

Instructions to Authors for Publication in the ICRAV Proceedings [2018]

After an abstract is selected for an ICRAV presentation, the Organizing Committee expects the author/s to produce a quality manuscript which should be submitted before **31 Jan 2018**, for inclusion in the Proceedings.

Publishing the ICRAV Proceedings is a challenging task involving:

- multiple communications between authors, reviewers, and editors
- extensive liaison with technical people [about layout, graphics, printing].

This process is much simplified if all manuscripts:

- arrive by the deadline, meaning the publishing process can then start
- conform to these Instructions, minimising the need for a small number of volunteers – reviewers and editors – to correct fonts, formatting, spelling, titles, authors, sub-titles, tables, figures, referencing etc

Submission

Email the manuscript to Jan at janwade@btopenworld.com

On the subject line state: ICRAV MS – [lead author's name] – [full title]

Please read and abide by all these Instructions

A. Legalities

Conflict of Interest –

All authors must supply a **Conflict of Interest** statement at the end of their manuscript [MS}. See **Appendix 1**. If a Conflict of Interest does exist; this statement will be published.

Creative Commons –

If your paper has been published elsewhere, under the Creative Commons/Open Access conditions banner; it may still be able to be reproduced in our Proceedings.

Please advise us if this is the case, and provide a pdf of the original article which must contain the following disclaimer: This article is an open-access article distributed under the terms and conditions of the Creative Commons Attribution license (<http://creativecommons.org/licenses/by/4.0/>).

Content –

Manuscripts must be based upon material presented at the conference. Acceptance depends upon scientific content, quality of material and adherence to these Instructions.

B. Style Manual

Language –

English; using UK [rather than US] spelling

Use the Oxford English Dictionary; and Dorland's Medical Dictionary

Number of words –

Maximum of 3000 words

Format –

Microsoft Word format

Font: Times New Roman; 12 point minimum

Alignment: Justified

Title: All CAPS, centered

Authors: Names [initial/s with surname] of all authors; centered. Use a comma between full names; with an ampersand [&] prior to the last of multiple authors. The lead author should be named first

Do not add qualifications or positions

Title case; *Italicised*; centered

Addresses: For multiple authors use superscripts to indicate different addresses. Include the email address of the lead author, after their address

For example:

HARMONISATION: VIEWS FROM AROUND THE WORLD

D. Purcell¹, P.J. Diamond¹ & D. Egan²

¹ *BHP Laboratories Ltd, Thomondgate, Limerick, Ireland dpurcell@bhp.ie*

² *The Turf Club, The Curragh, Kildare, Ireland*

Pages:	All pages should be numbered [bottom of page, middle]
Paragraphs:	No inset is required
Standard abbreviations:	Any special or unusual abbreviations should be written, in brackets, after the full word is used for the first time
Measurements:	In SI units These are preferred rather than letters/numbers.
Use of dot points:	If the introductory sentence is complete; each dot point should be capitalised. If not, they start in lower case.

The causes of ill-health are as follows.

- Not enough exercise.
- Cigarette smoking.
- Eating too much.

The causes of ill-health are:

- not enough exercise
- cigarette smoking, and
- eating too much.

Latin words:

Scientific writing often includes Latin. Well-known words [etc., et al., in vivo] can be written in normal font. Less common words [*Advocatus Diaboli* or Devil's Advocate] should be written in *italics*.

Section titles –

All CAPS; **bold**; left aligned.

Use the following section titles, if appropriate, depending on whether your MS is:

- New research: *LC-MS identification of etanercept in equine plasma*
- A review: *Review of current and potential gene therapies and gene doping*
- A commentary/opinion piece: *Changing the culture of racehorse medication*
- Something else: *Anabolic steroids: A 35 years epic*

ABSTRACT (essential)

INTRODUCTION (recommended)

AIM

MATERIALS AND METHOD

RESULTS

DISCUSSION

CONCLUSION (essential)

ACKNOWLEDGEMENTS

REFERENCES

Section sub-titles –

Sentence case; **bold**; *italicised*; left aligned.

For example:

Sample preparation and analysis

Tables –

Tables should be within the MS; not submitted electronically [like Figures].

Figures –

The quality and copyright status of figures are the author's responsibility

All figures, uploaded as individual files, must be supplied electronically [not embedded in the

MS]; and must be of a high resolution.

Each file must be named, e.g. cggentil-figure1 or Baudot-Figure 2. Figure files without their name and its number will be returned to the author.

Figure titles and numbers should be written in italics [centered]; within the MS [so Editors know where to place the electronic figure]. They, therefore, should not be written below the figure, in the figure file.

The figure legend, if required for explanatory purposes, should be written in italics within the MS, below the figure title.

Example of a figure title:

Fig. 2: Elimination of cobalt in equine urine

Guidance for figure preparation:

Lettering in figures [labeling of axes etc] should be in lower-case type, with the first letter capitalised [Sentence case] and no full stop.

