# Author Guidelines

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Today’s Veterinary Nurse provides informative, easy-to-follow, practical articles with state-of-the-art information for the companion animal veterinary professional. Examples of article formats include:

- **Review of a disease/condition**, with a focus on improving the knowledge and skill set of the veterinary technician.
- **Step-by-step tutorial** with full-color images, for example radiology, cytology, etc.
- **Presentation of a case**, complete with history, presentation, diagnostic tests performed, lab results, monitoring/nursing care required to support treatment, and follow-up care.
- **Discussion of the clinical impact** of a new or improved technique, procedure, medication, or treatment.

**Author Credentials**

*CE articles must have at least one author with a VTS in a specialty relevant to the topic.* All other clinical articles must have at least one author who meets his or her state requirements to be called a veterinary professional.

**Article Length**

- **CE Articles** must be at least 3000 words long, but preferably less than 4000. They must also include a learning objective and a 10-question, multiple-choice quiz (not included in the word count). For further guidelines, see CE articles.
- **Feature articles** should be 1500 to 2000 words in length.
- **Columns** should be 1200 to 1500 words.
- **Dept (“Finding Balance” etc)** should be 800-1500 words.
- **All articles should include** a byline with the author’s credentials and affiliation (e.g., Jane Jones, LVT, RVT, VTS (ECC), ABC Animal Hospital, Philadelphia, PA), as well as a biography of 100 words or less, focusing on current position/affiliation, research and/or clinical interests, publications and/or speaking engagements, education, and contact information (if desired). For CE article bios, please see the checklist.

*Please submit your article as a Microsoft Word file, not as a PDF.* Do not embed images or photos in the document. Please name each image “Figure” and indicate within the text the reference for the figure. For more information on how to submit images, see “Figure File Requirements.”

**Example:** Thoracic radiographs often confirm the diagnosis of left-sided CHF but should be postponed if the patient is unstable (Figure 1).

Articles that are well in excess of the requested word count will be returned to the author for shortening before review.

**Ancillary Items**

- The inclusion of sidebars, tables, algorithms, or any other information that will enhance the article’s usefulness to readers is encouraged with the understanding that they will be
reviewed for accuracy and quality, and permission for their use must be obtained if they are from another source.

- Please obtain permission for any ancillary materials from another source (including websites) and reference accordingly. If you are using material courtesy of a colleague, please include a credit line with his or her name, credentials, and affiliation. Please also provide copies of any permission grants or requests with your submission. *Materials, images, and illustrations for which permission has not been obtained by the time the journal issue goes to print will be removed from the article before publication.*

**Image Specifications**

- If possible, please provide JPEG or TIFF images at 100% size and 300 dpi and a photo of yourself.
- Indicate magnification of figures (e.g., 500×), if applicable.
- If necessary for clarity or copyright purposes, *Today’s Veterinary Nurse* can rework, enhance, or otherwise format original illustrations provided with a manuscript. The author will be consulted before such changes are made and will be asked to approve the revised illustration for accuracy. Revised illustrations are copyrighted by *Today’s Veterinary Nurse* and may be used by NAVC in other contexts.
- Please obtain permission for any images or illustrations from another source (including websites) and reference accordingly. If you are using an image courtesy of a colleague, please include a credit line with his or her name, credentials, and affiliation. Please also provide copies of any permission grants or requests with your submission.
- For additional information, see the section “*Figure File Requirements.*”

**References**

- Use of the most recent available published material (e.g., textbook edition) is encouraged. References must have been published within the past 10 years, unless historical information is being presented.
- References should be numbered consecutively in the text (superscript or in parentheses) and listed in numerical order at the end of the article. List each reference only once and use the same number each time it appears in text.
- References should be cited in the following format: Author last name and initial(s). Title of article/manuscript. *Title of book/periodical/etc.* Date of publication (day/month/year, if applicable); volume (issue):page numbers.
- Authors should provide 20 or fewer references unless more references are required due to the topic.
Contact Information and Author Availability

- Phone numbers, fax number, and e-mail address for correspondence during editing process.
- Mailing address for author payment.
- Please let us know if there is any extended period of time that you will be unavailable to approve your edited article and final layout.

Peer Review

All articles submitted to Today’s Veterinary Nurse are peer reviewed. If review comments can be easily incorporated, we will do so and then forward the edited/reviewed manuscript to the author for approval. If the comments are more in-depth, we will ask the author to revise the article before we edit it.

If an article fails peer review and the author does not want to revise it, Today’s Veterinary Nurse will not pay the author for work already performed.

Eligibility

Articles are accepted for consideration to publish with the understanding that they represent original, unpublished work submitted solely to Today’s Veterinary Nurse and that they have not been, and will not be, submitted elsewhere unless rejected by the editor/publisher.

Plagiarism. If an article is deemed by the reviewers and/or editor to have been plagiarized, it cannot be accepted or published and will be rejected.

Copyright and Disclosure

Articles are submitted and accepted for publication with the implicit understanding that the publisher is assigned copyrights as per standard practice in publishing and that the article can be disseminated in all media formats. Please fill out the provided copyright and disclosure form and return it with your submitted article.

Editing

Articles may be edited to be consistent with Today’s Veterinary Nurse’s format and style. While content may sometimes be reorganized, it will remain true to the author’s intent. The author will have the opportunity to approve both the edited manuscript and the final layout prior to publication.

