

## INSTRUCTIONS TO AUTHORS

### Objectives and editorial policy

The *Brazilian Journal of Veterinary Medicine* (=Revista Brasileira de Medicina Veterinária) – *RBMV* aims to publish the results of original research papers by Brazilian and foreign authors in all fields of Veterinary Medicine. This work should consist of research results not yet published and not under consideration for publication in another journal.

### Bilingual Journal

Scientific articles, reviews and case reports should be submitted electronically and preferably edited in English. Articles submitted in Portuguese will be considered in the first round of evaluation, if they are recommended for publication, they must be translated into English by a company accredited by the *RBMV*, and will require the presentation of the translation certificate to be considered for review by the *ad hoc* consultants and the associate editor. In a subsequent round of evaluation. The *RBMV* permits the publication of two versions of the article: in English and in Portuguese. The costs associated with translation are entirely the responsibility of the authors.

### Selection Process

The original manuscripts undergo an initial Internal Editorial Evaluation to ensure that the content of the manuscript is in accordance with the

scope of the Journal and to verify that the manuscript format conforms to the guidelines provided below.

### **Peer review**

If considered appropriate, manuscripts are submitted for peer review in a double-blind review process (i.e. reviewers are not identified to the authors and vice versa). Prior to being accepted for publication, at least two expert reviewers will be consulted. In cases of divergence a third expert will be consulted and the final decision will be left to the Chief Editor. Although the opinions and concepts expressed in the papers are wholly the responsibility of the authors, the Editorial Committee, supported by the Scientific Advisory Board, reserves the right to suggest or request any advisable or necessary modifications.

### **Submission of manuscripts**

The responsible author will send the manuscript, in Word format, to the editor together with a signed cover letter stating that:

- All authors were informed of the policies and norms of the *Brazilian Journal of Veterinary Medicine* and that they agree to comply with all their requirements.
- The total and/or partial content of the article submitted was not and will not be presented for publication to another journal or technical-scientific publication (neither print nor electronic) during the period of the peer review and editing process conducted by the *RBVM*.

All authors have read the final version of the submitted article and are jointly responsible for all concepts and information contained in the text and images presented. *Revista Brasileira de Medicina Veterinária (Brazilian Journal of Veterinary Medicine)* is not legally responsible for the veracity and/or authenticity of this information.

- There is no conflict of interest and if the article is accepted for publication, the authors approve the assignment of the publication rights to *Scientia Agropecuaria* for the total or partial reproduction of the versions it deems appropriate.

### **Style and preparation of originals**

The work should be written in font size 12, pages of 30 lines each, space 1.5 lines, 3 cm margin on each side, top and foot of each page. All pages, excluding the title page, should be numbered at the bottom right hand side of the page

### **"Blind" version for evaluators**

Authors' names, institutions, affiliations and statements should not be included in the manuscript "blind version" to facilitate the double blindness of the review process. Similarly, Ethical Considerations, Competing Interests, Sources of Funding and Acknowledgments should be included in this version of the document. In addition, other details included in the Materials and Methods that may allow the reviewer to identify the authors or institution of origin, for example, reference to "in press" publications, should not be included. Instead,

within the "blind" manuscript, these items should be replaced with the inscription "hidden for review" and highlighted in red. Once approved for publication, these items will be reintroduced into the final version of the manuscript.

### **Title Page**

It contains the indicators of authorship, funding, acknowledgments and ethical aspects, taken from the "blind" version. This document will be forwarded separately from the evaluation document and must contain:

A) Authorship – Name, surname of the author, and full professional address of the author (s), author's e-mail for correspondence, marked with "\*" and other authors; Indicate the graduation degree and the highest academic title if any; Abbreviations of the names of institutions, when appearing for the first time in the work, will be placed in parentheses and preceded by the full name; In cases, where an author is in receipt of a grant from a funding agency this must be indicated after the address of the author;

B) Name and full address of the institution where the work was performed.

C) Letter of presentation, signed by all authors, assuming responsibility for the content of the work. However, only author one should be indicated as responsible for the exchange of correspondence. Telephone, fax, email and contact address must be provided for the corresponding author.

D) Ethical aspects: If appropriate include a declaration by the authors revealing possible conflicts of interest (professional, financial and direct or indirect benefits) that may influence or have influenced the results of the research or the content of the work, (including but not limited to; Sources of Funding, Acknowledgments and Authorship.

E) Copyright agreement, available on the *RBMV* website, duly signed by the authors, without which the article will not follow the normal flow of evaluation.

### **Article Organization**

Full Papers should always be organized as follows; TITLE, TITLE IN ENGLISH, ABSTRACT, RESUMO, INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS (or combinations of the latter two), ACKNOWLEDGMENTS and REFERENCES.