Units have a single space between the number and unit, and follow SI nomenclature or the nomenclature common to a particular field. Thousands should be separated by commas (1,000). Unusual units or abbreviations are defined in the legend.

Scale bars or **magnification factors** should be used.

Layering words directly over shaded/textured areas and using reversed type [white lettering on a colored background] should be avoided.

Where possible, **text**, including keys to symbols, should be provided in the legend rather than on the figure itself.

Prior to submitting your figures **print them out** to best gauge image quality ... because screen resolution differs markedly to standard print resolution.

Each figure file should be < **10 MB**. If the format is suitable, this file size is adequate for very high-quality figures.

Copyright permission should be indicated in the figure legend; with the original source included in the references.

Subject Index –

Please provide up to 5 subjects [keywords] for your manuscript.

Examples:

injury, doping control, welfare, phenylbutazone

TCO₂, furosemide, plasma, threshold

C. References

All referencing [within-text and References] must meet APA requirements:

https://www.library.usyd.edu.au/subjects/downloads/citation/APA%20Complete_2012.pdf

Authors-

For multiple authors, commas are **only** required between each author's full name; with an ampersand [&] prior to the last author.

Journals –

Journal names must be *italicised*, written in title case [capitalise the 1st letter of each word] and abbreviated using the ISI Journal Title Abbreviations

at www.efm.leeds.ac.uk/~mark/ISIabbr

Google Scholar –

This resource can be used to investigate information about a journal title's name. Type the details into the search area at: <https://scholar.google.com>

Examples of referencing:

Parkin T. D. (2008) Epidemiology of racetrack injuries in racehorses *Vet Clin N Am- Equine* 24(1), 1-19

Bailey C. J., Reid S. W. J., Hodgson D. R., Suann C. J. & Rose, R. J. (1997) Risk factors associated with musculoskeletal injuries in Australian Thoroughbred racehorses *Prev Vet Med* 32(1), 47-55

D. Management of manuscript

The Proceedings Editors reserve the right to make minor grammatical or other changes that do not affect the meaning of the MS; without referring to the author.

Review process

- Upon receipt, the MS is appraised by an Editor for general compliance, especially referencing.
- If acceptable; it is sent to the reviewer. If not; it is returned to the author with the deficient aspects highlighted in the Instructions (e.g. referencing, formatting, font, subject headings).

FOR EASE OF MANAGEMENT, IT IS IMPORTANT THAT MANUSCRIPTS HAVE MINIMAL ERRORS. IF THEY OCCUR, THEY MUST BE CORRECTED EARLY. WE APPEAL TO AUTHORS TO BE DILIGENT, AND TO CHECK CAREFULLY BEFORE THEY SUBMIT THEIR FINAL DRAFT

- **Reviewer completes review** [using Reviewer Instructions]; and lists issues to be addressed. Any reviewer-recommended changes to the Word MS should be 'tracked' to assist the author to identify them, and decide on their relevance.
- **Review sent to author**; with a cover letter requesting the author to address each review point, specifically. The corrected file is then returned to the

Editors [in Word format] with additional ‘tracked’ changes to demonstrate what has and what has not been amended.

- Corrected file is then **re-sent to reviewer; for final sign off**. References should be correct, and final, at this stage.
- If there are further issues, the process is repeated until the reviewer signs off.
- If there are no further issues, the Word file is **reappraised, by the Editors, for final amendments**.
- A PDF is then produced and sent to the author. If satisfied, the **author ‘signs-off’ the PDF**.

E. Publishing elsewhere

If, in special circumstances, the author wishes to publish elsewhere; the Proceedings Editors should be advised as soon as practicable.

Appendix 1

Conflict of Interest declaration

A **Conflict of Interest** [COI] is a situation where a person has interests, financial or otherwise, which could be perceived to affect what they’ve written. They’ve been described as situations which, when revealed later, would make a reasonable reader feel misled or deceived.

COI is not about actual bias. It is about a person’s roles and relationships, and the **tendency to bias** that we assume exists when roles conflict.

That someone has a COI is a **description of a situation**. It is not a **judgment** about that person’s state of mind or integrity.

A **declaration** provides your readers with information about your interests that could influence how they read and interpret your work. Intelligent writers should be able to assess if they have interests or relationships that should be declared. **If there is any doubt; it is best to declare them.**

A separate declaration is required for each MS. It is the author’s responsibility to ensure the accuracy and completeness of the information. It must be placed at the very end of the MS to which it refers.

Examples:

If no conflict exists, please state: The author(s) declare(s) that there is no conflict of interest.

COIs that need to be declared include, although this list is not exhaustive:

The author(s) declare(s) that he/she/they:

- have received fees for consulting or research funding related to this information

- are/have been employed by a company that could benefit from this information
- hold stocks or shares in a company which could benefit from this information, and
- have received funds reimbursing them for attending a related symposium, or talk.

If there are other interests, which the reasonable reader might feel has affected your research, you should declare them.

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