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Editorial practice: Authors are not required to be members of the Istituto G. Caporale. Manuscripts may be submitted from any country or territory; however, all manuscripts must be written in English. Texts in Italian are also published, provided they are accompanied by an English translation. All material must be submitted exclusively to *Veterinaria Italiana*. Authors are not required to sign a manuscript submission form but it is understood that the author has not published the submission elsewhere either in part or in full and has obtained the necessary written permission from any author whose work is cited as a personal communication, unpublished work or work in press, but is not an author of the manuscript. The author will also have obtained written permission from any publisher or author who holds copyright of any work (figure, table, text extract) that is included in the submission.

Opinions in signed articles are the responsibility of the authors. When submitting a manuscript, the authors agree for the copyright of their article to be transferred to the Istituto Zooprofilattico Sperimentale dell'Abruzzo e del Molise 'Giuseppe Caporale', if and when the article is accepted for publication. Italian copyright law is applicable to texts published in the *Veterinaria Italiana*. The Managing Editor will of course consider all requests made by the authors for permission to reproduce articles.

Submission: Manuscripts are submitted to c.turilli@izs.it or gsdilmitis@wanadoo.fr. Using the *Guidelines for Authors* will expedite review and editing processes.

Monographs commissioned contributions

Monographs differ from manuscripts submitted for publication in that the author/s has/have been specially identified and selected to contribute, given their expertise. Preparation and processing of manuscripts thus differ somewhat from spontaneous submissions.

Other issues articles submitted spontaneously

Peer review: Each manuscript is reviewed by the co-ordinator (for monographs) and, if necessary, by at least two specialists whose expertise is of world renown. For articles submitted spontaneously, contributions are submitted to at least two referees. Reviewers are contacted by email and are asked to return their review within a fortnight; reminders are sent to reviewers at appropriate intervals.

The different sections in which papers are published are as follows:

- Original research articles
- Communications
- Technical reports
- Regulations
- Letters to the editor
- Book reviews and books received.

Publication: Accepted manuscripts are copy edited to correct grammar and apply standard journal style. Authors receive the edited version prior to publication for final approval. Publication of the manuscript will proceed in the event that the author does not respond within ten working days.

The first or corresponding author must ensure that all co-authors concur with the final version of the manuscript.

The final manuscript is published online prior to the publication of the printed journal, a

complimentary copy of which is sent to the first author and all co-authors.

Layout and general guidelines

Layout

Careful preparation will expedite both review and copy editing processes and ensure earlier publication.

Authors are requested to submit manuscripts in Word, A4 format, with texts in 1.5 spacing, using generous margins (2.5 cm or 1") on all sides). Headers and footers should be set at 1.25 cm (0.5").

Pages should be numbered in the right-hand corner of the footer and lines numbered in the left-hand margin. Please use the word-processing feature 'line numbering' (in Page set-up, Lay-out) to number lines (this facilitates the task of reviewers). Numbering every five lines is most appropriate.

Manuscripts should be arranged in the following order: Title, Authors, Full addresses of all authors (and, if desired, email addresses), Summary, Keywords, Introduction, Materials and methods, Results, Discussion (IMRAD structure), Conclusions, Acknowledgments (if appropriate), Grant support (if appropriate), References, Tables, Figure legends and Figures.

Three levels of headings can be used in the text. Level 1 is reserved for the principal titles (usually: Summary, Keywords, Introduction, Materials and methods, Results, Discussion, Conclusions, Acknowledgements and References). Authors are requested to ensure all other headings and subheadings remain short and descriptive; full sentences should be avoided.

All tables and figures must be quoted in the order in which they appear in the text. Reference numbers within the text should be placed in round brackets: 'according to Wilson *et al.* (25)' or 'compared to previous work (3, 16, 17, 18, 21)'. Great care must be taken to ensure references are presented as required by the journal.

General guidelines

The text of observational and experimental articles is usually (but not necessarily) divided into sections using the 'IMRAD' structure which is not simply an arbitrary publication format, but rather a direct reflection of the

scientific process. Long articles may need subheadings within some sections (especially the Results and Discussion sections) to clarify their content. Other articles, such as specially commissioned papers, case reports, reviews and editorials, are likely to need other formats.

Manuscripts must be concise. Avoid repetition and redundancies. Do not include a summary or discussion in the Introduction that duplicates other sections of the manuscript. Do not present discussion in the Results section.

Cite only essential references.

The presentation of figures and tables is encouraged.

