

INSTRUCTIONS FOR AUTHORS (January 2008)

The *Turkish Journal of Veterinary and Animal Sciences* (Turk. J. Vet. Anim. Sci.) is an internationally recognised, peer-reviewed journal which publishes original research articles, review articles, short communications, case reports and letters to the editor on all aspects of veterinary medicine and animal sciences. Contributions related to economically important large and small farm animals, poultry, equine species, aquatic species and bees as well as companion animals such as cats, dogs and cage birds are particularly welcomed. Contributions related to laboratory animals should only be accepted for publication with the understanding that the subject is crucial for veterinary medicine and animal sciences. In this respect, manuscripts written on the subjects of basic sciences and clinical sciences related to veterinary medicine, nutrition and nutritional diseases as well as the breeding and husbandry of the above-mentioned animal species, and the hygiene and technology of food of animal origin have priority for publication in the journal.

A manuscript suggesting that animals have been subjected to adverse, stressful, or harsh conditions or treatment will not be processed for publication unless it has been approved by an institutional animal care committee, or equivalent. Either the Editor or the peer reviewers reserve the right to reject papers on ethical grounds when, in their opinion, the severity of experimental procedures to which animals are subjected is not justified by the scientific value or originality of the information being sought by the author(s).

Papers are accepted for publication on the understanding that they have not been published and are not going to be considered for publication elsewhere. Authors should certify that neither the manuscript nor its main contents have already been published or submitted for publication in another journal. All manuscripts should be accompanied by the **Copyright Release Form**, which can be found following the Instructions for Authors. This form should be completed and signed by all co-authors indicating their consent to its publication.

The use of someone else's ideas or words in their original form or slightly changed without a proper citation is considered plagiarism and will not be tolerated. Even if a citation is given, if quotation marks (" ") are not placed around words taken directly from another author's work, the author is still guilty of plagiarism.

After the manuscript has been accepted for publication, i.e. after referee-recommended revisions are complete, the authors will not be permitted to make any additions. Before publication, the galley proofs are always sent to the authors for correction. Mistakes or omissions that occur due to some negligence on our part during the final printing will be rectified in an errata section of a later issue. However, this does not include those errors left uncorrected by the authors in the galley proofs.

All manuscripts and correspondence concerning editorial matters should be sent to:

veterinary@tubitak.gov.tr

or

Turkish Journal of Veterinary and Animal Sciences
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The Editor reserves the right to return, without submission to referees, any manuscript that does not conform to the following recommendations.

Types of contribution

Original research articles should report the results of original research. The entire manuscript should be no longer than 15 pages (double-spaced throughout, 12-point font), should have an abstract of 200 words at most, a limit of 30 references, and a limit of 8 figures and tables combined. Original research articles should contain all of the sections itemised below, and include section titles.

Review articles should cover subjects related to veterinary medicine and animal sciences, falling within the scope of the journal and which are of active current interest. They should be no longer than 30 pages, should have an abstract of 250 words at most, a limit of 60 references, and a limit of 8 figures and tables combined. The sections itemised below are not required for review articles; instead, they should contain an introduction, text with relevant headings and a conclusion section. The introduction should explain the importance of the subject, the text should be comprehensive and detailed, and the references exhaustive. Review articles should be written with the support of original published studies of the author(s).

Short communications should be a concise but complete description of a limited investigation, which will not be included in a later paper. They should be as completely documented, both by reference to the literature and description of the experimental procedures employed, as a regular paper. Short communications should be no longer than 10 pages, should have an abstract of 150 words at most, a limit of 20 references, and a limit of 4 figures and tables combined. Short communications should contain all of the sections itemised below, without section titles.

Case reports should contain Introduction, Case History, Results and Discussion sections. The Introduction section should indicate the interest of the case for practitioners, the Case History section should describe the case and procedures in detail, and the Results and Discussion section should outline the results, with a pertinent discussion and envisaged differential diagnosis. Photographs are desirable. Case reports should be no longer than 5 pages, should have an abstract of 100 words at the most, and a limit of 15 references.

Letters to the Editor should intend to provide a forum for discussion of veterinary and animal sciences emanating from material published in the journal.

Preparation of manuscripts

Manuscripts should be written in English, together with an abstract written in Turkish. Contributors who are not native Turkish speakers may submit their manuscripts with an abstract written in English only. Contributors who are not native English speakers are strongly advised to ensure that a colleague fluent in the English language, if none of the authors is so, has reviewed their manuscript. Concise English without jargon should be used. Repetitive use of long sentences and passive tense should be avoided. It is strongly recommended that the text be run through computer spelling and grammar programs. Spelling should be British or American English and should be consistent throughout. In general, the journal follows the conventions of Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, Council of Science Editors, 7th ed., Reston, VA, USA, 2006. All abbreviations and acronyms should be defined at first mention. To facilitate reader comprehension, abbreviations should be used sparingly. Latin terms such as *et al.*, *in situ*, *in vitro*, or *in vivo* should not be italicised.

