

## GUIDE FOR AUTHORS

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### MANUSCRIPT

Papers should be written in good English (American or British usage is accepted, but not a mixture of these). Use decimal points (not decimal commas); use a space for thousands (10 000 and above).

The complete set of the manuscript, including photographs and illustrations, tables or graphs should be sent in the digital form to the following e-mail address: [vargova@uvlf.sk](mailto:vargova@uvlf.sk). The Editorial Board maintains the option of returning, before evaluation, manuscripts to authors who do not comply with these recommendations.

Please state clearly which category of paper is being submitted. With the exception of review articles the papers should not exceed 12 pages including tables, graphs, illustrations, photographs, and references.

**The manuscript should be typed in Times New Roman font, 1.5 spacing, with margins of at least 25 mm, paragraphs indented, observing the structure specified below.**

**Authorship.** Each author must have (a) participated substantially in the conception and execution of the work, (b) contributed significantly to the drafting and/ or revision of the manuscript, and (c) agreed with the final version, in order to accept public responsibility for the article. The order of authorship should be a joint decision of the co-authors. Authors should be prepared to explain this order.

**Conflict of Interest.** If a study evaluates a pharmaceutical product, a medical or scientific device, or any other commercial manufacture, the authors must disclose, in a confidential covering letter to the editor, any and every financial interest (e.g. employment, consultancy, share-holding, board membership, etc.) they may have in the company that manufactures the product discussed or in a rival firm and/or commodity.

### REFERENCES

Only the work used should be mentioned. In the reference list, the references should appear in alphabetical order by the first author's surname, preceded by an Arabic numeral. List the first six authors followed by et al. References should be set out thus. All entries in the reference list must correspond to the references in the text and vice versa. The style and punctuation of the references should follow the format described and illustrated below:

**Journals:** Surname(s) and initial(s) of the author(s), year of publication (in bold), full title of the paper, title of the journal (in *italics*), volume, and relevant pages (See examples below). The issue number should be quoted in parentheses only if the pagination of the journal is by issue rather than by volume.

**Books:** Surname(s) and initial(s) of the author(s) and/ or editor(s), year of publication, full title of the book (in *italics*) and edition (if not the first), publisher and place of publication, pages.

Examples:

1. **Ahlborg, B., Ekelund, L. C., Nilsson, C. G., 1968:** Effect of potassium-magnesium aspartate on the capacity of prolonged exercise in man. *Acta Physiol. Scand.*, 74, 238—245.

2. **Black, H., Duganzich, D., 1995:** A field evaluation of two vaccines against ovine pneumonic pasteurellosis. *New Zeal. Vet. J.*, 43, 60—63.

3. **Brown, L. W., Johnson, E. M., 1989:** Enzymatic evidence of alkaline phosphatase. In **Caster, A. R.:** *Enzymology*. Plenum Press, New York, 99—101.

4. **Ikuta, K., Shibata, N., Blake, J. S., Dahl, M. V., Nelson, R. D., Hisamichi, K. et al., 1997:** NMR study of the galac-tomannans of *Trichophyton mentagrophytes* and *Trichophyton rubrum*. *Biochem. J.*, 323, 297—305.

In the text, the number of respective reference is used instead of names and dates for citations, e.g. "All space-flight embryos... showed normal embryogenesis (3, 6) and post-hatch development (5)." Only if the writer's name is a necessary part of the sentence should it be used, e.g. "Jones *et al.* (7) discovered that..." If the date is essential, it too should form part of the text, e.g. "Then in 1997 Jones *et al.* (7) made a breakthrough."

Citation of a reference as "in press" implies that the item has been accepted for publication

### LANGUAGE STYLE

Be prepared to use the first person ("I" or "We", e.g. "We studied 24 Slovak Merino ewes."), but do not overuse it. The excessive use of the passive voice is a principal cause of dullness in scientific writing. Use it sparingly, and prefer the active voice.

Use the past tense for reporting observations, completed actions, and specific results ("We observed no significant changes.")

Use the present tense or the present perfect for generalizations and generalized discussion. ("This suggests that...")

