at [www.waavp.org](http://www.waavp.org).

Microorganisms should be named using the binary system, i.e. genus and species italicised (e.g. *Escherichia coli*) written out in full the first time it is used in a paper. Thereafter, the generic name should be abbreviated to the initial capital letter (e.g. *E. coli*), provided there can be no confusion with other genera used in the paper. Names of all taxa (kingdoms, phyla, etc) should be italicised in the manuscript; strain designations and numbers should not. Vernacular (common) names should be in lowercase roman type (e.g. streptococcus, brucella). For more information see the website <http://www.bacterio.cict.fr/>.

Equipment should be listed e.g. item of equipment (model, manufacturer, country of origin).

## **Ethics**

All material published in Cattle Practice must adhere to high ethical standards concerning animal welfare.

Manuscripts will be considered for publication only if the work described:

- Follows international, national and institutional guidelines for humane animal treatment and complies with relevant legislation;
- Has been approved by the ethics review committee at the institution or practice at which the studies were conducted where such a committee exists;
- For studies using client-owned animals, demonstrates a high standard (best practice) of veterinary care and involves informed client consent.

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

- Confirm 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 the international, national, and/or institutional guidelines followed.

The Editor retains the right to reject manuscripts on the basis of ethical or animal welfare concerns. Papers may be rejected on ethical grounds if the study involves unnecessary pain, distress, suffering or lasting harm to animals, or if the severity of the experimental procedure does not appear to be justified by the value of the work presented. The work should be likely to gain approval in Britain under the Animals (Scientific Procedures) Act or equivalent regulations.

Authors must declare whether or not there is any factor that could influence the impartiality of the paper presented under a section entitled 'conflicts of interest'. This should include sources of funding or commissioning.

Papers or letters for consideration for publication should be e-mailed with a covering letter to [office@bcva.co.uk](mailto:office@bcva.co.uk).