

Footnotes, Acknowledgements and References

Footnote Format

- A bold line should be placed between text and the footnotes, before the footnotes title and after the end of footnotes.
- The title, **FOOTNOTES**, should be placed beneath the top line.
 - Bolded
 - Capitalized
 - Left aligned
- Footnotes are used to list manufacturers of herbal or Western medicines, commercial software, and any equipment described in the paper. They should appear as a superscript small letter in the text at the end of the appropriate word and listed in the footnotes section with no periods at the end of the line. List in the order they appear in the text. Do not use any automatic footnote programs.
 - Superscript: ^{a,b,c,etc}
 - One footnote per line

Example of Footnote within the text:

The horse received Body Sore^e twice daily (15 grams/dose) along with acupuncture for chronic back pain.

Example of Footnote at end of paper:

FOOTNOTES

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

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

^c Evergreen Herbs & Medical Supplies, City of Industry, CA, USA

^d Golden Flower, Placitas, NM, USA

^e Dr Xie's Jing Tang Herbal, Inc., Ocala, FL, USA

Acknowledgements Format

- The section title “**ACKNOWLEDGEMENTS**” should be:
 - Bolded
 - Capitalized
 - left aligned
- Place at end of text before **FOOTNOTES**, for groups or individuals that contributed to the paper/ research project but are not authors on the paper, that an author would like to thank. Caretakers of animals in the report are not acknowledged. (This recognition is at the author's discretion and is not required).
 - **Example:** Thank you to of East Ridge Animal Services, toWalker County Animal Shelterfor their assistance with this project;

- This section also includes any study funding source(s) and the conflict of interest acknowledgment.
 - All manuscripts for articles, original research reports, editorials, comments, reviews and letters that are published in AJTCVM must be accompanied by a conflict of interest disclosure statement or a declaration by the authors that they do not have any conflicts of interest to declare, and will be placed at the end of an article under “Acknowledgements”.
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Examples of Funding Disclosure and Conflict of Interest Statements Used in the Acknowledgments area:

- **Examples 1 and 2:** Author(s) have **no conflicts** of interest with the research or writing of a paper
 - “The author(s) have no conflicts of interest associated with the writing or research for this publication. No financial support was received from grants or third-party sources.”
 - “The authors received no financial support for the research, authorship, or publication of this article.”
- **Example 3:** Author(s) **received financial support**
 - “Supported in part by the American Quarter Horse Association and the Dept of Large Animal Clinical Sciences, Michigan State University. The authors declare there were no conflicts of interest.”
- **Example 4:** Author(s) and **commercial interests that may cause bias** in their publication
 - “The authors disclose no financial interests with companies that manufacture products used in this clinical sciences scenario or with companies that manufacture competing products in this area.”

Standard AJTCVM Statement in the Acknowledgements Area if There are no Conflicts of Interest or Outside Funding for an Author(S):

Declaration of Interest and Funding

The author(s) declare that there is no conflict of interest that could be perceived as prejudicing the impartiality of this paper and the authors did not receive any specific grant of funding from any organization in the public, commercial or non-profit sectors.

References

General Considerations

References are required for all papers submitted. The section title **REFERENCES** should be Bolded, Capitalized, Left aligned, 2 spaces below the FOOTNOTES or ACKNOWLEDGEMENT sections, before the Tables. References should be numbered consecutively as they appear in the text. Do not use an automatic referencing program that inserts references with superscript numbers or letters. Ensure the superscript identifying numbers match up to the correct citation in the list.

1. **Course notes** cannot be used as references. **Master and PhD thesis papers** to be used as a reference must have a website or “doi number” where the study can be accessed or at least an abstract of the thesis. This includes a thesis in a foreign language; there must be an abstract available to read (preferably in English but can be other languages).
2. All journal references must have an abstract available to read (in English or in the foreign language if a non-English journal).
3. **Too many or too few references in a paper:** Avoid both under-citation and over-citation. Under-citation can lead to plagiarism. Over-citation disturbs the flow of a paper and also makes it ponderous for readers to print. Cite 1 or 2 of the most representative sources for a subject. In general, the author should limit themselves to a maximum of 3 references to support a particular statement. The role of a literature review is to provide a targeted review, not every reference ever published to support a statement.
4. References should be indicated in the text as superscript numbers at the end of the sentence *after* the period. *Do not use ibid for repeated use of a reference but simply list the pages in order of their use in the text.* Do not use automatic reference programs, please insert them manually.
 - **Example:** Schwartz C. Four Paws Five Directions. Berkley, CA: Celestial Arts 1996:35-39, 1-3,15,12.
5. All references must include appropriate page numbers. References should be indicated in the text as superscript numbers at the end of the sentence after the period.
 - **Example:** Horses with severe anhidrosis may die from becoming over-heated.¹
6. In general, reference numbers should not be placed within the sentence, even if they refer to different items. Please contact copy editor, Associate Editor, or Editor-in-Chief if there is need to do this.
 - **Example:** In 2 studies of the treatment for back pain in sport horses, Adams evaluated acupuncture and Thompson evaluated Chinese herbal medicine.^{1,2}
7. Figures and tables need to have a reference(s) following them that cites the source for information used in the Table or Figure.
 - **Example:** **Table 1:** Acupuncture point anatomic location and actions³

The reference (3) refers to the source used for that information (i.e. Dr Xie’s blue book). Also, please make sure to have the reference number for that Table following it in the text of the paper.

