

GUIDELINES FOR AUTHORS

INTRODUCTION

The **Philippine Journal of Veterinary Medicine (PJVM)** is a peer-reviewed international journal that publishes original research articles, research notes, case reports, and review papers on all aspects of veterinary medicine and science. Papers submitted for publication to PJVM should not have been published or are not being considered for publication elsewhere. Interested authors should submit the manuscript in Microsoft Word format (.doc or .docx) and electronically send these to:

Editor-in-Chief

Philippine Journal of Veterinary Medicine
College of Veterinary Medicine
University of the Philippines Los Baños
Laguna, Philippines
E-mail address: pjvm1964@gmail.com

Author/s of manuscripts for submission must also send a signed document certifying that the paper has not been published or is not being considered by other journals. In cases of multiple authorship, a signed document certifying that all authors have seen and approved the content of the manuscript must also be sent.

Manuscripts are treated as confidential and are received subject to critical review by qualified reviewers and the editorial staff. In addition, the review process is double-blind.

Receipt of manuscripts will be acknowledged immediately. The corresponding author will be notified of the decision of the editor to either accept, reject, or request a revision of the manuscript. It is important to note that once a paper has been accepted for publication, this cannot be withdrawn. Furthermore, rejected manuscripts will

not be returned to the authors. The decision on all editorial matters is final.

Prospective authors are advised to refer to the latest issues of the journal to have knowledge of the sections for the different types of articles and to be familiar with the prescribed format for the references.

CHECKLIST DURING SUBMISSION

The following should be included in the submission:

1. Title page stating the full title, the complete name/s, and academic degree/s of each author, followed by the name/s, affiliation/s, and complete address/es, and e-mail address/es of the author/s. In the case of multiple affiliations, use numerical superscript to designate the affiliation(s) of the authors. In addition, the corresponding author, together with e-mail address and contact number, should be identified. A suggested running title composed of up to six words should also be included.
2. Manuscript following the prescribed format of the type of submission. At the end of the manuscript file, tables can be included.
3. Clear figures bearing the file name composed of the first author and the figure number (e.g., dela Cruz_Fig. 1) that are saved as separate files. The figure legends should also be included at the end of the manuscript file.
4. Two suggested reviewers and their affiliations as well the reasons why they are recommended. In addition, their contact details, particularly the e-mail addresses, should be provided. Potential reviewers

should not be affiliated with the authors' own institution and should not have served as co-author, in the last five years, of any publication of the prospective PJVM author.

Additional considerations are as follows:

- Manuscript should have been written in the American English language. Kindly ensure correct spellings and grammar.
- References should follow the prescribed citation format. Make sure that all references mentioned in the manuscript are included in the Reference Section and vice versa.
- If applicable, permission should be obtained for the use of copyrighted materials from other sources (including the internet).
- Only those who have contributed substantially to the paper should be listed as authors. These include those who participated in the conception, design, or analysis and interpretation of data, drafting, and final approval of the manuscript to be published. Papers with multiple authors should include a description of the contribution of each author.
- A statement on competing interests at the end of the manuscript should be included. If there is nothing to declare, write, "The authors have no competing interests to declare."

TYPES OF SUBMISSION

Original article is a full account of the research work done that requires a full and precise description as well as a clear interpretation of theoretical and experimental data.

Research note is a short report of an original research. This is intended to communicate research results rapidly but

is insufficient to fulfill the requirement of a full-length article.

Case report is a description of an individual or series of clinical cases which should be unique and preferably, a first time report. The main sections include Abstract, Introduction, Case Presentation, and Discussion.

Research notes and case reports should not exceed six journal pages. In both categories, there must be a short Abstract. The section headings in the body of the paper may be modified.

Review article is a comprehensive and critical or analytical discussion of a particular subject that provides animal scientists and veterinarians with reliable facts and conclusions without their having to search the literature themselves. The text should not exceed 12 journal pages.

MANUSCRIPT PREPARATION GUIDE

In preparing the manuscripts, authors must conform to the style of the Journal. Failure to do so may lead to rejection or delay in publication.

All parts of the manuscript (including title page, tables, figures, legends, and footnotes) should be typed double-spaced on letter (8.5" × 11") typewriting paper with at least one-inch margins (top, bottom, and sides). Each page should be numbered consecutively, beginning with the title page. The font to be used is Times New Roman, size 12. The page number should be shown on the upper right-hand corner of each page. A continuous line number should be shown on the left side of each page.

