

## INSTRUCTIONS TO AUTHORS

*Jurnal Veterinar Malaysia* is a peer-reviewed journal that publishes original research work, reviews, case reports, short communications and letters to the editor from any veterinary related fields. The copyright of papers accepted for publication is that of the Malaysian Veterinary Medical Association and the journal is published twice a year. *Jurnal Veterinar Malaysia* is published in English.

### Submission of manuscripts

Submission of manuscripts to the *Jurnal Veterinar Malaysia* is via email to [journal@mavma.org.my](mailto:journal@mavma.org.my). An acknowledgment of receiving submission of manuscripts will be provided. Authors must submit articles in **WORD** format (saves as .doc or .docx) and not as PDF files. PDF proofs will be automatically generated from uploaded files and these are used for subsequent reviewing. Queries concerning the submission process or journal procedures should be sent by e-mail to: [journal@mavma.org.my](mailto:journal@mavma.org.my).

### Cover letter

The Corresponding Author, who is normally the Author submitting the paper, will be asked to provide a cover letter to confirm that the article is original and is not being considered for peer-reviewed publication elsewhere. Submission also implies that all of the Authors have approved the paper for release and are in agreement with its content. The Corresponding Author will also be required to confirm that all Authors have made substantial contributions to (1) the conception and design of the study or acquisition of data or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, and (3) final approval of the version to be submitted. Contributors who do not meet these criteria for authorship should be listed in an Acknowledgements section. Upon acceptance of the article by *Jurnal Veterinar Malaysia*, the Author(s) will be asked to transfer the copyright of the article to the Publisher. This transfer will ensure the widest possible dissemination of information.

### Plagiarism

Plagiarism is globally recognised as a serious academic offence. The Corresponding Author will be asked to tick a box to confirm acceptance of these guidelines before approval of the PDF file and completion of the submission process.

### Animal welfare

Where animals have been used in a study, the institutional ethical or animal welfare Authority under which the work was conducted must be stated, along with the specific authorisation reference number and the date of approval (if applicable). The *Jurnal Veterinar Malaysia* will reject any paper where there is reason to believe that animals have been subjected to unnecessary or avoidable pain or distress.

### Conflict of interest

At the end of the text, under a subheading "Conflict of interest" statement, all Authors must disclose any financial and personal relationships with other people or organisations that could influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications or registrations. Conflicts of interest may also exist where a commercial company donates (or provides funding for a study that uses) drugs, equipment, test kits, vaccines, reagents or other products manufactured or marketed by that company. If no conflicts of interest exist, this should be stated as "None of the authors of this paper has any financial or personal relationship with other people or organisations that could inappropriately influence or bias the content of the paper".

### Role of the funding source

All sources of funding should be declared in an Acknowledgements section at the end of the text. Authors should declare the role of study sponsors, if any, in the study design, in the collection, analysis and interpretation of data, in the writing of the manuscript and in the decision to submit the manuscript for publication.

## PREPARING THE MANUSCRIPT

### Title page

A title page must be included at the start of the article. This should give the paper's title, names of Author(s), the name(s) and address(es) of the institution(s) where the work was done and other Authors' addresses where these differ. If the article is a Review or Short Communication, this should be clearly indicated at the left top on the title page. Insert a page break at the bottom of the title page before the Abstract.

Except where all Authors come from the same department, each Author should be identified using a number superscript (<sup>1,2,3</sup> etc.), and the Corresponding Author should be designated by an asterisk (\*) as follows, example:

#### HEMATOLOGICAL PROFILES OF THE MALAYSIAN BEAR (*Helarctos Malayanus*) KEPT IN CAPTIVITY

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The contact details of the corresponding Author [telephone number, fax number (if available), and E-mail address] should then be given using the following format:

\* Corresponding author: Dr Azlan Che Mat (C.A. Azlan); Phone No : +603 123 4567; Fax No: +603 234 5678; Email: [c\\_azlan@putra.upm.edu.my](mailto:c_azlan@putra.upm.edu.my)

If it is desirable to indicate that more than one author contributed equally to the work, the numeric superscript (<sup>a</sup>) should be placed after the names. Then below the corresponding author details you should state:

<sup>a</sup> These authors contributed equally to the work. It is not usually acceptable for all authors to be acknowledged as equal contributors to a study.

### Format and layout

Authors submitting papers that are suitable for consideration but do not comply fully with this guide will be asked to amend the text and re-submit. Articles must be written in the English language. UK English is preferred. Please use the spelling as printed by The Oxford English Dictionary. *Jurnal Veterinar Malaysia* will not edit submitted manuscripts for style or language; therefore Authors are advised to write clearly and simply, and to have their article checked by English proficient writers before submission.

- Use double-spacing except for Title page and References, which should be in single spacing. Time New Roman, font size 12 point, is preferred for all text (including Tables, Figures, References and all symbols). A smaller font size maybe used in Tables if space is limiting, and line spacing may also be adjusted in Tables where necessary. Formatting must not be customized since this impedes editing.
- Continuous line numbers are required throughout the text.
- Bacteria, viruses, genes, mutations, genotypes, and alleles should be indicated in italics as appropriate.

