



ASSOCIATION OF ZOO VETERINARY TECHNICIANS

AUTHOR INFORMATION GUIDE

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FORMATTING FOR ABSTRACTS AND PAPERS

- Margins are **one (1) inch** and the main body of the paper is **justified right and left**.
- The preferred font for AZVT is **Times New Roman**.
- Please, **do not** sequentially number the pages, or place the author's name on top of every page. This will make compilation of all papers difficult.
- **Title:** The paper title appears in **BOLD CAPITAL LETTERS** at the top of the first page only.
 - Paper title should be **left justified**, it is not centered.
 - Scientific names of animals should be included, if appropriate, but should **not** be capitalized, except for the first letter of the Genus name. *Genus and species should be bold italicized.*
- **Authors:** Beneath the title, include the names and academic degrees and/or certification/registration/license information of all authors, followed by their respective affiliations and addresses.
 - The address provided should be from the institution where the author was working *when the research/case/study happened or was conducted.*
 - If an author has moved to another institution, new contact information may be provided as a note under the author information, if desired.
 - Author names and institutions should be **left justified**.
 - You do not necessarily need to worry about formatting author names appropriately. The Editor-in-Chief will do that before publication. However, all information requested above should be provided.
- **Headings** (i.e. Abstract, Introduction, Materials and Methods, Results, Conclusion) should be in CAPITAL LETTERS and **left justified**.
- **Images:** Appropriate photographs or other original images may be accepted for publication.
 - *Please do not use images that are not yours or from your institution.*
 - If you wish to use images that have a copyright, *you must provide a letter of permission from the copyright holder.* If this is not provided, the image will not be included.
 - Please keep in mind that the publication is in *black and white*, so choose photographs that can easily convert to this format.
 - High quality drawings are also accepted.
 - ***Please include a description or caption about your image! More information provided below.***
 - Please remember that your audience includes many members of AZVT who are not able to attend the conference. *Information provided in the image description should stand alone.* That is, the image caption describes what is being presented in the image without the benefit of the rest of your paper.
- **Tables and Figures:** Provide relevant lists, tables, charts, graphs, figures, etc. that readers will find useful, and be sure to include separate descriptions for these.
 - Information about proper formatting of tables and figures is indicated later in this Author Information document.
 - ***Please include a description or caption about your table or figure! More information provided below.***



- Please remember that your audience includes many members of AZVT who are not able to attend the conference. *Information provided in the table or figure description should stand alone.* That is, the table or figure caption describes what is being presented in the table without the benefit of the rest of your paper.
- **Dates:** When indicating dates (for case procedures, etc.), please format the date as **Month Day, Year** (e.g. May 20, 2011). Please do not write “Day 1” or write the date in another order.
- **Citations:** Generally, only full paper submissions will have citations to reference articles or books. If you are writing an abstract and wish to include citations, *please contact the Editor-in-Chief.*
 - Within your text, tables, figures, etc., cite a reference by (**Author Year**). (i.e., see the Sample Paper Format document for an example.)
 - *Further information about formatting citations for multiple authors is indicated in the Reference Guide.*
 - Arrange the reference list in **alphabetical order** by the first author’s last name. Please refer to the Reference Guide for the appropriate reference format for AZVT.
- **Drug or Product References:** All appropriate information, including the manufacturer information and location, will be *indicated as a footnote* in the final publication of the paper or abstract. *However, when turning in your abstract or paper, **please indicate the information within the text of your document**.* This is to help the Editor-in-Chief due to the complications in compiling several papers together. The Editor-in-Chief will format the footnotes.
 - **When Referencing Drugs:** (*Referencing information modified from the Journal of Zoo and Wildlife Medicine Author Guidelines*)
 - You must indicate the generic name, the brand name, the name and location of the manufacturer of the drug, and the dose (by weight) that was given to the animal. The dose may be listed within the document text, or it may be included as part of the reference (see below).
 - For example: “The animal was given enrofloxacin (2.5 mg/kg; Baytril®, Bayer Animal Health, Shawnee Mission, Kansas, 66216).”
 - *It is very important that the **dose by weight** is indicated, so that other institutions will have a reference point to use your dosing with their own animals!*
 - After you have referenced the drug *once*, you may continue to use the *generic name* and *dose by weight* throughout the remainder of the paper.
 - **When Referencing Products:** This is used when indicating a *specific* product by name. Common products such as suture, needles (although gauge should be indicated where applicable), syringes, gauze, etc. do not need to be referenced unless you used a very specific product for a specific reason and no other product can replace it.
 - You must indicate the product name and the name and location of the manufacturer of the product. Be sure to include any applicable Trademark (™), Copyright (©), or Registered (®) symbols.
 - For example: "Immediate testing was performed on an i-Stat® portable clinical analyzer (Heska® Corporation, Loveland, Colorado, 80538)."
 - After you have referenced the product in full *once*, you may continue to use the product name (with any applicable trademark, copyright, or registered information) throughout the remainder of the paper without the manufacturer information.



- If you aren't sure how to include the symbols, you can write them out in parenthesis (Trademark) and the Editor-in-Chief will make the necessary adjustments.

- **Identification of Animals in Case Reports:** When identifying animals within a case report, *do not* use the in-house name of the animal.
 - Keep references to the animal as non-familiar as possible, with terms like “the animal,” “the lion,” “the male,” “the neonate,” “it,” etc.
 - If a neonate is being discussed, refer to the neonate’s ‘mother’ and ‘father’ as the ‘dam’ and ‘sire,’ respectively.

- **Common Animal Names:** When indicating the common animal name, please make sure that any capitalization within the common name is appropriate.
 - For example: Writing the common loon would be correct. Writing the Common Loon would be incorrect.
 - Exceptions include common names that include the name of a person or location as part of the animal name. For example: a Johnston’s crocodile.

- Please submit the final version of the abstract or paper as a **single-spaced** document.

- **Have your Section Chair submit the completed abstract or paper via email to the Editor-in-Chief.**
 - If you must submit a hard copy, submit one (1) hard copy of the paper or abstract and one copy on disc/thumb or jump drive. Be sure to label the disc with your name, title of the paper, and file names.



