ACVIM GUIDELINES FOR LATE BREAKING RESEARCH REPORTS

**SUBMISSION DEADLINE** – 5:00 PM MST, MARCH 15, 2013

**ONLINE SUBMISSION REQUIRED**

(www.ACVIMForum.org)

Abstracts may be submitted for consideration in the late breaking research report category (25-minute presentation) if presented by an active researcher the field. Established investigators, post-doctoral students, and young faculty may be considered, but residents and graduate students may not present in this category.

**SUBMISSION DEADLINE:** MARCH 15, 2013, 5:00 pm MST.

All research reports are presented in oral presentations and are scheduled by the 2013 ACVIM Forum Program committee. Late Breaking Research Reports are published in the ACVIM Forum Proceedings.

Submissions received by the ACVIM will be reviewed according to subject categories for scientific content, experimental design and statistical analysis where appropriate, animal welfare, relevance to internal medicine and strict adherence to abstract formatting guidelines. Single case reports are not acceptable. Abstracts describing a study using clinical cases that lack confirmed, definitive diagnoses are not acceptable. Abstracts which describe data as pending are not acceptable. Abstracts that present data “fractionated” into two or more abstracts when they could be combined into one are discouraged (e.g. regarding test validation, methodology development, or establishing a normal range without application to a population with sufficient power to demonstrate statistical significance). Animals used in the described study are expected to have received humane care, i.e. according to the principles outlined in the NIH Guide for the Care and Use of Laboratory Animals and/or the humane care guidelines found at the author’s institution. Authors must attest to this on the electronic submission form. Each submitted abstract will be reviewed by 3 ACVIM Diplomates with self-declared interest or expertise in the subject area. In order to be accepted for presentation at the ACVIM Forum, abstracts must meet minimum criteria of acceptability by two of three reviewers.

No abstract may be submitted that will have been submitted as a full-length publication before the abstract submission deadline of March 15, 2013. Abstracts that have been published as an abstract and/or presented elsewhere within the 9 months previous to the ACVIM Forum may be submitted for consideration, but must pass the ACVIM abstract review process as for any abstract. The place of prior publication and/or presentation and copyright permission must be disclosed at the time of abstract submission.

Authors are encouraged to verify guidelines with editors of specific journals if the authors intend to subsequently publish the abstract material. Some journals (e.g. *JAVMA, AJVR*) limit the length of previously published abstracts to 250 words. Abstracts conformed to the ACVIM guidelines and published in the ACVIM Forum Proceedings and the *Journal of Veterinary Internal Medicine (JVIM)* that are longer than 250 words might therefore preclude publication of the abstracted material in those scientific journals. We recommend that before submitting abstracts to the ACVIM that you contact the journal to which you will likely submit the full manuscript and have the editor of that journal review the abstract to determine if the length and format would preclude publication. In contrast to some other journals, the *JVIM* encourages submission of materials abstracted in the ACVIM Forum proceedings and does not disqualify manuscripts generated from those abstracts from consideration for publication simply because of their length and formatting. For abstracts published in the proceedings of the ACVIM Forum and in *JVIM* there is no need to obtain prior permission from the editors of *JVIM*.

**Deadline:** All submissions must be made online using the ACVIM electronic submission form found under the ACVIM Forum Announcements Research Report /Abstracts link at www.ACVIMForum.org.

Late Breaking Research Reports must be submitted by 5:00 pm MST, March 15, 2013 to be considered for presentation. The online submission form will be deactivated after this time.

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PREPARING YOUR RESEARCH REPORT FOR ACVIM FORUM SUBMISSION
Typing Instructions for Abstract Form:

- Abstracts must be composed in Microsoft Word.
- Use Times New Roman 10 point font.
- Print must be black.
- Please proof your submission carefully as the abstract will appear exactly as submitted.
- Excessively poor grammar or clarity of writing may be grounds for abstract rejection.
- Modifications to your submission may be made through the submission site until March 15, 5:00 pm MST.
- Reference your abstract title in any correspondence.

Margins:

- The entire abstract (including title and authors) **MUST** fit within the following margins on 8 ½” x 11” paper: **top, 3”**; **bottom, 2”; left 1.5”; right 1.5”**.
- If you are submitting your manuscript in A4 size format, please adjust the margins to the equivalent above.
- Paragraphs within abstracts must be single spaced, **no less**.
- Use full justification so that text is flush with both left and right margins.
- Abstracts that do not fit within these guidelines will be rejected based on formatting.
- Submissions are limited by the margins stated above, not character counts. You may wish to consider limiting your submission to 250 words if you plan to submit your data as a full length manuscript to any journal other than *JVIM* in the future.

Title and Authors:

- Make the title brief, clearly indicating the nature of the investigation.
- **CAPITALIZE THE ENTIRE TITLE.**
- The name of the author presenting the paper must be underlined.
- State each author’s name and institutional affiliations (including city and state). If no institution is involved, give the city and state.
- **Omit degrees, titles, institution appointments, street address and zip code.**
  
  *(example): USE OF ASPIRIN FOR TREATING HEART ATTACK IN DOGS. PJ Smith, **R Johnson**, CK Hilfiger. Denver University College of Veterinary Medicine, Denver, CO.*
  
  *(example of authors at multiple institutions): USE OF ASPIRIN FOR TREATING HEART ATTACK IN DOGS. PJ Smith¹, **R Johnson**¹, CK Hilfiger². 1. Denver University College of Veterinary Medicine, Denver, CO. 2. Pacific Veterinary College, Pacific, WA.*
- Do not mention support of work for a research grant.
- The Title and Author information must be included with the text and must fit within the margins specified above.

Content:

- Do not indent the title.
- Indent each paragraph three spaces.
- Special symbols, graphs or charts must be imported into your abstract and fit within the specified margins.
- Graphs and charts will not be accepted independent of your abstract submission.
- Do not use subtitles, (e.g. methods, results).
- Organize the body of the abstract as follows:
  
  - A statement of the purpose of the study.
  - A statement of the methods used.
  - A summary of the results presented in sufficient detail to support the conclusions. Statements that data is pending are not acceptable.
  - A statement of the conclusions reached (it is not satisfactory to state “the results will be discussed” or “other data will be presented”).

  *Do not use subheadings* (e.g. Methods, Results).

Tables and Graphs:

- Use only if they are simple, neat, and fit within the allotted space.
- Tables and graphs must be imported into the abstract text.
- Tables and graphs will not be accepted independent of the abstract submission.

Abbreviations and Drug Names:

- Abbreviations accepted by the *JAVMA* are suggested.
• Abbreviations otherwise not defined must be defined by the author by placing them in parenthesis after the full word the first time they appear.
• Abbreviations should be avoided in titles.
• Non-proprietary (generic) names are required the first time a drug is mentioned, written in small letters.
• Proprietary names are always capitalized, e.g. cimetidine (Tagamet).

Questions?
Address any questions to Ivy Leventhal (Ivy@ACVIM.org).
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