

Case Report Guidelines

These guidelines pertain to the submission of case reports that may be published as column articles in *Today's Veterinary Nurse*.

Author information

- Please include a byline with your credentials and affiliation (e.g., Jane Jones, LVT, RVT, VTS(ECC), ABC Animal Hospital, Philadelphia, PA), and a biography of 100 words or less, focusing on current position/affiliation, research and/or clinical interests, publications and/or speaking engagements and education.
- Please provide a headshot photo of yourself. Animals may appear in the photograph, but no other people. For best appearance in print, photos should be as high-resolution as possible (minimum of 250 DPI). Photos taken from the web (e.g., Facebook, Twitter) are generally too low-res for print. Original photos are always preferable.

Case report length and format

Case reports should be 1200 to 1500 words and should be structured as follows:

- Title
- Introduction
- Signalment
- History and presentation
- Initial assessment, including physical findings, diagnostic tests and results, and differential diagnosis
- Treatment, including technician's role
- Outcome
- Conclusion/discussion

Please submit your article as a Microsoft Word file. Articles that are well in excess of the requested word count may be returned to the author for shortening before review.

Ancillary items and images

- The inclusion of photographs, sidebars, tables, algorithms, or any other information that will enhance the article's usefulness to readers is encouraged. Permission for their use must be obtained if they are from another source.
- Indicate magnification of figures (e.g., 500×), if applicable.
- See Author information for comments on image/photo resolution.
- Please obtain permission for any ancillary materials and images 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. Any materials that have not received permission

at the time the journal issue goes to print will be removed from the article before publication.

- 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.

References (if necessary)

- Please use references to support statements that include data (e.g., "Studies have shown that..." or "50% of animals..."). If possible, the original source of the data (e.g., the original study) should be referenced.
- 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 AMA format: e.g., 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.
 - Journal reference example: Vareia AS, Moore VA, Little SE. Sleep fragmentation. *Sleep*. 2002;9(2):116-119.
 - Book reference example: Kiss G, Radvanyi SZ, Szigeti G. Cryptococcosis infection in the cats. In: Green CE, ed. *Infectious Diseases of the Dog and Cat*. 2nd ed. Philadelphia: Mosby; 1998:399-402.

Contact Information and Author Availability

Please provide:

- 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

Case reports submitted to *Today's Veterinary Nurse* will be peer reviewed for adherence to the general standard of care. Review comments will be forwarded to the author to revise the article before editing.

If a case report fails peer review **and** the author refuses to revise it, *Today's Veterinary Nurse*, at our discretion, will not pay an honorarium for work already performed.

Eligibility

Case reports 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.

Copyright and Disclosure

Case reports 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 attached conflict-of-interest/disclosure form and return it with your submitted case report.

Editing

Case reports 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.

Honorarium

On acceptance of the case report after peer review, *Today's Veterinary Nurse* will pay the author a \$300 honorarium. All state and federal income taxes are the responsibility of the author.

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

Phone: 813-629-0716

Electronic submission is requested. Images should be submitted separately from the manuscript (i.e., do not embed images in the manuscript). If the images are too large to be emailed, please contact art director, Elizabeth Fleener (efleener@navc.com) for further instructions.

Conflict of Interest and Disclosure Form

Today's Veterinary Nurse (TVN) requires all authors to complete this form to identify any actual or potential conflicts of interest.

The intent of this disclosure is not to prevent an author with a significant financial or other industry relationship from writing an article, but rather to provide TVN subscribers with information on which they can make their own judgments as to whether the author's interests or relationships influence the article with regard to exposition or conclusion.

Financial Disclosure

This section asks about your financial relationships with veterinary healthcare entities that could be perceived to influence, or that give the appearance of potentially influencing, information you are presenting in your article.

Relevant financial relationships are relationships in which you receive a financial benefit in excess of \$500 (see list below for examples). Financial relationships can also include "contracted research" where the institution gets the grant and manages the funds and you are the principal or named investigator on the grant.

Report all sources of revenue paid (or promised to be paid) directly to you or your institution on your behalf over the 12 months prior to submission of the article and in the immediate future (e.g., upcoming payment for current presentation, financial benefit to be paid within the next 3 months). This should include all monies from sources with relevance to the submitted article. If there is any question, it is usually better to disclose a relationship than not to do so.

For grants you have received, you should disclose support **ONLY** from entities that could be perceived to be affected financially by the article, such as drug companies, or foundations supported by entities that could be perceived to have a financial stake in the article. Public funding sources, such as government agencies, charitable foundations, academic institutions, or nonprofit organizations, need not be disclosed. For example, if a government agency sponsored a study in which you have been involved and in which drugs were provided by a pharmaceutical company, you need only list the pharmaceutical company.

Disclosure Form

Please disclose your relevant financial relationships with veterinary healthcare entities. If you are self-employed in a capacity relevant to the subject of your content, please indicate that here.

Role or financial asset received	Company/Organization name(s)
Employee	
Board member or officer	
Consultant/advisory board member	
Speakers bureau	
Grant/Research support	
Gift	
Honorarium	
Speaking fee	
Royalties (including trademarks and patents)	
Intellectual property rights	
Ownership interest (e.g., stocks, stock options)	

Are there any other matters not covered above that you believe may create an actual or potential conflict of interest in connection with your content? (describe):

By signing below, I agree to the following:

The information above is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Definitions

“Consulting” or “advisory role” is the provision of any paid services for a veterinary healthcare entity, including advisory boards, scientific review, or editorial services.

“Honoraria” is money paid to recognize participation in an activity such as a speech, a seminar presentation, article creation, or a research study.

“Speakers bureau” is a compensated role as a presenter for which any of the following criteria are met: (a) a veterinary healthcare entity has a contractual right to dictate or control the content of the presentation or talk; (b) a veterinary healthcare entity creates the slides or presentation material and has final approval of the content and edits; or (c) the presenter is expected to act as a veterinary healthcare entity’s agent or spokesperson for the primary purpose of disseminating company or product information. This definition of “speakers’ bureau” does not extend to employees of a veterinary healthcare entity who make presentations as part of their employment.

“Veterinary healthcare entity” is a business that develops, produces, markets or distributes drugs, devices, services or therapies used to diagnose, treat, monitor, manage or alleviate health conditions in animals or to manage other aspects of veterinary practice.