Style

All manuscripts submitted to *Veterinaria Italiana* must be written in clear and concise English. Long sentences and paragraphs should be avoided.

A good English style guide can be found in the *European Union English Style Guide* (europa.eu.int/comm/translation/writing/style_guides/english/style_guide_en.pdf). For additional guidance, the following can be consulted: *American Medical Association Manual of Style*, 9th Ed. (Baltimore: Williams & Wilkins; 1998) and *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 6th Ed. (Chicago: Council of Biology Editors; 1994). Manuscripts that are not written in acceptable standard English or are incorrectly prepared will be returned to the author without review.

As far as possible, avoid beginning sentences with a figure or an abbreviation or acronym, especially those that begin with a lower case letter (for cDNA, use Complementary DNA).

All abbreviations, acronyms and names of genes, gene products, proteins and protein products should be defined at first mention. Avoid creating unnecessary abbreviations. Standard abbreviations for units of measure and abbreviations widely understood may be used without definition (ml, g, km, IU, UV, DNA, RNA, ELISA, etc.).

Title page

Present the title in upper and lower case, italicising species or Latin terms and avoiding the use of abbreviations or acronyms.

Title: characters and spaces should not exceed 110. Concise titles are easier to read than long, convoluted ones. Titles that are too short may, however, lack important information, such as study design (which is particularly important in identifying randomised controlled trials). Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific.

List all first and family names of **authors** (use upper and lower case; include accents, diacritical marks and foreign language letters) and complete address, with name and location (department and/or division, if appropriate), including postal codes, for each person listed (do not use abbreviations or acronyms). Email addresses may be added if desired. Use superscript Arabic numerals within round brackets to key authors to their addresses.

Summary

The total number of words should not exceed 200. Ensure that the purpose of the work, methods used and conclusions are presented clearly. No data or references should appear in the summary. Abbreviations and acronyms should only be given if referred to more than once. Under no circumstances must the wording of the summary be identical to any passages in the text.

Keywords

Six to eight keywords should be suggested, covering the essential aspects covered in the manuscript. It is particularly important to select these with care as they will be used to create metatags to optimise search engine retrieval of your manuscript.

Introduction

A clear statement of the manuscript should be given, with relevant literature cited. Avoid providing results or summary statements here.

Materials and methods

New methods should specify the composition of all solutions, buffers, mixtures and culture media. Well-known or previously described methods in which the recipe is given should be mentioned and appropriately referenced. Use generic names of chemicals, drugs, antibodies,

reagents, enzymes, etc., whenever possible; avoid the use of brand names unless the composition of a particular brand is vital to the methodology. If a brand name of a product has to be given, provide the name of the manufacturer the first time the product is mentioned. Please provide institutional affiliations of individuals or companies who have donated supplies or reagents (and URL if possible). The accuracy of URL addresses must be verified carefully by the authors and the date of last access given.

Provide readers with sufficient information to replicate the work. Unpublished work should not be cited to provide validation of methodology. Include statistical methods used for data analysis. Do not describe methods in figure legends.

Results

Present findings in appropriate detail (using the past tense) and refer to tables and figures in order. Avoid discussing a figure or table in any depth; these should be presented in such a manner that they do not require lengthy discussion.

Discussion

Provide a clear and concise interpretation of the results, avoiding redundant summaries.

Acknowledgments

Acknowledge assistance other than financial support, e.g. review, technical help, editorial assistance, etc. Authors are responsible for obtaining permission from persons acknowledged by name.

Grant support

Indicate financial support (grant or contract numbers) and funding agency here and not in the Acknowledgments section.

Conflict of interest/Competing interests

At the end of the text, under a heading 'Conflict of interest statement' or 'Competing interests statement', authors must disclose any financial and personal relationships with other people or organisations that may compromise or inappropriately influence or bias their work.

Statement of informed consent

Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials or hospital numbers, should not be published in written descriptions,

photographs and pedigrees unless the information is essential for scientific purposes and the patient (or parent/guardian) provides written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Authors should identify individuals who provide writing assistance and disclose the funding source for this assistance.

Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate to protect anonymity. If characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

When informed consent has been obtained it should be indicated in the published article.

Statement of human and animal rights

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

References

Authors should pay particular attention to the accuracy of references and should ensure all references are cited in the text. Publication delays will be caused if references are not formatted correctly.

Thomson Reuters has published an online EndNote® style for *Veterinaria Italiana*.