SAMPLE PAPER FORMAT

(Modified from J. Arnold, 1997)

TITLE IN ALL CAPS AND BOLD EXCEPT FOR (*Genus species*)

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ABSTRACT

Word count for abstracts can be a maximum of 300 words. Abstracts should represent a condensed version of your paper – to include a brief introduction, methods used, results/findings, and a conclusion. **IMPORTANT NOTE:** *If you or your veterinarian are planning on submitting your topic to a journal for publication, you MUST keep your abstract word count at or below 250 words.* Please make sure you inform your Section Chair and the Editor-in-Chief if this is the case.

INTRODUCTION

AZVT does not set any minimum or maximum page requirements; papers for the proceedings average 2 to 5 pages in length, but they can sometimes be longer. Paragraphs are left and right justified; separate them with a double return. References should be noted with an author last name and year (Arnold 2018). Multiple references are separated by a semicolon (Arnold 2018; Lydick 2014). For more information about reference formatting, see the Reference Guide below.

Drafts of abstract or full papers may be submitted to the Section Chairs double-spaced, but the version for the Editor-in-Chief and the final version for the proceedings will be single-spaced.

HEADINGS

Headings should appear in all capitals, at the left margin. A few example headings include: Introduction, Background, Materials and Methods, Results, Discussion, Conclusion, References, etc.

Subheadings

If subheadings are used, they should be at the left margin, begin with a capital letter, and be italicized. Subheadings may be helpful to organize the presentation of your information. These can be used to define the particular case you are discussing, if you are presenting multiple cases. If you are presenting multiple procedures or test methods, subheadings may also be helpful so your reader understands what topic you are presenting.

Should you need further organization/division of information, please contact the Editor-in-Chief to determine the best way to organize your material.



CONTENT

The editors will read your paper for clarity, cohesion, content, and grammar. You will receive comments regarding the layout of the paper: Does it flow well? Are your thoughts clear and easy to follow? Does your paper serve the intended purpose? For example, if you discuss a laboratory method, have you included sufficient information or references for your reader such that they would be able to repeat the testing? If you are discussing a case study, is your description of the case clear and understandable for your readers?

Please Note – for cases, a discussion about the disease process may also be a valuable addition to your presentation. Please consider adding information related to the disease process so that all can benefit from learning more about the condition.

CONCLUSION

Please remember that the editors are striving to work with all authors to achieve professional proceedings that will best represent the contributors and the organization. The proceedings are, essentially, the ‘journal’ for AZVT. Thank you for your participation!

REFERENCES

Please print reference lists in alphabetical order by the first author’s last name. For specific guidelines on reference formatting, please refer to the Reference Guide provided below.



Components of a Scientific Paper, and How to Write a Good One

Printed with permission; Sarah L. Poynton, Ph.D., Comparative Medicine, Johns Hopkins University School of Medicine

A scientific paper has a standard, highly organized format, consisting of clearly defined components.

To ensure successful scientific writing, remember and follow the 5 C's:

<i>Coherence</i>	sticking together, logical presentation of parts
<i>Clarity</i>	being clear
<i>Consistency</i>	agreement, compatibility, parallel structure
<i>Conciseness</i>	expressing much in few words
<i>Conviction</i>	ability to convince, being believable, persuasive

You could also add

<i>Creativity</i>	keeps the reader interested, surprises them
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In general, scientific papers are written in the past tense.

Components of a scientific paper

Title information

*Title, list of authors, authors' addresses, and authors' email contact information

Abstract

Introduction

Materials and Methods

Results (text, tables, figures, and legends)

Acknowledgements

References

TITLE

Probably more people read this than any other part

- Gain specificity with a subtitle
- Consider spelling out your message (i.e. "The Smallest Gene")
- Try a sentence title or ask a question
- Should precisely sum up the contents, be specific and informative
- Use fewest words possible
- If applicable, use scientific name plus classification or common name

LIST OF AUTHORS

- Everybody who has substantially contributed to the work may be an author
- The first author is the most important person – has done the most research and written the draft
- An author should be able to explain and defend the contents of the paper in a scientific discussion



AUTHORS' ADDRESSES

- Give address of institution where the work was done
- If your present address is different, add it as a footnote

ABSTRACT

What's the paper all about?

- State concisely
- Problem being studied
- Method used
- Principle results
- Main conclusions
- Single paragraph
- No abbreviations, detailed data, speculation, or citations
- Limit of words (200-250 words) – *AZVT max is 300 words.*

INTRODUCTION

What did you do and why?

- General area, specific problem studied (and why it is of interest)
- Findings of other people to be challenged or developed (i.e. review of literature)
- Experimental approach and rationale
- Principle findings and conclusions (optional, and keep it brief)
- First time a species is mentioned, give common name and scientific name, subsequently use either common name or *G. species* (and use consistently throughout the paper)

MATERIALS AND METHODS

How did you do it?

- If using published methods – identify procedure, give reference
- If using a modification of published methods – give reference, and details of modification
- If using a new method – give full details
- Enough detail for someone else to be able to repeat the work
- Include statistical analysis (for relevant data, name of statistical test used and confidence level)
- Omit trivial details such as brand of film, etc.
- For reagent use, the particular manufacturer may be important
- Use sub-headings if possible



RESULTS (INCLUDING TABLES AND GRAPHS)

What did you find?

Scientifically the most important part of the paper

- Present results here, preferably, no raw data
- Explain results in discussion section
- May have sub-headings
- Indicate mean and variability
- Written description – be sure to refer to all tables and figures, summarize them in the text (main trends)
- Tables – for precise numerical data
 - Make column headings clear, include units of measure
 - Experiment to find best layout
- Figures – where trends are more important than principle data
 - If an illustration is essential
 - May be seen by people who don't bother to read the text
 - Can be arranged in a plate (a coherent group)
 - Ensure photos are of the highest quality
 - Label using commercially available symbols
- Table titles and figure legends should be precise, informative, and self-explanatory

DISCUSSION

What does it mean?

- Present the principles and relationships indicated by the data (level of reliability)
- Point out exceptions, unresolved details
- Compare and contrast your findings with those of others
- State conclusions, implications of data
- Be sure conclusions follow logically from data
- Try to have parallel structure with results
- Clearly identify speculations and hypotheses, argue your findings, give unexpected results

ACKNOWLEDGEMENTS

- People who provided specimens
- Technical support
- Financial support
- Colleagues who reviewed your paper



REFERENCES

- List only those in print (i.e. published) or in press (i.e. accepted for publication)
- Remember – **YOU are responsible for accuracy**
- Verify contents of references and details of citations
- ***Don't cite if you haven't read it!!!!!!!***
- Assemble reference list (complete citations) early
- If you wish to cite something that is not published or in press, this is a personal communication, and appears in the text as..... (Beverly Williams, personal communication, Date)
- *See Reference Guide for more information!*



NUMBERS AND STATISTICS

(See below for a note on the appropriate system of measurement to use in your paper or abstract.)

