

Journal of Veterinary Diagnostic Investigation

Instructions to Authors

1. Scope and editorial policy

The *Journal of Veterinary Diagnostic Investigation* (J Vet Diagn Invest), an international peer-reviewed journal published bimonthly in English, is devoted to all aspects of veterinary diagnostic science. The major disciplines are anatomical pathology, bacteriology/mycology, clinical pathology, epidemiology, immunology, laboratory information management, molecular biology, parasitology, public health, toxicology, and virology.

The *Journal* accepts original manuscripts for review with the understanding that the same material or a substantial part thereof is not at present being considered for publication and has not been published elsewhere by another publisher. The Corresponding Author should secure the approval of all authors and the institution(s) where the work was carried out. A statement to the Editor confirming that such approval has been received should be included in the submission cover letter. Manuscripts will be reviewed by 2 or more persons selected by the Editors.

There is a manuscript-processing fee of \$75 for each printed page published in the *Journal*. Upon acceptance for publication, authors will receive a **Copyright Transfer Form** to transfer copyright to the publisher. All articles published in the *Journal* are protected by copyright that covers the translation rights as well as the exclusive rights of the American Association of Veterinary Laboratory Diagnosticians to reproduce and distribute the articles. The *Journal* will not publish any manuscript in which the Copyright Transfer Agreement has not been signed and returned to the Editorial office. Authors will also receive a **Color Figure Agreement**. If your article contains **color** figures, you are required to fill out and return this form to verify that you are aware of the additional charges involved in publishing color figures (\$775 per page). Black/white figures do not incur any additional charges.

2. Manuscript preparation

2.1. General format and style

2.1.1. Layout and media. Four manuscript formats are accepted: Review Articles, Full Scientific Reports, Brief Research Reports, and Case Reports. Review Articles are strongly encouraged provided they cover subjects of current and broad interest to veterinary laboratory diagnosticians. Authors interested in submitting a Review Article should contact the Editor-in-Chief (editor@jvdi.org). Book Reviews are also welcome and should be emailed to the Editor-in-Chief, and not submitted through Manuscript Central.

- ✓ Your main document should be in .doc or .rtf format.
- ✓ Main document should include your tables but **must not** include embedded figures.
- ✓ Pages should be numbered at the bottom center.
- ✓ Text lines must be numbered; each page should begin with line #1.
- ✓ Manuscript should be double-spaced *throughout* using Times New Roman; font size should be 12 pt.
- ✓ Figures should be saved as CMYK in .jpg or .tiff format only.
- ✓ Line art should be submitted at a minimum of 1200 pixels/inch (480 p/cm). Half tones (photographs) should be submitted at a minimum of 300 pixels/inch (120 p/cm). For help preparing your figures, visit <http://www.irfanview.com/>.
- ✓ Submit all parts of the manuscript via Manuscript Central at <http://mc.manuscriptcentral.com/jvdi>
- ✓ **Please note:** Manuscript Central only allows 5 authors per manuscript; this does **not** have any bearing on the number of authors you may list on your title page. The system will create accounts for the co-authors you

list, thereby allowing them to log in and check the status of your manuscript as it progresses through the editorial process.

2.1.2. Style. The American form of English should be used, and manuscripts should be written in a style following the current standards for scientific publications. The Editors will return manuscripts that do not meet a minimum standard for written English for revision prior to review. The use of personal pronouns (I, my, our, we, us) should be avoided in the text. Only metric units of measurement are acceptable. All abbreviations may be used after first mention with complete spelling. Arabic numerals should be used except when a number begins a sentence, in which case it should be spelled out in full.

2.2. Detailed layout

2.2.1. Title page. Page 1: Full title of the paper, the authors' full names (example: John D. Doe); the name and location of each author's institution(s); the name, mailing address, and e-mail of the corresponding author; and a short running title (Review Articles and Full Scientific Reports only) not to exceed 60 characters (including spaces).

2.2.2. Abstract. Page 2: Abstract should be limited to **250 words or fewer**. It should be concise, factual, and be able to stand alone without reference to the text. *Abbreviations and reference citations should not be used in the abstract.*

2.2.3. Key words. Page 2: For online search purposes, provide an **alphabetical** list of key words or phrases not to exceed 80 characters (including spaces). Key words should appear directly below, and on the same page as, the abstract. *Abbreviations should be spelled out.* During online submission, Manuscript Central limits the number of key words that can be submitted. This has no bearing on the list included in your manuscript.