Meeting abstracts, summaries, submitted and unpublished manuscripts cannot be included as references.

All personal communications and unpublished data should be presented within brackets in the body of the text without a reference number. Provide the initial/s, followed by the family name/s, and 'personal communication' or 'unpublished data', i.e. '(A.B. Smith and G.W. Winter, unpublished data)'. Authors are responsible for obtaining permission for such citations.

Only references that can be accessed should be listed. URL addresses can be added.

Each reference should list the name, initial/s of all authors, year of publication, full title, journal or publisher, volume and issue or location of publisher and page numbers, as shown in the examples below. Conference proceedings should give the place and dates of the meeting, in addition to the information listed above.

If a manuscript has been accepted but does not yet have citation information, the name of the journal in which the paper will be published should be given, followed by '(in press)'. The same applies to an 'in press' book reference, which should include the name and location of the publisher.

List references using Arabic numerals. The order should first be alphabetical and then chronological. If the same author is cited in several references, all works by the single author are listed first (in chronological order), followed by those written with co-authors, the latter also in chronological (and then alphabetical) order, as follows:

1. Dawson W.A. 1999
2. Dawson W.A. 2005
3. Dawson W.A., Miles G.S. & Birkett A. 1998
4. Dawson W.A., Miles G.S. & Johnson T. 1998
5. Dawson W.A. & Anguelo B. 2004, etc.

All family names of authors should be followed by their initial/s. However, the initials of editors should precede their names.

Journal titles should be abbreviated according to the style used in Index Medicus. This *List of journals indexed for Medline* is published annually by the National Library of Medicine/National Institutes of Health) nlm.nih.gov/tsd/serials/terms_cond.html and ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf.

Full page ranges should be indicated, i.e. 812-819, not 812-19.

All online material (books, journal articles, websites, etc.) must be cited in the same manner as hard-copy publications listed below (authors, titles, publisher and original date of publication).

The URL/web address must be accurate and the date the material referred to was accessed online be provided as well as (i.e. defra.gov.uk/animalh/diseases/vetsurveillance/radar/index.htm accessed on 30 January 2012). The inclusion of 'http://' is not necessary.

If the manuscript has been published online ahead of print, the DOI information may also be given (see example below).

Examples

- **Journal article** (list all authors, and all initials, irrespective of number)
Flanagan M. & Johnson S.J.B.W. 1995. The effects of vaccination of Merino ewes with an attenuated Australian bluetongue virus serotype 23 at different stages of gestation. *Aust Vet J*, **72**, 455-457.

- **Journal article published ahead of print**
Colaro Z.A., Bellis Z.P., Alsom A.R. & Stone P.G. 2012. Teratogenicity of a mutagenised Rift Valley fever virus (MVP 12) in sheep. *Biol Reprod*, 9 January 2012, 10.0306/biolreprod.103.019364.

Smith G., Steele A., Giacometti K. Dimitoglou B. & Dupré W. 2013. The threat of bovine tuberculosis for the lion (*Panthera leo*) in southern Africa. *In Proc. Vth Pan-African Conference on animal diseases*, Harare, 13-16 June 2012. Istituto Zooprofilattico Sperimentale dell'Abruzzo e del Molise 'G. Caporale', Teramo (in press).

- **Chapter in an edited book or Conference proceedings** (include all authors and editors)

Book

Mertens P.P.C. 1999. Orbivirus and Coltivirus. *In Encyclopedia of virology*, 2nd Ed. (A. Granoff & R.G. Webster, eds). Academic Press, London, 1043-1074.

Conference proceedings

Johnson S.J., Hoffman D., Flanagan M., Polkinghorne I.G. & Bellis G.A. 1992. Clinico-pathology of Australian bluetongue viruses for sheep. *In Bluetongue, African horse sickness and related orbiviruses*

(T.E. Walton & B.I. Osburn, eds). Proc. Second International Symposium, Paris, 17-21 June 1991. CRC Press, Boca Raton, 737-743.

- **Online publication**

Institute for Animal Health 2005. The RNAs and proteins of dsRNA viruses (P.P.C. Mertens & D.H. Bamford, eds). (www.iah.bbsrc.ac.uk/dsRNA_virus_proteins/ accessed on 3 March 2012).

- **Theses and dissertations**

Delécolle J.-C. 1985. Nouvelle contribution à l'étude systématique et iconographique des espèces du genre *Culicoides* (Diptera: Ceratopogonidae) du nord-est de la France. Thesis, Université Louis Pasteur de Strasbourg, UER Sciences, Vie et Terre, 238 pp.