Degree symbols (°) must be used (from the Symbol list on the Insert menu in Microsoft Word) and not superscript letter "o" or number "0". Multiplication symbols must be used (×) and not small "x" letters. Spaces must be inserted between numbers and units (e.g., 3 kg) and between numbers and mathematical symbols (+, −, ×, =, <, >), but not between numbers and percent symbols (e.g., 45%).

Manuscripts should be typewritten on 1 side of an A4 page in a legible font (12 point), double-spaced throughout with ample margins (with margins of at least 3 cm) and clearly indicated paragraphs. Every page of the manuscript, including the title page, references, tables, etc., should be numbered. All copies of the manuscript should also have line numbers starting with 1 on each consecutive page.

Manuscripts in general should be organised in the following order:

Title page

The title page of the manuscript (page 1) should contain the following information: the full title of the article in title case (e.g., Modelling the Protein and Amino Acid Requirements of the Greater Rhea (*Rhea americana*)) (in English and Turkish, where applicable), which should be informative, but concise; name(s) and academic title(s) of author(s); and complete postal address(es) of affiliation(s) where the work was carried out. All author names must appear in the following format: Mustafa ELMAS, Jason J. NASH. The corresponding author should be clearly indicated with his/her name; full postal address; telephone, mobile phone (if applicable) and fax numbers; and e-mail address.

Abstracts

The English and Turkish (where applicable) abstracts should be given on page 2, with the full title, omitting the name(s) and address(es) of the author(s). The abstracts should bring out the main points of the manuscript and should include the following information: objective, the animals or sample population involved, design, the materials and methods used, the main results, a brief conclusion and clinical relevance, where applicable. They should be comprehensible to readers before they have read the paper, and abbreviations and reference citations should be avoided.

Key Words

Relevant key words in English and Turkish (where applicable), not more than 6, should be carefully chosen and given following the abstracts.

Introduction

The Introduction section should supply sufficient pertinent background information to allow readers to understand and interpret the results. It must include the rationale for the study, the investigators' hypothesis, and a clear statement of the purpose of the study. The purpose of the study should be mentioned at the end of this section in a separate paragraph. Only essential references should be cited.

Materials and Methods

The Materials and Methods section should describe the experimental procedures in sufficient detail to allow other scientists to repeat the experiments. A subsection detailing statistical methods used to summarise data and test hypotheses and the level of significance used for hypothesis testing should be provided. Where techniques that have already been described in an indexed journal are used, this section should be concise and provide relevant references.

Results

The Results section should provide data that are clearly and simply stated without discussion or conclusions. The results should be presented logically and concisely, with the help of only essential tables, graphs and histograms or photographs. Repetition of the data should be avoided. The Results section should not contain discussion or citations.

Discussion

The Discussion should be strictly limited to the subject, emphasise the most important points and propose relevant future prospects. The discussion should focus on findings in the manuscript and should be brief, containing only discussion that is necessary for interpretation of happenings.

Acknowledgements

Acknowledgements and any other information concerning research grants, etc. should be noted.

References

All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spellings of authors' names are exactly the same in the text as in the reference list. Authors bear primary responsibility for the accuracy of all references. Only references essential for the understanding of the study should be included. Instead of listing several publications with similar results, citing a review should be preferred. References should be numbered consecutively, in the order that they are first mentioned in the text. When citing a reference in the text, the author's name and reference number should be referred to. Examples: "... as defined by Oliver and Morest (15)." "... cell numbers reported previously (12)...". If a citation has more than 2 authors the first author should be given followed by "et al.". Example: Young et al. (14) reported...". This format, however, should never be used in the list of references. In the list of references all authors must be included. Journal titles must be abbreviated in the form of the abbreviated title from the cover of the journal concerned, or in the form approved by the ISI Web of Science. Authors should avoid using abstracts, personal communications, unpublished data and web addresses as references, though such material may be inserted (in parentheses) in the text. In case of publications in any language other than English, including non-Latin alphabets, the English title should be written, if available, with an annotation such as "(article in Turkish with an abstract in English)" or "(article in Chinese with an abstract in English)" at the end of the reference. Manuscripts accepted for publication but not yet published should be referred to as "in press". The style used for common types of references is as follows:

Journals

Seyrek, K., Bildik, A.: Immunohistochemical detection of heparin-binding lectin in the development of the bovine thymus. *Turk. J. Vet. Anim. Sci.*, 2003; 27: 465-469.

Reifinger, M.: Statistical studies on the occurrence of testicular neoplasms in domestic mammals. *J. Vet. Med. A.*, 1988; 35: 63-72. (article in German with an abstract in English).

