



## General Guidelines

PLEASE NOTE: All abstracts will be linked to CABI. It is the authors own responsibility to restrict their data as necessary in order not to prejudice any future peer-reviewed publications they may have planned. At present BVZS meetings and abstracts are NOT peer-reviewed.

### BIOGRAPHIES

- Abstracts and biographies should be submitted as separate Word documents (.doc or .docx)
- Font: Calibri, size: 12, line spacing: single
- **File name:** Biography – year – surname (e.g. Biography-2019-Molenaar)
- Please include the first author's name and qualifications on the first line followed by a short paragraph summarising the first author's relevant qualifications and achievements, career, highlights, or relevant current projects. Please keep the biography to a professional nature.
- Maximum 150 words
- **See example biography**

### ABSTRACTS

- Abstracts and biographies should be submitted as separate Word documents (.doc or .docx)
- Font: Calibri, size: 12, line spacing: single
- **File name:** BVZS-year-surname-short title (e.g. BVZS-2019-Molenaar-Schmallenberg virus)
- **Title:** IN CAPITAL LETTERS, centred, bold. The title should not be more than 25 words.
- **Author(s):** Please provide all relevant post-nominals of the speaker, place of work of the speaker and email address that can be printed with the abstract. Please provide the initials and surname of co-authors.
- **Main body of text:** Should be a minimum of 200 words, and a maximum of one-page A4 (approximately 500 words including references (Veterinary Record format), figures/tables and acknowledgements if relevant. The main conclusions/results/outcome of the study/case report must be included in the abstract.
- **See example abstract**

### EXTENDED ABSTRACTS

- These are reserved for invited speakers and those that have requested such from the meetings committee.
- The required format is:
  1. **Study:** SUMMARY, INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, REFERENCES
  2. **Case reports or case series:** SUMMARY, INTRODUCTION, CASE REPORT, DISCUSSION, REFERENCES
  3. **Review articles:** SUMMARY, REVIEW, CONCLUSION. This may be altered depending on the reviews nature but must include a SUMMARY and CONCLUSION.
- The text should be concise and should be a maximum of 2000 words, and not exceed 4 pages in length, including illustrations and references. The summary should not exceed 200 words.





## Formatting Guidelines

PLEASE NOTE: Abstracts not correctly formatted will not be accepted

### FILE TYPES

- Abstracts and biographies should be submitted as separate Word documents (.doc or .docx)

### FONT, SPELLING AND STYLE

- Font: Calibri, size: 12, line spacing: single
- Spelling should be in British English
- Biographies and abstracts should be written in third person

### TABLES AND ILLUSTRATIONS

- Tables should be kept to a minimum and should be created in Word.
- The legend should clearly explain what data the table is presenting, without the need to refer back to the text.
- Tables should not duplicate information presented in figures.

### IMAGES

- Digital images should be in JPEG file format, at a minimum resolution of 300 dpi. Please label them to correspond with the list of numbered figures captions; for example, 'Figure 3.jpg'

### MEASUREMENTS

- Must be expressed in metric system or in SI units.
- Temperatures should be given in °C.
- Centrifugation speeds should be given in g.

### ABBREVIATIONS, DRUG NAMES AND NOMENCLATURE

- All abbreviations should be spelled out in full the first time they are used in the text.
- Medicines should be referred to by the generic name followed by the proprietary name and manufacturer in brackets when first mentioned, e.g., fenbendazole (Panacur; Intervet).
- Parasitic infections should be referred to according to the Standardised Nomenclature of Parasitic Diseases (SNOPAD) guidelines, which are summarised by the World Association for the Advancement of Veterinary Parasitology.

### REFERENCES

- See Referencing Guidelines on page 3





## Referencing Guidelines

### GENERAL

- References should be In Harvard format
- If required, in text references should be cited as follows: (Smith, 2019), (Smith and Jones, 2019) or Smith et al., 2019) for one, two, or more than two authors respectively
- The reference list should be in alphabetical order

### TYPES OF REFERENCES AND EXAMPLES

- **Papers**

LASTNAME, A. B., LASTNAME, C. D., LASTNAME, E. F. & LASTNAME, G. H. (Year) Title of paper.  
Journal name Volume number, page number-page number

e.g. SMITH, A. B., JONES, C. D. & BROWN, E. F. (1995) How to list your references. Veterinary Record 999, 71-76

- **Book chapters**

LASTNAME, A. B. (Year) Title of chapter. In: Title of book. Ed/Eds if appropriate. Publisher. page number-page number

e.g. SMITH, A. B., JONES, C. D. & BROWN, E. F. (1993) Reference listing techniques. In: Textbook of Referencing. Eds S. Adams, J. Alexander. Example Publishing House. 23-37

- **Proceedings**

LASTNAME, A. B., LASTNAME, C. D., LASTNAME, E. F. & LASTNAME, G. H. (Year) Title of paper given at the conference/meeting. Title of the proceedings. Eds (if appropriate), Town, Country, Month date a to b, Year. page number-page number (if appropriate)

e.g. AARONSON, A. (2007) A guide to individual mute swan (*Cygnus olor*) capture techniques. Proceedings of the International Society of the Greater Good. Sandford, UK, Feb 14 to 15, 2007. 23-27

- **Websites**

LASTNAME, A. B., LASTNAME, C. D., LASTNAME, E. F. & LASTNAME, G. H. (Year) Title of page.  
Website URL. Date accessed

e.g. APHA (2023) Bird flu (avian influenza): how to spot and report it in poultry or other captive birds. <https://www.gov.uk/guidance/avian-influenza-bird-flu>. Accessed 22 March 2023

- **Personal Communications**

These should be referred to in the body of the text as (A. B. Smith, personal communication)



