

*Veterinary Technician* is published online only at [Vetlearn.com](http://Vetlearn.com).

## GETTING STARTED

Before you begin writing your paper, contact our editorial office to make sure that there is a need for an article on your topic and that no other author is writing on the same subject (email: [editor@vettechjournal.com](mailto:editor@vettechjournal.com)).

## FORMAT

Manuscripts should be typewritten and double-spaced. The paper must be submitted via email or on a disk in Microsoft Word 6.0 or better. The paper should include headings where appropriate. The maximum length of manuscripts is 3,000 words. Shorter manuscripts are welcome.

## TRADE NAMES

Trade names are generally not to be used in text unless mention is essential and all available products are represented fairly.

## FOOTNOTES

Any explanatory notes or personal communications should be footnoted using alphabetical superscripts within the text.

## REVIEW ARTICLES

All review articles must be accompanied by a 10-question, multiple-choice quiz that tests the reader's comprehension of the main points of the article. True/false questions should not be included. In addition, review articles should have three key points — one sentence each in length — that sum up important points in the article.

## VISUALS

Submission of high-quality photographs, slides, electronic images, videos, or line drawings that help clarify the subject matter is encouraged. Acceptable video formats include Flash, MP4, Quicktime, and some WMV files up to 720 pixels with an aspect ratio of 16:9 or 4:3 and an audio codec of MP3 or 4 or AAC. The publisher cannot be held responsible for original material, so authors are advised to keep duplicates of all original artwork. You must obtain written permission from the original source for any figures, diagrams, etc. that you do not own the rights to. For more detailed information about submission of visuals, email [editor@vettechjournal.com](mailto:editor@vettechjournal.com).

## ANCILLARY VISUALS

Tables, boxes, sidebars, and diagrams that help to explain or clarify the text can be submitted with the manuscript. These items cannot be taken from other sources unless they are modified or written permission is obtained from the original source. A glossary should be provided for all review articles and clinical columns.

## REFERENCES

All points discussed in the text of review articles and clinical columns must be documented by references cited with numbered superscripts in the text. References should be listed in order of citation in the text — not alphabetically. Review articles generally include more references than do columns. Journal articles, clinical textbooks, and conference proceedings are suitable references. Web sites are acceptable; however, only sites associated with legitimate, unbiased groups or organizations (e.g., universities, government organizations, reputable national associations) should be used.

## REVIEW AND APPROVAL

All clinical articles will be reviewed by at least one acknowledged expert in the appropriate field of medicine. Controversial subjects will be clarified by editorial commentary. The *Veterinary Technician* editorial staff reserves the right to make revisions in text when appropriate. All manuscripts are edited for content, clarity, and style. Authors are given an opportunity to review edited manuscripts prior to publication.

## READER COMMENTS

Authors are encouraged to monitor and respond to reader comments on their articles at [Vetlearn.com](http://Vetlearn.com). Authors may be requested to respond to particular comments/questions at the request of the managing editor.

## HONORARIUM AND AUTHOR INFORMATION

The author of contact receives an honorarium (the amount depends on the type and length of article written). Make sure you include your contact information (telephone, fax, email) and availability. Please list your degrees and your affiliation and its location.

## EDITORIAL CORRESPONDENCE

For topic availability and other questions  
Email: editor@vettechjournal.com

Completed manuscripts and other editorial correspondence should be sent to:  
Email: editor@vettechjournal.com  
Fax: 267-685-1221  
Mail: Vetlearn/Veterinary Technician, 780 Township Line Road, Yardley, PA 19067

## HOW TO AVOID PLAGIARIZING

Keep in mind that even though you are referencing a statement from a published source, the statement must be reworded so that it is different from, but has the same meaning as, the original statement. For example:

**Original source** — Very young kittens (0 to 8 wks) are very susceptible to infection with FeLV. Cats older than 16 weeks are less likely to be infected, but cats of any age may acquire FeLV, particularly through prolonged contact.

