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)

Your assistance in following the formatting guidelines will help the ACVIM publish a more uniform looking publication in the most cost effective and timely manner possible.

Word Processing Program
Microsoft Word® (any version for Windows).

Manuscript Length
Three pages per 50-60-minute session or 2 pages per 25-30-minute session are **recommended (NOT required)**. Page length includes figures and references. These page lengths are based on 8½" x 11" paper. REFERENCES ARE REQUIRED.

Initial Setup
- Font type, size and color: Times New Roman, Arial, Arial Narrow or Calibri; 11 or 12 pt. black.
- 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

Manuscript Title
Bolded with Mixed Case. The title of your manuscript must match the title in the ACVIM Forum Program.

Author / Byline Information
Bolded with Mixed Case. Start on next line after the title. It is ideal to use two lines (name and location) for each contributing author for readability. Use first name, middle initial, last name, degrees and special designations (DVM, PhD, DACVIM, DECVIM, etc.). Place the city, state abbreviation, and country on the next line. **Do NOT include street address, zip codes, company, departments, etc.** These will be deleted for consistency.

<div align="center">

Example of Title and Authors with Byline Information
Great W. Speaker, DVM, DACVIM (Oncology)
Madison, WI, USA
Wonderful Co-Presenter, PhD, DVM, DECVIM-CA
London, UK

</div>

Main Headings
Bolded and ALL CAPITALS. One blank line before a header.

Subheadings
Bolded and Mixed Case. One blank line before a sub header.

Body or Paragraphs
        Indent the first line of each new paragraph. Do NOT use spaces or hanging indents; use the tab key to indent (0.5"). Use left justification, letting the text wrap. No hard returns except when starting a new paragraph. Do NOT double space between paragraphs.

Page Numbers
Do NOT number manuscript pages.

Footnotes/Endnotes
Do NOT use footnote or endnote functions; enter as straight text.

Tables
When possible, use a **table editor** or **tabs** to create tables. Do NOT use spaces to align the columns of your table. Do NOT use the "columns" feature to create tables. Identify each table with a bold numeric reference (i.e., **Table 1**) and place it at the top of your table. 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
Embed each graphic in your document. Include a 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.
- 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). If submitting more than 1 Proceeding please add a descriptor (i.e. Speaker-Title.doc/.docx).

Submission Procedure
Submit Proceedings through the ACVIM Speaker Portal. All proceedings manuscripts must be received by the deadline.

References
- Proceedings MUST include a List of References in a numbered list at the end of the manuscript.
- It is important to reference new information, but not general facts.
- Abbreviated information is preferred, e.g., first author followed by et.al; Title; Abbreviated journal title, year, volume, and first page number.
- Example of how to list a reference:
  1. Madewell B, et.al; Title; Vet Pathol 2001;38(6):698.