

GUIDELINES FOR PREPARATION OF MANUSCRIPTS SUBMITTED TO THE JOURNAL OF *CLÍNICA VETERINARIA DE PEQUEÑOS ANIMALES*

The journal *Clínica Veterinaria de Pequeños Animales* publishes manuscripts on all aspects of small animal medicine and surgery written in Spanish and in English. Manuscripts submitted for publication are subject to peer review. The submitted manuscripts can have different formats:

1. **Original articles:** including original research (prospective and retrospective clinical studies) (O) clinical research study (O) and case reports (either single or multiple animals) (C).
2. **Review articles (R).** Reviews and updates on a specific topic. Generally, these manuscripts are requested by the Editorial Board to the most appropriate authors or AVEPA's Study/Speciality Group.
3. **What's your diagnosis?** Short description of a clinical case where diagnostic imaging techniques are the main tool used for the diagnosis.
4. **Clinical Case of...:** Clinical case of a specialty where different diagnostic techniques are described.
5. **Letters to the Editor:** Letters from readers about any aspect of the journal or to communicate interesting cases that do not fit in other sections.

Please, read the following guidelines before submitting the manuscript.

MANUSCRIPT SUBMISSION

The journal *Clínica Veterinaria de Pequeños Animales* publishes original scientific papers related to small animal medicine and surgery with a pre-eminent practical and novel nature. Manuscripts should be written clearly in English so that they are understandable to readers. Our editors will not correct language. Authors whose native language is not English are advised to seek assistance in manuscript preparation from someone fluent in written English.

Previous publication and originality

Original articles, What is your diagnosis? and "Clinical case of..." will be considered for publication with the clear understanding that their contents have not been previously published (abstracts \leq 250 words presented at scientific meetings are excepted) and have not been submitted or published elsewhere while acceptance by this Journal is under consideration. For Review papers, the Editorial Board will determine whether this rule applies on an individual basis.

Ethics

The Editorial Board has the right of rejection of papers on ethical grounds, particularly when the described procedures have caused unjustified suffering to the animals.

Publication or rejection of papers

All articles submitted to the journal are reviewed by the editorial board to ensure they conform to the above guidelines. Manuscripts that fail to meet the requirements or lack scientific interest will be rejected or will not be considered for publication.

Manuscripts should be prepared as described below. Manuscripts that do not follow the specified format will be returned for correction before being sent out for review.

No conceptual corrections or amendments of any accepted manuscript will be done without the consent of the authors, except for editorial changes.

On-line submission of the papers

Manuscripts will have to be submitted electronically through the Journal application. Before the application is available, they must be sent to secre@avepa.es

GENERAL NOTES FOR THE PREPARATION OF MANUSCRIPTS

Format

Manuscripts must be written using a Microsoft Word compatible format (.doc).

Manuscripts should be typed, double spaced, and leaving at least 3cm margins. Time Roman 12 p is the recommended font. The lines and the pages of the manuscript should be numbered using a continuous pattern.

Original papers should not exceed 3000 words. Clinical cases and Reviews should not exceed 1500 and 4000 words respectively. Word count does not include title page, abstract, references, footnotes, tables or figure legends.

If any product, equipment or medication is mentioned, it must be identified by its generic name together with, between brackets, its commercial name, laboratory/company and City.

General structure for Original Articles

The manuscript should be set out as follows:

- 1.- Title page
- 2.- Summary should not exceed 200 words.
- 3.- *Resumen* - Spanish summary should not exceed 200 words.
- 4.- Key words and *Palabras Clave* (key words in Spanish)
- 5.- Main text, divided in:
 - Introduction
 - Materials and Methods
 - Results
 - Discussion
- 6.- Acknowledgements

- 7.- Financial resources
- 8.- Conflicts of interest
- 9.- References
- 10.- Tables and Figures
- 11.- Legends for Figures

1. **TITLE PAGE** should be the front page of the manuscript and it must contain the title of the paper, name(s) and qualifications of all author(s), affiliations and full mailing address. The title must be concise and appropriate to the manuscript content. Too long titles and those not reflecting exactly the content of the manuscript should be avoided. The title must be written both in English and in Spanish.
 2. **SUMMARY** of the manuscript in English (max. 200 words). The summary must point out the aims of the manuscript, the methods used, and the main results and conclusions, stressing the contributions and novel aspects of the work.
 3. **RESUMEN**. Summary translated into Spanish (max. 200 words).
 4. **KEY WORDS AND PALABRAS CLAVE**. Four or five key words, both in English and in Spanish.
 5. **MAIN TEXT**
 - **Introduction**. It should include a brief overview of the topic in setting the context for the study. It should also provide a clear statement of the objective and rationale of the study, with pertinent references.
 - **Materials and Methods**. Those materials and methods used in the study should be described in detail (selection criteria, laboratory methods, etc.). A good 'Materials and Methods' section should allow the repetition of the experiments by a competent clinician or researcher.
 - **Results**. Every observation and result from the study must be described. Information redundancy must be avoided as well as the duplication of the information presented in the figures or tables and the main text.
 - **Discussion**. The authors should compare and contrast their results with those of other authors and draw some conclusions.
- Case Reports** must be constructed using the following subheadings: introduction, clinical case and discussion.
6. Whenever appropriate, **ACKNOWLEDGEMENTS** should be given.
 7. **FINANCIAL RESOURCES** - contain details of the source(s) of support in the form of grants, equipment, medications or all of these.
 8. **CONFLICT OF INTEREST**

9. REFERENCES. Any statement included in the main text that is not derived from the results of the work must be accompanied by a reference. The references must be included at the end of the main text. Number references consecutively in the order in which they are first cited in text (or tables and legends), using superscript Arabic numerals (do NOT use alphabetical order).