**Unacceptable rewording** — Kittens that are 8 weeks of age or younger are very susceptible to infection with FeLV.<sup>1</sup> Cats older than 16 weeks are not as likely to become infected, but cats of any age may acquire FeLV, particularly through prolonged contact.<sup>1</sup>

**Acceptable rewording** — Newborn kittens (8 weeks of age) are more susceptible to FeLV infection than are adult cats; therefore, newborn kittens have the greatest risk of infection if exposed to the virus.<sup>1</sup> However, any cat that has prolonged contact with an FeLV-positive cat may contract the virus.<sup>1</sup>

## INITIAL STEPS

1. Once your topic has been approved, you will need to put together an outline (see **Creating an Outline** as a refresher).
2. At the same time, you should determine which references you are going to use for the paper (see **Reference Guide** for more details).
  - ❖ At least four to six references per article are required, and papers that are extremely clinical or technical should have more.
  - ❖ Use references that are no more than 5 years old.
  - ❖ Web references should be kept to a minimum and should be no more than 25% of the total references.
  - ❖ If Web references are used, the sites must be hosted by a reputable source (i.e., the site must be affiliated with a government agency, university, or recognized group [e.g., AVMA, The HSUS]).
3. Begin writing!

## WRITING YOUR PAPER

Things to keep in mind when writing:

1. **Use an outline as a guide** when writing your paper.
2. **Make sure that you add headings** throughout your paper as you are writing. Often, the points listed in your outline can also be used as your headings.
3. All of the **content under each heading must discuss material relating to that heading**. For example, don't discuss clinical signs in the "Treatment" section.
4. Make sure that **your paper follows a logical order** (i.e., do not discuss something before you define it).
5. **Cite references in numerical order** as you are writing. This will eliminate errors later. Read the **Reference Guide** so that you know which statements must be referenced.
6. Make sure you **do not plagiarize** from the sources that you are citing.  
**IMPORTANT: Information obtained from a source must not be copied word for word for your paper. All material obtained from another source must be reworded or paraphrased.**

## REVISING YOUR PAPER

Even professional writers need to put their work aside for a short period and then reread it with a more critical eye.

1. After you set your paper aside for a week or so, **take time to read it through carefully**. Some questions to ask yourself when reading the paper are:
  - ❖ *Did I stray from the topic at all?*
  - ❖ *Is there any information that doesn't belong?*
  - ❖ *Does every statement make sense to me?*
  - ❖ *Does the content under each heading reflect the heading?*
  - ❖ *Is there something that I didn't cover in enough detail?*
  - ❖ *Did I cite references throughout the paper? Are the references listed correctly?*
  - ❖ *Does the content follow a logical progression (e.g., clinical signs are discussed before diagnostics)?*
  - ❖ *Did I cover the same information more than once in the paper?*
  - ❖ *Does my title reflect my content? Or does the title need to be changed?*
2. Mark up your manuscript as you read through it. Make sure that you have addressed all of the points listed in the **Manuscript Checklist**.
3. Revise your paper accordingly.
4. Ask at least two veterinary professionals (at least one veterinarian) to review your paper. Be sure to tell these individuals that you want constructive criticism.
5. Address any issues that these professionals may have with your paper.
6. Fill out any necessary paperwork, and then submit your paper along with the required forms to our editorial office.

Writing is a lot of work, but you will be rewarded immensely when your article is published and your peers see your name. Our goal is to help you get published, but we cannot accept papers that have major factual or organizational flaws. By following these steps, you will be helping yourself get started in the publishing process.

Name: \_\_\_\_\_ Credentials: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

Affiliation: \_\_\_\_\_  
(Clinic/company name, city, and state)

Best ways to be contacted:

Email: \_\_\_\_\_  Daytime phone number: \_\_\_\_\_

## CHECKLIST OF ESSENTIAL ITEMS

### CONTENT

- The paper has headings.
- Content that has been taken from a reference has been reworded.
- A glossary of terms (listed in alphabetic order) has been provided (required for CE papers and technical columns).
- The title reflects the content of the paper.