2.2.4. Body of manuscript. Beginning on Page 3.

- *Review Articles* should contain: Title page; Abstract and Key words; Introduction; section headings; Acknowledgements (if any); Sources and manufacturers (if any); References; Tables (if any); Figure legends (if any). *Review articles should have appropriate section headings and subheadings chosen by the author.*
- *Full Scientific Reports* should contain the following sequential sections: Title page; Abstract and Key words; Introduction; Materials and methods; Results; Discussion; Acknowledgements (if any); Sources and manufacturers (if any); References; Tables (if any); Figure legends (if any). *Introduction and Discussion should not contain any subheads.*
- *Brief Research Reports* and *Case Reports* should contain: Title page; Abstract and Key words; body of manuscript (*no section or subheadings*); Acknowledgements (if any); Sources and manufacturers (if any); References; Tables (if any); Figure legends (if any). Articles should be limited to approximately 12 double-spaced typed pages, including illustrations, tables, and references.

2.2.5. Sources and manufacturers. *Trade names for commercial test kits, equipment, chemicals, etc., should not be included in the text but should be listed in full with the appropriate text citation in the Sources and Manufacturers section.* Generic names of drugs should be used in the text. In the text, sources should be designated by superscript lowercase letters in sequential order. Under the Sources and Manufacturers heading, sources (including manufacturer's name, city, state, and country if other than the U.S.) should be cited in a lettered list to correspond to superscript letters in the text.

2.2.6. References. In text, references should be identified numerically with superscript numbers. *Names of authors should not be used in the text.*

Examples:

Recent studies^{1,3,5-7} have shown...

Enzyme-linked immunosorbent assay (ELISA) was performed as previously described.^{6-8,9,10}

In the Reference list, references must be listed alphabetically and numbered consecutively. List all authors when there are 4 or fewer; when there are 5 or more authors, list the first 3 and add “et al.” Volume numbers *only* should be used for journals, unless each journal issue begins with page 1, in which case the issue number should appear in parentheses after the volume number. Journal names should be abbreviated per NCBI (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>).

Examples:

1. Bowen RA: 1987, Serologic responses of calves to sequential infections with epizootic hemorrhagic disease virus. *Am J Vet Res* 48:1449–1452.

2. Gustafson DP: 1986, Pseudorabies. *In: Diseases of swine*, ed. Dunn HW, 5th ed., pp. 274–289. Iowa State University Press, Ames, IA.

For references in a language other than English, provide an English translation of the title in brackets following the foreign language title. Add the language in which the article appears at the end of the reference (e.g., In German.). If the article has an abstract that is available in English, please also state this (e.g., In German. Abstract in English.). For example:

1. Eicken K, Frey H-R, Grummer B, et al.: 2004, Epidemiologische Langzeituntersuchungen und Überwachungsmaßnahmen zur Bekämpfung von BVD-Virusinfektionen in einem nordwestdeutschen Rinderzuchtbetrieb.- Ein Fallbericht [Epidemiological long-term investigations and monitoring for the control of BVD virus infections in a northwestern German cattle holding]. *Der Praktische Tierarzt* 85:350–355. In German.

Authors are responsible for the accuracy of all references. Only published material or accepted manuscripts should be listed in references. **URLs, personal communications, unpublished observations, abstract-only citations, meeting proceedings, and citations from other non-refereed publications are not acceptable references; they must be cited in the text within parentheses.** In general, meeting proceedings and citations from other non-refereed publications should be avoided.

2.2.7. Tables. Tables should appear on separate pages after the References. The table title should appear directly above the table. Tables must be numbered consecutively with Arabic numerals, and must be cited consecutively in the text. All abbreviations must be spelled out using table footnotes. References to footnotes should be indicated by the following sequential symbols (*, †, ‡, §, †, #, ¶, **).

2.2.8. Figure legends. Legends should appear on a separate page following the tables, and must be cited consecutively in the text.. Identify histological stains, and indicate the magnification on electron micrographs with a scale bar and explain in legend.

2.3. Figures

Figures must NOT be embedded in the text document. Figures must be cited consecutively in the text and numbered with Arabic numerals (Fig. 1, Fig. 2, etc.). Simple illustrations should be designed for one column. Complicated illustrations should be designed to reproduce in two columns.

- 1-column width is 20 picas or 3.320 inches.
- 2-column width is 41 picas or 6.807 inches.

Acceptable formats are .jpeg and .tiff.