NUMBERS AND STATISTICS *(Found in the Scientific Writing Booklet - www.biochem.arizona.edu/marc/Sci-Writing.pdf)*

- Use tilde (~) to mean approximately equal to.
- Numbers beginning a sentence must be spelled. Rewrite a sentence so you don't start it with numbers greater than ninety-nine.
- Note: one, two, three... nine, 10, 11, 12...
 - Exceptions: a 2-m tape measure; 3 million.
- Put a space between numbers and units.
 - For example: 75 kg or 2.5 mg/kg.
 - Exception: 75%.
- Note: 0.32, not .32.
- Note: 143; 2,461 *or* 2461; 21,278; 1,409,000...
- When you quote numbers, make sure you use the minimum number of significant digits or decimal places.
 - For example: 23 ± 7 years is easier to read than 23.4 ± 6.6 years, and the loss of accuracy is not important in most situations.
- Use the appropriate number of digits:
 - Two significant digits for standard deviations (one digit if the standard deviation is for a descriptive statistic like height or weight, or if precision is not important); two decimal places for correlations, two significant digits for percentages.
 - Examples: 73 ± 5 ; $r = 0.45$; $r = 0.08$; 16%; 1.3%; 0.013%.
- If it is more convenient to show p values than confidence limits, show the exact p value to one significant digit (for $p < 0.1$) or two decimal places (for $p > 0.10$). Do not use $p < 0.05$ or $p > 0.05$.
 - Examples: $p = 0.03$; $p = 0.007$; $p = 0.09$; $p = 0.74$. (The exact p value is important for anyone using your data to calculate confidence limits or using your data in a meta-analysis.)
- Make sure the significant digits of the mean and standard deviation are consistent.
 - Examples: 20 ± 13 ; 0.020 ± 0.013 ; 156 ± 7 ; 1.56 ± 0.07 ; 15600 ± 700 .
- Use the standard deviation as a measure of spread. Do not use the standard error of the mean.
- Avoid test statistics like t, F and χ^2 (but if the journal insists on them, show only two significant digits.)
- Show 95% confidence intervals for effect statistics like a correlation coefficient or the difference between means.



- Interpret the magnitudes of outcomes in a qualitative way, using both your experience of the magnitudes that matter in this area of human endeavor and also any published scales of magnitudes (e.g., Cohen, 1988; Hopkins, 1998). You must interpret the observed effects and the confidence limits. For example, you might have to say that you observed a moderate effect, but that the true value of the effect could be anything between trivial and very strong.

AZVT recognizes weights, drug dosing, and other measurements that are indicated in the metric measurement system. If you submit weights, drug dosing, etc. in the English measurement system, *you will be asked to convert the measurements to the metric system.*

FORMATTING FIGURES AND TABLES

FIGURES

Figures can include images, photographs, drawings, graphs or charts of information relevant to your topic. All figures should include the Figure number (which will be cited within the paper), a title for the figure, and enough of a description so that the figure can stand alone. That is, there is enough information in the description so that if the figure was presented by itself, the person viewing the figure would understand what is being shown just from the description provided.

Formatting Figures:

- Number, title, and description are presented underneath the figure.
- The Figure number is formatted in **bold** letters with a colon (:) to separate the number from the title.
- The Figure title is formatted in *italics* with a period (.) to separate the title from the description.
- See below for an example:

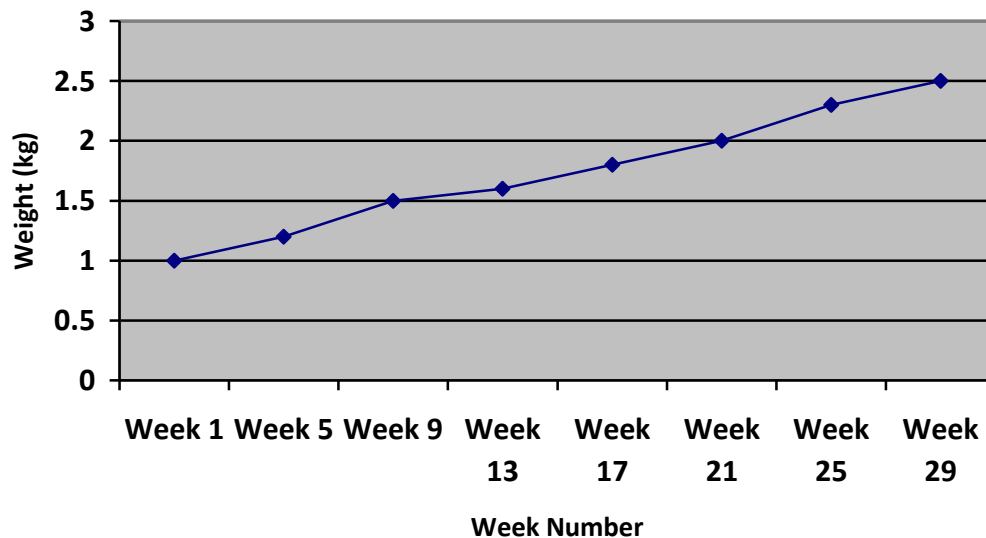


Figure 1: *Weight Gain Chart.* Chart graphically represents weight gained by the animal from Week 1 to Week 29.



TABLES

Tables are presented as rows and columns of information with clearly understandable column headers. All tables should include the Table number (which will be cited within the paper), a title (if applicable) for the table, and enough of a description so that the table can stand alone, much in the same way as for a figure.

Formatting Tables:

- Number, title, and description are presented above the table.
- The Table number is formatted in **bold** letters with a colon (:) to separate the number from the title.
- The Table title is formatted in *italics* with a period (.) to separate the title from the description.
- Room is left underneath the table for any keys or other information that may be provided to better understand the information within the table.
- See below for an example:

Date	Weight (kg)
1/7/2013	1.0
2/4/2013	1.2
3/4/2013	1.5
4/1/2013	1.6
4/29/2013	1.8
5/27/2013	2.0
6/24/2013	2.3
7/22/2013	2.5

ACCEPTABLE ABBREVIATIONS

Table: *List of Abbreviations.* This is only a partial list of abbreviations that are acceptable for use. You may also reference the CSE Manual, 8th Edition (2014). This list has been modified from the Journal of Zoo and Wildlife Medicine's Author Guidelines.