- **Legal texts**

European Commission (EC) 2003. Commission Regulation of 4 August 2003 amending Regulation (EC) No. 174/1999 laying down special detailed rules for the application of Council Regulation (EEC) No. 804/68 as regards export licences and export refunds in the case of milk and milk products (EC/1392/2003). *Off J*, **L 197**, 05/08/2003, 3-4.

Tables and figures (illustrations)

Tables and figures should be referred to in the text at the place at which the author wishes them to be incorporated. In the final copy, they will be placed as close as possible after the first mention in the text.

Titles should be a single, concise sentence. Extensive footnotes should be avoided. Information provided should illustrate, not duplicate, that given in the text (a table or figure can conveniently and effectively replace a complicated list or paragraph in the text).

Tables are assigned Roman numerals and figures Arabic numerals.

Each table and figure should be presented on a separate page at the end of the text, after the Reference section.

Tables and figures will either be presented in a single column (7 cm or 2¾") or over the full width of the page (15.4 cm or 6"). Please use the Century Gothic font for titles, texts, x- and y-axes and legends.

Tables

Each table should be numbered consecutively (I, II, III) according to the order of citation in the text.

Tables with only one or two rows or columns should be presented in the text.

All columns should have a heading. Additional or new column headings should not be added within the table; rather create another table.

Three horizontal lines are used: one above and below the header and another to close the table. No vertical lines are used.

Numbers within tables should be rounded to the nearest whole number or significant digit. Numbers smaller than 1 should include a zero to the left of the decimal point.

Footnotes that provide essential comments and explanations should be assigned superscript letters, i.e. (a), (b), (c) within the table. Explanations to the footnotes appear below the table and should be brief, providing descriptive statements that pertain to the data or specific formatting in the table only. Abbreviations should be explained.

Tables should be as simple as possible and be composed entirely of text characters. Large or complex tables or tables that include graphics should be submitted as figures. If in doubt, please contact the journal for advice.

Figures

Photographs, diagrams, graphs, maps and drawings are considered as figures.

If a figure has been published previously, the original source should be acknowledged after written permission from the copyright holder to reproduce the material has been received.

Each figure should be formatted so that it occupies no more space than is necessary to convey critical information; no margins or borders should appear around figures. Legends should be concise and informative, detailed descriptions are often more appropriate in the text of the manuscript.

The following software can be used: Photoshop®, jpg, Microsoft® PowerPoint®, CorelDRAW™ and Excel® (data used to create the graph must be included in the file in which the figure is presented).

Please ensure:

- figures are labelled with their number outside the actual figure itself
- lettering size does not vary too much within the figure and between figures
- scale bar or magnification information is included for all micrographs.

Graphs and histograms

Graphs should be created using Microsoft Excel®, or a similar program. The editor should be able to make changes to the colour, text, background fill, etc. Sample graphs will be provided on request.

The following tips may be of assistance:

- size the graph/histogram to a single or double-column format of the printed page
- no horizontal lines or border should be given, no background colour fills should be used
- the titles of the x- and y-axes should be in Century Gothic font size 9, with only the first word capitalised. Data series should be in size 8. Legends should be presented in size 9 below the figure (without a border)
- acronyms should be written in full.

Digital graphics files

The following may be of assistance when creating digital images to ensure high-quality printing. Vector graphics are different from raster graphics in that a vector graphic is a mathematical definition of an image. It is independent of size or colour. It remains crisp and clear and is independent of pixels which can become deformed on enlargement (raster).

Vector graphics are composed of lines and curves. Mathematical relationships define the pathways among the lines and curves within the figure. Vector graphics can be enlarged to any size and printed at any resolution without losing quality and consequently are always excellent for high-quality printing.

Raster graphics (or bitmap images) are composed of pixels that form a grid. Each pixel is assigned a specific colour and shade, which allows for variations of tone. When a raster graphic is significantly enlarged, the pixelated grid begins to show, which will give a jagged edge to any line or element that is not entirely vertical or horizontal. Raster graphics have a resolution which indicates how many pixels or dots per inch (ppi or dpi) were used

to create the grid. The higher the number of pixels or dots the better the quality of the figure will be. Raster graphics are suitable for high-quality printing only when a sufficiently high resolution is used. Minimum resolutions required are given below:

- line art (composed solely of black and white, without any greyscale tone: 1 200 dpi)
- halftones and colour images (with no text outside the toned area: 300 dpi)
- combination art (halftones or colour images with text outside the image area: 600 dpi).

