

Journal of the American Holistic Veterinary Medical Association Instructions for Authors

Mission of JAHVMA

The mission of the Journal of the American Holistic Veterinary Medical Association (JAHVMA) is to publish accurate, timely, scientific and technical information pertaining to the practice of complementary, alternative, holistic and/or integrative holistic veterinary medicine. JAHVMA is a peer-reviewed publication with a target audience of veterinarians in clinical practice and their practice team members.

Manuscripts submitted should be of value to the veterinary practitioner and their practice team, related to clinical practice, or both. Preference is given to scientific reports of original studies, retrospective studies and well-documented case studies (i.e. case reports or case series).

The Journal will be available online. Each AHVMA member residing in the US or Canada will receive a CD with the journal pdf as a member benefit. Individual subscriptions are available. Please visit www.ahvma.org for more information.

The table of contents is published online at www.ahvma.org.

Manuscript Preparation Guidelines

Authors should carefully review the instructions below when preparing a manuscript. If the Manuscript Preparation Guidelines and Submission Requirements are not followed, manuscripts will be returned to authors without review. Strict compliance with these instructions will expedite processing of the manuscript.

Manuscripts are received with the understanding that they have not been published in or submitted to other publications. It is acceptable, however, if data were presented in abstract form at a conference which should then be mentioned in the acknowledgement section. All authors listed on the manuscript should have contributed significantly to the work described or should have generated part of the reported results. All authors should have reviewed and approved the contents of the manuscript prior to submission. Any author playing a minor role in the work reported should be removed from the author list and acknowledged for his or her contributions in the Acknowledgments section. The number of authors per paper should be no more than 10.

Categories of Manuscripts

Outlined below are types of articles that JAHVMA will consider for publication.

Original studies: This broad category includes descriptions of new techniques or procedures, prospective clinical trials, and hypothesis-driven research of any nature that adds to the knowledge base in complementary, alternative, holistic and/or integrative

veterinary medicine. Each manuscript should clearly state an objective or hypothesis; describe the design, methods, interventions, main outcome measures, and main results; place the results in context with the published literature; address the study limitations; and highlight the key findings in a conclusion. Data must be original and should be as timely as possible. Maximum length is 4,000 words of text (excluding abstract, tables, figures, and references), 30 references, and 5 tables and/or figures. (See the example online at www.ahvma.org.) Please remember for clinical trials that the appropriate control group(s) needs to be included in the study and presented in the manuscript.

Retrospective studies: Any study based on patient records accumulated over time.

Case reports and case series: These reports focus on a specific disease or syndrome, describe unique or rarely reported clinical entities, unusual presentations or established clinical entities, new clinical diagnostic methods, or novel treatments and outcomes. Case reports are limited to 3,000 words (excluding abstract, tables, figures, and references), 30 references, and 4 tables and/or figures. A case series consists of a minimum of three cases. Maximum length is 4,000 words of text (excluding abstract, tables, figures, and references), 30 references, and 5 tables and/or figures.

Review articles: Review articles are generally solicited articles that summarize, critically evaluate, and interpret existing literature regarding important topics in companion animal medicine. They should include the most recent information available. Maximum length is 5,000 words of text (excluding abstract, tables, figures, and references), 50 references, and 6 tables and/or figures.

Letters to JAHVMA: Letters to JAHVMA are similar to case reports but are very brief and lack the rigorous standards of case reports. They follow the same guidelines as described for case reports but tend to be shorter in overall length and may only have a limited number of references. The Editor in Chief will make the final decision if a manuscript is appropriate for Letters to JAHVMA or is better presented as a full referenced case report.

Authors who have ideas for review articles or contributions that do not fit easily into one of the above categories but, in their opinion, are appropriate for publication in JAHVMA, are encouraged to contact the Editor in Chief editor.jahvma@gmail.com.

