

***Journal of Veterinary Diagnostic Investigation***  
**Instructions to Authors – Revised January 27, 2012**

The stringency of the review process in the *Journal of Veterinary Diagnostic Investigation* has recently increased, resulting in a reduced acceptance rate. Consequently, some types of manuscripts that were hitherto acceptable in the *Journal* are no longer acceptable. It is strongly advised that authors review the following instructions carefully, as failure to do so may result in immediate rejection or delay in the reviewing and/or publication of submitted papers.

**1. Scope and editorial policy**

The *Journal of Veterinary Diagnostic Investigation* (J Vet Diagn Invest) is an international peer-reviewed journal published in English by the American Association of Veterinary Laboratory Diagnosticians (AAVLD). The *Journal* is devoted to all aspects of veterinary diagnostic science including the major disciplines of anatomical pathology, bacteriology/mycology, clinical pathology, epidemiology, immunology, laboratory information management, molecular biology, parasitology, public health, toxicology, and virology.

**1.1. Copyright considerations**

The *Journal* accepts original manuscripts for consideration with the understanding that the same material or a substantial part thereof is not presently being considered for publication or has not been published elsewhere. The Corresponding Author should secure the approval of all authors and institution(s) where the work was carried out. A statement to the Editor confirming that such approval has been received should be included in the submission cover letter.

Upon acceptance for publication, authors will receive a link to the **Contributor Form** to transfer copyright or other suitable arrangement to the publisher. All articles published in the *Journal* are protected by copyright that covers the translation rights as well as the exclusive rights of the AAVLD to reproduce and distribute the articles. The *Journal* will not publish any manuscript for which the signed Contributor Form has not been submitted.

If your manuscript incorporates any previously copyrighted material not in the public domain, you must obtain a written reprint permission from the copyright owner and submit a scanned PDF of the permission along with your manuscript files via our online manuscript submission portal (see section 5). No manuscript containing previously copyrighted material will be accepted for review in the *Journal* without submission of satisfactory proof that copyright permission has been obtained.

**1.2. Ethical considerations: plagiarism**

The United States Office of Research Integrity (ORI) defines plagiarism as “copying a portion of text from another source without giving credit to its author and without enclosing the borrowed text in quotation marks” (Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing by Miguel Roig, PhD, St. Johns University). Authors are encouraged to visit the ORI website below for a more complete discussion of plagiarism (<http://ori.dhhs.gov/education/products/plagiarism/>).

***Detection of plagiarized material in any manuscript will result in its immediate rejection, regardless of its scientific merit.***

**1.3. Fees**

There is a manuscript-processing fee of \$75 for each printed page published in the *Journal*. This fee also includes black/white photos in the print version and color figures online (if color figures are submitted). Upon acceptance for publication, the corresponding author will receive a **Color Figure Agreement**. If your article contains **color** figures and you wish to pay the additional fee for the figures to appear in color

in print, you are required to fill out and return this form to verify that you are aware of the additional charges (\$800 per page and \$200 for every additional page) in the print version.

## 2. Review and acceptance criteria

Manuscripts will be reviewed by 2 or more persons selected by the Editors on the basis of their expert knowledge and/or experience in the subject matter. To be acceptable for publication in the *Journal*, manuscripts must have a clear focus on laboratory diagnostic science in any of the disciplines listed above. Review and acceptability criteria include, but are not limited to, the following:

### 2.1. Adequacy of format, style, and language (see section 3.1)

### 2.2. Novelty of the contents and their impact/usefulness to veterinary laboratory diagnosticians

**2.2.1. Novelty.** The *Journal* is devoted to the publication of **original** work. It is the responsibility of all authors to review the literature to ensure that work similar to their own has not been previously published before submitting a paper for review. Authors should take note of the following examples:

- The development of diagnostic assays (notably PCR procedures) for pathogens that have previously been published in the literature: the *Journal* will consider these papers if it can be demonstrated that the submitted manuscript constitutes a significant improvement over previously published methodology. Please note that if 1 or more previously described PCR procedures for any given pathogen exist, subsequent submissions will be acceptable for publication only if the authors demonstrate equivalency (or preferably superiority) via a side-by-side comparison between the existing assay and the new assay. The manuscript must also assess important test-related criteria such as sensitivity, specificity, accuracy, robustness, rapidity, throughput, and cost.
- The isolation and/or identification of infectious agents from host species that have previously been described in the literature will be considered if the submitted paper adds impactful new information, such as new diagnostic method, novel virulence or pathogenicity data, or unique antibiotic susceptibility information. In contrast, the detection of a well-known pathogen in a new animal species is not considered sufficiently novel information to warrant publication unless there is impactful information as stated in the preceding sentence.
- Single case reports will be considered for publication only if they demonstrate excellence in the diagnostic investigation, including a detailed discussion on the differential diagnosis. However, preferred submissions would be novel, emerging, or unique case reports; case series summaries; classic diseases that have significantly evolved or changed in some fashion; or demonstration of the usefulness of new technologies to the diagnostic process.

