

# Editorial Committee

The Editorial Committee consists of the Program Co-Chairs along with four Section Chairs. Sections include *Case Studies, Hospital Procedures, Clinical Pathology, and Innovations and Updates.*

The Committee evaluates the submitted topics each year and assesses their validity, timeliness, and merit. They also judge whether or not the topic has been over-represented in recent years. Refer to the Title History page.

*If you are interested in becoming an Assistant Editor, please contact the Editor-in-Chief at the provided email address. There are a limited number of Assistant Editor slots, based on the requests of the Section Chairs. If a Section Chair is needed, generally these are chosen from the pool of Assistant Editors, with experience editing within AZVT. If you are an Assistant Editor and have questions, please contact the Editor-in-Chief.*

***Please note: You must be a current member of AZVT to qualify for any editing position.***

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## Editor Information

Form for Section Chairs and Assistant Editors

Abstract and Paper Review

*The list provided are things that Section Chairs and Assistant Editors should be keeping in mind as they are editing the submitted abstracts and papers. Each editor has the option of filling out the provided prompts (at the bottom of the form) and attaching them to the bottom of the abstracts/paper.*

*The goal of any editor is to provide constructive and valuable suggestions to each author/presenter. Comments and suggestions should be worded in such a way as to be constructive. Please keep this in mind as you are editing.*

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*The Author Information Packet will be helpful to any editor (Section Chair or Assistant) so that both authors and editors will know what is expected from each abstract/paper. Other Editor Information will be provided at the start of each year.*

Author Information

*This packet of information is provided to authors each year and contains information on the appropriate formatting for the abstract and paper as well as how to write and cite references. Other important information includes how to reference drugs appropriately, the correct method for writing numbers, presenting tables and figures appropriately, and how the paper should be organized.*

*What is presented in the Writing Guidelines is just part of the whole packet. The online format is designed to provide basic information.*

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## Title History

*This page has information about titles of posters, presentations, round table discussions, and wet labs from past years as a reference for future presentations. Some topics are rather popular and often brought up for presentation. In the interest of keeping things fresh and sharing new information, the Editorial Committee will evaluate the submitted topic and evaluate whether or not it has been presented too much in the recent past.*

***If a topic has been covered frequently in the recent past, the author may be asked to rethink their subject matter or they will be asked to wait for another year.***

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## Best Paper

Beginning in 2015, the members attending the conference no longer vote on the best paper, but instead vote on the best presentation.

The Best Paper will be determined through a vote by the Editorial Committee (Program Co-Chairs and Section Editors). The author receives recognition at the meeting as well as \$100. Authors qualify by submitting a full paper and by submitting all items such as the submission form, abstract, and full paper draft and final by the indicated deadlines. Please keep this information in mind as we progress through the editing process.

*Each Section Chair will select one paper that meets the requirements from their section and the committee will vote on the best of these papers.*

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## Editorial Process

*The typical editing process for the annual conference is listed. Please keep deadlines and dates in mind – the RACE program application must be submitted two months ahead of the conference, otherwise AZVT pays a late fee.*

1. Section Chairs are confirmed and the number of Assistant Editors Requested is finalized
2. Call for Assistant Editors is sent out to the AZVT membership
  1. *Positions are filled on a first come, first served basis*
  2. *Please indicate which section you would like to edit*
    1. *NOTE: You may not get the section you request, particularly if you will be presenting at the Annual Conference*
3. Submission Form and Biographical Information/CV are due by the designated due date
  1. *Editor information packet is sent out around this deadline*
4. The Editorial Committee evaluates the submissions. Authors are contacted within two weeks whether their topic has been approved, approved with suggested edits/comments, or rejected
  1. Authors with “approved with suggested edits/comments” will work with the Editor-in-Chief to finalize their particular topic
  2. Authors with “rejected” topics can work with the Editor-in-Chief to reevaluate their topic for approval
  3. Once approved, an email will be sent with details about section assignments