Manuscript Style

Manuscripts must be prepared in accordance with the International Committee of Medical Journal Editors www.icmje.org. For questions of style, refer to the American Medical Association Manual of Style: A Guide to Authors and Editors (AMA) by Cheryl Iverson www.amamanualofstyle.com. Refer to Stedman's or Dorland's Medical Dictionary for proper spelling and medical terminology. Writing should conform to acceptable English usage and syntax, and to JAHVMA's style preference. In addition, do not include any specific client or animal names in the articles. Failure to use proper grammar and punctuation may result in failure or delay in processing the manuscript. Authors are encouraged to seek editorial assistance prior to submitting their manuscript.

The term *symptom* is used in human medical literature but not veterinary medical literature. For all manuscripts please refer to the presenting complaint or other clinical descriptions as "signs" or "clinical signs."

Standard abbreviations and symbols are used in accordance with Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers. Abbreviations should be used sparingly. Abbreviations should not be used in the title or at the beginning of a sentence at first use. The first time an abbreviation appears in the text, as well as the first time in figure legends and in table legends, the word being abbreviated should be written out in its entirety and should immediately precede the abbreviation. Place the abbreviation in parentheses the first time it appears. Create an abbreviations list at the end of your article, which provides the acronym and definition (e.g., ACT, activated clotting time; CHF, congestive heart failure).

All drugs, herbs, products, and equipment should be identified within the body of the text by their generic or chemical names. The use of brand names should be confined to the footnotes/endnotes. Generic names of drugs are in small letters and brand names have the first letter capitalized. Combination products should be mentioned in the body of the paper as “a combination homeopathic product containing [list up to three ingredients]” or “a combination herbal product containing [list up to three ingredients].” If the product contains more than three ingredients, no more than three should be listed within the text, and the complete list of ingredients should be presented in a separate chart. Manufacturer information should be included in a footnote/endnote (see *Footnotes* section below).

Acupuncture points should be identified by their meridian and number (e.g., BL11) except in those cases where they do not lie on a meridian. Meridian abbreviations that are acceptable for JAHVMA are as follows:

LU	Lung
LI	Large Intestine
ST	Stomach
SP	Spleen
HT	Heart
SI	Small Intestine
BL	Bladder
KI	Kidney
PC	Pericardium
TH	Triple Heater
GB	Gall Bladder
LV	Liver
CV	Conception Vessel
GV	Governing Vessel

Manuscripts that include the use of homeopathic medicine should adhere to the following guidelines:

1. The term homeopathic "medicine" should be used in place of homeopathic "remedy."

2. Names of the homeopathic medicines should be placed in italics. The first part of the name is capitalized but the second (and third if applicable) portions of the name are not. For example: *Natrum muriaticum* or *Mercurius iodatus flavus*. Thereafter, use the common 3-4 letter abbreviation with italics and capitalizing the first letter. For example: *Nat-m* or *Merc-i-f*.

3. For the centesimal and decimal potency scales, leave a space after the name (or abbreviation) of the homeopathic medicine, then write the degree of potency first, followed by the system of potentization (i.e., C or X) in capital letters immediately after, without an intervening space, in normal font, not italicized. For example: *Natrum muriaticum* 6X or *Mercurius iodatus flavus* 200C or *Nat-m* 6X.

4. For the 50 millesimal potency scale, place the potency degree after "LM." For example: *Natrum muriaticum* LM2 or *Nat-m* LM2.

Body weights, temperatures, and herb and drug dosages must be written in metric form. Herb and drug dosages should be given on the basis mg/kg of body weight. Smaller increments may be used as needed (e.g., ng/kg, pg/kg) Where appropriate, mg/m² may also be used. The frequency of administration should be delineated using the format *q* hr (e.g., *q* 4 hr, *q* 8 hr). Reference ranges should be included for all laboratory values.

When typing numbers within the text, *all* numbers should be written in numerical form (except when it is the first word of a sentence). These include units of measurement (including time and dosages) (e.g., 5 days, 6 kg, 3 years) as well as other quantities (e.g. 5 dogs, 6 owners, 2 times).

