

# Compendium

CONTINUING EDUCATION FOR VETERINARIANS®

## Author Guidelines

### **Manuscript Submission**

Manuscripts submitted for publication will be accepted with the understanding that they are original and are not being considered by other journals. Manuscripts should be submitted via e-mail or on a CD and be compatible with a recent version of Microsoft Word.

If a manuscript is intended to fulfill an author's board requirements for publication, that information, along with any relevant deadlines, must be included at the time of submission.

## CE and Feature Articles

### **Content**

Manuscripts should be directed to the veterinarian in general practice, with an emphasis on practical information. Authors should clearly delineate the condition or problem, describe the signs, and provide specific information on the differential diagnosis and therapy. Readers are particularly interested in recommended diagnosis and management procedures. Research should be described in terms of its applicability to clinical veterinary medicine; accompanying case histories and examples are helpful and encouraged. Authors are asked to include a key points/facts box, a clinical pearls box, and diagnosis and/or treatment algorithms, figures, photos, tables, and/or videos to enhance and complement the article. When necessary, authors should obtain permission to adapt, reprint, or reproduce all tables, photos, figures, and algorithms; authors must provide proof of permission.

## Abstract

An abstract (approximately 75 to 100 words) that concisely describes the contents of the article must accompany each review article.

## Authors

All CE or feature articles must have at least one listed author who is boarded in a pertinent specialty. All authors are required to disclose any financial affiliation or involvement in the past 3 years with any commercial organization or company as well as any other potential conflict of interest.

## Feature Article Preparation

- **Article length:** 2,200 to 2,500 words, which includes text in tables, key points/facts boxes, clinical pearls boxes, figures, and references.
- **Format:** Manuscripts should be submitted in an editable document format such as Microsoft Word, using font and spacing options that make the text clearly readable. PDFs and decorative formats (e.g., colored text backgrounds) should be avoided.
- **References** in the body of text should be cited by number (20 is recommended) and listed in numeric order at the end of the manuscript. References should conform to AMA style. Unpublished material should be referenced in the regular numeric sequence. Personal communication references should be avoided; however, when such sources must be indicated, they should appear as footnotes and not in the numbered reference list. The footnote must include the name of the source, his or her affiliation (or location), and a date. A person being used as an informational source must be aware of such.
- **Tables, figures, and videos:** Please cite these materials in the text and provide captions at the end of the text. All tables and figures should include reference information and indicate that permission was obtained if it was required. Tables must be submitted in a word processor format; spreadsheets are not acceptable. Digital images should be provided as individual jpg or tiff files. Larger/higher-resolution images are preferred. Videos are welcome in the following formats:

Flash, Quicktime, .mp4, and .wmv up to 720p with an aspect ratio of 16:9 or 4:3.  
The audio codec should be MP3, MP4, or AAC.

### **Continuing Education Quizzes**

All review articles must be accompanied by a 10-question, multiple-choice quiz (four or five possible answers) that tests the reader's comprehension of the most important points of the article. The correct answers should be provided.

### **Trade Names**

Authors who wish to mention trade names of drugs or other proprietary products in their articles should cite the generic names in the text and provide a table listing the most common preparations (trade names and manufacturers) for those drugs or products. This table should be comprehensive, but every available product need not be mentioned if they are numerous. If all available drugs or products are not listed, there should be a disclaimer indicating that the table of trade name products is not exhaustive.

### **Footnotes**

Any explanatory notes should be footnoted and arranged in alphabetical order as superscripts within the text.

### **Clinical Snapshots**

In general, case reports should be submitted in the form of a Clinical Snapshot, as follows:

- A brief description of the case (usually up to 500 words): pertinent history, signalment, presentation, and clinical findings.
- Three or four questions designed to make the reader think about the case: diagnostic differentials, typical vs. unusual aspects of presentation, etc.
- At least one or two clinical images from the case, with brief explanatory captions. Images should clearly show the subject of interest, with arrows or other indicators to guide the reader if necessary. Videos may also be included.

- Answers and explanations for the questions presented (usually up to 1000 words total). References (cited within the text) may be included, if necessary, and should follow AMA style.

### **Double-Blind Peer-Review Process**

Once a manuscript is deemed complete, it will be examined by *Compendium's* Editorial Advisory Board members or board-approved reviewers, who will deliver a recommendation of *accept*, *decline*, or *revise*. Manuscripts requiring revision are returned to the author, with detailed critiques from the reviewers. When requested by reviewers, a revised manuscript may be returned to board members to determine whether the concerns have been met. Manuscripts will be returned to the author for *major* revisions only once before the final decision to accept or decline. Once the reviewers' concerns are met satisfactorily, the manuscript may be accepted for publication. Upon acceptance, the manuscript is copyedited and returned to the author for review and approval. Vetstreet reserves the right to make revisions in text when appropriate; authors are contacted regarding such changes.

### **Honorarium**

For each review article, the author of contact is paid an honorarium of \$400. For published Clinical Snapshots, authors are paid \$100. The honorarium is paid on article publication.

### **Article Submission**

All manuscript submissions and questions should be directed to:

*Compendium*

Vetlearn/Vetstreet, Inc.

780 Township Line Road

Yardley, PA 19067

E-mail: [editor@compendiumvet.com](mailto:editor@compendiumvet.com)