### REFERENCES

- At least four to six references are used in the paper. Note: References are not needed for papers that are based on a personal experience (e.g., paper on Katrina rescue efforts).
- The references are cited in numeric order in the text.
- Most of the references cited in the article are from the past 5 years.
- Web references are limited to no more than 25% of the total references.
- Only Web references that are affiliated with a university, government agency, or other recognized group have been used.

### CE OR REVIEW ARTICLES

- Three key points (one sentence each in length) are included.
- There are 10 multiple choice questions at the end of the article.
- Each question has an answer and three distractors (labeled a., b., c., and d.).
- None of the questions are in true/false format.
- The answers to the questions vary (i.e., not every answer is "d").
- The answers to each question have been clearly indicated either by putting the answer in bold or providing an answer key.

### ARTWORK

- Original artwork has been provided for the article (see Art Submission Guidelines, which can be found on the **Understanding Copyright** form).
- Captions have been included for each image supplied.
- All figures have been cited in the text.

**OR**

- I am unable to provide artwork.

### OTHER

- Following are the names and credentials of at least two veterinary professionals (at least one vet) who have reviewed the paper.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- If no one has reviewed the paper, please explain why.

- I have filled out the **Understanding Copyright** form and the **Copyright Assignment and Waiver** and am faxing or mailing these forms to the editorial office along with this form.
- I understand that my paper will be reviewed by the VETERINARY TECHNICIAN editorial board and that I will have to address any comments before the paper can be published.

## THIS FORM MUST ACCOMPANY MANUSCRIPT WHEN SUBMITTED

Please fax to 267-685-1221 or mail to Vetlearn/VETERINARY TECHNICIAN,  
780 Township Line Road, Yardley, PA 19067.

Congratulations on your decision to write an article for VETERINARY TECHNICIAN! Whether you are a novice to writing or a seasoned pro, putting together an outline can be the key to producing an excellent article. But before you pick up that pen or put fingers to the keyboard, ask yourself the following questions:

- ❖ *What specific areas within the subject do I want to cover? Do I plan to cover the topic comprehensively, or am I going to write an overview?*
- ❖ *Am I going to write a review (CE) article, a technical column, or a lighter column? (Review articles are different from technical columns in that they contain enough information to support 10 CE questions and have three Key Points describing important information found in the article. NOTE: Indicate at the top of your outline which of these formats you want to use.)*
- ❖ *How do I want to begin my article? How do I want to end it?*

Answering these questions will help you in creating an outline and will probably save you a great deal of time in the long run. Once you know what kind of article you are going to write, where you want to start, and where you want to finish, think about how you want your information to progress logically from beginning to end. The major points you want to cover will become the points (or headings) of your outline.

## **SAMPLE 1: NONTECHNICAL COLUMN** **A Matter of Taste: Flavoring Pet Medications**

- I. Introduction
- II. The Benefits of Flavoring Pet Medications
- III. How the Process Works
- IV. What Flavors Are Preferred and Why
- V. Conclusion

## **SAMPLE 2: TECHNICAL COLUMN** **The Ins and Outs of Feeding Tubes**

- I. Introduction
- II. Selecting the Proper Feeding Tube
- III. Types of Feeding Tubes
  - A. Nasoesophageal or Nasogastric Tubes
    1. Placement
    2. Diet and Feeding
    3. Potential Complications
    4. Removal
  - B. Pharyngostomy Tubes
    1. Placement
    2. Diet and Feeding
    3. Potential Complications
    4. Removal
  - C. Esophagostomy Tubes
    1. Placement
    2. Diet and Feeding
    3. Potential Complications
    4. Removal
  - D. Gastrostomy Tubes
    1. Placement
    2. Diet and Feeding
    3. Potential Complications
    4. Removal
  - E. Jejunostomy Tubes
    1. Placement
    2. Diet and Feeding
    3. Potential Complications
    4. Removal
- IV. Conclusion