Manuscript Format

The manuscript must be written and saved as a file in Microsoft Word (version 1995 or newer). Use no accessory programs such as automatic footnotes, etc. Tables should be included in the manuscript file at the end of the document. Each table should appear on its own page. See the section on Tables below. Please note: Save the file without inline imported graphics or charts, i.e., do not embed figures within the manuscript. Figures must be submitted separate from the manuscript. See the section on Figures below.

Manuscripts must be double-spaced with one-inch margins and left margin justification. Do not justify the right margin. The title/abstract, footnotes/endnotes, references, and legends must also be double-spaced. Use the font Times New Roman, 12-point.

Number pages consecutively, from the title through the Figure legends page. Insert continuous line numbers throughout the manuscript.

Manuscript Components

Regardless of the manuscript category, each part of the paper should begin on a new page using the page break function. Parts of the paper must appear in the following order:

Title page
Unstructured abstract (250 words max)
Body
Footnotes/endnotes
Abbreviations
References
Figure legends
Tables

1. Title page and unstructured abstract: The title should be concise and no more than 15 words. Below the title provide author names, clinic or institutional affiliation, address, phone, and email. If there are multiple authors, indicate by an asterisk which author is the corresponding author.

The unstructured abstract is located on the first page following the title. It should include a one- to two-sentence synopsis of each major component of the manuscript (e.g., Introduction, Materials and Methods, Results, Discussion, and Conclusion -these headings should be left off). Abstracts should be no more than 200 words.

2. Body: Subheadings to guide the reader must be used in the text. For **original** and **retrospective** studies, such headings include Introduction, Materials and Methods, Results, Discussion, and Conclusion.

The *Introduction* should explain the rationale for the study and provide enough pertinent historical (referenced) information on the topic to allow the reader to understand the significance of the study. Conclude the Introduction with a statement of purpose for the paper.

The *Materials and Methods* section should describe the experimental design of any original studies or the source of material and parameters reviewed in retrospective studies. Statistical methods used to evaluate data should be clearly defined, as well as levels of significance used.

The *Results* section should factually relay all results and outcomes without any interpretation. Every parameter described in the Materials and Methods should be reported in the Results in the same order as introduced in the Materials and Methods. Do not duplicate information included in tables or figures.

The *Discussion* contains information on the interpretation and significance of the findings. It should be concise, pertinent to the current state of veterinary practice, and presented in the same order as the Results. This section should include a critical discussion of any shortcomings of the report. Exhaustive literature reviews should be avoided.

The *Conclusion* should provide the reader with a clear summary of the major findings, outcomes, or lessons learned from the study.

Format for **Letters to JAHVMA, case reports and case series** consists of a title and unstructured abstract; the Introduction as described above; the Case Report(s) describing the case(s), including presentation, diagnostic investigation, therapy and outcome; Discussion and Conclusion as described above.

In the text, citations must be given in parentheses, as a number. All citations should appear at the end of the appropriate sentence(s) before the period and in line with the text. They should not be embedded within the sentence. Authors are responsible for the accuracy and completeness of all citations. Limit citations to those that are necessary to delineate the source of specific information presented in the text (see References section below).

3. **Footnotes/Endnotes:** Footnotes must be cited by lowercased letters in parentheses arranged alphabetically in line with the text. The footnote citation should be placed at the end of the generic drug or product name the first time it appears within the text. Footnotes/endnotes should include the trade name or brand name and the manufacturer's name and location (i.e., city, state, and country). Personal communications or unpublished data are cited as footnotes/endnotes. *Please note: Do not use software programs that create automatic footnotes or endnotes. All footnotes/endnotes appear in a list near the end of the manuscript before the references.*

Examples:

- a. NutriScan®, Division of Hemolife Diagnostics, Garden Grove, CA 92843;
www.nutriscan.com
- b. Steadfast® Equine Joint Supplement, Novus International Inc., St. Charles, Missouri, 63304 USA
- c. https://www.aahanet.org/Library/Raw_Food_Diet.aspx

4. **References:** **List references in order of appearance with the number in the list corresponding to the appropriate numbered in-text citation. Please place reference number *before* the period at the end of the sentence. All references for a particular sentence should appear at the end of the sentence, not inserted in the middle of the sentence.** References with more than three authors should list only the first three authors, followed by "et al." Punctuation and syntax must agree precisely with the samples provided below. Be sure to provide both the first and last page number for each reference. Please use Index Medicus/PubMed journal name abbreviations. Personal communications or unpublished data are cited as footnotes/endnotes (see Footnotes/Endnotes section above).

