

## **BVZS guidelines for Meeting abstracts**

(Last updated: December 2013, FM)

PLEASE NOTE: *From the November 2007 meeting all abstracts and extended abstracts will be linked to CABI. This is an important step in helping the Society and members' work reach a wider audience. While the Society encourages authors to include as much relevant data as possible, it is the author's own responsibility to restrict their data as necessary in order not to prejudice any future peer-reviewed publications they may have planned. While previous humorous biographies have been included, in line with the links with CABI, please adhere to the biography guidelines and keep these to a professional nature. At present BVZS meetings and abstracts are NOT peer-reviewed.*

Submissions should be in Word (.doc or .docx) format, 12 font Calibri, single line spacing, not justified.

### Biography:

This should include the first author's institution/ practice/ affiliations, as well as a summary of relevant qualifications and achievements, career, highlights, or relevant current projects. Please keep the biography to a professional nature. Maximum of 100 words. Please submit your biography as a separate file.

### Title:

The title should be in capital letters, centred, bold. The title should not be more than 15 words.

### Author(s)

Please provide all relevant post-nominals of the main author/speaker, initials and surname of co-authors, place of work of the main author and email address that can be printed with the abstract.

### Abstracts:

Abstracts should be a minimum of 200 words, and a maximum of one page A4 (standard margins), including references (*Veterinary Record* format), figures/tables and acknowledgements if relevant. The conclusions/results/outcome of the study/case report must be included in the abstract.

### Extended Abstracts:

These are reserved for invited speakers and those that have requested such from the meetings committee. The required format is:

1. Study: SUMMARY, INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, REFERENCES
2. Case reports or case series: SUMMARY, INTRODUCTION, CASE REPORT, DISCUSSION, REFERENCES

3. Review articles should preferably be in the format: SUMMARY, REVIEW, CONCLUSION. This may be altered depending on the review's nature, but must include a SUMMARY and CONCLUSION.

The text should be concise and should be a maximum of 2000 words, and not exceed 4 pages in length, including illustrations and references. The summary should not exceed 200 words.

#### Tables and illustrations

Tables should be kept to a minimum and should be created in Word. The legend should clearly explain what data the table is presenting, without the need to refer back to the text. Tables should not duplicate information presented in figures.

Digital images should be GIF, TIFF, or JPEG files, at a minimum resolution of 300 dpi. Please label them to correspond with the list of numbered figure captions; for example 'Figure 3.jpg' or 'Figure 7B.jpg', etc.

#### Style

Measurements should be expressed in the metric system or in SI units. Temperatures should be given in °C. Centrifugation speeds should be given in g. All abbreviations should be spelt out in full the first time they are used in the text. Medicines should be referred to by the generic name (Recommended International Non-Proprietary Name), as used in the sixth edition of *The Veterinary Formulary* (London, Pharmaceutical Press 2005) and listed on the website of the [Medicines and Healthcare products Regulatory Agency](#), followed by the proprietary name and manufacturer in brackets when first mentioned; e.g. fenbendazole (Panacur; MSD). Parasitic infections should be referred to according to the Standardised Nomenclature of Parasitic Diseases (SNOPAD) guidelines, which are summarised by the [World Association for the Advancement of Veterinary Parasitology](#). Spelling should be in British English. Manuscripts should be written in the third person.

#### References

In the text, references should be cited as follows: Smith (1995) described.../...recorded earlier (Brown and Jones 1994, Smith and others 1997). Lists of references should be given in date order in the text, but alphabetically in the reference list.

In the reference list, all authors' names and initials should be given followed by the date, title of the paper, full title of the journal, volume number and full page range, e.g. SMITH, A. B., JONES, C. D. & BROWN, E. F. (1995) How to list your references. *Veterinary Record* xxx, 71-76

Book references should include the chapter title if appropriate, the full title of the book, the edition, the editors, the town of publication, publisher and page numbers of material referred to, e.g. SMITH, A. B., JONES, C. D. & BROWN, E. F. (1993) How to list

your references. In *Getting It Right*. 3<sup>rd</sup> edn. Eds S. Adams, J. Alexander. London, Society of Reference Publishers. pp 23-37

Proceedings should include the title of the paper given at the meeting, proceedings title, the editors (if applicable), town, country, month date a to b, year, and page numbers (if applicable), e.g. MILLER, W. (1976) A state-transition model of epidemic foot-and-mouth disease. Proceedings of an International Symposium: New Techniques in Veterinary Epidemiology and Economics. Reading, UK, July 12 to 15, 1976. p 56

Websites should include the title of the page, website address and date accessed, e.g. DEFRA (2001) Explanation of Foot and Mouth Restrictions. [www.defra.gov.uk/animalh/diseases/fmd/disease/restrictions/explanation.asp](http://www.defra.gov.uk/animalh/diseases/fmd/disease/restrictions/explanation.asp). Accessed August 24, 2001

Personal communications should be cited within the text and follow the form 'A. B. Smith, personal communication'.