

Summary AJTCVM Article Format

Format for All Papers:

Title of paper, centered, in BLOCK CAPITALS

Centered – Name of the author(s), credentials (professional degrees, other veterinary certifications)

Centered – From: Author(s) Professional Affiliation(s) Address (Universities, Clinics, etc)

Centered – email of corresponding author

BASIC AJTCVM FORMAT*

- Use Microsoft Word
 - Times New Roman font style
 - Size 11 pt
 - Title
 - Author full names and credentials
 - Communicating author's email address
 - Author professional affiliations (place of employment)
 - Abstract – 250 words or less
 - Keywords – list of 3-6 in alphabetical order (do not capitalize words)
 - Abbreviations – place on first page all abbreviations used in the paper more than once, paragraph style, alphabetical order
 - Body of text- single spaced, indented paragraphs, no extra line spacing
 - Acknowledgements (individuals that have contributed significantly to the paper)
 - Acknowledgements – place conflict of interest and funding sources statement within Acknowledgment area
 - Footnotes (document manufacturer of medications, herbal medicines, medical equipment)
 - References List (at end of paper) – numbered as used in the paper, organized in AJTCVM format
 - References within paper – use superscript numbers (in order of appearance in text) at the end of the sentence after the period.^{1,2,etc}
 - Figures and tables – should not be embedded within manuscript, but instead placed at end of paper following references
 - Cite a reference for information used in figures and tables (cite the reference in the text behind the table/figure); for example: **ST-36 and GB-34 had dry-needle stimulation (Table 1).**³
 - Do not use accessory programs such as automatic footnotes
- *Refer to “Detailed Basic Format for Beginning of All Papers” later in this document

CHINESE MEDICINE TERMINOLOGY

***Pin Yin* Names**

All Chinese *Pin Yin* names except for names of people (and dynasties) throughout the article should be italicized (ex: *Qi*, *Yin*, *Yang*, *Jing*, *San-Jiao*, *Yuan Qi*, *Jing-luo*, *Zang-fu*). If referencing a word or phrase that contains both *Pin Yin* and English words, please italicize the *Pin Yin* portion only (ex: *Wei Qi* Booster).

Format for English TCM Terms

1. Capitalize the first letter of TCM Eight Principles, Five Treasures and miscellaneous terms such as: Blood, Hot, Heat, Cold, Dry, Damp, Wind, Toxin, Interior or Internal, Exterior or External, Pathogens, Excess, Deficiency, Stasis, and Stagnation.
2. The first letter of English TCM terms should be capitalized
 - Organs: Heart, Spleen, Liver, Kidney, Lung, Large Intestine, Small Intestine, Gallbladder, Bladder, Stomach, Triple Heater (Triple Burner) including Upper Burner, Middle Burner and Lower Burner
 - However, these terms should not be capitalized when they are used in the Western diagnosis. For example, liver enzyme elevation for liver disease, kidney values for renal disorders.
 - Five Treasures: Shen (Spirit), Blood, Body Fluids, Essence (*Jing*), *Qi*
 - Eight Principles: Interior, Exterior, Heat, Cold, Excess, Deficiency
 - Etiology and Pathology: Wind, Cold, Heat, Damp, Dryness, Summer Heat, Phlegm, Stagnation
 - These terms are not applied to general conventional physical exams such as cold ears, dry nose, dry mouth, dry tongue, hot ears, hot nose
 - Channels and Meridians (including the words “Channel” and “Meridian” themselves)

3. All Chinese names of herbs and formulas are written in italics with the first letter of each word capitalized, spaces between the words and the English name in parentheses: *Fu Ling* (Poria)
4. Human medical terms should be avoided unless applicable to animals/veterinary medicine
 - Use clinical signs instead of “symptoms”
 - Use necropsy instead of “autopsy”, etc
 - Please try to avoid human symptoms like headache, irregular menses, menstrual cramps, measles, alcohol poisoning, etc.
5. All Burners or *Jiaos* are written as follows with the Chinese name in parentheses: Upper Burner (*Shang Jiao*), Middle Burner (*Zhong Jiao*) and Lower Burner (*Xia Jiao*).

ACUPUNCTURE

All transpositional acupuncture points should be referred to using capitalized letters for the Channel abbreviation, a dash and the number (ex: 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). No *Pin Yin* names for transpositional points will be used. When classical points and transpositional points are the same, the transpositional point abbreviation will be used. Classical points and other miscellaneous acupuncture points will be given by their *Pin Yin* names presented in italics with the first word capitalized and dashes between the words (e.g. *Da-feng-men*, *Shen-shu*, *Bai-hui*) and their location described or listed in a table column. The reason for selection of each acupuncture point as it pertains to the diagnosis should be given or listed in a different table column.

Use term “acupuncture points” or “acupoints”; do not use “points”.

