

INSTRUCTION TO AUTHORS FOR MANUSCRIPTS SUBMITTED TO THE AJTCVM

A Quick Reference Guide for Authors

Manuscripts will be considered for publication with the clear understanding that their contents have not been previously published in English or submitted or published elsewhere while under consideration by the American Journal of Traditional Chinese Veterinary Medicine (AJTCVM). Manuscripts should be submitted electronically attached to an email addressed to: saikj@ajtcvm.org. Author contact information should be clearly shown. All manuscripts submitted are first reviewed by the Editor-in-Chief to determine if the manuscript conforms to the mission and style of the AJTCVM and adds to the current body of knowledge of Traditional Chinese Veterinary Medicine (TCVM). Any manuscript that describes methods that have subjected animals to inhumane conditions will be rejected. All manuscripts initially accepted will be reviewed by 3 experts in the field to determine suitability for final publication. Revisions and final proofs will be sent to authors for their approval. A copyright agreement must be signed prior to final publication.

Electronic manuscript format requirements:

The manuscript should use Times New Roman, 11 pt font, single spaced, and saved as an electronic file in Microsoft Word (version 2007 or newer). Figures and tables should not be embedded within the manuscript but instead be placed at the end following the references. Use no accessory programs such as automatic footnotes. Begin each manuscript with the title, author names, credentials and affiliations centered on the page. A 250 word abstract and a list of 5-6 keywords should follow. The body of the text should be single spaced with indented paragraphs, and no extra line spacing. Pertinent references should be placed at the end of sentences using superscript numbers after the period, numbered in the order of their appearance in the text.^{1, 2, etc}. Articles for AJTCVM will be generally classified as original or translated research papers, review papers, case reports, case series, What's Your Diagnosis and Pearls from TCVM Practice in the following formats.

Original or translated research manuscript format:

The text length must not exceed 5000 words *excluding* references, tables, figures, legends and footnotes. Research manuscripts included in this area include original scientific reports, clinical trials/clinical studies, retrospective studies, epidemiology studies, case series (greater than 10 animals) and systematic reviews with meta-analysis. The manuscript should be divided into 4 sections: Introduction, Materials and Methods, Results and Discussion. The **Introduction** section should be untitled and consist of a brief review of the literature and other background information on the topic being studied using pertinent references. A clear statement of the objective and rationale of the study should be included. The **Materials and Methods** section should include a concise, clear description of the experimental design, subjects, and statistical methods. All equipment, herbal formulas and traditional drugs used should be described followed by a superscript letter (^{a,b,etc}). The manufacturer is then provided in the footnotes (identified by superscript letter) at the end of the manuscript. A statement of animal care/study participation should be made, e.g. "animals were cared for according to the principles outlined in

the NIH Guide for the Care and Use of Laboratory Animals” or owners of private animals provide “Informed Consent”. The **Results** section should include the results of the study stated concisely and in a logical sequence summarizing important observations. Subheadings may be used for particular sections. Tables are recommended to summarize data. (Note the same data should not be reproduced in both tables and figures.) In the **Discussion** section, provide a concise discussion of the new and important implications of the findings, their limitations, and how the observations relate to other relevant studies.

Review Article format:

Review articles may be solicited by the editorial board or submitted unsolicited by the authors to provide the reader with an overview of the state of the art in a specialized area of TCVM or in-depth continuing education review in an area of interest for TCVM veterinarians. Manuscripts should not exceed 6,000 words, excluding tables and illustrations and usually no more than 40 references. The use of illustrations, line drawings and figures is encouraged.

Clinical Case Studies/Small Case Series/Case Report format:

Manuscripts for this category are reports that include a detailed description of the diagnosis, management and clinical outcome of 1-10 animals. For case series with more than 10 animals, the report should be formatted as an original scientific manuscript as described previously under original or translated research reports. Manuscripts should not exceed 2500 words excluding references, tables and figures. Case descriptions that have not been previously reported, where the findings are new or unique, new clinical entities are described, or new clinical diagnostic methods are explored will be considered. No animal names and dates should be given. See previous published articles for format.

Pearls from TCVM Practice format:

These are practical applications of TCVM as used by experts in the clinical setting. The text should not exceed 2500 words. The use of algorithms, line drawings, tables, figures and illustrations is encouraged. Pertinent references should be included. See previous published articles for format.

References:

References for all manuscripts should be typed in New Times Roman 11 pt font using automatic numbering and numbered consecutively in a list at the end of the paper as they appear in the text using the following formats:

- Journal Article: Xie H, Colahan P, Ott E. Evaluation of electroacupuncture treatment of horses with signs of chronic thoracolumbar pain. *J Am Vet Med Assoc* 2005; 227(2):281-286.
- Book: Schwartz C. *Four Paws Five Directions*. Berkley, CA: Celestial Arts 1996:35-39.
- Chapter in a Book: Schoen A. Acupuncture for musculoskeletal disorders. *Veterinary Acupuncture* 2nd Ed, Schoen A (ed). St Louis, Mo: Mosby 2001:161-165.

Tables/Figures:

Tables should be typed in New Times Roman 11 point font, contain as few rows and columns as necessary to report the data with no extra spacing and be saved as Microsoft Word (Excel format is not acceptable). The title for the tables should be at the top and written as Table 1: with the title written in sentence structure. Number tables consecutively, as cited in the text. Give each column a short or abbreviated heading. Explain abbreviations etc. at the bottom of the table such

as EAP=electro-acupuncture or Moxa= moxibustion. Figure legends should be typed in New Times Roman 11 point font, placed at the bottom and written as Figure 1: with the legend following. The original tables/figures (as unlocked documents) should be submitted, even when a copy is placed in the Word document.

Footnotes:

Manufacturers of herbal medicine, pharmaceuticals and any equipment described in the paper should appear as a superscript small letter in the text at the end of the footnoted word. The manufacturer is then listed in the footnotes section at the end of the manuscript following the superscript letter. List one footnote per line (example below).

FOOTNOTES

^a WQ-6F Electronic Acupunctoscope, Donghua Electronic Equipment Factory, Beijing, China

^b KINGLI needles, Kingli Medical Appliance Co., LTD, Wuxi, China

Picture/Electronic Illustration Files:

Pictures/electronic illustrations should be included at the end of the manuscript. The original files/ documents (unlocked) should be sent, even when a copy of the picture/illustration is shown in the Word document. All photographs will be published in color and should be in JPG format. The resolution should be a minimum of 300 dpi to meet printing requirements.

General information for all manuscripts:

Transpositional acupuncture points should be referred to using the letters, a dash and the number (eg, LU-1), using the following abbreviations: LU (Lung), LI (Large Intestine), ST (Stomach), SP (Spleen), HT (Heart), SI (Small Intestine), BL (Bladder), KID (Kidney), PC (Pericardium), TH (Triple Heater), GB (Gall Bladder), LIV (Liver), CV (Conception Vessel) and GV (Governing Vessel). Do not include *Pin Yin* names for transpositional points. When classical points and transpositional points are the same, the transpositional point abbreviation will be used. Classical points and other miscellaneous acupoints will be given by their *Pin Yin* names and their location described. The reason for selection of each acupoint as it pertains to the diagnosis should be given.

Herbal formulas should be given as *Pin Yin* names with common names following in parentheses and the reason for selection provided. Single herbs should be listed as the *Pin Yin* name followed by the common name in parentheses and their effects as they pertain to the case. Individual herbs and actions may be listed in the body of the text or in a brief table at the end of the paper.

Manufacturers of herbal formulas and any equipment used are listed in footnotes at the end of the text.