References' Style

Journals:

Authors (All the authors should be mentioned provided that they are six or less. If there are more than six, cite the first three and ad 'et al.'). Title of the paper. Abbreviation of the journal title. Year; Volume (number): pages.

De Risio L, Thomas WB, Sharp NJH: Degenerative lumbosacral stenosis. *Vet Clin North Am Small Anim Pract* 2000; 30:111-132.

Textbooks:

Author(s): Title. Volume. Edition. Place of publication: Publisher; year.

Laín Entralgo P. Historia de la medicina. Barcelona: Ediciones científicas y técnicas; 1998.

Chapters of books:

Author(s) of the chapter. Chapter title. In: Director / Coordinator / Editor of the book Title of the book. Edition. Place of publication: Publisher; year. First page of the chapter - last page of the chapter.

Prata RG: Cauda equina syndrome. En Slatter DH (ed): Textbook of Small Animal Surgery, Philadelphia, WB Saunders, 1993; 1094-1104.

Book or monograph on the Internet:

Author(s): Title. [Internet]. Volume. Edition. Place of publication: Publisher; publication date. [date for last update; date of our query]. Available at: URL

Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Bethesda (MD): National Library of Medicine (US); 2007 [actualizado 15 Sep 2011; citado 5 abr 2013]. Available at: <http://www.nlm.nih.gov/citingmedicine>

Webpage (web site):

Web site [Internet]. Place of publication: Publisher; publication date. [date for last update; date of our query]. Available at: Website URL

Orpha.net [Internet]. Paris: Orpha; 2000 [updated February 14, 2013; cited April 4, 2013]. Available at: <http://www.orpha.net/consor/cgi-bin/index.php?lng=ES>

Webpage in a web site:

Web site [Internet]. Place of publication: Publisher; publication date. [date for last update; date of our query]. Web page; pages [or approximate screens]. Available at: Website URL

FECYT: Fundación Española para la Ciencia y la Tecnología [Internet]. Madrid: FECYT; c2002 [cited April 3, 2013]. Curriculum vitae normalizado [approx. 2 screens]. Available at: <https://cvn.fecyt.es/>

10. TABLES AND FIGURES

- *Tables.* Tables should be presented at the end of the manuscript, separately or in the same document. Tables must be numbered consecutively using Arabic numbers in accordance with their appearance in the text.
- *Figures.* Figures should be sent as separate files and not embedded in the main text. They should be sent in TIFF or JPG format. Minimal resolution for charts is 1000 d.p.i., and for images is 300 d.p.i. Images must be as wide as a column, i.e. 8 cm. Each table and figure must have a legend.
- *Supporting Information and Video.* Manuscripts can include multimedia files as additional information (audio or video files). In order to facilitate their publication and download, the resolution of images and duration of recordings should be limited to that necessary for the communication of the information. These files must be cited in the text, numbered sequentially and in brackets (e.g. " video 1", " audio 1", etc.). Each multimedia file must have a caption typed at the end of the manuscript. Video files must be sent in MPEG (.mpg), AVI or MP4 format, and audio files must be sent in MP3 format. A maximum amount of 20 Mb of multimedia files will be accepted for each manuscript, with a maximum size of 10 Mb per file.

11. LEGENDS FOR FIGURES. They should be included at the end of the manuscript and they must include an explanation of the information presented in the image.

GUIDELINES FOR SECTIONS

What's your diagnosis?

This section is for clinical cases where diagnostic imaging techniques are required to reach a definitive diagnosis. Plain radiographs must be provided as a first step. Images should be of good quality so that any veterinarian can identify those alterations or lesions to be found.

Guidelines for references and images are the same as for the publication of papers. However, it must be divided as follows:

HISTORY: Signalment of the animal, including physical characteristics, clinical details and the most relevant laboratory results necessary to reach a diagnosis. Plain radiographs will always be included in this section.

QUESTIONS: This section will contain a list of questions about the radiographic images, directed towards a diagnosis, such as:

- Describe all abnormalities found in the images provided.
- List the differential diagnoses that match with the observed radiographic signs.
- Is it necessary to use any other imaging technique or test to get a definitive diagnosis?

COMMENT: Following the questions, a short comment on how the imaging technique was useful in obtaining the diagnosis should be included.

REFERENCES: A maximum of 6 references will be allowed.

This type of manuscript should not exceed 1000 words, excluding the references.

Clinical Case of...

The purpose of "Clinical Case of..." is to provide readers with clinically relevant information on specific conditions of different specialities. The text must be set as follows: History, Questions, Answers and Discussion.

The HISTORY section should provide any pertinent background information related to the problem so that the reader can determine which is the best solution or logical diagnostic step. Patient signalment, background history, physical examination findings and laboratory results, diagnostic imaging, etc. should be presented.

The QUESTIONS section must pose specific question/s to the reader.

The ANSWERS section must answer the posed question/s and provide all the additional necessary information, including the clinical outcome and follow-up.

DISCUSSION must include a short discussion on the proposed condition.

This type of manuscript should not exceed 2500 words, excluding the REFERENCES. A maximum number of 10 references will be allowed.

Authors must follow the general guidelines for the submission of a manuscript.

Letters to the Editor

Letters to the editor must be set as:

HEADING

Mr. Editor:

Re: Reference of the article (Title and date of publication)

BODY

Should not exceed 150 words.

ENDING

Full name.

Veterinary Clinic Address.