Journals paginated by issue

Mullis, K.B.: The unusual origin of the polymerase chain reaction. *Sci. Am.*, 1990; 262 (4, Apr): 56-65.

Books

Dubey, J.P., Beattie, C.P.: *Toxoplasmosis of Animals and Man*. CRC Press Inc., Boca Raton, Florida. 1988.

McDonald, L.E.: *Veterinary Endocrinology and Reproduction*. Lea & Febiger, Philadelphia. 1980; 428-445.

Strombeck, D.R., Guilford, W.G.: *Small Animal Gastroenterology*. 2nd edn., Wolfe Publ. Ltd., California. 1991; 328-330.

Chapter of a book

Sargent, J.R.: Origins and functions of egg lipid. In: Bromage, N.R., Roberts, R.J., Eds. *Broodstock Management and Egg and Larval Quality*. Blackwell, Oxford, 1995; 353-372.

Dorn, A.S.: Introduction to veterinary dentistry. In: Slatter, D. Ed. *Textbook of Small Animal Surgery*. 2nd ed., Vol. 2, W.B. Saunders Co., Philadelphia. 1993; 2310-2314.

Dissertation or thesis

Yetim, H.: Biochemical and structural alteration of restructured fish muscle as influenced by egg white tumbling and storage time. PhD Dissertation. The Ohio State University, Columbus, Ohio, USA. 1993.

Published proceedings

Kirby, R.: Shock: Aggressive resuscitation procedures. W.S.A.V.A. XVII World Cong., Rome. 1992; 609-610.

Girbau, M., Bassas, L., Alemany, J., de Pablo, F.: In situ autoradiography and ligand-dependent tyrosine kinase activity reveal insulin receptors and IGF-I receptors in prepancreatic chicken embryos. *Proc. Natl. Acad. Sci.*, 1989; 86: 5868-5872.

Unpublished material

Arat, S., Rzucidlo, S.J., Stice, S.L.: Transgenic bovine nuclear embryos from adult somatic cell lines. Turk. J. Vet. Anim. Sci., 2003; 27: In press.

Figures and Tables

All illustrations (photographs, drawings, graphs, etc.), not including tables, must be labelled "Figure".

The correct position of each table and figure must be clearly indicated in the paper.

All tables and figures must have a caption and/or legend and be numbered (e.g., Table 1, Figure 1) unless there is only one table or figure, in which case it should be labelled "Table" or "Figure". Captions must be written in sentence case (e.g., Macroscopic appearance of the tumoral mass.)

All tables and figures must be numbered consecutively and given at the end of the manuscript.

The resolution of images should not be less than 118 pixels/cm when width is set to 16 cm.

Images must be scanned at 1200 dpi resolution and submitted in jpeg or tiff format.

Graphs and diagrams must be drawn with a line weight between 0.5 and 1 point. Graphs and diagrams with a line weight less than 0.5 point and more than 1 point are not accepted. Scanned or photocopied graphs and diagrams are not accepted.

Graphs and diagrams drawn in a program other than MS Word should be pasted in a blank MS Word page and submitted separately. When figures are transferred into MS Word, they should not be converted into or exported as image file formats (jpeg, tiff, epd, pdf, etc.), but simply pasted as an editable object.

Charts must be prepared in 2 dimensions unless required by the data used. Charts unnecessarily drawn in 3 dimensions are not accepted.

Tables and figures, including caption, title, column heads, and footnotes, must not exceed 16 × 20 cm and should be no smaller than 8 cm in width. Tables must be clearly typed, each on a separate sheet, and double-spaced.

Tables may be continued on another sheet if necessary but the dimensions stated above still apply.

FINAL CHECKLIST

Before submitting your paper (and other writings as applicable) please make sure that the following requirements have all been met:

- Copyright Release form is enclosed, completed and signed by all authors
- Spell check and grammar check have been performed
- Entire paper is double-spaced (NOT 1.5) including abstract, tables, captions/legends, references
- Margins are 3 cm each side
- Font size is 12 pt
- Decimals are shown by a decimal point (e.g., 10.24) and not by a comma (e.g., NOT 10,24)
- The percent sign appears without a space after the number (e.g., 53%) and not before (e.g., NOT % 53)
- Names of authors are written in full (not abbreviated)
- English title is given
- English address is given
- English abstract is given
- English key words are given
- Turkish title is given (if possible)
- Turkish abstract is given (if possible)
- Turkish key words are given (if possible)
- Each title is given in title case
- Figures are prepared correctly, according to the instructions
- Figures are max. 16 × 20 cm; min 8 cm wide
- Figures are referred to consecutively in the paper
- Tables are max. 16 × 20 cm; min 8 cm wide
- Tables are referred to consecutively in the paper
- Captions are written in sentence case
- References are typed according to the instructions
- References appear consecutively in the paper
- References are listed in order of appearance
- All pages and lines are numbered