



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 At present BVZS meetings and abstracts are NOT peer-reviewed.

Since 2024, all abstracts are blinded prior to assessment.
Speaker/presenter details will not be available to the assessors.

Biographies

The following guidance applies to all speakers and poster presenters:

- 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

The following guidance applies to all speakers and poster presenters. There is additional guidance for each type of abstract following this section

- 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.
- **The main conclusions/results/outcome** of the study/case report must be included in the abstract.
- **Wordcount:** see specific abstract types below
- **References:** Harvard format – see referencing guide on page 4
- **Abstracts must fit into one of the following categories:**
 - Standard abstract (15min talks and posters)
 - Masterclass abstract
 - Round table abstract
 - Extended abstract (plenary/invited speakers)
- See example standard abstract





STANDARD 15MIN TALK & POSTER ABSTRACTS

- General guidance as detailed above.
- **Word count:** Should be a minimum of 200 words, and a maximum of one-page A4 (approximately 500 words including references (Harvard format), figures/tables and acknowledgements if relevant).

MASTERCLASS ABSTRACTS

- General guidance as detailed above.
- Abstracts should clearly state the *overall aims* and *specific learning objectives* of the session. It should be evident what practical skills, clinical techniques, or applied knowledge participants will gain.
- Please indicate the *intended audience level* (e.g. students, general practitioners, advanced practitioners, specialists) and highlight any assumed baseline knowledge.
- The abstract should outline the *teaching methods* to be used (e.g. case examples, interactive discussion, practical demonstration, video-based learning) and describe how the session will encourage participation and consolidate learning.
- If relevant, authors may also include details of any materials or resources that will be provided to attendees (e.g. handouts, checklists, protocols).
- **Word count:** 200–500 words (excluding references).

ROUND TABLE DISCUSSION ABSTRACTS

- General guidance as detailed above.
- Abstracts should identify the *core theme or question* that will be addressed, and provide context as to why this issue is relevant, controversial, or of current importance to the veterinary community.
- The abstract should summarise the *key discussion points or perspectives* expected to be covered, and the potential value for participants (e.g. sharing experiences, identifying challenges, proposing solutions, highlighting research gaps).
- Authors should state the *format and facilitation style* (e.g. moderated discussion, short introductory presentations, breakout groups, structured debate) and indicate how contributions from participants will be actively encouraged.
- Where applicable, the abstract should note the *intended outcomes* of the session (e.g. increased awareness, consensus statement, guidelines, development of collaborative networks).
- **Word count:** 200–500 words (excluding references).

EXTENDED ABSTRACTS

- These are reserved for invited speakers, certain award winners, 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

PLEASE NOTE: Abstracts not correctly formatted will not be accepted

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: *Imaginary 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)