ARTICLE STRUCTURE

1. Abstract

Should compose of a maximum of 200 words containing the main objectives, basic procedures, significance of the work, main findings, and principal conclusions.

Below the abstract, a list up to seven key words, in alphabetical order and separated by a comma, should be provided to assist indexers in cross-indexing. Key words should be listed in the Index Veterinarius.

2. *Introduction*

Gives a brief description of the problem, a short survey of the relevant literature, and the aim of the work.

3. *Materials and Methods*

Should describe in detail (including methods of statistical analysis), all procedures and materials that would allow other investigators to reproduce the results. However, this should exclude a detailed description of methods that are available in published form and can be cited as references. Materials should be identified by chemical or generic names or descriptions. In instances where the product or equipment was essential to the outcome of the experiment, the proprietary or brand name and name and addresses of the manufacturer should be enclosed in parentheses. If applicable, a statement explicitly indicating approval of the use of animals by a committee (i.e. IACUC permit) should be indicated.

4. *Results*

Should include a logical presentation of data. In the Discussion, the results should be evaluated or interpreted and compared/contrasted with those from the available literature. Recommendations, when appropriate, may be included. In short papers and Research Note, the Result and Discussion section may be combined.

5. *Acknowledgment*

Should be limited to persons who have contributed substantially to the technical content. The names of funding organizations should be written in full and described.

6. *Statement on Competing Interests*

If nothing to declare, write, "The authors have no competing interests to declare."

7. *Authors' Contribution*

For submissions with multiple authorship, the contribution of each author should be identified following "CRediT – Contributor Roles Taxonomy" (<https://casrai.org/credit/>). The significant contributions include conceptualization, investigation, methodology, data analysis, funding acquisition, resources, project administration, and manuscript writing.

8. *References*

Should be limited to what is relevant and necessary. In the text, the name of the author and the year of publication should be in parenthesis, *e.g.* (Eduardo, 2009). For more than two authors, *et al.* should be used after the name of the senior author, *e.g.* (Vizmanos *et al.*, 1990). Where several references are quoted together, they should be placed in chronological order. In addition, listed references at the end of the article should be arranged in alphabetical order according to the first author's name in hanging indent and written as follows: Author's name(s) and initials, year of publication, full title of the paper, full title of journal (italicized), volume, issue number, and first and last pages.

Examples:

Maala CP and Bueno R. 1997. Clear cells in the pancreatic acinus of the Philippine carabao (*Bubalus*

bubalis L.). *Philippine Journal of Veterinary Medicine* 34(2): 76-79.

Acorda AA, Constante JL, Rayos AA and Pajas AMGA. 2016. M-mode echocardiographic measurements in pregnant and non-pregnant Holstein-Friesian x Sahiwal crossbred dairy cattle. *Philippine Journal of Veterinary and Animal Sciences* 42(1): 28-34.

Reference to books should be as follows: author's name(s) and initials, date of publication, name of chapter or section where appropriate, full title of book (italicized), edition, place of publication and publisher.

Example:

England G. 2005. *Fertility and Obstetrics in the Horse*, 3rd ed. India: Blackwell Science, Ltd

9. *Tables*

Should be as few as possible and should only contain essential data. All tables should be numbered in Arabic numerals, presented in portrait format, not in landscape. The width of the table should not exceed 15 cm with font size of 11. They should be included in the manuscript file immediately after its first mention in the text.

10. *Figures*

Referred to as "Figs." in the manuscript, consists of illustrations and diagrams. They should ordinarily be original drawings and be submitted in separate files. Legends should be typed at the end of the manuscript file and numbered. Photomicrographs and drawings must have internal scale markers (*e.g.* in microns). The use of magnification like 40×, 100×, 1000×, etc. is not acceptable. Submit graphs, diagrams and other

line drawings as photomicrographs made from finished drawings not requiring additional artwork or typesetting. All figures should be presented in portrait format and not in landscape. The width of the figure should not exceed 15 cm.

Diagrams and photographs submitted in electronic form must be of the following minimum resolutions: for photographs or halftones only, 300 dpi in both color and B/W; for photographs or halftones with line artwork as insets or lettering, 600 dpi; and for line artwork or artwork with grayscale, 1,200 dpi. Preferred formats are JPG and TIF. The printing cost of colored materials shall be shouldered by the author/authors which must be prepaid at least a month before the manuscript goes to press.