Style of References

Journal articles (similar to PubMed format)

Weed LL. Medical records that guide and teach. N Engl J Med 1968;278:593-600.

Landau JW, Newcomer VD, Schultz J. Aspergillosis, report of two instances in children associated with acute leukemia. Mycopathologia 1963;20:177-224.

Steer PL, Marks MI, Klite PD, et al. Fluorocytosine: an oral antifungal compound. Ann Intern Med 1972;76:15-22.

Journal paginated by issue

Seaman WB. A case of pancreatic pseudocyst. Hosp Pract 1981;16(Sept):45-8. In Press

Chassin MR, Kosecoff J, Soloman DH. How coronary angiography is used. JAMA, in press.

Proceedings (should only be cited when referred journal articles or textbook citations are not available and should be identified as personal communications)

Seaman WB. A case of pancreatic pseudocysts. Proceed 19th Am Coll Vet Intern Med Forum, Minneapolis, 1999:181-3.

Books and other monographs

Personal author(s)

Williams CF. The Foundations of Intelligence. 6th ed. Philadelphia: Lea & Febiger, 1974:121-5. Editor, compiler, chairman as author

Dausset J, Colombani J, eds. Histocompatibility Testing. Copenhagen: Munksgaard, 1973:12-8.

Chapter in a book

Williams CF. Man and his intelligence. In: Doe J, ed. The Foundations of Intelligence. 3rd ed. Philadelphia: Lea & Febiger, 1974:736-41.

Magazine articles

Roueché B. Annals of medicine: the Santa Claus culture. The New Yorker, 1971(Sep 4):66-81.

Websites

Name of article in website. Name of website or sponsoring organization, url for website (e.g. <http://www.abcd.org>), and the date on which the website was visited.

5. Figure legends: All figure legends, captions, notes, source information, and permissions should be submitted with the text of your manuscript. Figures follow a different workflow from your manuscript and should be submitted separately (see the Figure Guidelines). When citing figures in your manuscript, insert them in consecutive numerical order within the main text of the manuscript within parentheses and **bold**, e.g., (**Figure 1**), (**Figures 2A, B**) for multipart figures. Figure legends should appear at the end of the manuscript and should provide sufficient detail to render the figure intelligible without reference to the text. Explain all

abbreviations and symbols, stains, and magnifications. For any copyrighted material, indicate that permission has been obtained.

6. **Tables:** The use of tables is encouraged to limit the overall length of the manuscript. Tables must be self-explanatory and should supplement, not duplicate, the text or figures. All tables must be cited in the text in consecutive order within parentheses and **bold**, e.g., (**Table 1**). Tables must be numbered consecutively and have a brief title. Do not list any author or institutional name(s) in the title. Make tables concise and comprehensive to the reader without reference to the text. For footnotes to tables, use the following symbols in this sequence: *, **, ***. Tables must be created in the same Microsoft Word document as the manuscript (Excel files are not acceptable) and double-spaced. Tables need to be formatted as a table and not made with tabs.

Companion Files

Acknowledgments: Acknowledgment of individuals should cite the reason for the acknowledgment and be limited to those persons who provided substantial assistance with either the study or preparation of the manuscript. Reasons for acknowledgment include review of radiographs, statistical analysis and review, aid or production of photographs and illustrations, and manuscript preparation. Please note: Acknowledgments must be submitted as a separate file and should not be included in the manuscript.

Figures: Digital artwork includes illustrations, photographs, graphs, diagrams, radiographs, CT scans and other imaging studies. All digital figures need to be at least 300 dpi (> 500 kb) and submitted as separate files (tiff, jpeg or png preferred) at the time of manuscript submission. Please note: Do not send original artwork, X-ray films, photocopies, slides, drawings, or hard copies of figures.