Employ the specialist vocabulary of your discipline(s), but do not allow this technical jargon to turn into gobbledegook. "The dynamic development of biological sciences has... had a positive influence on the current knowledge of the activated mechanisms... in the case of human and animal organisms" can be rendered succinctly as "The rapid growth of biological science has enabled us to understand the functions of human and animal bodies better." Convoluted and roundabout expression does not impress and may well irritate the reader.

Be simple and concise; where possible use verbs instead of abstract nouns. Break up long noun clusters and "stacked modifiers" (strings of adjectives before nouns without clues about which modifies which).

Avoid "dictionary" and "computer English" — transverbatim based upon an incorrect choice of words in a dictionary or word bank. (One computer produced this: "Natural immunity is not bound on antecedent individual skill by your leave pathogen and him close non-pathogenic microorganism").

**Units of Measurement.** Follow internationally accepted rules and conventions: use the international system of units (SI).

All haematological and clinical chemistry measurements should be recorded in the metric system or in SI units.

**Abbreviations and Symbols.** Use only standard abbreviations. Avoid abbreviations in the title and abstract. Abbreviations and acronyms should be used only if they are repeated frequently. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement, e.g. positron emission tomography (PET).

**Numerals and Dates.** Whole numbers from one to ten should be written as words in the text, not as numerals, e.g. "Experiments were carried out on four male Rhine geese..." Numerals should be used for numbers above ten, except in the titles of papers and at the beginning of sentences, where they must appear as words. Dates in the text should be written as follows: 29 September 2000.

**Nomenclature and Terminology.** Medicines must be shown by their generic name followed by the proprietary name and manufacturer in parentheses when they are first mentioned, e.g. Apramycin (Apralan 200; Elanco, Austria).

Authors should respect international rules of nomenclature. For animal species and organisms, the recommendations of the International Code of Zoological Nomenclature, London 1999 (4<sup>th</sup> ed.), should be observed. Linnaean names should be used for plant species. Anatomical terminology should agree with the nomenclature published in the *Nomina Anatomica Veterinaria* 4<sup>th</sup> edn. (1994) ed. Habel, R. E., Frewin, J., and Sack, W. O., World Association of Veterinary Anatomists, Zurich and Ithaca, New York.

Latin terms and other non-English words should be italicised in the manuscript. Use the British Standard 2979:1958 for the transliterations of Cyrillic characters in the references as well as the text.

**Photographs, Illustrations and Figures.** As this part is electronically subject to change and mishaps, figures and tables demand extra care and safety. We recommend sending illustrations also in separate files. Black-and-white photographs should be clear and sharp. Because of technical complications which can arise by converting color figures to "gray scale" please submit your figures and illustrations in version suitable for black and white print. In the journal, figures and illustrations will have an overall width of no more than 8.5 cm and be

drawn on pages 17.5 cm wide. The size of the letters in legends should suit these dimensions. Ensure that figures and illustrations are numbered consecutively and each figure or illustration has a caption. Supply captions separately, not attached to the figures. Each caption should comprise a brief title and description and should be placed below the figure or illustration/photograph. Photomicrographs must state the magnification and stain technique. The main objects, changes, and findings should be shown by an arrow or some other symbol explained in the legend. Permission should be obtained for use of copyright material from other sources (including the Web).

**Tables** should contain essential data not given in the text. Statistics must be enclosed. Number tables consecutively in accordance with their appearance in the text. Place titles above the tables and footnotes below the table body and indicate them with superscript lowercase letters. Within each table, lines should separate only the headings from the body of the table, and the body of the table from any totals, averages, etc. No vertical lines should be used.

**Ethical Considerations.** When reporting experiments on animals indicate whether the respective legislative provisions on the care and use of laboratory animals were observed. Manuscripts should describe the measures taken to minimize or eliminate pain and distress in animals during experiments and procedures. If the Editors deem that animals have been subjected to suffering unjustified by the scientific value of the information sought, they will reject the paper on ethical grounds.

The journal encourages integrity in science. Questionable and fraudulent claims will not be entertained.

**Experimental Hazards.** Authors should draw attention to any dangers involved in carrying out their experiments, and should detail the precautions taken to guard against such hazards.

**Statistics.** Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the results reported. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty. Discuss the eligibility of experimental subjects. Give details about randomisation. (Cf. the statistical guidelines for authors in *The Australian Veterinary Journal* Vol.76, No. 12, December 1998, p. 828.)

