

MANUSCRIPT PREPARATION GUIDELINES IN SAMPLE FORM
Great Speaker, DVM, DACVIM or Dr. Great Speaker
Madison, WI

INTRODUCTION

These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer. Although these instructions have been designed for your easy use, you may still have some questions as you proceed. Any initial questions concerning the subject matter of your paper, length of your paper, word processing program options, etc., should be referred to Jess Green at the ACVIM, Jess@ACVIM.org, 303-231-9933 or 800-245-9081 (US and Canada only).

The ACVIM will be working directly from the electronic copy you submit. Your ability to follow the general guidelines and specific formatting will result in less conversion time by the ACVIM, as well as a more professional-looking Proceedings online and in CD-ROM format. The ACVIM has chosen to discontinue producing the ACVIM Forum Proceedings Book due to increasing costs and joining with the Convene Green Alliance and will only be publishing a CD-ROM.

WORD PROCESSING PROGRAMS

We strongly recommend the use of **Microsoft Word**[®] (any version for Windows). Other Windows programs can be used; however, the conversion process will often cause changes or problems that will result in additional time and expense to the publication. If you have questions on software compatibility, please consult Jess Green at the ACVIM at the numbers listed above.

FORMATTING INSTRUCTIONS

Your assistance in following the styles and guidelines outlined for the following parts of your paper will help the ACVIM publish a more uniform looking online publication and CD-ROM in the most cost-effective and timely manner possible.

Manuscript Length

There is a maximum of 3 pages per 50-minute session or 2 pages per 25-minute session (including figures and references). 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. These page lengths are based on 8½" x 11" paper. **REFERENCES ARE REQUIRED.**

Initial Setup

Please set up your word processor to these initial settings.

- Base Font: 10 pt. Times (or Times New Roman)
- Reference Font: 8 pt. 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

Your Paper's Title

Begin your title at the top margin of your paper and type no more than three lines, centering each line. Use the base font already indicated (10 pt.), bold, in all caps. Be certain that the title of your manuscript matches the title of the program listed on the ACVIM Forum Program Grid and matches the content of your presentation. You may verify your lecture title by accessing the ACVIM Forum Program Grid online at www.ACVIMForum.org.

Author / Byline Information

Begin byline information directly under the title. Use bold, upper and lower case format, as shown above. Use one line only for all contributing authors. Begin with first name, middle initial, last name, degrees and special designations (DVM, Ph.D., DACVIM, DECVIM, etc.). Place the city and state abbreviation on the next line (primary author city and state only). **Do NOT include street address, zip codes, departments, etc.** These will be deleted for consistency. *One* blank line should follow the last author line before your first heading.

HEADINGS

Headings should be all caps, bold and left justified as in this sample. Your first heading (i.e., "INTRODUCTION") should follow these same guidelines. Begin your content text indented on the next line.

Subheads

Subheads should be upper and lower case, bold, and left justified as shown here. Begin your content text indented on the next line. Begin the new paragraph directly below each subhead with the first line indented.

Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; use the tab key to indent (.5"). Use left justification, letting the text wrap — use no hard returns except when starting a new paragraph. Use the base font already indicated (10 pt.). Do NOT double space between paragraphs.

Page Numbers

Please **do not** number manuscript pages.

Footnotes

Footnotes are not allowed.

Tables

When possible, use a **table editor** or **tabs** to create tables. Please do NOT use spaces to align the columns of your table. Also, do NOT use the “columns” feature to create tables. Identify each table with a bold numeric reference and center it at the top of your table (i.e., **Table 1**). When possible the table data should be centered within the column. If there is not enough space left on the page to allow for your table, end your page prior to the table and continue on the next page.

Table 1. Example of a Sample Table and the Table Caption

Sample Description	X	Y	Z
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

Graphics

Most graphic file types can be supported

Embed each graphic in your document. Include a centered caption for the graphic and place it at the bottom of the graphic (i.e., **Figure 1**). Use a Tab to indent after the Figure reference.

Other Reminders Pertaining to Graphics

- Do not include color or grayscale graphics, photos, radiographs or ultrasound reproductions.
- Avoid graphics with dark backgrounds, as they do not reproduce well.
- Do not include color graphics, as they do not usually reproduce well. Submit black and white only.
- Be sure to type your caption in the body of your paper, as you want it to read.

SAVING AND LABELING YOUR MANUSCRIPT FILE

All proceedings manuscripts need to be saved in a Rich Text Format (.rtf). Files saved as Word Documents (.doc), or Word Perfect (.wpd) may lose some symbols in transmission. Name the file using the session number and speaker last name (i.e. 116_Speaker.rtf).

SUBMISSION PROCEDURE

Proceedings manuscripts must be submitted electronically using the proceedings submission form which will be available at <http://www.ACVMForum.org>, under the Speaker Information page. All proceedings manuscripts must be received by 11:59 pm MST, **February 1, 2010**.

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: ¹Madewell B, et.al. **Vet Pathol** 2001;38(6):698. **Do NOT use footnote or endnote functions**; enter as straight text.

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