Submission

Please submit your article, images, and information as requested in these guidelines to:

NAVC | Today’s Veterinary Nurse
Andy Zunz, Executive Editor
Email: azunz@navc.com
Electronic submission is requested. Images should be submitted separately from the manuscript (ie, they should not be imbedded in the manuscript). If the images are too large to be emailed, please contact Elizabeth Fleener (efleener@navc.com) with any questions.

**Checklist for CE Articles**

CE articles must be primarily evidence- and/or literature-based and adequately referenced. They may contain clearly stated author recommendations, personal experience, or opinions, but these cannot make up the bulk of the article, nor can they be used as the basis for quiz questions. **Step-by-step tutorials, case presentations, and product-centric articles are not eligible for CE.**

Quiz questions must rely solely on information presented in the article and be written in a professional, clinical tone.

Commissioned CE articles that do not meet all criteria and cannot be revised to do so may be changed to feature articles, with a reduced honorarium, after consultation with the author.

CE accreditation for articles will be provided through VetFolio. To meet accreditation requirements, please provide the following in addition to the article (article must be between 3000 to 4000 words).

**1. A learning objective for the article.** This objective can be stated in a sentence, as in the following examples:

- *After reading this article, participants will be able to define Evidence-Based Veterinary Medicine (EBVM), have the tools to develop a clinical question, and have an understanding of how the type of evidence is hierarchical in clinical decision making.*

- *Upon completion of this article, readers should be able to identify small, but significant, changes that can be made to a shelter cat's environment to help reduce stress. Readers should also gain an understanding of clicker training uses for both bold and shy cats, as well as how clicker training can help increase adoptability and decrease stress associated with common grooming problems.*

When writing learning objectives, use the following verbs (excerpted from Bloom’s Taxonomy Levels). Avoid “understand” as an objective, as it is too vague.
2. A one- or two-word sentence that provides an overview of the topic, such as:

This article provides an overview of the factors involved in reptile pain management, including evaluation protocols, physical parameters, drug selection, and evaluation of the effectiveness of pain treatment.

3. Your credentials and a short bio, as outlined below. If you have a CV that contains all this information, you may send that as well.

- Full name, including all initials.
- Clarification of degrees and/or initials, except for CVT/LVT/RVT. A VTS should have the specialty clearly identified.
- Current involvement in veterinary medicine (name of practice/academic employer/research facility, etc.)
- Short bio that includes: When and where degrees earned – how many years of experience - specific bio content that full answers the question “why is this author an expert in this particular subject.” Include prior publications if any as well as speaking engagements. It is better to overstate qualifications than to understate.
- The bio should be written similar to the ones on this page: https://www.vetmedteam.com/our-instructors.aspx.

4. A CE exam.

- Exams must be a minimum of 10 questions.
- Multiple-choice questions are preferred (but not “select all of the above that apply”). If true/false questions are used, they should account for only one or two of the 10 questions.
- Exams should be built to support the learning objectives to help the participant take away the full value of the educational opportunity. Has the participant grasped and cemented the
core learning components within the article? (Exams should never be “pixel hunts” for minute details just for the exercise of hunting through the material.)

- The questions should be structured clearly but can be formatted in such a way as to make the student think about what is being asked. The answers should be clear as well.
- Images may be incorporated into the exam questions.
- Answers to questions should not have an absurd choice and can have close answers—but the answers should not be picking between shades of gray.
- Answers should not include reference to any products or services since this is a peer-reviewed journal.
Figure File Requirements

Accepted File Formats for Images: Jpg, TIFF, EPS
Accepted File Format for Graphics and Illustrations: AI, EPS
Resolution: 250 dpi or higher

- Each figure or component of a multi-part figure should be submitted as an individual file. Do not combine multiple figures into one file.
- Please do not embed artwork in the main text or a word document.
- Avoid mark ups on photographs. If artwork is submitted with markup or notations also submit a version without markup.
- Supply a list of figure captions in a separate Word document. Captions should include the appropriate credit lines. See below for “Artwork Permissions”

Photo Tips
- Avoid cropping an animal or person unnecessarily. If you prefer artwork be cropped, provide a note in your caption document.
- Keep photos simple and backgrounds as free of clutter as possible. Too many details can distract the viewer.
- When possible use natural lighting.

Figure Numbering and Captions
- Cite figures with the format: Fig 1A, Fig 1B, Fig 2, Fig 3, etc.
- Number the figures sequentially according to their appearance in the text. This includes citations to text boxes and tables.
- Check that each figure is cited in the text (e.g. ‘See Figure 3.4’). This copy will guide the production team in placing the figures.
- Supply a list of figure captions in a separate Word document. Captions should include the appropriate credit lines.

Figure Captioning Tips
- Be succinct: Avoid lengthy descriptions.
- Describe the key messages of a figure: provide a description of the figure that will allow readers to understand it without referring to the text.
- Describe each part of a multipart figure with a lettered panel label: for example, (A).
- Define all non-standard symbols and abbreviations.
**ARTWORK PERMISSIONS**

- **All photographs and figures should include appropriate credits to the person or persons that created the piece. If the artwork is not created by the author themselves then permission must be obtained.**

- Authors must obtain permission to reproduce any previously published artwork and submit a copy of any permission granted with their final manuscript. Permission credit lines should be included in figure captions.

- In the case of images that depict people, the author will need to submit a model release form signed by the person photographed.

Please submit figures via email or file transfer to **Elizabeth Fleener** at efleener@navc.com

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**Photo Tips**

- **DON’T** crop dog unnecessarily

- **DO** use natural lighting when possible

- **DON’T** combine images
DON’T submit close up images that are not in focus