Word or Phrase	Abbreviation	Word or Phrase	Abbreviation
Analysis of variance	ANOVA	Millequivalent(s)	mEq
By mouth (per os) / Oral admin.	p.o.	Milligram(s)	mg
Calorie(s) (small, gram calorie)	cal	Milliliter(s)	mL
Calorie(s) (large, kilogram calorie)	kcal	Millimeter(s)	mm
Centi-	c or $\times 10^{-2}$	Millimolar (concentration)	mM
Count(s) per minute	cpm	Millimole(s) (mass)	mmol
Crossed with, multiplied by	\times	Minute(s)	min
Cubic centimeter	cm ³	Month(s)	mo
Deci-	10^{-1}	Molar (concentration)	M
Degree(s) Centigrade	°C	Nano-	n or $\times 10^{-9}$
Degree(s) of freedom	df	Normal (concentration)	N
Et alia	et al.	Once a day	s.i.d.
Et cetera	etc.	Outside diameter	o.d.
For example	e.g.	Packed cell volume	PCV
Four times a day	qid	Part(s) per million	ppm
Gauge	ga	Percent (with number only)	%
Gram(s)	g	Probability	<i>P</i>
Hectare(s)	ha	Revolution(s) per minute	rpm
Hertz	Hz	Sample size	<i>n</i>
Hour(s)	hr	Second(s)	sec
Inside diameter	i.d.	Species (only after a genus name)	sp. or spp.
International units	IU	Specific gravity	sp. gr.
Intramuscular	IM	Square centimeters	cm ²
Intraperitoneal	IP	Standard deviation	SD
Intravenous	IV	Standard error	SE
Kilo-	k or $\times 10^3$	Standard error of the mean	SEM
Kilohertz	kHz	Subcutaneous	SQ
Lethal dose 50%	LD ₅₀	That is	i.e.
Liter(s)	L	Three times a day	t.i.d.
Mean	<i>x</i>	Twice a day	b.i.d.
Mega-	M or $\times 10^6$	Versus	vs.
Megacalorie(s)	Mcal	Volume	vol
Megahertz	MHz	Week(s)	wk
Meter(s)	m	Weight(s)	wt
Micro-	μ or $\times 10^{-6}$	Year(s)	yr
Micrometer(s)	μ m		



REFERENCE GUIDE

Beginning in 2016, the Program Co-Chairs elected to adjust the Reference format for authors to follow the Council of Science Editors Manual, 8th Edition (2014). For more information, please visit:

<http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>

Or see [CSE] Council of Science Editors. 2014. *Scientific style and format: The CSE manual for authors, editors, and publishers*. 8th ed. Chicago (IL): The University of Chicago Press.

Below are several examples of the reference formatting as required by AZVT. References are **not** required for abstracts. If you wish to include references in your abstract, contact the Editor-in-Chief.

AZVT follows the **Name-Year Reference System** (not the Citation-Sequence Reference System) of the CSE Manual (2014, p.551-554).

- Following the referenced sentence(s), with or without quotation marks (if the sentence is a direct quote, use quotation marks; if the idea is paraphrased, **do not** use quotation marks), references are cited in the body of the paper with the first author's last name and the year of publication (Smith 2002).
- If **two authors** contributed to a paper, include both last names and the year (Smith and Jones 2002).
- If **more than two authors** contributed to a paper, list the first author's last name, followed by "et al." and the year (Smith et al. 2002).
- You may also include the author name at the beginning of a sentence, with the year in parenthesis (e.g. "Smith (2002) suggests that...").

Use the abbreviated name when indicating a journal (i.e., J Zoo Wildlife Med, rather than Journal of Zoo and Wildlife Medicine). Information on the proper shorthand for journal titles may be found at the following websites:

- University of Illinois at Urbana-Champaign Journal Abbreviation and Acronym Tools (<http://www.library.illinois.edu/bix/resources/journals/abbreviations.html>)
- U.S. National Library of Medicine. *Fact Sheet: Construction of the National Library of Medicine Title Abbreviations* (<https://www.nlm.nih.gov/pubs/factsheets/constructitle.html>)
- NIH LinkOut Journal Lists (<https://www.ncbi.nlm.nih.gov/projects/linkout/journals/jourlists.fcgi?type=journals&typeid=1&format=html&show=J&operation=Show>)
- Web of Science, Journal Title Abbreviations (https://images.webofknowledge.com/images/help/WOS/A_abrvjt.html)

Do not use numbered footnotes in your abstract/paper. Your reference list should appear at the end of your paper **in alphabetical order** by the first author's last name.

REMEMBER: YOU are responsible for the accuracy of your references!



CSE STYLE GUIDE

Guide for Citations and References

Based on [CSE] Council of Science Editors. 2014. Scientific style and format: The CSE manual for authors, editors, and publishers. 8th ed. Chicago (IL): The University of Chicago Press. ISBN-13: 978-0-226-11649-5

This guide gives a limited number of examples using this scientific style. If you need additional help, please see <http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html> or you may contact the Editor-in-Chief, who has a copy of the CSE Manual. This guide shows examples from the name-year system (not the citation-sequence system), which is the format used by AZVT.