Case reports should always consist of TITLE, TITLE IN ENGLISH, ABSTRACT, RESUMO, INTRODUCTION, HISTORICAL FINDINGS, DISCUSSION AND/OR CONCLUSION AND REFERENCES

Title: Font Lucida Sans, 14 bold, centralized

**Abstract:** Abstract will be written continuously as a single paragraph and should not contain bibliographic citations. It should be presented with the constituent elements of the Summary in Portuguese, and may be more extensive. The content must be related to "**Key Words**";

**Resumo:** should present, in a direct way and in the past tense, what was done and studied, presenting the most important results and

conclusions. In Portuguese, the RESUMO (Abstract). The content should be related to the "**Palavras chave**";

**Introduction:** should be brief, and supported by appropriate bibliographical citations, and it should end by clearly indicating the objective(s) of the work;

**Material and Methods:** should present sufficient information and detail such that they allow the repetition of the work by other researchers. In research involving animal experimentation, details of the approval of the project by the Ethics Committee should be included;

#### **Ethics Committee**

*It is indispensable to attach a .pdf copy of the Certificate of Project Approval of the research that originated the article, issued by the CEUA (Ethics Committee on the Use of Animals) of the Institution where the research was performed, in compliance with Law 11794/2008. The Project Approval Certificate number should be provided in the Material and Methods.*

**Historical findings:** only for case reports where anamnesis/case history and results should be recorded.

**Results:** a concise presentation of the data obtained should be presented; Tables should be prepared without superfluous data, presenting, where indicated, averages of several replicates. Authors

should consider the possibility that it may be more convenient/appropriate, to express complex data in the form of graphs (Figures), rather than presenting them in the form of extensive tables;

**Discussion:** the results should be discussed in the literature. There is no need to mention work in progress or future plans in order to avoid an obligation on the part of the author and/or the journal to publish them;

**Conclusions:** should be based only on the results presented in the paper, and may be included as a separate section or included as the final part of the discussion;

**Acknowledgments:** this section should be succinct and should not appear within the main text or in footnotes;

**Sources of Funding:** List the funding bodies or companies that provided financial support to the project.

**References:** will only include the bibliography cited in the paper and the one that served as source for indirect consultation; The references should be ordered alphabetically based on the surname of the first author, with the names of all authors (in upper and lower case), the title of each publication and, in complete name of the journal or other source of the work.

## **Examples for References**

### **Scientific article**

Carrington S.D., Bedford P.G.C., Guillon J.P. & Woodward E.G. Polarized light biomicroscopic observations on the pre-corneal tear film.3. The normal tear film of the cat. *Journal of the Small Animal Practice*, 28: 821–826, 1987.

### **Book**

Rodrigues H. *Anatomical techniques*. 2<sup>nd</sup> ed. Visual Art, Victory, 1998.

### **Book chapter**

Strubbe A.T. & Gelatt K.N. Ophthalmic examination and diagnostic procedures, p.427–466. In: Gelatt K.N. (Ed.), **Veterinary Ophthalmology**. 3<sup>rd</sup>. Ed. Lipincott Williams & Wilkins, Philadelphia. 1999.

### **Monographs including Theses and Dissertations (Will not be accepted)**

**Summaries of scientific meetings (Will not be accepted).**

### **Reviews**

Only at the invitation of the Editor.

### **In preparing the text, the following standards should be met:**

The work should be written on A4-sized sheet in font size 12, pages of 30 lines each, space 1.5 lines, 3 cm margin on each side, top and foot of each page. All pages, excluding the title page, should be numbered at the bottom right hand side of the page formatting of the original to be submitted for publication must follow the example presented the most recent issue of the *RBVM*. The text should be continuous and should not

be formatted in two columns; the captions of the figures and/or the Tables should be presented separately at the end of the manuscript.

The text should be concise, with as much of the language as possible, presented in the past and impersonal; In the text, indicators of footnotes will be Arabic numbers placed in superscript after the word or phrase that motivated the inclusion of note. This numbering must be continuous; The notes will be placed at the foot of the page in which the respective ring signal is present. All Tables and all Figures must be mentioned in the text. These references will be made by the respective numbers and, where possible, in the order of increasing numbers.

Figures (including graphics) should be provided as files (formatted in the original program), supplied separately from the text. In addition, they must be included within the text of the work, using the "Insert" tool of Word. This is necessary since; copied and pasted images often lose information contained in the program with which they were generated, resulting in poor quality. Original figures (graphics, drawings, maps or photographs) should be attached to the paper as a supplementary document. Graphics should be produced in 2D, with white, gray and black columns, with no background. The key to the conventions adopted will preferably be included, within in the area of the Figure; The use of a title shall be avoided at the top of the figure. "

### **Figures (photographs)**

Figures should be numbered (Fig. 1, Fig. 2, etc.) in the order cited in the text. Do not use Fig. 1a, 1b, 1c, etc., except when absolutely necessary

*e.g.* for different staining techniques used with the same sample. \* \*

Figure numbers should be placed in the lower left corner of the images

and should be set to white or black 14 Arial font points with no border.

