

# **AJTCVM Basic Formatting**

## **ELECTRONIC MANUSCRIPT FORMAT REQUIREMENTS**

- All manuscripts must be submitted in an electronic format using Microsoft Word (version 2010 or newer).
- Please use Times New Roman, 10 pt. font, single spaced.
- The body of the text should be single spaced with indented paragraphs (first line by 0.3) with no extra line spacing between paragraphs.
- Do not use any accessory programs such as automatic footnotes or automatic references programs in the text, as these programs may interfere with the publishing program used.
- Tables and figures should not be embedded within the manuscript, but simply labeled and referred to in the appropriate place in the text. The actual graphics should be placed after the references in order of appearance in the text.

## **OVERVIEW OF THE BASIC AJTCVM FORMAT**

The article should include all of the following elements in this order:

- Title
- Authors' full names and credentials
- Abstract
- Keywords
- Communicating author's email
- Authors' affiliations
- Abbreviations-used for acronyms and abbreviated terms that appear in the article more than once
- Article text
- Acknowledgements

- Individuals that have significantly contributed to the study
- Footnotes
- References
- Numbered tables with legends on top
- Numbered figures with legends beneath

### **BASIC FORMAT PRIOR TO THE TEXT OF ALL MANUSCRIPTS**

#### **Title:**

- No title page is necessary.
- The title should be at the top of the page, centered and bolded. Example: First Letter of Major Words Capitalized.
- If the study was randomized, controlled and/or blinded, please put this in the title.

#### **Authors' Names and Professional Credentials:**

- List each author's complete first, middle initial (optional) and last names (in that order) including their professional credentials centered below the title and not bolded.
- List only AVMA recognized credentials such as DVM, VMD, MS, PhD, MD (etc.) and AVMA recognized specialties such as DACVIM, DACVS, DACVA and DACT (etc.).

#### **Abstract:**

- The title **ABSTRACT** (all caps) should be left aligned and bolded.
- On the next line (single spaced) not indented, write a 250-word summary of pertinent information from the manuscript.
  - If the study was randomized, controlled and blinded, make sure this is included in the abstract.
- Make sure it is clear whether the study was a naturally occurring or induced disease, if applicable to the article type.
- The abstract should not contain information not found in the manuscript.

- The abstract should be a summary of what is presented in the paper. Information from various sections of the paper may be used to form the abstract; authors may cut and paste pertinent information from the manuscript text and then modify so as not to exceed word limit. An abstract that contains only introductory information and then states what will be presented will not be accepted.
- The statistical tests used and  $p$ -value used to determine significance should be provided.
- A concluding sentence should be written, addressing the value of the study.

**Keywords:**

- After a double space, the heading **Keywords:** (bolded, first letter capitalized, followed by a colon) should be placed in the left margin followed by a list of 5-6 non-capitalized keywords, separated by commas.

**Communicating Author's Email:**

- Below keywords provide a current email address for the corresponding author. \*Address correspondence to Dr ---(current email address).

**Affiliation(s), Professional Certification(s) and Location of the Author:**

- Below the email address, in the left margin put the word "From:" un-bolded followed by a colon and include the affiliation (group or hospital) of each author with the name of the institution or private practice and the town and state followed by the author(s)' last name(s) in parentheses. Examples:

o From: The Department of Clinical Sciences, College of Veterinary Medicine, Washington State University, Pullman, WA (Ziegler, Bryon, Memon)

o From: The Holistic Veterinary Care Center, Kalamazoo, MI (Jones) and Town and Country Animal Clinic ([www.tcac.com](http://www.tcac.com)), Battle Creek, MI (Smith, Thompson)

Professional Certifications: CVA, CVCH, CCRP (Smith); CVA (Thompson)

- Do not include street addresses.
- A website address may be included after the clinic name at the primary author's request.
- CVA and other certification titles for veterinary acupuncture, food therapy, Chinese herbal medicine, Tui-na , veterinary spinal manipulation, canine rehabilitation, etc., that are not currently recognized as diplomat specialties by the AVMA, may be included in this area of paper as professional certifications.

## **Abbreviations:**

- The title ABBREVIATIONS should be capitalized and centered (no colon) and placed 2 spaces below author corresponding email address.
- Make a list (one abbreviation and definition per line) of all the important abbreviations repeatedly used in the text arranged in alphabetical order, and format as below.
- An abbreviation should be left aligned, bolded, then the tab key pressed to form an equal space and the definition provided. Example:

**Aqua-AP**      Aqua-acupuncture

**CHM**            Chinese herbal medicine

- When first introduced in the abstract and text, the words should be completely written with the abbreviation in parentheses. Example: Chinese herbal medicine (CHM).
- If a term is used only one time, it does not need to be listed in the Abbreviations section.