Acupuncture Methods

All instances of the following acupuncture types should be abbreviated as follows:

- Electro-acupuncture: EAP
- Dry Needle Acupuncture: DNAP
- Aquapuncture/Aqua-acupuncture: Aqua-AP (when used in text can be aqua-AP)
- Laser Acupuncture - LAP

Dry Needle- provide needle gauge, length, type (manufacturer as footnote)

Electro-acupuncture- provide equipment information (manufacturer as footnote); frequencies used, the duration of treatment at each frequency

Aqua-acupuncture- provide details of the hypodermic needle size, depth inserted, primary substance (manufacturer as footnote), substance concentration, dilution of substance (manufacturer footnote), amount injected at each site, if different amounts for different acupoints please state.

Laser acupuncture- If laser or ultrasonic stimulation of acupoints was used, provide equipment information, the total joules applied to an acupoint (joules/cm²), the frequencies used, the duration of each frequency used, and total duration of treatment at each acupoint. If different durations are used for different acupoints, then list in a Table. Indicate manufacturer as a footnote.

Example of Table for Acupuncture Points

Table 1: Acupoints used for EAP Group study dogs with the needle depth, anatomic location, indication and actions for each acupoint

Acupoint	Approximate Needle Depth (<i>cun</i> /inches)	Anatomic Location	Attributes, Indications and Actions
ST-36			

Note the standard AJTCVM format for tables. For descriptions of action add an “s” if needed so it reads “clears Heat” instead of “clear Heat”, “nourishes *Yin*” instead of “nourish *Yin*”, and “drains Dampness” instead of “drain Dampness”; use “harmonizes the formula” instead of just “harmonizes”.

The terms “smoothen the joints” or “smoothen the limbs” is changed to “smooth joint movements” or “smooth limb movements” (The word “smoothen” is not in standard English dictionaries)

HERBAL MEDICINE

Herbal medicine formulas and single medicinal herbs should use the *Pin Yin* names written in italics followed by common names in parentheses, for example: *Si Jun Zi Tang* (Four Gentlemen decoction) or *Fu Ling* (Poria); and the reason for selection provided. The single herbs of each formula should be listed in a table as the italicized *Pin Yin* name followed by the English name and their effects as they pertain to the case. A formatted Table with one column for *Pin Yin* name, one for English name and one for the actions should be used (see example Table below). Footnote an herb/herbal formula (superscript behind name) and the manufacturer should be listed in the Footnotes at the end of the paper [(example in text: Body Sore^a) (example in Footnotes: ^a Jing Tang Inc, Ocala, FL, USA)].

Example:

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

<i>Pin Yin</i> Name	English Name	Amount %	Actions ¹
<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	35%	Restrains dissipation of Lung <i>Qi</i> , promotes Body Fluids, preserves <i>Jing</i> , restrains excess sweating

***Please ensure to use third-person singular verbs in this column**

TUI-NA

Tui-na Procedures

Written with *Pin Yin* first (in italics) followed by English translation. “*Tui-na*” itself should always appear italicized and hyphenated.

Example:

- *Rou-fa* (rotary-kneading) and *Yi-zhi-chan* (single-thumb) at KID-1, KID-3, KID-10, SP-6 and SP-9 for 2-5 minutes per point, once a week for 4 weeks
- *Tui-fa* (pushing) along the back and affected limbs 15 times, once a week for 4 weeks
- *Nie-fa* (pinching) along the spine from caudal to cranial and along the limbs from proximal to distal 15 times, once a week for 4 weeks
- *Ba-shen-fa* (stretching) of the back and affected limbs for 1 minute each, once a week for 4 weeks
- *Dou-fa* (shaking) of affected limbs for 1 minute each, once a week for 4 weeks

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

<i>Tui-na</i> Technique	Actions ⁸
<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

Detailed Basic Format for Beginning of All Papers

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 (place of professional employment)
- 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/Conflict of Interests-Funding)
- Footnotes
- References
- Numbered tables with legends on top
- Numbered figures with legends beneath

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 (e.g. DVM, VMD, MS, PhD, MD) and AVMA recognized specialties (e.g. DACVIM, DACVS, DACVA, DACT, DACVP) centered below the title and not bolded; an author may also list veterinary specialized certifications (e.g. CVA, CVCH, CVFT, canine/equine rehabilitation, veterinary spinal manipulation)

Abstract:

- The title **ABSTRACT** (all caps) should be left aligned and bolded.
- On the next line (single spaced) not indented, write a 250 word or less 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 3-6 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)/Credential(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:

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

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

- Do not include street addresses.
- A website address may be included after the clinic name at the primary author's request.

Abbreviations:

- The title ABBREVIATIONS should be capitalized, bolded, left aligned followed by colon.
- Make a list (in paragraph style) of all the important abbreviations repeatedly used in the text arranged in alphabetical order, and format as below.

Example:

ABBREVIATIONS: 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.