## **SAMPLE 3: REVIEW ARTICLE** **Vaccination Overview**

- I. Introduction
- II. Principles of Vaccination
- III. Types of Vaccines
  - A. Modified Live
  - B. Killed
  - C. Recombinant Subunit
  - D. Recombinant Vector
- IV. Current Vaccination Guidelines
  - A. Core Vaccines
  - B. Noncore Vaccines
  - C. Vaccination Schedules
- V. Duration of Immunity
- VI. Controversial Issues
  - A. Adverse Reactions to Vaccination
  - B. Titers
- VII. Legal Issues
- VIII. Vaccination in Context
- IX. Conclusion

## **SAMPLE 4: REVIEW ARTICLE** **Noncardiogenic Pulmonary Edema**

- I. Introduction
- II. Etiology
- III. Pathophysiology
- IV. Clinical Findings
- V. Diagnosis
- VI. Treatment
  - A. Oxygen Supplementation
  - B. Diuretics
  - C. Fluid Therapy
  - D. Other Therapies
- VII. Conclusion

Copyright forms and other legal documents are often written in language that is difficult to understand. However, a basic understanding of copyright law is necessary when submitting a paper for publication. By answering the following questions, you will have a better understanding of the copyright form that is attached.

1. Is all of the text that makes up your paper your original work (see **How to Avoid Plagiarizing**)?
  - Yes
  - No     If no, please explain: \_\_\_\_\_

### HOW TO AVOID PLAGIARIZING

It is important to distinguish between referencing facts from a source versus plagiarizing facts. Any information obtained from another source must be paraphrased or reworded, regardless of whether you cite a reference next to the statement. For example:

**Original source** — Very young kittens (0 to 8 wk) are very susceptible to infection with FeLV. Cats older than 16 weeks are less likely to be infected, but cats of any age may acquire FeLV, particularly through prolonged contact.

**Plagiarism** — Kittens that are 8 weeks of age or younger are very susceptible to infection with FeLV.<sup>1</sup> Cats older than 16 weeks are not as likely to become infected, but cats of any age may acquire FeLV, particularly through prolonged contact.<sup>1</sup>

**Acceptable rewording** — Newborn kittens (≤8 wk of age) are more susceptible to FeLV infection than are adult cats; therefore, newborn kittens have the greatest risk of infection if exposed to the virus.<sup>1</sup> However, any cat that has prolonged contact with an FeLV-positive cat may contract the virus.<sup>1</sup>

2. Are you submitting original art for your paper?
  - Yes     If yes, please read the **Art Submission Guidelines** on next page.
  - No     If no, please indicate which images are not your own and list who owns them. Also, indicate if the images were published previously, where they were published, and whether written permission (that you can forward to us) was obtained to use the images.

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3. Is *all* of the additional material that you are submitting with the article your own original work? “Additional material” includes boxes, tables, diagrams, sidebars, charts, matrixes, illustrations, videos, and all other ancillary materials.

**NOTE: Materials from other sources cannot be scanned or reproduced in any form and presented as your own. This includes items obtained from the Web; material on the Internet is copyrighted.**

- Yes
- No     If no, please indicate where the additional material came from and whether written permission (that you can forward to us) was obtained to republish the material.

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4. If you are using materials that are not your own (see questions 2 and 3), have you attached written permission from the original source(s) of the material saying that the material can be used in your article for VETERINARY TECHNICIAN?

- Yes
- No     If no, please explain: \_\_\_\_\_

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5. Has this paper been submitted anywhere else?  
 Yes If yes, please explain: \_\_\_\_\_  
 No
6. Do you understand that if you submit your paper to us and we accept it for publication, you cannot submit the same paper to another publisher?  
 Yes  
 No

### Other Legal Concerns

7. Are you listing a pharmaceutical or other big corporation as your affiliation or place of employment on your paper? (Note: If you provide consultation services for a corporation — you are a consultant and not an employee of that company.)  
 No  
 Yes If yes, it is your responsibility to get the revised paper approved by the company's legal department or necessary personnel.
8. Do you have any financial relationship with any companies or organizations that are affiliated with the topic of your paper or any products that are mentioned in the paper?  
 No  
 Yes If yes, you must ask us for a **Conflict of Interest Disclosure Statement**. This form *must* be filled out and returned to us before publication of your paper.

