

BVZS guidelines for Meeting abstracts

(Last updated: May 2016)

PLEASE NOTE: All abstracts will be linked to CABI. It is the authors own responsibility to restrict their data as necessary in order not to prejudice any future peer-reviewed publications they may have planned. At present BVZS meetings and abstracts are NOT peer-reviewed.

Please use the abstract and biography word document templates provided (available on the BVZS website under “Information for Speakers and Poster Presenters” found by following the link to the relevant meeting under “Upcoming Events” on the home page). These templates are already in the required format for the conference proceedings. Please also ensure to follow the guidelines below:

Biography:

This should be in word (.doc or .docx) format, 12 font Calibri, single line spacing, not justified. Please include the first author’s name and qualifications on the first line followed by a short paragraph summarising the first author’s relevant qualifications and achievements, career, highlights, or relevant current projects. Please keep the biography to a professional nature. Maximum of 150 words. Please submit your biography as a separate file to the abstract, with the file name being: Biography – year – surname (e.g. Biography-2015-Molenaar).

Abstracts:

Both the abstract and biography should be in word (.doc or .docx) format, 12 font Calibri, single line spacing, not justified.

File name: Your abstract file name should be: BVZS-meeting-year-surname-short title (e.g. BVZSSpring-2015-Molenaar-SBV)

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 speaker, initials and surname of co-authors, place of work of the speaker and email address that can be printed with the abstract.

Main body of text:

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 main 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 reviews 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 spelled 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; eg, fenbendazole (Panacur; Intervet). 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 et al., 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, eg: 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, eg: SMITH, A. B., JONES, C. D. & BROWN, E. F. (1993) How to list your references. In *Getting It Right*. 3rd 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), eg: 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, eg: DEFRA (2001) Explanation of Foot and Mouth Restrictions. 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'.