- minimum acceptable resolution is 300 pixels/inch (120 pixels/cm) for half tones (i.e., photographs)
- minimum acceptable resolution is 1,200 pixels/inch (480 pixels/cm) for line art (i.e., graphs, line art)

Black and white figures should be saved as Grayscale, and color figures should be saved as CMYK. Multiple color figure panels should be grouped into a composite figure, with the individual panels clearly identified (e.g., **A, B, C or 1, 2, 3**). Figures should be saved as separate files with the figure number (Fig. 1, Fig. 2, etc.) as the file name (*figure numbers and/or titles should not appear as part of the image*). For help preparing your figures, please visit <http://www.irfanview.com/>.

Authors are responsible for paying the cost of publishing **color** photographs/illustrations at the rate of **\$775.00 per page**. Black/white images do not incur any additional cost.

3. Page charges and galleys

There is a manuscript-processing fee of \$75 for each printed page published in the *Journal*. Color figures incur an additional charge of \$775 per page. In addition to the Copyright Transfer Agreement, if you are submitting color figures, a **Color Figure Agreement** must be signed and returned to the Editorial office to verify that you are aware of the additional charges. The Agreement is sent out with all decision letters. If you are unable or unwilling to pay the extra color page charge, you must resubmit all color materials in black and white.

The Corresponding Author will receive galley proofs by e-mail from the Editorial Assistant (editorial@jvdi.org) about 8–10 weeks before the first day of the scheduled publication month. At the time galleys are sent, an invoice for page charges will also be attached, and payment is expected **WITHIN 30 DAYS**.

4. Reprints

JVDI uses EzReprint, a user-friendly, automated online system for purchasing article reprints. Prior to publication of the issue, you will receive an e-mail with a unique URL (*SmartLink*) and information about the reprint order process. Clicking on the *SmartLink* will take you directly to a web portal where you may place your reprint order. The email will be sent to you from EzReprint@odysseypress.com. You may want to add this to your Safe Senders list to ensure that you receive the message. Reprint orders no longer have to be received in advance. Reprints can be ordered up to 6 months after the issue is published. If you have questions concerning your reprint order, please contact EzReprint@odysseypress.com.

5. New manuscript submission







All manuscripts must be submitted online at: <http://mc.manuscriptcentral.com/jvdi> using the following online submission instructions.

5.1. Preparing to submit

1. Name your files using simple file names and avoid special characters and spaces.
2. Manuscript Central supports the following browsers:
 - Windows 2000: Internet Explorer (IE) 6.0, Firefox 1.0.4
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5. Click on the **Author Center**, find the  button and click to **submit a new manuscript**, then follow the on-screen instructions. It is useful to have the original text file open so that you can copy and paste into the required fields. You will also be required to provide e-mail addresses for up to 5 of your co-authors. **Please note:** the system only allows up to 5 accounts per manuscript. While Manuscript Central only allows you to list 5 authors, this does **not** have any bearing on the number of authors you may list on your title page. The system will create accounts for the co-authors you list, thereby allowing them to log in and check the manuscript status.
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9. After the manuscript has been submitted you will see a confirmation screen and receive an e-mail confirmation stating that your manuscript has been successfully submitted. *This email will include the assigned manuscript number that will be used in all correspondence.* If you do not see a confirmation screen and/or receive a confirmation e-mail, your manuscript has not been successfully submitted to the journal and cannot progress to peer review. If this is the case, your manuscript will appear in the “Unsubmitted Manuscripts” section of your “Author Center” awaiting your attention. Please contact Manuscript Central’s customer support (434-817-2040, ext. 167) or the Editorial Assistant if you encounter problems submitting your manuscript.
10. If you return to the **Author Center**, click on **Submitted Manuscripts** to the left of your screen. Find your manuscript title, and locate the **Status** section. This provides information on your manuscript as it moves through the review process.

6. Revised manuscript submission

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3. Click on **Author Center**, then **Manuscripts with Decisions**.
4. Locate the manuscript you wish to revise and click **Create a Revision**.
5. Respond to the comments made by the Editor and/or Reviewers. IMPORTANT: All corrections/changes must be made on the file provided in the decision letter.
6. Follow the submission process, providing information when prompted.
7. If at any step you need to stop the revised submission process, click on the “Main Menu” link. Everything you have typed into the system will be saved. When you interrupt the revision submission process, your manuscript moves into the “Revised Manuscripts in Draft” in your “Author Center.” Click on the link to restart your revision process.
8. Please note that all files from your new manuscript submission process are retained by Manuscript Central. Therefore, when uploading your revised files, you must first *delete* your original files and replace them with revised versions.
9. After your revision has been submitted you will see a confirmation screen and receive an e-mail confirmation stating that your manuscript has been successfully revised. This email will include an appended manuscript number (.R1, .R2) that will be used in all correspondence.

7. Help

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