### ART SUBMISSION GUIDELINES

**Electronic images** are preferable and should be provided as individual JPEG or TIFF files at a minimum size of 4 × 4 inches and a minimum resolution of 300 dpi. When taking digital images for your article, make sure that your camera is set to produce the largest image possible. (Note: This setting usually yields the smallest number of total images because the images are larger in size and, therefore, each image on the memory card takes up more space.)

**All hard copies of photographs, slides, and illustrations** should have the author's name, figure number, and orientation indicated clearly. The publisher cannot be held responsible for original material, so authors are advised to keep duplicates of all original slides and illustrations.

Things to keep in mind when submitting images:

- ✦ Make sure that the images you send are in focus.
- ✦ Make sure that images are technically correct. For example, if the procedure requires gloves, goggles, and face mask, the person shown must be wearing these items.

Author Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Article/Column: \_\_\_\_\_

Please fax to 267-685-1221 or mail to:  
 Vetlearn/VETERINARY TECHNICIAN,  
 780 Township Line Road, Yardley, PA 19067

This form and the attached Copyright Assignment and Waiver form  
 must be submitted with your manuscript.

## COPYRIGHT ASSIGNMENT AND WAIVER



Vetlearn, a division of Vetstreet Inc., whose address is 780 Township Line Road, Yardley, Pennsylvania 19067, holds the copyright on the content of its publications. To clarify the rights of authors and Vetlearn, and to secure copyright under the provisions of all applicable national copyright laws as well as international treaties and conventions to which the United States is a party, Vetlearn requires that all authors specifically assign in writing all rights to Vetlearn before an article is accepted for publication, unless the article was prepared as part of the author's(s') official duties with the federal government. Your manuscript will be scheduled for further processing for publication as soon as this completed form is returned to Vetlearn.

In consideration of all good and valuable consideration and of the fact that Vetlearn (hereinafter "ASSIGNEE") desires to publish my article (hereinafter the "Article"):

(TITLE) \_\_\_\_\_ (see Schedule A)

in a forthcoming issue of VETERINARY TECHNICIAN

I, \_\_\_\_\_, a citizen of \_\_\_\_\_ (hereinafter "ASSIGNOR"), represent and warrant to ASSIGNEE that the Article is original and that, except as listed below, I am the sole author and owner of all subsisting rights in and to the Article, including all work product and derivative works, and any visual elements included in such Article. ASSIGNOR affirms that the Article has not been and will not be published in or submitted to any other publication while also under consideration for publication by ASSIGNEE.

ASSIGNOR represents and warrants that ASSIGNOR has not assigned, conveyed, transferred or granted to any third party any interest in, or otherwise encumbered in any manner, the Article; that no third party owns, is entitled to, or has claimed any right or interest in the Article that would preclude, conflict with or encumber this Assignment; that all assignments necessary to vest in ASSIGNOR and full and complete title to the Article, including all derivative works, whether works-for-hire or otherwise, have been obtained; and that ASSIGNOR hereby consents to this Assignment.

ASSIGNOR represents and warrants that no third party has infringed or is infringing the rights associated with the Article.

The names listed below, if any, comprise any co-authors of the Article, the names of any persons having rights to any visual elements included in such Article, and any tables and boxes or other materials in the Article that are being used with permission or by courtesy. ASSIGNOR understands that any co-authors listed below will also be required to execute a separate and individual assignment to ASSIGNEE regarding the subject Article and as such all collective co-authors will be considered as ASSIGNORS of the Article addressed herein.