**2.2.2. Usefulness and impact.** The target readership of the *Journal* is veterinary laboratory diagnosticians. The contents of manuscripts published in the *Journal* must be applied science in nature and relevant to the professional activities of this core group. Examples of manuscripts that do not fit within the scope of the *Journal* include the following:

- Clinically oriented manuscripts regarding therapy and clinical diagnostic techniques (e.g., ultrasonography, radiology).
- Basic science manuscripts (e.g., mapping genes of infectious agents without a practical diagnostic application)

### 2.3. Adequacy of the experimental design

The experimental design used should be appropriate and adequate. Similarly, the interpretations and conclusions should be valid and supported by statistics where appropriate.

## **2.4. Adequacy of the title, references, figures, and tables**

The title should adequately reflect the contents of the manuscript. References must be as current and complete as possible, but the use of multiple references to back up a single fact should be avoided. All figures and tables should be pertinent to the contents of the manuscript and should not be redundant with information already presented in the text.

## **3. Manuscript preparation**

### **3.1. General format and style**

**3.1.1. Layout and media.** Four manuscript formats are accepted: Review Articles, Full Scientific Reports, Brief Research Reports, and Case Reports. Review Articles are strongly encouraged provided they cover subjects of current and broad interest to veterinary laboratory diagnosticians. Authors interested in submitting a Review Article should contact the Editor-in-Chief (editor@jvdi.org). Book Reviews are also welcome and should be emailed to the Editor-in-Chief and not submitted through SAGE Track.

- ✓ Your main document must be in .doc, .docx, or .rtf format.
- ✓ Main document must include your tables but **must not** include embedded figures.
- ✓ Pages must be numbered at the bottom center.
- ✓ Text lines must be numbered; each page should begin with line #1.
- ✓ Manuscript must be double-spaced *throughout* using Times New Roman; font size should be 12 pt.
- ✓ Figures must be submitted in .tiff format only.
- ✓ Line art must be submitted at a minimum of 1,200 pixels/inch (480 p/cm). Half tones (photographs) must be submitted at a minimum of 300 pixels/inch (120 p/cm). For help preparing your figures, visit <http://www.irfanview.com/>.
- ✓ Any supplemental data should be submitted in .pdf format.
- ✓ Submit all parts of the manuscript via SAGE Track at <http://mc.manuscriptcentral.com/jvdi>

**3.1.2. Language and style.** The American form of English must be used, and manuscripts must be written in a style following the current standards for scientific publications. The Editors will reject manuscripts that do not meet a minimum standard for written English. The use of personal and possessive pronouns (I, his/hers, my, our, their, we, us) should be avoided in the text. Only metric units of measurement are acceptable. Abbreviations may be used after first mention with complete spelling. Arabic numerals must be used except when a number begins a sentence, in which case it must be spelled out in full. Centrifugal speed should be expressed in Relative Centrifugal Force (RCF) and not in revolutions per minute (RPM).

### **3.2. Detailed layout**

**3.2.1. Title page.** Page 1: Full title of the paper, the authors' full names (e.g., John D. Doe); the name and location of each author's institution(s); the name, mailing address, and e-mail of the corresponding author; and a short running title not to exceed 60 characters (including spaces).

**3.2.2. Abstract.** Page 2: Abstract must be limited to **250 words or less** and written as a single paragraph. It should be factual and concise, yet complete enough to be able to stand alone without reference to the text. *Abbreviations and reference citations must not be used in the abstract.*

**3.2.3. Key words.** Page 2: For online search purposes, provide an **alphabetical** list of key words or phrases not to exceed 80 characters (including spaces). Key words should appear directly below and on the same page as the abstract. *Abbreviations should be spelled out.* During online submission, SAGE Track limits the number of key words that can be submitted. This has no bearing on the list included in your manuscript.