 - **Example:** ... ST-36 and GB-34 had dry-needle stimulation (Table 1).³

Superscript 3 refers to the reference number for Dr Xie’s book in the references section. Make sure to be careful to add the reference number behind the Table or Figure in the text of the paper. The figures and tables will be embedded within the main text in the final version and reference numbers

need to be in the order they are referred to. If references for tables have been forgotten, the numbers will be out of order and renumbering them can be time-consuming.

Format for References

1. List last name and initial of first name with no commas or periods in the name. If multiple authors, list three names with commas between, then use the term “et al.” to indicate other authors.
 - **Example:** Smith R, Jones T, Fry L et al.
2. Do not insert an “and” between any author names. Use sentence case for the title of paper or chapter; and use title case for book names. Note below the placement of periods, semicolons, spaces and colons in the example as these are standard AJTCVM format.

Journals:

- author(s) names (If there are more than 3 authors, use “et al.”)
 - article name - first letter capitalized and the rest in lowercase letters
 - journal name (do not put in italics)
 - volume and number of the journal
 - page numbers
 - period at end of reference
 - doi.org number* (if available); do not place a period after doi number
- *This makes articles easier to locate and AJTCVM will make these articles available to online readers by just clicking on the doi number.

Journal Example:

Xie H, Collahan P, Ott E. Evaluation of electroacupuncture treatment of horses with signs of chronic thoracolumbar pain. J Am Vet Med Assoc 2005; 227(5):281-286. doi:10.2460/javma.2005.227.281

Book Example:

Schwartz C. Four Paws Five Directions. Berkley, CA: Celestial Arts 1996:35-39,1-3,15.

Book Chapter Example:

Schoen A. Acupuncture for musculoskeletal disorders. Veterinary Acupuncture 2nd Ed, Schoen A (ed). St Louis, MO: Mosby 2001:161-165.

Online Article Example:

Fenner K, Matlock S, Williams J et al. Validation of the Equine Behaviour Assessment and Research Questionnaire (E-BARQ): A New Survey Instrument for Exploring and Monitoring the Domestic Equine Triad. *Animals*. 2020; 10(11):1982. <https://doi.org/10.3390/ani10111982>

Chinese Book or Ancient Book Examples:

1. Yu B, Yu B. *Yuan Heng Liao Ma Ji* (Yuan-Heng's Therapeutic Treatise of Horses). Beijing, China: China Agricultural Press 1963 (Originally published in 1608 A.D.). (In Chinese)
2. Yu C. *Zhong Guo Shou Yi Zhen Jiu* (Traditional Chinese Veterinary Acupuncture and Moxibustion). Beijing, China: China Agricultural Press 1995:1-4.
3. Unknown. *Huang Di Nei Jing* (Yellow Emperor's Classic of Medicine). Beijing, China: *Zhong Yi Gu Ji Chu Ban She* (TCM Ancient Literature Press) 2000:19 (Originally published in 475-221 B.C.). (In Chinese)

Citing a Foreign Source Journal:

- Author Last Name, Author First Initial. Title in the Original Language [Translated Title]. Publisher, Year; Volume(Issue):pages. doi.org
- give the referencing details in the original language and provide a translation of the title in square brackets after the title.
 - **Example:** Viires A. (2009). Puud ja inimesed [Trees and people].

Proceedings from a Meeting*

1. Limehouse J. Urinary diseases. In IVAS Veterinary Acupuncture Notes, 9th Ed. Fort Collins, CO: International Veterinary Acupuncture Society, 2000: 8.1.3-8.1.13.
2. Ferguson B. TCVM Kidney Food Therapy. In Proceedings from the 7th Advanced Traditional Chinese Veterinary Medicine Seminar. Reddick, FL: Chi Institute of Chinese Medicine 2005:238-256.

* there should be a website where meeting proceedings are available to view or to purchase; include the website where they can be accessed in the citation; if proceedings are unavailable, they cannot be used as a reference

Acknowledgment of Paper Presentation at a Scientific Conference

Acknowledgement of paper presentation at a scientific conference before or after publishing in AJTCVM:

“Presented in part at the 29th Annual Congress of the European College of Veterinary Internal Medicine-Companion Animals, Milan, Italy, September 2019.”