\_\_\_\_\_  
\_\_\_\_\_  
ASSIGNOR hereby assigns, conveys and transfers to ASSIGNEE, and ASSIGNEE accepts as of the date of this Assignment, any and all of ASSIGNOR'S individually owned rights, title and interest in and to the Article, including copyright, and all derivative works, whether works-for-hire or otherwise, in and to the Article identified above and shown in Schedule A, as well as any visual elements included as a part of such Article, including the right to register the copyright with the U.S. Copyright Office, the right to obtain renewals and extensions of any copyright that may be secured under the laws now or subsequently in force in the United States of America or in any other country, the right to make any derivative works, the right to reprint the Article alone or within other publications or collective works, and the right to reproduce and publish the Article in any form, format, or medium by any mechanical, electronic, or other means, together with all rights to sue and recover for any past infringement of copyright. "Moral Rights" means any right to claim authorship of a work, any right to object to any distortion or other modification of a work, and any similar right existing under the law of any country in the world. ASSIGNOR hereby forever waives and agrees not to assert against ASSIGNEE, its successors and assigns or licensees, any and all Moral Rights which ASSIGNOR may have in the Article and in any visual elements included as a part of the Article. ASSIGNOR waives any right to have the Article and any visual elements included as a part of the Article attributed to ASSIGNOR or to prevent the same from being modified, edited, transformed, or otherwise adapted as ASSIGNEE may deem necessary.

ASSIGNOR agrees not to copy, modify, or prepare derivative works of, display, or distribute any material identical or substantially similar to the Article covered by any copyrights, directly or through a third party.

ASSIGNOR agrees, at the request of ASSIGNEE and at ASSIGNEE'S expense, to execute and deliver such other and further documents and legal instruments, and do all other things reasonably necessary to perfect in ASSIGNEE, its assigns, successors and legal representatives, all right, title and interest in and to the Article hereby conveyed and transferred, throughout the world, including without limitation, making oaths and giving testimony, as well as executing and delivering any and all powers of attorney, applications, assignments, declarations and affidavits.

This Assignment and the covenants herein are made for the benefit of the ASSIGNEE and its successors and assigns and may be transferred without the consent of the ASSIGNOR.

ASSIGNOR'S Signature

Name (typed or printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

SCHEDULE A



**SCHEDULE A**

TO THE ASSIGNMENT BY AND BETWEEN ASSIGNOR:

\_\_\_\_\_

AND ASSIGNEE:

\_\_\_\_\_

Dated: \_\_\_\_\_

Title of Article: \_\_\_\_\_

(ATTACH ARTICLE HERETO)

The Copyright Assignment and Waiver must be submitted with your manuscript.

References are an important part of your paper. When you start to put together your outline, take time to locate up-to-date, reputable sources so you know what sources are available before you begin writing.

It is extremely important to remember that information **cannot be copied word for word** from another source because this constitutes plagiarism. The following example shows how to properly paraphrase information:

*Original:*

Canine heartworm infection is widely distributed throughout the United States. Heartworm infection has been found in dogs native to all 50 states. All dogs, regardless of their age, sex, or habitat, are susceptible to heartworm infection.

*Plagiarism:*

Canine heartworm infection has a wide distribution throughout the United States. Heartworm infection has been found in dogs from all 50 states. All dogs, regardless of age, sex, or habitat, are susceptible to heartworm infection.<sup>1</sup>

*Acceptable Rewrite:*

According to the American Heartworm Society,<sup>1</sup> canine heartworm infection has been diagnosed in dogs from every US state. Any dog — young or old, male or female, companion animal or working animal — may become infected.

## BASIC REFERENCE INFORMATION

- ❖ **Provide at least four to six references per article.** Clinical/technical columns and CE articles should have even more.
- ❖ **Include the most up-to-date information in your article.** Try to use published references that are no more than 5 years old.
- ❖ **Statements that are opinion or are considered common knowledge *don't need to be referenced.***
- ❖ *Always reference the following types of statements:*

**Statements containing dates or specific numbers (i.e., information that must be obtained from a source).**

For example:

- West Nile virus was first documented in a human in North America in 1999.<sup>3</sup>
- Core body temperatures as low as 105.8°F (41°C) can result in permanent brain damage.<sup>1</sup>
- The disadvantage of using whole blood is that it must be tested within 4 minutes.<sup>1</sup>

**Statements that refer to study findings.** For example:

- Studies indicate that the digestibility of protein and fat is affected when cats are fed diets containing highly fermentable fiber.<sup>1,3</sup>
- In one retrospective study of 50 cases, 10% of heartworm-infected cats died suddenly without clinical signs.<sup>10</sup>