In the CSE style system, journal titles are abbreviated following ISO 4 formatting (see Appendix 29.1, CSE 2014). For details, see the ISSN database (<http://www.issn.org>) or visit:

- Web of Science, Journal Title Abbreviations (https://images.webofknowledge.com/images/help/WOS/A_abrvjt.html)
- University of Illinois at Urbana-Champaign Journal Abbreviation and Acronym Tools (<http://www.library.illinois.edu/bix/resources/journals/abbreviations.html>)
- U.S. National Library of Medicine. *Fact Sheet*: Construction of the National Library of Medicine Title Abbreviations (<https://www.nlm.nih.gov/pubs/factsheets/constructitle.html>)
- NIH LinkOut Journal Lists (link provided above)

Type of Entry	References	Citations
	<i>Examples from CSE Manual, 2014 (p.551-649)</i>	
Journal Article (Single author) <i>CSE Manual 29.2.1.2</i>	Fauci AS. 2002. Smallpox vaccination policy—the need for dialogue. <i>N Engl J Med.</i> 346(17):1319-1320.	(Fauci 2002)
Journal Article (Same author, Different year) <i>CSE Manual 29.2.1.2.1</i>	Smith CE. 1970. Studies on arboviral epidemiology associated with established and developing rice culture. Introduction. <i>Trans R Soc Trop Med Hyg.</i> 64(4):481-482. Smith CE. 1975. The significance of mosquito longevity and blood-feeding behaviour in the dynamics of arboviral infections. <i>Med Biol.</i> 53(5):288-294.	(Smith 1970, 1975)
Journal Article (Same author, Same year) <i>CSE Manual 29.2.1.2.2</i>	Andrews JE. 1960a. Cold hardiness of sprouting wheat as affected by duration of hardening and hardening temperature. <i>Can J Plant Sci.</i> 40(1):93-102. Andrews JE. 1960b. Cold hardening and cold hardiness of young winter rye seedlings as affected by stage of development and temperature. <i>Can J Bot.</i> 38(3):353-363.	(Andrews 1960a, 1960b)



<p>Journal Article (Same surname, Different authors.) CSE Manual 29.2.1.2.3</p>	<p>Dawson J. 1986. Animal experiments: conference report. BMJ. 292(6536):1654-1655.</p> <p>Dawson M. 1986. Some examples of necessary continuation and possible discontinuation of animal experiments. Acta Physiol Scand Suppl. 554:194-197.</p>	<p>(Dawson J 1986; Dawson M 1986)</p>
<p>Journal Article (More than one author) CSE Manual 29.2.1.2.4</p>	<p>Mazan MR, Hoffman AM. 2001. Effects of aerosolized albuterol on physiologic responses to exercise in Standardbreds. Am J Vet Res. 62(11):1812-1817.</p>	<p>(Mazan and Hoffman 2001)</p>
<p><i>Two authors with the same surname. Same formatting as above.</i></p>		<p>(Smith TL and Smith UV 1990)</p>
<p><i>Three or more authors up to 10. After 10 authors, write et al. in the reference. If first author has been cited more than once, then additional co-authors can be included in the citation. Same formatting as above.</i></p>		<p>(Ito et al. 1999) <i>or</i> (Martinez, Fuentes, et al. 1990) <i>or</i> (Martinez, Fuentes, Ortiz, et al. 1990)</p>
<p>Books CSE Manual 29.3.7.2</p>	<p>Schott J, Priest J. 2002. Leading antenatal classes: a practical guide. 2nd ed. Boston (MA): Books for Midwives.</p>	<p>(Schott and Priest 2002)</p>
<p>Parts or Contributions to Books CSE Manual 29.3.7.2.10</p>	<p>Shakelford RT. Surgery of the alimentary tract. Philadelphia (PA): W.B. Saunders; 1978. Chapter 2, Esophagoscopy; p. 29-40.</p>	<p>(Shakelford 1978)</p>
<p>Magalini SL, Magalini SC, de Francisci G, editors. Dictionary of medical syndromes. 3rd ed. Philadelphia (PA): Lippincott; 1990. Dean-Barnes; p. 230-231.</p>		<p>(Magalini et al. 1990)</p>
<p>Anderson RJ, Schrier RW. Acute renal failure. In: Braunwald E, Isselbacher KJ, Petersdorf RG, editors. Harrison's principles of internal medicine. 15th ed. New York (NY): McGraw-Hill; 2001. p. 1149-1155.</p>		<p>(Anderson and Schrier 2001)</p>
<p>Organizations or Companies as the Author CSE Manual 29.2.1.2.5</p>	<p>[IOM] Institute of Medicine (US). 1975. Legalized abortion and the public health; report of a study by a committee of the Institute of Medicine. Washington (DC): National Academy of Sciences.</p>	<p>(IOM 1975) <i>or</i> (Institute of Medicine 1975)</p>
<p>Conference Proceedings and Papers CSE Manual 29.3.7.3</p>	<p>Antonioli GE, editor. c1997. Pacemaker leads 1997. Proceedings of the 3rd International Symposium on Pacemaker Leads; 1997 Sep 11-13; Ferrara, Italy. Bologna (Italy): Monducci Editore.</p>	<p>(Antonioli 1997)</p>



	Lee DJ, Bates D, Dromey C, Xu X, Antani S. c2003. An imaging system correlating lip shapes with tongue contact patterns for speech pathology research. In: Krol M, Mitra S, Lee DJ, editors. CBMS 2003. Proceedings of the 16th IEEE Symposium on Computer-Based Medical Systems; New York. Los Alamitos (CA): IEEE Computer Society. p. 307-313.	(Lee et al. 2003)
No Author Identified CSE Manual 29.2.1.2.6	Handbook of geriatric drug therapy. C2000. Springhouse (PA): Springhouse.	(Handbook... c2000)
Publications with Multiple Dates and Electronic Publications CSE Manual 29.2.1.2.7 More information at: CSE Manual 29.3.7.13	Johnson KA, Becker JA. 1995-1999. The whole brain atlas. Boston (MA): Harvard Medical School; [modified 1999 Jan 12; accessed 2001 Mar 7]. http://www.med.harvard.edu/AANLIB/home.html .	(Johnson and Becker 1995-1999)
	Allen TF. c2000. The encyclopedia of pure materia medica. France: Homeopathe International; [accessed 2001 Apr 5]. http://homeoint.org/allen/ .	(Allen c2000)
	Morris C, editor. [modified 1999 Mar 25]. Academic Press dictionary of science and technology. Orlando (FL): Harcourt, Inc.; [accessed 2001 Mar 28]. http://www.harcourt.com/dictionary/ .	(Morris [mod 1999])
	Handel A, Cross GH, Little CD. [accessed 2002 Jun 5]. Imaging of the spine. New York (NY): Mazel. http://www.mazel.com/ .	(Handel et al. [accessed 2002])
Unknown Publication Date CSE Manual 29.2.1.2.8	Lederer J. [date unknown]. Ailmentation et cancer [Diet and cancer]. 3rd ed. Brussels (Belgium): Nauwelaerts.	(Lederer [date unknown])
Updated 11/2015	<i>Further details and additional reference specifics in the CSE Manual (2014)</i>	

Using another type of resource? Please contact the Editor-in-Chief to get information about how to appropriately cite your source.