Programs that can create vector graphics include Illustrator®, FreeHand®, Corel DRAW™, Photoshop®, PowerPoint®, Excel®, several charting and graphing programs and some word-processing programs such as Word. If the figure was created in one of these, it should reproduce well in print. Saving the figure in its native format or exporting it as an eps file will retain the vector qualities of the figure. Vector qualities will be lost when saving or exporting the figure as a tif or jpg file. Panels that include tone variations, such as gels or photos, must be raster (composed of pixels) in order to show the tone variations. All scanned figures are raster. Any file saved in Photoshop® or saved as a tif or jpg is raster unless the file is specifically saved with vector data preserved, which will usually create an exceptionally large file.

Raster elements within vector files: if a raster element is pasted or imported into a vector program, the raster element must have a minimum resolution of 300 dpi when sized at final print size before pasting or importing into the vector program. This figure file will contain both raster and vector elements. The file must be saved in its native vector program format or as an eps to retain vector qualities.

File types

It is always advisable to provide the native format of the image. eps, tif, jpg and PowerPoint® files can be used. When saving files as tif, always use lzw (Lempel-Ziv-Welch) compression to reduce file size and to ensure no data is lost.

Final print size

The maximum print area on a journal page is 15.4 cm wide × 23 cm long (6" × 9"). Figures will be printed either as a:

- single column: 7 cm (2¾") or

- double column: 15.4 cm (6").

Figures will be reduced where possible.

Figure preparation and layout

Consider the impact that font and/or label size and position will have when reduced. Present graphs in a similar fashion to ensure consistency throughout the manuscript.

Particular attention should be paid to the quality of lines, symbols and patterns; fine lines may disappear and heavy lines may be blurred if and when reduced. Avoid shading and dot patterns on bars, as these will not reproduce well. Use open and solid bars with colours. A key should be used to explain colour codes on graphs. Do not use 3-dimensional graphs to show 2-dimensional data.

Multiple parts within a figure must be assembled in a single file as they will appear in print with identifying letters (Fig. 3a, 3b, 3c).

If different graphs will be repetitive or relational, it may be advantageous to combine them into a 'plate'. All figures would appear together but be labelled individually and referenced separately in the figure legends.

Do not place unnecessary graphics, such as a border, in or around the figure.

Fonts

Please use Garamond, Century Gothic or Symbol, as they are among the more common fonts and can be reproduced consistently. As Asian fonts, in particular, do not convert well; please ensure your text (including spaces), figures and symbols do not use these fonts.

Symbols

If special symbols are used from a very different font, please ensure that these are highlighted when the manuscript is submitted.

Type size

Avoid unnecessarily large or small type sizes (not below 8 points). If the figure is reduced in size, check whether the labels are too small to read or are larger than necessary.

Type should be the same size (or proportional) on all figures within an article; elements of type within a figure should be proportional to each other. If the figure is likely to be reduced, check that all labels can be read at a smaller size.

Labelling

The x- and y-axes should be labelled clearly with measurement units. Molecular standards

should not be identified with a kDa label; use $M_r \times 10^{-3}$ (molecular weight [relative molecular mass]) or kb (kilobase) as appropriate.

Check figures carefully to ensure that necessary and accurate information is included in the lettering and labelling. Use decimal points instead of commas and italicise species or genes.

Legends

Methods or results should not be discussed in figure legends. Print legends below the figure in double-spacing.

Use numbers and letters consistent in style (i.e. upper or lower case letters) with those used in the illustration. Do not use special symbols in the legend. Special symbols in the figure should be shown in a key that accompanies the figure and described in the legend. All abbreviations that appear on the figure should be described. The scale used for micrographs (e.g. bar = 1 μm or Original magnification $\times 200$) should be indicated and is best placed at the foot of the scale bar.

Acknowledgement is made to those who devised the guidelines for *Acta Veterinaria Hungarica*, the *American Journal of Veterinary Research*, *Biology of Reproduction* and *The Canadian Journal of Veterinary Research* from which many of these instructions were adapted.

If in doubt about any requirements for the journal or you have a question that is not answered here, particularly in regard to the format and presentation of figures, please do not hesitate to contact the journal for advice (c.turilli@izs.it or gsdilmitis@wanadoo.fr).



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