**Statements of fact that are based on knowledge that has to be obtained from a source.** For example:

- In early heatstroke, increased cardiac output and peripheral vasodilation can cause a dog to become tachycardic, with hyperdynamic pulses.<sup>5</sup>
- Severe metabolic acidosis secondary to acetaldehyde oxidation may also play a role in metaldehyde toxicosis.<sup>5</sup>

- ❖ **Cite all references in your reference list in the text by placing a number next to the statement you are referencing.** For example:

Splenic masses are common in dogs.<sup>3</sup> Some canine breeds (e.g., German shepherds, golden retrievers) are predisposed to developing splenic masses; however, no genetic link has yet been proven.<sup>3</sup> It is unknown whether spayed or neutered dogs are more at risk.<sup>4</sup>

- ❖ **Cite references in numeric order.**
- ❖ **Do not cite references in headings or subheadings.**

*(text continues after box)*

# HOW TO SET UP REFERENCES

## General Information

- ✧ **Author and editor names** should include last name and first initial(s) (e.g., Tortora GJ).
- ✧ If there are **four or fewer authors**, list all authors.
- ✧ If there are **more than four authors**, list the first three authors followed by “et al” (without period).

## Types of References

- ✧ **Book chapters** must include: Author name(s), chapter title, editor name(s), complete book title, city and state of publisher, publisher name, year published, and page range of chapter or specific page used.

Examples:

- Tortora GJ, Derrickson B. The lymphatic system and immunity. In: Roesch B, ed. *Principles of Anatomy and Physiology*. Hoboken, NJ: John Wiley and Sons; 2006:804-836.
- Brown M. Radiology. In: Tighe M, Brown M, eds. *Mosby's Comprehensive Review for Veterinary Technicians*. 2nd ed. St. Louis: Mosby; 2003:155-173.

- ✧ **Complete books** must include: Author/editor name(s), book title, city and state of publisher, publisher name, and year published.

Examples:

- Tilley L, Smith F. *The 5-Minute Veterinary Consult: Canine and Feline*. 3rd ed. Philadelphia: Lippincott, Williams & Wilkins; 2004.
- Wortinger A. *Nutrition for Veterinary Technicians and Nurses*. Ames, IA: Blackwell Publishing; 2007.

- ✧ **Journal articles** must include: Author name(s), article title, journal name and volume number, page range, and year published.

Examples:

- Hardham J, Dreier K, Wong J, et al. Pigmented-anaerobic bacteria associated with canine periodontitis. *Vet Microbiol* 2005;106(1-2):119-128.
- Horstman CL, Eubig PA, Khan SA, Selcer BA. Gastric outflow obstruction after ingestion of wood glue in a dog. *JAAHA* 2003;39:47-51.

- ✧ **Conference proceedings** are set up similar to journal articles. Proceedings don't have volume and issue numbers; however, they should have a page range and a year of publication.

Examples:

- Dillon AR, Brawner WR, Hanrahan L. Influence of number of parasites and exercise on the severity of heartworm disease in dogs. *Proc Heartworm Symp '95* 1995:113.
- Ford RB. Vaccine and vaccinations: the challenge ahead. *Proc IVECCS Conf* 2005:629-633.

- ✧ **Unpublished data** can pertain to data collected from a scientific study that is not yet published (e.g., data stored in a database).

Example:

- ASPCA Animal Poison Control Center Case Database. Unpublished data, Urbana, IL, 1998-2004.

- ✧ **Web site references** must be from a university, government agency, or a reputable organization and should include: Author/organization sponsoring the Web site, title of the article on the site, date of most recent site update (if available) or date that you accessed the site, and the complete Web address.

Examples:

- American Red Cross. *Animal Safety — Pets and Disaster: Be Prepared*. Accessed February 2007 at [www.redcross.org/services/disaster/beprepared/animalsafety.html](http://www.redcross.org/services/disaster/beprepared/animalsafety.html).
- American Heartworm Society. *2005 Guidelines for the Diagnosis, Prevention, and Management of Heartworm (Dirofilaria immitis) Infection in Dogs*. Updated 2005 at [www.heartwormsociety.org/article.asp?id=48](http://www.heartwormsociety.org/article.asp?id=48).