Personal Communication

Since personal communications cannot be accessed via database, they are not cited in the reference section. Instead, cite the name of the person you spoke with, followed by the indication that it is a personal communication and the most approximate date of the communication that you can give:

i.e. "...Many designers do not understand the needs of disabled people according to J.O. Reiss (personal communication, April 18, 2000)..."



TRACK CHANGES INSTRUCTIONAL GUIDE

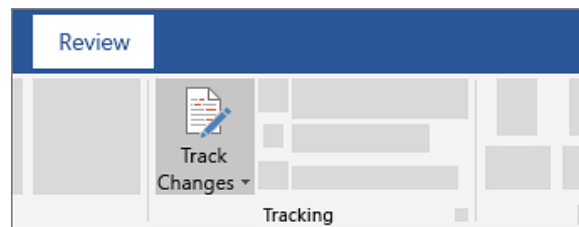
*These instructions apply to Word for Office 365, Word 2019, Word 2016, and Word 2013.
For information on Word 2010 or Word 2007, please visit the provided links for more information.*

Track changes in Word

Information below may be found at the Microsoft Office support page (<https://support.office.com/en-us/article/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a>) – Page accessed 11/17/2018

Turning on Track Changes gives you and your coworkers a way to make changes that are easy to spot. The changes are like suggestions that you can review, and then remove them or make them permanent.

Turn Track Changes on and off by going to **Review > Track Changes**.



- When it's turned on, deletions are marked with a strikethrough, and additions are marked with an underline. Different authors' changes are indicated with different colors.
- When it's turned off, Word stops marking changes, but the colored underlines and strikethrough are still in the document.

View suggested changes

To review the changes in your document, go to **Review > Tracking > Display for Review**.

- To review the changes, indicated by a red line in the margin, choose **Simple Markup**.
- For a detailed view of the changes, choose **All Markup**.
- For a preview of how the document will look if you make all the suggested changes permanent, choose **No Markup**.
- To view the original document as if all the suggested changes were removed, choose **Original**.

There is a video at this link that explains Track Changes as well.

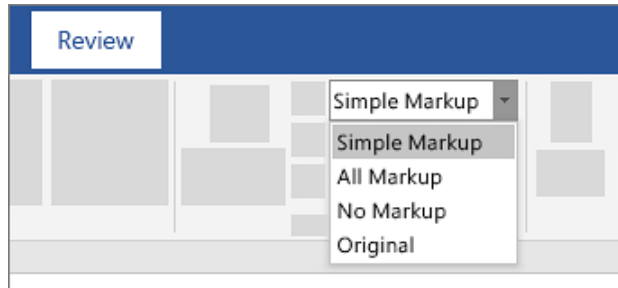
Accept tracked changes

Information below may be found at the Microsoft Office support page (<https://support.office.com/en-us/article/accept-tracked-changes-4838d24c-d5d1-4c6c-8e39-78b44bd2b4cc?ui=en-US&rs=en-US&ad=US>) – Page accessed 11/17/2018

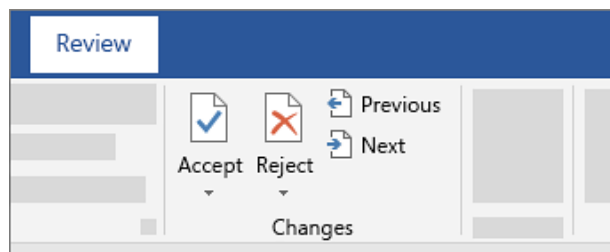
Even if Tracked Changes is currently turned off, there's a possibility that your document contains colored underlines and strikethrough, indicating insertions and deletions that were made as suggestions while Track Changes was turned on.



The markings are visible to anyone who chooses **All Markup** or **Simple Markup** in the **Tracking** section of the **Review** tab.



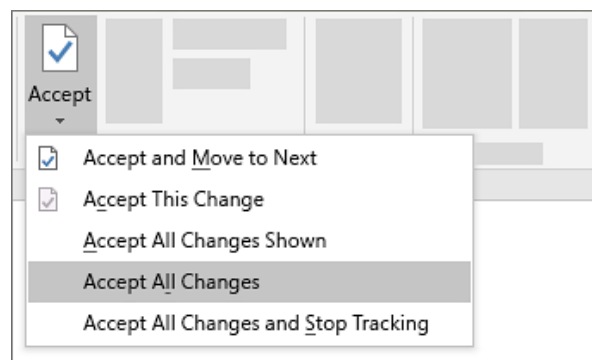
Remove the markings by accepting or rejecting the changes. Use the buttons in the **Changes** section of the **Review** tab.



- **Previous** and **Next** take you from one change to the next.
- **Accept** makes a change permanent.
- **Reject** gets rid of a change.

Tips:

- To accept or reject changes all at once, click the arrow on the **Accept** or **Reject** button, and then choose **Accept All Changes** or **Reject All Changes**.



There is a video at this link that explains Track Changes as well.

Insert or delete a comment

Information below may be found at the Microsoft Office support page (https://support.office.com/en-us/article/insert-or-delete-a-comment-8d3f868a-867e-4df2-8c68-bf96671641e2?ocmsassetID=8d3f868a-867e-4df2-8c68-bf96671641e2&ui=en-US&rs=en-US&ad=US#ID0EABAAA=Insert_or_delete_a_comment) – Page accessed 11/17/2018

Attaching your comments to specific parts of a document makes your feedback more clear. If someone else is commenting on the document, replying to their comments lets you have a discussion, even when you're not all in the document at the same time.

1. Select the content you want to comment on.
2. Go to **Review > New Comment**, and make your comment. If you want to make changes to any of your comments, just go back and edit them.
3. To reply to a comment, go to the comment, and select **Reply**.

Delete comments

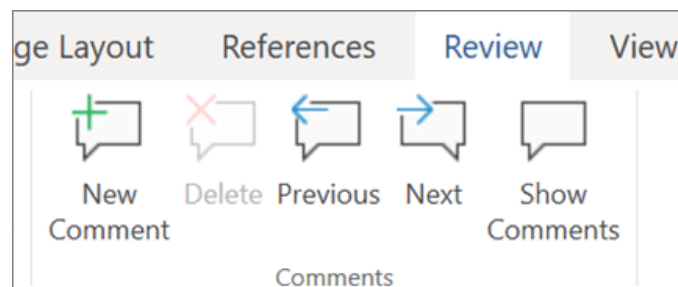
Right-click the comment, and choose **Delete Comment**.

