

MANUSCRIPT Submission Deadline = February 8, 2019
Submit Proceedings through the [ACVIM Speaker Portal](#).

Please direct any questions to:

Ivy Leventhal

Publications Specialist

E-mail: ivy@ACVIM.org

Phone: 303-231-9933 ext. 108 or 800-245-9081 ext. 108 (US & Canada only)

UNLIKE PREVIOUS YEARS WE CANNOT ACCEPT LATE SUBMISSIONS PAST DUE DATE.

Because of the importance placed on quality proceedings, it is highly encouraged to submit a manuscript, and may be a consideration for future speaking engagements.

Copyright Agreement: ALL RIGHTS RESERVED

No part of this publication may be reproduced, stored, or transmitted in any form or by any means without the prior permission in writing from the copyright holder. Authors have granted unlimited and nonexclusive copyright ownership of the materials contained in the submitted Proceedings manuscript to the American College of Veterinary Internal Medicine (ACVIM). Unlimited means that the author agrees that the ACVIM may use various modes of distribution, including online formats. Nonexclusive means that the ACVIM grants to the author an unlimited right to the subsequent re-use of the submitted materials. The research abstracts, and research reports, contained herein are the property of the *Journal of Veterinary Internal Medicine (JVIM)*. The ACVIM and the *JVIM* are not responsible for the content or dosage recommendations in the lecture manuscripts, research abstracts or research reports. The articles are not peer reviewed before acceptance for publication. The opinions expressed in the proceedings are those of the author(s) and may not represent the views or position of the ACVIM. These papers were transmitted electronically and then converted, when necessary, to Word for Windows (Microsoft Corporation, Redmond, Washington). In the conversion process, errors can occur; however, every reasonable attempt has been made to assure that the information contained in each article is precisely how the author(s) submitted it to the ACVIM office. If there are any questions about the information in any article, you should contact the author(s) directly.

Content: Unless told otherwise, outlines are NOT acceptable. Any outline received will be returned for rewrite. If not corrected, it will not be published. Proceedings should contain sufficient material and discussion, so that it is understandable and helpful to individuals who do not attend the presentation. The ACVIM Forum is advertised as the leading edge in veterinary continuing education. Practitioners who choose to attend this meeting usually have excellent libraries and attend several CE events per year. They expect to be challenged! However, an ACVIM Forum registrant is able to attend less than 10% of the overall program. A manuscript not included in the Proceedings is one of the biggest frustrations to the registrants. In addition, lectures that have been changed and no longer follow the published manuscripts are equally frustrating. Your manuscript must be useful to both those who attend and those who do not attend your presentation.

Diagrams, Tables, and Charts: Line drawings, charts and graphs are encouraged. Black and white is recommended for clarity. Color, grayscale, dark backgrounds, photos, radiographs or ultrasound reproductions can display unclearly. We are not responsible for quality of graphics. You must obtain and acknowledge permission for the use of copyrighted material. Previously published uncopyrighted material is not acceptable. Whenever possible, tables should be typed with the text of the article, not presented as an illustration.

Edits: The Proceedings Editors and the ACVIM Proceedings Coordinator may edit your manuscript. These edits will be primarily for obvious typographical errors. **Major editorial and content changes will not be possible due to publication deadlines.** If more extensive editing is deemed necessary, the manuscript will be returned to you for appropriate changes.

Authors will have an opportunity to approve manuscripts before the final version is sent to the publisher. If you choose to do this, direct your request to the Publications Specialist at Ivy@ACVIM.org. A proof will be sent to you and you will have a short period of time to let us know if the manuscript is correct. Content revision will not be allowed.

Concerns Regarding Prior Publication Rules: The American Veterinary Medical Association provided the following suggestions for Proceedings articles based on **unpublished data**:

- Do not provide "hard data," e.g., charts, graphs, etc.
- Do not structure the proceedings paper like a journal article.
- Avoid language describing statistical manipulation of data.
- Do not describe material and methods in detail.
- The portion of the proceedings paper that directly deals with a study yet to be published should be brief -- no more than ½ of a single spaced, typewritten page.

If your presentation is primarily related to unpublished data that you plan to publish elsewhere, use the bulk of your paper to review known information and provide a short communication regarding your study.

Please refer to the [ACVIM Forum Program](#) to ascertain if all of your talks have been properly scheduled and to see that no conflicts exist. If you are also presenting a research report or research abstract, which might conflict with your presentation, please notify the Publications Specialist at Ivy@ACVIM.org.