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- ❖ **When referencing clinical studies or case reports, make sure you cite the original source of the study or report** and not a review article.

For example, an article by Scott P. Shaw and John E. Rush states: “There is one case report<sup>10</sup> of successful management of a traumatic right atrial rupture in a dog.” If, after reading the Shaw and Rush article, you wish to mention this case report in your paper but cannot get access to the original publication (i.e., reference 10), you should still cite the original, not the Shaw and Rush article. In this case, you would cite reference 10 (Witt A, Mathews K. Successful management of traumatic right atrial rupture. *J Vet Emerg Crit Care* 2000;10:85-89), replacing the reference number (10) with your own number.

## WEB REFERENCES

- ❖ **Limit the use of Web references** to no more than 25% of the total references.
- ❖ **Only use Web references that are affiliated with a university, government agency, or other recognized group** (e.g., NAVTA, AVMA, The HSUS). Because anyone can create a Web site, many sites contain less-than-accurate or questionable information.
- ❖ **Wikipedia entries are not acceptable references.**

## PERSONAL COMMUNICATIONS

- ❖ **Personal communications should be presented as footnotes in the text** (e.g., a, b) and not included in the reference list.
- ❖ **The person should be an authority on the paper’s topic** and have some information that cannot be found elsewhere.
- ❖ **No more than two or three personal communications should be used per article.**
- ❖ **The person’s name, credentials, affiliation and its location, and the date of the communication** should be listed. For example:

<sup>a</sup>R Gillette, DVM, MSE. Personal communication, Sports Medicine Veterinary Services, College of Veterinary Medicine, Auburn University, August 2007.

VETERINARY TECHNICIAN is proud to be able to offer CE credit to our readers. To that end, all review, or CE, articles published must include a quiz composed of 10 multiple-choice questions.

When creating your questions, there are a few things you should keep in mind:

- ❖ **All questions must have four possible answers** with only one correct answer.
- ❖ **The three “distractor” answers for each question must seem plausible** (i.e., they should not be cute or amusing).
- ❖ **The knowledge needed to answer the question must be provided in the article.**
- ❖ **True/false questions cannot be used.** However, you can ask, “Which of the following statements regarding xxxx is true?” OR “Which of the following statements regarding xxxx is false?”
- ❖ **The correct answer to each question should be clearly delineated,** or an answer key should be provided.
- ❖ **The correct answers to the questions must vary** (e.g., “d” cannot be the answer to every question).

## EXAMPLES OF APPROPRIATE QUESTIONS

1. Cats with \_\_\_\_\_ may be predisposed to gingivostomatitis.
  - a. FCV
  - b. uremia
  - c. food sensitivities
  - d. all of the above**
2. The depth anterior chamber is best viewed when
  - a. the patient’s pupils have been dilated.
  - b. the examiner stands to the side of the patient.**
  - c. the light source is held at a 90° angle.
  - d. fluorescein staining is used.
3. Which test is most commonly used to diagnose vector-borne diseases?
  - a. antibody serology**
  - b. culture
  - c. cytology
  - d. PCR
4. A dog with heatstroke may have a low or normal temperature if the
  - a. owner has started to cool the dog.
  - b. dog is in the later stages of shock.
  - c. owners came straight to the clinic without initiating any cooling measures.
  - d. a and b**
5. A topical anesthetic is effective on the cornea for \_\_\_\_\_ minutes.
  - a. 10
  - b. 15 to 20
  - c. 20 to 30
  - d. 45**
6. Which statement concerning the application of ophthalmic medications is false?
  - a. The owner should allow 5 to 10 minutes between medications.
  - b. Treatment schedules should be based on a 24-hour period.
  - c. Medications can be shared between pets as long as owners take care not to contaminate the bottle.**
  - d. Solutions should be applied before ointments.
7. \_\_\_\_\_ is a condition in which two or more areas of the eye are a different color.
  - a. Blepharitis
  - b. Heterochromia iridis**
  - c. Exophthalmos
  - d. Iris bombe