## 1. FULL PAPER (Original Articles)

Manuscripts of a full paper should be arranged as follows: (1) Title page; (2) Summary and up to five Keywords in alphabetical order to be supplied below the Summary; (3) the main text must be sub-divided into Introduction, Materials and methods, Results, Discussion, and Conclusions; (4) Conflict of interest statement; (5) Acknowledgements; (6) References; (7) Tables; (8) Figure legends; (9) Figures (uploaded as separate files). The sections should not be numbered. The text should not exceed 5,000 words in length or about 6 pages of the Journal including tables, illustrations and references.

**SUMMARY.** The summary should not exceed 250 words (with no sub-headings), which should emphasise objectives/brief background, the experimental procedure, results and conclusions.

**KEYWORDS.** Please include 3 to 5 keywords representing the main content of the article.

**INTRODUCTION.** This should describe briefly the background and any previously published literatures related to the work. It should indicate the justification and objective(s) of the work being presented.

**MATERIALS AND METHODS.** An account of the animals or samples as well as the experimental design, methods and techniques used should be described. Detailed descriptions that have been cited in appropriate references should be avoided.

**RESULTS.** These should be concise and the data should be logically analysed and presented. Tables and figures illustrating the same data should be avoided.

**DISCUSSION.** This section evaluates and interprets the findings and should not repeat the results. It also compares the result of present study with those of earlier studies and should include the author's conclusion.

**ACKNOWLEDGEMENTS.** Only persons who have made substantial contributions to the study should be acknowledged.

**REFERENCES.** Only pertinent references should be cited. Authors are strongly advised to use reference management software such as EndNote. However, references should be checked carefully for accuracy and corrected manually to ensure the format matches exactly the *Jurnal Veterinar Malaysia* style described below. In the text, the name(s) of author(s) should be as follows: Lim and Yusof (1985) or (Lim and Yusof, 1985); Saroja (1985a); Saroja (1985b); papers with more than two authors should be referred to by the first author followed by *et al.* The list of references should be single spaced arranged in alphabetical order and further sorted chronologically. All authors' name should be included. Titles of journal should be abbreviated according to the ISI Journal Title Abbreviations. References to books and monograph should include the name(s) of author(s) or editor(s) followed by the date of publication in brackets, the title of the chapter or article, the full title of the book, the edition (if any), page referred to, the publisher and place of publication. The following are examples for guidance.

Book

Turner, H.N. and Yong, S.S.Y. (1990): Quantitative Genetics in Sheep Breeding. Cornell University Press, Ithaca.

#### Serial Article

Moore, L.J. and Rutter, J.M. (1989): Attachment of *Moraxella bovis* to calf corneal cells and inhibition by antiserum. Aust. Vet. J. 66: 39-42.

#### Paper in Edited Book

Roberts, S.J. (1986): Abortion and other gestational diseases in mares. In: Current Therapy in Theriogenology. Morrow, D. A. (Ed.) 2nd. ed., W.B. Saunders Co., Philadelphia. pp. 705-710.

#### Conference Proceedings

Seetha, D.Y., Dahlia, W. and Sivagurunathan, S. (1991): Acetylcysteine treatment in a cat with acetaminophen toxicosis. In Proceedings of the 7<sup>th</sup> Veterinary Association Malaysia Scientific Congress, Seremban, Veterinary Association Malaysia. pp. 83-84.

#### Unpublished Materials (e.g. thesis, reports, etc.)

Ali, A.H. (1980): Studies on the prevention of neonatal calf diarrhoea, MVM Thesis, Glasgow.

Please note:

- Insert a page break only after the Title page, after the Abstract with Keywords, after the References section, between each Table, and before the Legends to figures.
- The Results and Discussion sections must be distinct and not combined.
- Avoid sub-headings in the Discussion section.
- References must not be included within the Conclusions section.

## 2. CLINICAL PAPERS AND CASE REPORTS

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These are either short or full papers that follow the overall arrangements described above. However, they may include the following:

- i. Introduction: explaining why the case is being reported, with reference where necessary to previous reports.
- ii. An account of the history and clinical examination of the case and laboratory workup sufficiently complete to enable a similar case to be recognised.
- iii. The diagnosis and, where applicable, a differential diagnosis.
- iv. An account of the treatment and the subsequent course of the condition.
- v. An account of the findings at post mortem examination where appropriate.
- vi. A discussion.

## 3. SHORT COMMUNICATIONS

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Short communications are short papers and should follow the requirements for full manuscripts, but the text must not exceed 2,000 words or 3 printed pages of the Journal (including tables, figures and plates). The paper should not be divided into conventional sections. They describe either the results of complete experiments but are less comprehensive than full length articles or short clinical reports. Headings for the Summary, Keywords, Acknowledgements, Conflict of interest statement and References should be included, but there should be no other headings or subheadings in the main text. There should be no more than 10 references in a Short Communication. A Summary of not more than 125 words is required and up to five Keywords should be supplied below it.