1. *NOTE: If a certain section has an overabundance of submissions, submissions may end up with a Section Chair from another section - This is so that one person does not bear the burden of reviewing the majority of the submissions*
5. Abstracts will be due to either the Editor-in-Chief or the Section Chair on or before the due date
  1. **Authors will be working directly with their Section Chair**
    1. Any Abstracts received by the Editor-in Chief prior to the deadline will be sent to the appropriate Section Chair – *Please confirm receipt of the Abstract with your Author*
    2. Section Chairs will send abstracts to their Assistant Editors for their review
      1. *Details of this process are up to the individual Section Chair*
      2. **ASSISTANT EDITORS SHOULD NEVER CONTACT AN AUTHOR DIRECTLY – ALL EDITS SHOULD GO THROUGH THE SECTION CHAIR**
        1. *This is to minimize confusion for both the Author and the Editor*
    3. Edits will be compiled by the Section Chair and sent to the Author for approval or rejection
      1. *If edits are rejected, an explanation should be provided so that everyone is on the same page*
    4. Approved/rejected edits sent back to Section Chair for evaluation
    5. Process continues until all parties are satisfied
    6. **If only an Abstract is being submitted**, the final Abstract is sent to the Editor-in-Chief by the Section Chair (see #6)
6. First Drafts of full papers will be due to the Section Chair on or before the due date
  1. Section Chairs will send full papers to their Assistant Editors for their review
    1. *This will include the Abstract, so this does not need to be submitted to the Editor-in-Chief until the Full Paper has been edited*
  2. Edits will be compiled and sent to the Author for approval or rejection
    1. *If edits are rejected, an explanation should be provided*
  3. Approved/rejected edits sent back to Section Chair for evaluation
  4. Process continues until all parties are satisfied
    1. *There is a Second Draft deadline – the Author should provide at least a second draft of their full paper, with edits taken into account, by this date*
  5. Final drafts will be evaluated and reviewed by the Editor-in-Chief and their Assistant Editor in much the same manner as above.
    1. *Editor-in-Chief will be incorporated into the editing process at some point prior to the Final Deadline.*
7. Final draft of the full paper should be submitted on or before the due date. Section Chairs should submit the final draft to the Editor-in-Chief.
  1. ***THIS DOCUMENT SHOULD BE THE FINAL, EDITED, AND AGREED-UPON DOCUMENT – NO FURTHER EDITING SHOULD BE NECESSARY***
  2. *A confirmation email will be sent out to acknowledge receipt of the final draft.*
8. The final, agreed upon version of the paper or abstract will appear in the proceedings.

## Referencing Drugs and Other Products

*Within the Author Information document, there is information about how drugs should be referenced. This follows similar guidelines to the American Association of Zoo Veterinarians and their author guidelines for the Journal of Zoo and Wildlife Medicine:*

**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 editing the abstract or paper, please indicate the information within the text of the document.* The Editor-in-Chief

will format the footnotes.

**When Referencing Drugs:** (*Referencing information cited from the Journal of Zoo and Wildlife Medicine Author Guidelines*)

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 should be indicated. 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 the dosing with their own animals!*

You only need to list this information *once*. Throughout the rest of the paper, you may refer to the dose and the generic name of the drug.

**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 the author uses a very specific product.

The product name and the name and location of the manufacturer of the product should be indicated. 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)."

The manufacturer information only needs to be indicated once, but the Trademark and Copyright symbols should remain throughout the paper.

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## Recognized Measurement System

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.*

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## Formatting Figures and Tables

Examples of each are provided in the Author Information packet, but briefly:

For 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.
- The Figure description should be such that the figure, along with the description, will stand alone, without the benefit of the paper.

For 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.
- The Table description should be such that the table and description can stand alone.
- Room is left underneath the table for any keys or other information that may be provided to better understand the information within the table.