## **TRADITIONAL CHINESE MEDICINE TERMINOLOGY**

### **General information about use of Names, Pin-yin and TCVM Treatment Modalities:**

- In general, use the term acupoint instead of point unless written as “acupuncture point” or with a common description. Example: *Back Shu* Association point, Influential point and Yuan (Source) point, etc.
- All Chinese Pin-yin terms throughout the manuscript should be italicized and capitalized. Example: *Qi, Yin, Yang, Jing, Shen, Zang-fu*
- Capitalize all TCVM pathogens: Wind, Cold, Heat, Summer Heat, Heat Toxin, Damp and Phlegm
- Capitalize the Six Roots: Exterior, Interior, Excess, Deficiency, Hot and Cold
- Capitalize the Five Elements: Wood, Fire, Earth, Metal and Water
- Capitalize the words: Stagnation, Stasis, Blood and Body Fluids.
- Do not capitalize blood when using it in the conventional sense. Example: blood vessel, blood lead assay
- Do not use the “Find and Replace” function and simply change all the words “blood” to

“Blood”, as some will be incorrect.

- When referring to *Zang-fu* organs, capitalize the first letter of the organ. Example: Spleen, Kidney, Stomach, Lung, Heart, etc.
- Do not capitalize the organ name if using it in the conventional sense. Example: heart failure, lung lobe, kidney disease
- Use the following terms as shown:
  - o Upper Burner (*Shang Jiao*) instead of Upper Jiao
  - o Middle Burner (*Zhong Jiao*) instead of Middle Jiao
  - o Lower Burner (*Xia Jiao*) instead of Lower Jiao
  - o *Yuan* (Source) point
  - o *Yuan* (Source) *Qi*
  - o Back *Shu* Association point
  - o Front *Mu* Alarm point

#### **Acupuncture and Acupuncture Points:**

- List all acupoints used and their indications, actions and depth of insertion.
  - o Usually presented in Table form
- Provide needle gauge, length and type.
  - o Indicate manufacturer as a footnote
- Indicate the technique used. Example: dry needles non-manipulated, dry needles manipulated, electro-acupuncture, aqua-acupuncture, moxibustion, laser and others
- If dry needles were manipulated, provide a detailed description of the manipulation technique, so others can accurately repeat the method.
- If electro-acupuncture was used, provide equipment information, the frequencies used, and the duration of treatment at each frequency.
  - o Indicate equipment manufacturer as a footnote

- If aqua-acupuncture was used, provide details of the hypodermic needle size, depth inserted, primary substance, diluting substance, substance concentration and amount injected at each site.

- o If different amounts were used for different acupoints, then list in a Table
- o Indicate manufacturers as a footnote

- If moxibustion was used, provide a complete description of the herb (footnote manufacturer), technique and duration at each acupoint.

- o If different durations were used for different acupoints, then list in a Table.

- If laser or ultrasonic stimulation of acupoints was used, provide equipment information, the frequencies used, the duration of each frequency and total duration of treatment at each acupoint.

- o If different durations are used for different acupoints, then list in a Table.

- Indicate manufacturer as a footnote

- If some other treatment of acupuncture points was used provide a detailed description of the technique.

- Clearly indicate the duration of each treatment, frequency of treatment, total number of treatments and total time period over which treatments were given.

- o If different times between different treatments, list in a Table to clarify

- After the first use of the type of acupuncture with the abbreviation in parentheses in the text, these standard abbreviations should be used:

- o Dry needle acupuncture (DNAP)
- o Electro-acupuncture (EAP)
- o Aqua-acupuncture (Aqua-AP)
- o Laser acupuncture (LAP)
- o Moxibustion (Moxa)

- Ultrasonic treatment of acupuncture points should be written out without an abbreviation.

- No specific dates of treatment should appear anywhere in the manuscript. Do not write “on

May 5, 2010... and again on May 15, 2010...". Instead write " at the first treatment.. and again 2 weeks later..."

- All transpositional acupuncture points should be referred to using the letters, a dash and the appropriate number. Example: LU-1, SP-6, HT-7

- The following standard abbreviations should be used:

- o LU (Lung),
- o LI (Large Intestine)
- o ST (Stomach)
- o SP (Spleen)
- o HT (Heart)
- o SI (Small Intestine)
- o BL (Bladder)
- o KID (Kidney)
- o PC (Pericardium)
- o TH (Triple Heater)
- o GB (Gallbladder)
- o LIV (Liver)
- o CV (Conception Vessel)
- o GV (Governing Vessel)

- The terms *Du Mai* and *Ren Mai* should be changed to GV Channel and CV Channel respectively.

- Other Extraordinary Channel names should be written with the Pin-yin name followed by Channel. Examples: *Chong*, *Dai*, *Yang-Qiao*, *Yin-Qiao*, *Yang-Wei*, *Yin-Wei* Channel.

- No Pin-yin names for transpositional acupoints should be used.