Submission Requirements

All manuscript submissions to JAHVMA must include a signed copyright agreement, signed Conflict of Interest disclosure and Animal Care and Use guidelines (Submission/Copyright form). These elements, which are included on one form, must be sent to the AHVMA office (fax preferred) or emailed to editor.jahvma@gmail.com.

Copyright Agreement

For submitting a manuscript, a signature is required on the Copyright form.

Manuscripts are received with the understanding that they have not been published in or submitted to other publications. Manuscripts and figures selected for publication become the property of the American Holistic Veterinary Medicine Association and may not be published elsewhere without written permission.

Conflict-of-Interest-Policy

It is in the best interest of authors and reviewers to learn of any potential conflict of interest before initiating a review. Such information will not alter established editorial and review policies but will help the editorial staff avoid any potential conflicts that could give the appearance of a biased review.

Animal Care and Use Statement

Any manuscript describing work involving the use of animals must contain a descriptive statement allowing JAHVMA representatives to confirm humane animal care and use. The journal does not accept studies done with experimentally induced disease models.

Manuscripts describing the use of client-owned animals for clinical trials or prospective studies of any type must contain a statement indicating that informed consent was obtained from pet owners for animals in both treatment and placebo/control groups.

Manuscripts not involving clinical trials or prospective studies must contain a statement that the contemporary standard of care was provided to each animal. All animal use or treatment should be consistent with acceptable practices as described in AHVMA policy statements. Any manuscript that describes methods that have subjected animals to inhumane conditions, or that do not comply with the above requirements, will not be considered for publication in JAHVMA.

Peer Review Process

Authors will receive notification of receipt of manuscripts and editorial decisions by email.

All manuscripts submitted to the Journal are first reviewed by the Editor. Those that do not conform to the mission of the JAHVMA or do not substantially add to the current body of knowledge of complementary, alternative, holistic and/or integrative holistic veterinary medicine will be rejected. JAHVMA reserves the right to reject any manuscript.

Those manuscripts that conform to the mission of JAHVMA and contain sufficient information to warrant possible publication are sent to two or more experts for review.

Manuscripts are processed in the order in which they are received. Authors can expedite processing of their manuscripts by rapidly responding to reviewer and editorial comments. Manuscripts approved by the reviewers are accepted for publication once the corresponding author adequately addresses all editorial and production questions and concerns. Please note that the review process may take as long as six months depending on reviewer availability.

Final Proofs

All accepted manuscripts are subject to copyediting and editorial revisions, but the authors remain responsible for the statements in the work, including editorial changes and

accuracy of references. If your email address or other contact information changes after the time of submission, you must update such information to the editor.

Reprints

All AHVMA members, all authors with access to a U.S. or Canadian veterinary school library, and all authors who are members of veterinary institutions/clinics with an AHVMA Practice Team membership may request PDF files of their articles from the AHVMA office after the paper has been published. For other authors, PDF files of the published manuscript may be requested from the Editor-in-chief <editor.jahvma@gmail.com>.

Questions about your submission? Email editor.jahvma@gmail.com

Manuscript Checklist

- Review manuscript submission requirements.
- Provide a concise yet descriptive title of no more than 15 words.
- Provide an unstructured abstract of no more than 200 words.
- Double-space manuscript and leave right margins unjustified (ragged).
- Number pages and lines.
- Start each section of the manuscript on a separate page using the ±page break± function in Microsoft Word.
- Check all references for accuracy and completeness. Cite references using the proper format
- Include a title for each table and an explanatory legend for each figure.
- Ensure that tables are included in the same document as the manuscript and figure legends.
- Follow the Figure Guidelines carefully when preparing and submitting figures.
- Scan the completed Copyright form and email to the Journal editor at <editor.jahvma@gmail.com>.

These instructions, with permission, have been adapted from the Journal of American Animal Hospital Association.

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