Manuscript Preparation Guidelines in Sample Form
Great Speaker, DVM, DACVIM (Oncology)
Madison, WI
Wonderful Co-Presenter, PhD, DVM, DECVIM-CA
London, UK

INTRODUCTION

These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer. Although these instructions have been designed for your easy use, you may still have some questions as you proceed. Any initial questions concerning the subject matter of your paper, length of your paper, word processing program options, etc., should be referred to the Publications Specialist at Ivy@ACVIM.org, 303-231-9933 ext. 108 or 800-245-9081 ext. 108 (US & Canada only).

The ACVIM will be working directly from the electronic copy you submit. Your ability to follow the general guidelines and specific formatting will result in less conversion time by the ACVIM, as well as more professional looking Proceedings. The ACVIM choose in 2010 to discontinue producing the ACVIM Forum Proceedings book due to increasing costs and joining with the Convene Green Alliance.

WORD PROCESSING PROGRAM

Microsoft Word® (any version for Windows).

FORMATTING INSTRUCTIONS

Your assistance in following the styles and guidelines outlined for the following parts of your paper will help the ACVIM publish a more uniform looking publication in the most cost effective and timely manner possible.

Manuscript Length

Suggested 3 pages per 50-minute session or 2 pages per 25-minute session (including figures and references). These page lengths are based on 8½" x 11" paper. **REFERENCES ARE REQUIRED.**

Initial Setup

Please set up your word processor to these initial settings.

- Font: 11 pt. Arial Narrow
- Spacing Before/After: 0 pt.
- Line Spacing: Single
- Margins: Narrow (top 0.5"; bottom 0.5"; left 0.5"; right 0.5")

- Tab Stop Position: 0.5"
- General Alignment: Left

Paper's Title

Begin your title at the top margin of your paper and type no more than three lines, centering each line. Use the base font as indicated in the initial setup section, bold, upper and lower case format, as shown above. Be certain that the title of your manuscript matches the title of the program listed on the [ACVIM Forum Program](#) matches the content of your presentation. You may verify your lecture title by accessing the [ACVIM Forum Program](#).

Author / Byline Information

Begin byline information directly under the title. Use bold, upper and lower case format, as shown above. Use one line only for all contributing authors. Begin with first name, middle initial, last name, degrees and special designations (DVM, PhD, DACVIM, DECVIM, etc.). Place the city and state abbreviation on the next line (primary author city and state only).

Do NOT include street address, zip codes, company, departments, etc. These will be deleted for consistency. One blank line should follow the last author line before your first heading.

HEADINGS

Headings should be all caps, bold and left justified as in this sample. Your first heading (i.e., "INTRODUCTION") should follow these same guidelines. Begin your content text indented on the next line.

Subheads

Subheads should be upper and lower case, bold, and left justified as shown here. Begin your content text indented on the next line. Begin the new paragraph directly below each subhead with the first line indented.

Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; use the tab key to indent (0.5"). Use left justification, letting the text wrap — use no hard returns except when starting a new paragraph. Use the base font as indicated in the initial setup section. Do NOT double space between paragraphs.

Page Numbers

Do not number manuscript pages.

Footnotes

Footnotes are **not allowed**.

Tables

When possible, use a **table editor** or **tabs** to create tables. Please do NOT use spaces to align the columns of your table. Also, do NOT use the "columns" feature to create tables. Identify each table with a bold numeric reference and center it at the top of your table (i.e., **Table 1**). When possible the table data should be centered within the column. If there is not enough space left on the page to allow for your table, end your page prior to the table and continue on the next page.

Table 1. Example of a Sample Table and the Table Caption

Sample Description	X	Y	Z
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

Graphics

Most graphic file types can be supported.

Embed each graphic in your document. Include a centered caption for the graphic and place it at the bottom of the graphic (i.e., **Figure 1.**). Use a Tab to indent after the Figure reference.

Other Reminders Pertaining to Graphics

- We are not responsible for quality of graphics.
- Black and white is recommended for clarity.
- Be sure to type your caption in the body of your paper, as you want it to read.

SAVING AND LABELING YOUR MANUSCRIPT FILE

Name the file using speaker last name (i.e. Speaker.doc/.docx/.rtf). If submitting more than 1 Proceeding please add a descriptor (i.e. Speaker-Title.doc/.docx/.rtf or Speaker-Description.doc/.docx/.rtf).

SUBMISSION PROCEDURE

Submit Proceedings through the [ACVIM Speaker Portal](#). All proceedings manuscripts must be received by **February 8, 2018**.

REFERENCES

1. Proceedings **MUST** include a **List of References in a numbered list at the end of the manuscript**.
2. It is important to reference new information, but not general facts.
3. Abbreviated information is preferred, e.g., first author followed by et.al; Title; Abbreviated journal title, year, volume, and first page number.

Example: 1. Madewell B, et.al; Title; Vet Pathol 2001;38(6):698.

5. **Do NOT use footnote or endnote functions**; enter as straight text.