Image file format. Images should be TIF files, with a resolution of 300

pixels per inch for color and 600 pixels per inch for black and white and

90 or 180 mm wide (that is, the width of a column or two column

widths). The image mode for color pictures is RGB, and for black and

white pictures it is grayscale. Grouping of images; Figures are usually

grouped as plates with directly opposite edges. Grouped images should

consist of sequentially numbered figures, arranged horizontally in the

correct order, and they should form a perfect square or rectangle with

no white space between or around the images (white edges will added

later by the editor).

The groups should be 90 or 180 mm wide (1 or 2 column widths) and

should not be more than 180 mm high. Each figure file must contain a

single figure or group of images. The Editors can regroup the pictures

as deemed necessary to meet editorial requirements. Effective methods

of presentation include groupings with 2–3 photos (180mm) per  $\leq 4$

photos of height ( $\leq 180\text{mm}$ ) or 1 photo wide (90mm) by 2 or 3 photos of

height ( $\leq 180\text{mm}$ ).

Other arrangements are acceptable depending on the total number of

photos to be included and the dimensions required ensuring the best

resolution of the images. Photos of microscopic lesions should not

contain photographic or tissue artifacts. The images should be evenly

illuminated, and the photomicrographs should be white. Raw images should be presented against a clean, uniform environment with a uniformly colored background. Before the images are presented, unacceptable scenarios (Grass, surgical drapes and other textured cloth, rulers, necropsy numbers, etc.) should be removed or the figure prepared with a background of a suitable color without glare.

Image modification or enhancement is acceptable if applied to the entire image, such as changing the brightness, contrast, or color balance. It may be acceptable to modify the photo background of the specimens.

In contrast, modifying a localized area of the tissue or lesion is not normally considered acceptable; It is essential that the modifications do not affect the veracity and/or the interpretation of what is shown. Do not use scale bars, except in exceptional cases where their use is critical for understanding the image; Justification for their use should be included in the cover letter.

If absolutely necessary, the bar or scale should be approximately 1 cm long, included at the lower right edge of the image, and its equivalent value (10, 25, 100  $\mu\text{m}$ , etc.) provided in the legend, never in the image itself.

The explanatory captions for the Figures should contain sufficient information to make them easily comprehensible, and will be presented at the end of the paper.

### **Bibliographic Citations**

Bibliographic citations will be made by the system "author and year"; Manuscripts with two authors will be cited using the names of both, and by three or more, by the name of the first, followed by "et al.," plus the year; If two works cannot be identified as distinct by these elements, the differentiation will be made by adding lowercase letters following alphabetic order to the year of both citations. In the citations of works placed in parentheses, a comma will be used between the name of the author and the year, and semi-colon after each year; The separation of works, in this case, will be done only by commas, *e.g.*: (Flores & Houssay 1917, Roberts 1963a, b, Perreau et al., 1968, Hanson 1971);

**Tables** should be self-explanatory and placed at the end of the text. Each will have its own full title and will be characterized by two long lines, one above and one below the column header; between these two traces there may be shorter ones, for grouping of columns. There are no vertical lines. The call signs will be alphabetic, starting from **a** in each Table; Notes will be posted just below the respective table, from which they will be separated by a short line to the left.

### **Charges**

The publication fee is RSR\$ 300.00 or US\$ 100.00, for Brazilian and foreign authors respectively.

### **Relevance**

As a Journal of the Society of Veterinary Medicine of Rio de Janeiro (SOMVERJ) at least one of the authors of each article to be published should be a Veterinarian.

## **Five tips to increase your article's search engine discovery**

### *1. Create a Webmaster Friendly Title*

- Include 1–2 keywords related to your topic. Put your keywords in the first 65 characters of your title

Keep your title short. Consider moving a sentence from your title to the first or second sentence of your abstract

### *2. Optimize Your Resume*

- place key findings and keywords in the first two sentences of your abstract Only the first two sentences are typically displayed in search engine results

- Repeat your keywords 3–6 times Do not forget that the purpose of the summary is to express the key points of your research, clearly and concisely. Below is an example of a well-optimized summary.

### *3. Use keywords throughout your article*

- include keywords in your title (1–2), abstract (2–3), and keyword fields (5–7) Keywords must be keywords instead of just single words
- Embed keywords in your Subtitles as well. Subtitles direct search engines to the structure and content of your article

- Finding Specific Keywords in Google Trends and Google Adwords Key Tools Remember that keywords are important to A & I services as well as SEO

- use keywords that are consistent with your field if you are unsure, check the words used in relevant articles in your area

- Let keywords flow naturally and in a contextual way Search engines do not like disconnected keyword repetition, Known as keyword stuffing, and cannot 'index' your article, making it difficult to find online

#### *4. Be consistent*

- cite the names of authors and initials in a manner consistent with previous publications. Remember to be consistent with any previous online publications

#### *5. Build links*

- Link your article through your social media, network and institutional sites

The more direct links to your article will be more easily identified by search engines like Google and others

#### *• Encourage colleagues to link to your article*

The greater the quantity of respected individual inks/trusted sites used, the more powerful the effect will be. Do not forget to do the same for them!