- When classical acupoints and transpositional acupoints are the same, the transpositional

acupoint abbreviation should be used.

- Classical acupoints and other miscellaneous acupoints should be written using their Pin-yin names presented in italics, with only the first word capitalized with dashes between the words. Example: *Da-feng-men*

- A brief description of the location of all classical points should be given in parentheses after the name. Example: *Da-feng-men* (midline at the level of the cranial ear bases)

- The reason for selection of each acupoint, as it pertains to the diagnosis, should be provided.

- Include a Table of all acupoints used, insertion depth and attributes, indications and actions of each referred to in a paper.

**Table 1:** Acupoints used to treat quadriparesis in a 5-year-old pregnant alpaca with the needle depth, indications, and actions for each acupoint.

Acupoint	Approximate Needle Depth (inches)	Attributes, Indications and Actions
BL-18	0.50	Back- <i>shu</i> Association point for LIV to tonify Liver <i>Qi</i> , supports the sinews, strengthens the back, relieves back pain
BL-23	0.50	Back- <i>shu</i> Association point for KID, strengthens the hind quarters and back, relieves back pain
BL-62	0.50	Confluent point with <i>Yang-Qiao Mai</i> ( <i>Yang Stepping Vessel</i> ), ataxia, "wobbler" syndrome
BL-11	0.30	Influential point for bone, arthritis, cervical stiffness, thoracic limb stiffness

### **Herbal Medicine Formulas and Individual Herbs**

- Please use the term "herbal medicine" instead of "herbal therapy".

- The country of origin of the herbal medicine should be indicated. Examples are Chinese herbal medicine, Korean herbal medicine, Western herbal medicine.

- All herbal medicine formulas should be written as Pin-yin names, in italics, with the first letter of each word capitalized, the words not separated by dashes. Example: *Si Jun Zi Tang*

- If an herbal formula has no Pin-yin name, then write the English name with the classical formula, from which it was modified, in parentheses.

  - o Example: Liver Happy (classical antecedent *Chai Hu Shu Gan Wan*)

- A superscript small case letter should be placed next to the formula name as a footnote and the manufacturer's name/location listed at the end of the text under that footnote letter.  
Example: *Si Jun Zi Tang*<sup>a</sup>
- The form of the herb should be provided for all herbal medicines, such as top dressing, capsules, teapills, granules, and biscuits.
- The dosage (amount per kg of body weight), number of doses per day, whether given before, after or with meals and total duration of treatment should be provided for all herbal medicines.
- The rationale for the selection of each herbal medicine should be provided.
- Single herbs should be listed as the italicized Pin-yin name followed by the English name in parentheses and their effects as they pertain to the case should be described. Example: *Ren Shen* (Ginseng)
- In general, pharmaceutical or Latin names should not be used and usually authors will be asked to change to the shortened English name.
- A table for each herbal formula should be created that contains individual herb Pin-yin and English names, percentage of each ingredient in the formula if possible and their actions.

**Table 2:** Ingredients of the Chinese herbal medicine ***Sheng Mai Yin*** and their actions.

<i>Pin Yin Name</i>	English Name	Amount %	Actions
<i>Ren Shen</i>	Ginseng	37.5%	Replenishes the <i>Yuan</i> (Source) <i>Qi</i> , tonifies Spleen and Lung, promotes Body Fluids, calms <i>Shen</i>
<i>Mai Men Dong</i>	Ophiopogon	37.5%	Nourishes <i>Yin</i> , clears false Heat, promotes Body Fluids, relieves thirst
<i>Wu Wei Zi</i>	Schisandra	25%	Restrains dissipation of Lung <i>Qi</i> , promotes Body Fluids, preserves <i>Jing</i> , restrains excess sweating

### **Tui-na**

- List all *Tui-na* techniques used by Pin-yin name capitalizing only the first letter of the first word with dashes between each word with the definition in parentheses.
  - o *Yi-zhi-chan* (single thumb)
  - o *Nie-fa* (pinching)
- Clearly indicate locations, duration and frequency of *Tui-na* treatments and include total

number of treatments and total time period over which treatments were performed.

- Create a Table of *Tui-na* techniques used and the actions and indications of each type of treatment.

**Table 3: *Tui-na* techniques used to treat 13-year-old cat with renal failure**

<i>Tui-na</i> Technique	Actions
<i>Yi-zhi-chan</i> (single thumb)	Promotes <i>Qi</i> flow and regulates <i>Zang-Fu</i> organs
<i>Nie-fa</i> (pinching)	Invigorates <i>Qi</i> and Blood and regulates Spleen and Stomach

- Indicate the type, locations, duration and frequency of *Tui-na* techniques recommended for at-home treatment by the caretaker.

- Please provide information about actual in-home *Tui-na* treatments if available. If not, write “information about actual in-home *Tui-na* treatments was not available.”