

Categorisation of Manuscripts

Tierärztliche Praxis publishes original papers, review articles, and case reports in German or English (issue K, Kleintiere/Heimtiere: small animals; issue G: Groß- und Nutztiermedizin: large animals). All English-language manuscripts must have been proofread by a native speaker before submission.

Acceptance of Manuscripts

Manuscripts are submitted with the understanding that they are original contributions and do not contain data that have been published elsewhere. It is taken for granted that the publication has been approved by all participating authors. Moreover, in the case of the author being subject to instructions of the institute director, that individual's consent must be obtained. Manuscripts will be subjected to a blinded peer review process. If the manuscript is accepted for publication, the author assigns copyright permissions to the manuscript in all forms and media to Schattauer GmbH. All accepted manuscripts are subject to copyediting and editorial revisions. The contact author will receive final proofs for approval within the period prescribed; corrections arriving after this time can not be considered.

Submission of Manuscripts

Manuscript submissions should be entered online at the URL <http://mc.manuscriptcentral.com/tprax>. Full instructions and support are available on the site and a user ID and a password can be obtained on the first visit. Please ensure to use the correct e-mail addresses of your co-authors as the system automatically creates an account for them.

Conflict of interest

Authors should acknowledge any financial interests in companies whose products are, or have been, the subject of research reported in the manuscript. Such information will be held in confidence while the paper is under review and will not influence the editorial decision, but if the article is accepted for publication, there will be a short note for our readers.

Ethical content statement, animal welfare

The research should adhere to the EU-Convention on the protection of animals used for scientific purpose (Revised Directive 86/609/EEC). This journal follows the Author Guidelines on Animal Ethics and Welfare for Veterinary Journals of the International Association of Veterinary Editors, IAVE, (www.veteditors.org) as well as the guidelines of the International Committee of Medical Journal Editors (www.icmje.org) and the Committee on Publication Ethics (www.publicationethics.org.uk).

Checklist

The manuscript should be organized according to the type of the assigned category. All manuscripts must have Keywords and a Summary both in English and German.

- **Length** of the manuscript: up to 30,000 characters incl. spaces, case reports 15,000 characters incl. spaces. All papers should be formatted using 1.5 line spacing, 12 pt font, and continuous line numbering.
- **Structure** of the articles: Title, authors, facilities, running head, Keywords and Summary (up to 2,200 characters incl. spaces, for

case reports 1,200 characters incl. spaces) in English and German, name and address of the corresponding author with phone and fax number and e-mail address. Structure the summary of original articles with the subheadings objective, methods, results, discussion, conclusion, and clinical relevance.

- Do not use hard returns within paragraphs.
- All manuscripts must be submitted in either Microsoft Word Format (.doc) or Rich Text Format (.rtf). This applies to articles using Windows and Macintosh/Mac/OS.
- For **special characters** use the character font Symbol.
- Save **figures** in one of the following formats: .eps, .tif, or .jpg with a minimum resolution of 800 dpi (line drawings) or 300 dpi (photographs). Do not import figures into the text. Symbols, lettering, and numbering should be clear and large enough to remain legible after the figure has been reduced to fit the width of a single column. Use only one font-type size. Image files accompanying a submitted manuscript must be supplied electronically in separate files in addition to the main text. The cost of redrawing figures will be borne by the author as well as the cost for all colour figures should there be more than 15.
- Create **tables** using Word (preferably) or Excel. Do not save your table as an image file (jpg, tif, ppt). Each table should be appropriately numbered; extensive tables should be avoided.
- Figures and Tables must be cited in parentheses in the text in numerical order, e. g. (Fig. 1, Tab. 1). Legends for figures and tables must be provided in both English and German. They should not appear on the illustrations, but at the end of the manuscript. Figures and tables already published must be accompanied by written permission from both author and publisher to reproduce the figure (including author's own illustrations or tables). The correct source is given in the legend.
- **References** must be configured according to Index Medicus and Vancouver Style. They are arranged alphabetically (first author) and numbered consecutively, max. 40 references. Cite all references in the text with the according numbers.
Examples for references:
Journals:
1. Lam TJGM, van Veersen JCL, Sampimon OC, Olde Riekerink RGM. On-farm udder health monitoring. *Tierärztl Prax* 2011; 39 (G): 95-100.
Books:
2. Carson TL. Toxic minerals, chemicals, plants, and gases. In: *Diseases of Swine*. Straw BE, Zimmermann JJ, D'Allaire S, Taylor DJ, eds. Ames: Blackwell 2006; 971-984.
- Prepare an **anonymised version** of your manuscript that lacks any identification information that might give a hint to the submitting author(s) to allow for the blinded review process.
- **Nomenclature and abbreviations:** According to internationally approved rules, trade names of propriety brands may be stated additionally to the generic name, incl. the name of the producer. The author is responsible for the correctness of the text. Any information on dosage and method of application is supplied without liability of the Publisher and the Editor-in-Chief. The user takes full responsibility for doses and applications.