To delete all the comments in the document, go to the **Review** tab, click the down-arrow on **Delete**, and choose **Delete All Comments in Document**.

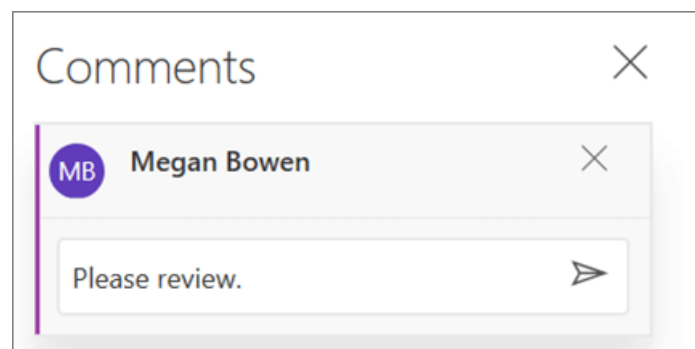



Comment in a doc

1. Select the text or graphics you want to comment on.
2. Select **Review > New Comment**.



3. Type your comment, and select **Post**.

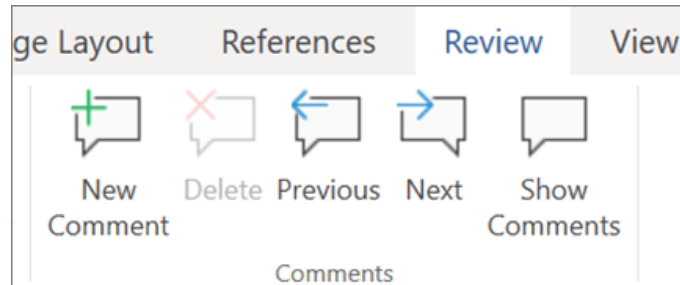


Bubbles  in the margin indicate where someone has left a comment.

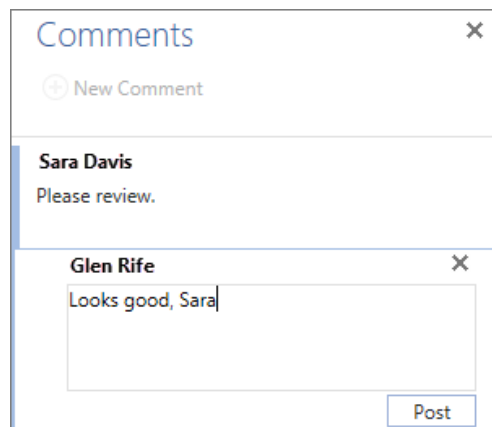


Review comments

1. On the **Review** tab, select **Show Comments** to display all comments in a document.
2. Select **Previous** or **Next** to jump to each comment.



Follow up on comments



- To respond to a comment, click the comment, and select **Reply**
- To dim the appearance of a comment, click the comment, and select **Mark as Done** .
- To delete a comment, click the comment and select **Delete** .



GOOGLEDOCS INSTRUCTIONAL GUIDE

If the author and Section Chair are interested in using GoogleDocs, the Editor-in-Chief can send a link to each person and allow them to have access to the author's submission via GoogleDocs. Using this platform, edits can be tracked and approved, or not, by either party involved in the process.

Many of the instructions listed in the Track Changes Instructional Guide above will work for GoogleDocs. For specific information about GoogleDocs, please visit the Google information site: G Suite Learning Center (<https://gsuite.google.com/learning-center/products/docs/get-started/#/>) to get started with GoogleDocs.

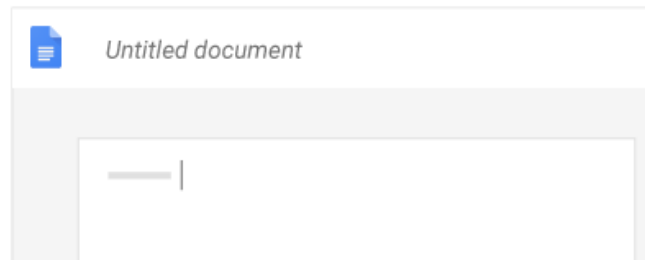
Edit and format

Information below may be found at the G Suite Learning Center page (<https://gsuite.google.com/learning-center/products/docs/get-started/#!/section-2>) – Page accessed 11/17/2018

2.1 Add and edit text

Rename your document: At the top of the page, click **Untitled document**, enter a new title, and click **OK**.

Add or edit text: Just click in the page and start typing.




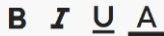



2.2 Customize your document

Depending on what you want to change, choose an option:

- To customize margins, page color, and orientation, click **File > Page setup**.
- To customize text, images, tables, and more, use the toolbar options.

Note: Some options only appear for certain types of content, such as tables or images.

	Undo or redo your last changes or print your document.
	Copy formatting from any text and apply it to another selection of text.
	Change the style, font, or font size.
	Make text bold, in italics, or underlined or change the text color.
	Add or change the text highlight color.

	Insert a link, comment, or image.
	Change the text alignment.
	Change the line spacing or add numbers or bullets.
	Change the text indentation.
	Remove text formatting.
Table and image options	
	Add background color to a table or change the border color, width, or style.
	Crop an image.
Image options...	Change the color, transparency, brightness, or contrast.
Replace image ▾	Replace an existing image with a new one.

2.3 Add pictures, links, tables, and more

The **Insert** menu lets you add different features to your document. Here are the highlights:

Image—Insert an image from your computer, the web, Drive, and more.

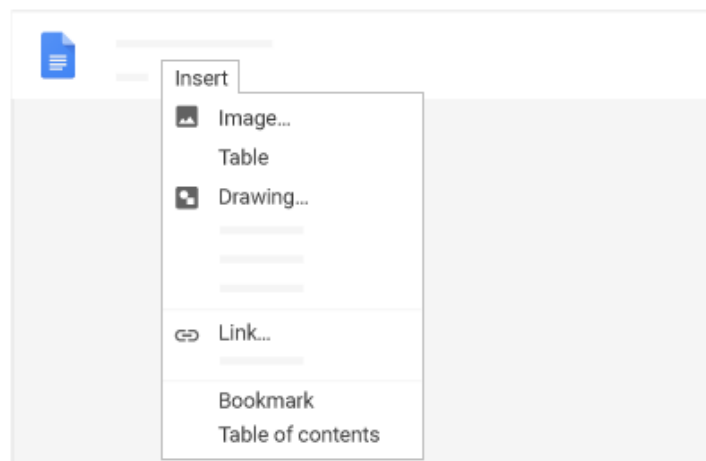
Table—Select the number of columns and rows to create a table.