## 4. REVIEW PAPERS

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Review papers are accepted only if they conform to the following criteria:

- i. The author or co-author(s) must have publication (in refereed journals) in the reviewed area.
- ii. Provide new knowledge or a high-calibre synthesis or important knowledge.
- iii. Critical review of a specific area of scientific research.
- iv. Preferably pertinent to the Malaysian context.

Review papers may be commissioned or proposed. Authors wishing to submit a review article are advised to contact the Editor at [journal@mavma.org.my](mailto:journal@mavma.org.my). Reviews are about 4000 words in length and may cover any relevant aspect of veterinary science or comparative medicine. Reviews should follow the layout for Original Articles, but with the main text subdivided as appropriate to the subject matter, starting with a Summary and Introduction and incorporating Conclusions and a Conflict of interest statement. Sections should not be numbered.

## 5. LETTER TO EDITOR

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The purpose of "Letters to Editor" are:

- i. to report *preliminary accounts* of research findings for publication, and
- ii. to discuss or expand on scientific points made in articles recently published in the Journal.

Letters are limited to ONE (1) printed page. Acceptability of letters will be decided by the Editorial Board.

## Abbreviations and symbols

Only standard abbreviations and symbols should be used. Abbreviations in the title and at the beginning of a sentence should be avoided. The full term for which an abbreviation stands should precede its first use in the text, e.g. agar gel precipitation tests (AGPT). Standard units of measurement are exempted. Whenever possible, measurements should be in the International System of Units.

## Manufacturers

Manufacturers and suppliers should be indicated within the text after the name of the product. For example: 'diazepam (Valium, Roche)' or 'using an infusion pump (Medfusion 2010, Medex)'. Addresses/locations of manufacturers is not necessary and the use of ® or ™ should be avoided. Note: proprietary names must not appear in the title or summary. Dosage of drugs should also be given, e.g. 6 x 106 i.u. procaine penicillin (Bipen; Gist-Brocades).

## Tables

Tables should be few, simple and typed with double spacing on separate sheets. Each table should have a title (above the table) that summarizes the whole table, numbered and cited in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc.), and place after the reference list. Complex tables are not acceptable and should be summarized rather than tabulated. Footnotes to tables should be indicated by <sup>a</sup>, <sup>b</sup> etc. and typed at the bottom of the relevant table. Information in tables should not be duplicated in figures and vice versa. The tables should be placed at the end of the main text after the References but before the Figure Legends, with one table per page.

## Figure and illustrations

This should be provided after tables (if present). The Editors will reject Figures of an unacceptable standard or ask the Authors to replace them. Figure should be numbered in sequence (using Arabic numerals - i.e. Figure 1, 2, 3 etc), have short title of figure and figure legend. Do not write the legends on the figures. Scale bars must be provided on all photomicrographs and electron micrographs.

In preparing Figures, Authors should note the following:

- Use uniform lettering and sizing of the original artwork.
- Use only the following fonts in your figures: Times New Roman, Arial, Courier, Helvetica, Symbol.
- Number the figures according to their sequence in the text.
- Provide all figures as a separate files (Figure 1, Figure 2 etc). Do not included in the main manuscript.

## Artwork formats

Regardless of the application used, when your electronic artwork is finalised, please 'save as' or convert the images to one of the following formats (Note the resolution requirements for line drawings, half-tones, and line/half-tone combinations given below):

EPS: Vector drawings. Embed the font or save the text as 'graphics'.

TIFF: Colour or greyscale photographs (half-tones): Always use a minimum of 300 dpi.

TIFF: Bitmapped line drawings: Use a minimum of 1,000 dpi.

TIFF: Combinations of bitmapped line/half-tone (colour or greyscale): A minimum of 500 dpi is required.

DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications, please supply 'as is'.

All Figures will be published in colour on-line, but colour will only be used in the hard copy of the *Jurnal Veterinar Malaysia* where it is considered to be essential to the presentation of the paper (colour reproduction charges may apply).

## The Editorial Board reserves the right to reject any manuscript

## Proofs

The corresponding Author will be advised by the Editor when the paper has been accepted for publication. One set of page proofs in PDF format will be sent by e-mail to the corresponding Author.

The *Jurnal Veterinar Malaysia* will do everything possible to publish an accepted article quickly and accurately. Therefore, it is important to ensure that all author corrections are sent back to in one communication; Authors should check proofs very carefully before replying, since inclusion of any subsequent corrections cannot be guaranteed. Proof reading is the responsibility of the authors, but final Editor's correction may also be incorporated at proof stage. Once the final corrections have been made, *Jurnal Veterinar Malaysia* will aim to publish the paper electronically within 6-8 weeks. The hard copy version containing the paper may follow later, normally within 12 months of acceptance.

## Offprints

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