## MANUSCRIPT STRUCTURE – full paper

Each manuscript should be thematically complete: serialization is discouraged.

Divide your article into the subsections with the following headings: **ABSTRACT, INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS (ACKNOWLEDGEMENT), REFERENCES.** Each heading should appear on its own separate line, with one blank line above and below each heading.

**The Title Page.** The paper should be headed with the full title, (**BOLD, UPPER-CASE** letters, size 14, centered) which should accurately and concisely describe the topic in no more than two lines. The surname(s) and initials of the author(s) and the name and place(s) of their employment should follow this. (If the work was carried out in an institution other than the place of employment, this should be noted in the body of the text.)

## ABSTRACT

**(Bold, lower-case letters)** The second page should carry an abstract, which should be self-contained and not exceed 250 words. It should briefly incorporate the purpose and relevance to veterinary science of the study, basic procedures, the main findings, and principal conclusions. It should emphasize new and important aspects of the study or observations.

**Key words:** Key words should be listed below the abstract, from which they are separated by a one-line space. They should consist of three to ten words in alphabetical order, written in lower-case, bold, and separated by semi-colons.

## INTRODUCTION

State the objective of the study and provide adequate background, avoiding a detailed literature survey. Give only strictly pertinent references and do not include data or conclusions from the study being reported.

## MATERIAL AND METHODS

Describe your selection of observational or experimental subjects (including controls) clearly. Identify the age, sex, state of health, and other important characteristics of the subjects.

Identify the methods, apparatus (with the manufacturer's name and address in parentheses), and procedures in sufficient detail for other workers to reproduce the experiment. Quote established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods in full; give reasons for using them, and evaluate their limitations. Precisely identify all drugs and chemicals used, including generic name, dose, and route of administration.

## RESULTS

These should be as succinct as possible and presented in a logical sequence in the text, with figures and tables. Emphasize or summarize only the important observations in the text. Do not duplicate in the text all the data in the figures and tables. Results of **statistical analysis** (level of significance) should be provided in the tables where appropriate.

## DISCUSSION

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results sections. Include in the Discussion section the implications of the findings and the limitations, together with their significance for future research. Relate the observations to other relevant studies.

## CONCLUSIONS

Link the conclusions with the aims of the study, but avoid unqualified statements and conclusions not completely supported by the data. Avoid claiming priority and alluding to work that has not been completed. Recommendations, when appropriate, may be included.

## ACKNOWLEDGEMENT

*(in italics)* Those who have given technical assistance, or moral or financial support, or supplied equipment or materials, or engaged in translation or general supervision, etc., should be recognized in the Acknowledgements.

## REFERENCES

As described above.

**Notes and Short Communications.** Such manuscripts should have the same form as full papers, but are much shorter. Separate headings are needed only for the Abstract, Key words, Main Text, Acknowledgements and References. These scripts fall under the above main headings and should be marked accordingly.

**Technical Notes.** Such notes should record a new method, technique, or procedure of interest to veterinary scientists. They should include the reason(s) for the new procedure, a comparison of results obtained by the new method with those from other methods, together with a discussion of the advantages and disadvantages of the new technique. A technical note should not exceed six pages, including figures and tables.

**Research Communications.** These are short articles, no more than four pages, which should introduce novel and significant findings to the commonwealth of veterinarians.

**Review Articles.** These should provide a substantial survey, with an appropriate historical perspective, of the literature on some aspect of veterinary medicine. Alternatively, such articles may review a topic of veterinary interest, which may not come within the normal purview of many veterinarians. Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should be summarized in the abstract.

**Observations.** Research of this kind contributes to knowledge, but not to the advancement of ideas or the development of concepts. In some cases, these papers underpin what may seem obvious, with statistical data. Such communications should not exceed four pages.

**Current Issues.** Papers that deal with issues of topical interest to veterinary scientists will be considered. Issues may include items on environmental concerns, legislative proposals, etc.

**Book reviews.** Book reviews may be submitted. They should bring a new text to the readership and evaluate it.

**Letters to the Editor.** These are items of scientific correspondence, designed to offer readers the chance to discuss or comment on published material and for authors to advance new ideas. Should a letter be polemical, a reply or replies for simultaneous publication may be sought from interested parties.

*Editorial Board*