



# ACVIM FORUM

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## GENERAL ACVIM PROCEEDINGS MANUSCRIPT GUIDELINES 2009 ACVIM Forum & Canadian VMA Convention June 3 – June 6, 2009 – Montréal, Québec

To: ACVIM Forum/Canadian VMA Convention Speakers

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Thank you for accepting the invitation to be a speaker at the 2009 ACVIM Forum/Canadian VMA Convention. We look forward to working with you to develop a proceedings that registrants will find useful during and after the meeting. We have summarized below several important matters that you need to consider in preparing and submitting your manuscripts and have also enclosed a “sample manuscript” with further information.

**Deadline: All proceedings manuscripts must be received by 11:59 pm MST on February 2, 2009. Manuscripts must be submitted electronically using the online submission form which will be posted on [www.ACVIMForum.org](http://www.ACVIMForum.org) soon.**

**Please direct any questions to:**

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**If received after the deadline, your manuscript will not be accepted and you will not receive payment for it. Because of the importance placed on a quality proceedings, the Board of Regents has agreed that a presenter not submitting a manuscript will not be asked to speak at the next ACVIM Forum.**

**Copyright Agreement:** The author grants unlimited and nonexclusive copyright ownership of the materials contained in the submitted proceedings manuscript to the American College of Veterinary Internal Medicine (ACVIM). Unlimited means that the author agrees that the ACVIM may use various modes of distribution, including online and CD-ROM electronic distribution formats. Nonexclusive means that the ACVIM grants to the author an unlimited right to the subsequent re-use of the submitted materials. The papers published in these Proceedings should be treated as personal communication and cited only as such with consent of the author. The ACVIM will take reasonable steps to assure access control to appropriate readers. The author agrees that the ACVIM may copy proof submissions but that editing will not change content or meaning.

**Submission Procedure:** Proceedings manuscripts must be submitted electronically using the online submission form which will be posted on [www.ACVIMForum.org](http://www.ACVIMForum.org) soon. All proceedings manuscripts must be submitted by 11:59 pm MST on February 2, 2009. Occasionally images move, within a document, during electronic transmission. If you are concerned about placement of figures in your manuscript please fax a copy to Jess Green, 303-231-0880.

**Content:** Unless told otherwise, outlines are **NOT** acceptable. Any outline received will be returned for rewrite. If not corrected, it will not be published. Proceedings for case reviews or case discussions should contain sufficient case material and discussion of the case, so that it is understandable and helpful to individuals who do not attend the presentation. The ACVIM Forum is advertised as the leading edge in veterinary continuing education. Practitioners who choose to attend this meeting usually have excellent libraries and attend several CE events per year. They expect to be challenged! However, an ACVIM Forum registrant is able to attend less than 10% of the overall program. A manuscript not included in the proceedings is one of the biggest frustrations to the registrants. In addition, lectures that have been changed and no longer follow the published manuscripts are equally frustrating. Your manuscript must be useful to both those who attend and those who do not attend your presentation.

**Length:** 3 pages per 50-minute session or 2 pages per 25-minute session (including figures and references, and printed on 8 ½" x 11" paper) is the **maximum** length allowed for manuscripts. If you have multiple presentations, you may borrow a full page(s) from one paper to lengthen another, provided your total pages conform to the guidelines. **Manuscripts that exceed this limit are not acceptable and will be returned to you for rewrite!** See the sample manuscript for more detailed formatting instructions.

**Initial Setup:** Please set up your word processor to these initial settings.

Base Font:	10 pt. Times (or Times New Roman)
Reference Font:	8pt. Times (or Times New Roman)
Line Height:	Auto
Line Space:	Single
Margins:	Top .5"; bottom .75"; left .5"; right .5"
Tab Settings:	Every .5"
Justification:	Left

**References:** Proceedings **MUST** include a **List of References**. It is important to reference new information, but not general facts. References should be listed in string format at the end of the article, i.e., with one reference immediately following another on the same line, in 8 pt. font. Abbreviated information is preferred, e.g., first author followed by et.al.; No title; Abbreviated journal title, year, volume, and first page number. Example: <sup>1</sup>Madewell B, et.al. **Vet Pathol** 2001;38(6):698.

**Diagrams, Tables and Charts:** Line drawings, charts and graphs are encouraged. Because the proceedings are being offered online, on CD-ROM, and in print, all illustration originals should be black and white and as sharp as possible. Unfortunately, no color or gray scale pictures such as photographs, radiographs, or ultrasound reproductions may be included. You must obtain and acknowledge permission for the use of copyrighted material. Previously published uncopyrighted material is not acceptable. Whenever possible, tables should be typed with the text of the article, not presented as an illustration.

**Title:** Be certain that the title of your manuscript matches the title of the program you have given the ACVIM for the ACVIM Forum brochure, as well as the content of your presentation.

**Key Words:** Please include 4 - 6 keywords (that do not already appear in the title) at the end of the manuscript. Keywords are subject to approval, and revision, by the editors. Keywords will be added to a keyword index before final publication and **DO NOT** count towards your final page count.

**Please see the "MANUSCRIPT PREPARATION GUIDELINES IN SAMPLE FORM" for more complete formatting rules (enclosed).**

**Edits:** The Proceedings Editors and the ACVIM Proceedings Coordinator may edit your manuscript. These edits will be primarily for obvious typographical errors. **Major editorial and content changes will not be possible due to publication deadlines.** If more extensive editing is deemed necessary, the manuscript will be returned to you for appropriate changes. Plan to send your manuscript "camera ready."

Authors will have an opportunity to approve the format of the manuscripts before the final version is sent to the printer. If you choose to do this, include your request along with your manuscript submission. A proof will be sent to you and you will have a short period of time to let us know if the formatting is correct. Content revision will not be allowed.

**Concerns Regarding Prior Publication Rules:** The American Veterinary Medical Association provided the following suggestions for proceedings articles based on **unpublished data**:

- Do not provide “hard data,” e.g., charts, graphs, etc.
- Do not structure the proceedings paper like a journal article.
- Avoid language describing statistical manipulation of data.
- Do not describe material and methods in detail.
- The portion of the proceedings paper that directly deals with a study yet to be published should be brief -- no more than ½ of a single spaced, typewritten page.

If your presentation is primarily related to unpublished data that you plan to publish elsewhere, use the bulk of your paper to review known information and provide a short communication regarding your study.

If you have any questions regarding your manuscript, please call the ACVIM office and speak with Jess Green.

Please refer to the ACVIM Forum Program Grid available online available by early January to ascertain if all of your talks have been properly scheduled and to see that no conflicts exist. If you are also presenting a research abstract, which might conflict with your presentation, please notify Jess Green at [Jess@ACVIM.org](mailto:Jess@ACVIM.org).

For questions regarding audio-visual needs, ACVIM Forum brochure updates, and general ACVIM Forum speaker questions, contact Ruth Schoonover. The office numbers are 800-245-9081 or 303-231-9933; Fax 303-231-0880, or e-mail [Ruth@ACVIM.org](mailto:Ruth@ACVIM.org).

Again, we want to thank you for accepting the responsibility of being a speaker at the ACVIM Forum/Canadian VMA Convention. The ACVIM Forum has a reputation as a quality continuing education event. We feel certain that your contributions as a speaker and author will help us maintain this reputation and commitment to excellence.