Drawing—Create shapes, pictures, and diagrams right in your document.

Link—Add a link to another page or to a header or bookmark in the same document.

Bookmark—Add shortcuts to specific places within your document.

Table of contents—Create an auto-generated table of contents that links to each heading in your document that has a heading style applied.

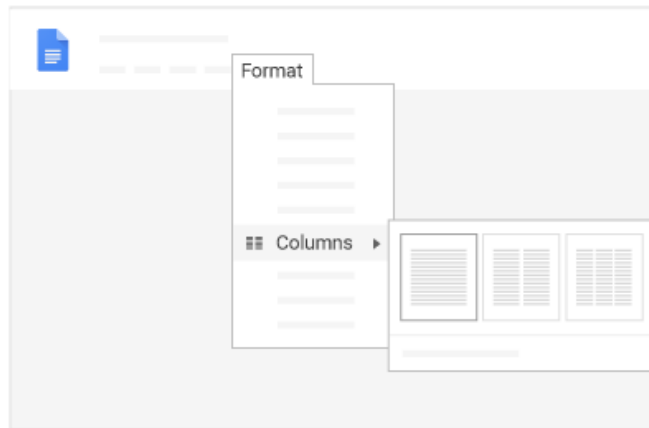




2.4 Create page columns

If you're working on an academic paper or another large document, you can organize your text in columns.

1. Click **Format > Columns**.
2. Select the number of columns you want.
3. (Optional) To adjust the spacing, or add lines between column, click **Format > Columns > More options**.
4. Click **Apply**.





GUIDE FOR PRESENTATIONS

The following recommendations are intended to help AZVT speakers prepare effective presentations. Please review these tips; if you have questions or would like advice, please contact one of the AZVT Program Chairpersons.

Organization of the Presentation

The time slot for presentations is **30 minutes**. This *does not* include time for questions afterward. The time for questions will be built in to the conference schedule. Prepare an outline of your topic and decide how much time you will require. *You can request a longer time slot*; notify one of the Program Chairpersons in advance of the meeting.

Determine the "take-away" message(s) you most want your audience to receive from your presentation; focus your outline with this in mind. Your presentation should capture the highlights of your topic; leave the in-depth details for your paper.

Preparation of Visual Materials

If you have access to a computer slide-making program, such as Microsoft® PowerPoint (Redmond, WA, 98052), it is an ideal way to prepare the slides for your presentation. If possible, avoid the "blue-burn" slides. If you need to use these, be sure not to overcrowd the slide with tiny print.

Resist the temptation to use the entire color palette in PowerPoint! Some of the very bright colors are distracting, or the text gets lost. Also, consider that some in your audience could be red/green color blind.

Use a large enough font size so that your audience will clearly see the text, even from a distance. If you are having trouble fitting your text on one slide, reorganize your material onto two or more slides.

Be sure all photographs are clear and properly lighted. Avoid extraneous slides; focus on your main topic.

Photographs must be in good taste; i.e. be sensitive to your audience when showing a necropsy image.

Videotapes or DVDs can be very effective for your presentation. You can tape specific short segments to illustrate a point, or you can tape the whole presentation. You may also insert a video clip directly into your presentation. *Be sure to contact one of the Program Chairpersons if you require a VCR or DVD player so that one might be provided at the conference. Be sure to connect with the Audio/Visual person well in advance of the conference if you have an embedded video clip in a PowerPoint presentation to make sure your media works!*

Overhead illustrations may be used; be sure the text is of a large font and that the sheets are not overcrowded. Design these as you would a slide; do not photocopy a page of text. Please be sure to contact one of the Program Chairpersons so that an overhead projector is available at the conference.

Have fun! This is a great opportunity to show off your creative skills. Humor (in good taste!) is always welcome and appreciated.



GUIDE FOR POSTER LAYOUT

The following recommendations are guidelines for AZVT poster presentations. Please review these tips. You can request editing assistance for your poster from your Section Chair or the Editor-in-Chief. If you have questions or would like advice, please contact one of the AZVT Program Chairpersons.

- Generally, the standard size for posters is 3 ft × 4 ft.
- Use a font size sufficient for the material to be *clearly readable* from a distance of 4 to 6 feet.
- The title will stand out if it is CAPITALIZED with letters approximately 2 inches tall.
- **Bold** headings will direct the reader's eye from section to section. Some suggested headings are:
 - Purpose/Objective/Hypothesis
 - Method
 - Results
 - Conclusions
- *The content of the poster should reflect the information in your abstract.*
- The viewer should be able to read the material in a few minutes, so details should be minimized as much as possible. As author, you will be able to provide detailed information verbally or by providing a written hand-out during the poster session.
 - Hand-outs should not be too lengthy (1-2 pages) and they should enhance the information on your poster. Hand-outs can also be left by your poster, so if you are not there viewers can take the hand-out with them. Be sure to include your contact information on the hand-out, so they can contact you with questions.
- The average size for poster boards is 4 X 6 feet. The poster will be affixed to provided boards or walls via push pins or Velcro®, or they may sit on provided easels. The details of what will be provided at the poster session will vary from year to year and from location to location.
- *Please Note: AZVT does not provide printing services for posters. You must find a way to transport your poster to the conference, either via a sturdy poster tube, by mail, or by printing at a retail center near the conference location.*

The poster session information will be sent to you prior to the conference. Your poster will either be presented during a break or there will be a separate poster session. This is dependent on a number of factors, including the number of posters submitted for the year and also the conference organizer. You will be notified as to which day you will be presenting your poster as soon as that information is available.

You may or may not have time to set up your poster prior to the morning presentations, depending on the situation at the conference site. It may be suggested that you set up your poster during the presentation immediately preceding the poster break. Please be available throughout the poster session to answer questions.

If you have any questions, please contact one of your Program Co-Chairs.