**3.2.4. Body of manuscript.** Beginning on Page 3.

- *Review Articles* should contain the following: Title page, Abstract and Key words, Introduction, section headings, Acknowledgements (if any), Sources and manufacturers (if any), Declaration of conflicting interests, Funding, References, Tables (if any), and Figure legends (if any). *Review articles should have appropriate section headings and subheadings chosen by the author.*
- *Full Scientific Reports* should contain the following: Title page, Abstract and Key words, Introduction, Materials and methods, Results, Discussion, Acknowledgements (if any), Sources and manufacturers (if any), Declaration of conflicting interests, Funding, References, Tables (if any), and Figure legends (if any). *Introduction and Discussion should not contain any subheads.*
- *Brief Research Reports* and *Case Reports* should contain the following: Title page, Abstract and Key words, body of manuscript (*no section or subheadings*), Acknowledgements (if any), Sources and manufacturers (if any), Declaration of conflicting interests, Funding, References, Tables (if any), and Figure legends (if any). Articles should be limited to approximately 12 double-spaced typed pages, including tables and references.

**3.2.5. Sources and manufacturers.** *Trade names for commercial test kits, equipment, chemicals, etc., should not be included in the text but should be listed in full with the appropriate text citation in the Sources and Manufacturers section.* Generic names of drugs should be used in the text. In the text, sources should be designated by superscript lowercase letters in sequential order. Under the Sources and Manufacturers heading, sources (including manufacturer's name, city, state, and country if other than the U.S.) should be cited in a lettered list to correspond to superscript letters in the text.

**3.2.6. Declaration of conflicting interests.** Please identify any potential conflict of interest before manuscript submission. Such information will not alter established editorial and review policies, but will assist the editorial staff in avoiding any potential conflicts that could give the appearance of a biased review. If no conflicting interests exist, please use the following text:

*The author(s) declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article.*

**3.2.7. Funding.** Please disclose any funding sources, as well as grant numbers. If no outside funding was used, please use the following text:

*The author(s) received no financial support for the research, authorship, and/or publication of this article.*

**3.2.8. References.** In the text, references should be identified numerically with superscript numbers placed after the punctuation mark. *Names of authors should not be used in the text.*

*Examples:*

Recent studies<sup>1,3,5-7</sup> have shown....

Enzyme-linked immunosorbent assay (ELISA) was performed as previously described.<sup>6-8,9,10</sup>

In the Reference list, references must be listed alphabetically (according to authors' last names) and numbered consecutively. List all authors when there are 4 or fewer; when there are 5 or more authors, list the first 3 and add "et al." Volume numbers *only* should be used for journals, unless each journal issue

begins with page 1, in which case the issue number should appear in parentheses after the volume number. Journal names should be abbreviated per NCBI (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>).

*Examples:*

1. Bowen RA: 1987, Serologic responses of calves to sequential infections with epizootic hemorrhagic disease virus. *Am J Vet Res* 48:1449–1452.
2. Gustafson DP: 1986, Pseudorabies. *In: Diseases of swine*, ed. Dunn HW, 5th ed., pp. 274–289. Iowa State University Press, Ames, IA.

For references in a language other than English, provide an English translation of the title in brackets following the original language title. Add the language in which the article appears at the end of the reference (e.g., In German.). If the article has an abstract that is available in English, please also state this (e.g., In German. Abstract in English.).

*Example:*

1. Eicken K, Frey H-R, Grummer B, et al.: 2004, Epidemiologische Langzeituntersuchungen und Überwachungsmaßnahmen zur Bekämpfung von BVD-Virusinfektionen in einem nordwestdeutschen Rinderzuchtbetrieb.- Ein Fallbericht [Epidemiological long-term investigations and monitoring for the control of BVD virus infections in a northwestern German cattle holding]. *Der Praktische Tierarzt* 85:350–355. In German.

Authors are responsible for the accuracy of all references. Only published material or accepted manuscripts should be listed in references. **URLs, personal communications, unpublished observations, dissertations, abstract-only citations, meeting/conference/workshop proceedings, and citations from other non-refereed publications are not acceptable references; they must be cited in the text within parentheses.** In general, meeting proceedings and citations from other non-refereed publications should be avoided.

**3.2.9. Tables.** Tables should appear on separate pages following the References. The table title should appear directly above the table. Tables must be numbered consecutively with Arabic numerals, and must be cited consecutively in the text. All abbreviations must be spelled out using table footnotes. References to footnotes should be indicated by the following sequential symbols (\*, †, ‡, §, †, #, ¶, \*\*).

**3.2.10. Figure legends.** Legends should appear on a separate page following the tables, and should be cited consecutively in the text. Identify histological stains and indicate the magnification on electron micrographs with a scale bar in the figure and an explanation in the legend (e.g., Hematoxylin and eosin. Bar = 20 µm.).

### **3.3. Figures**

*It is strongly advised that authors review the following instructions carefully, as failure to submit figures in the required format and resolution will result in immediate rejection.* Figures must NOT be embedded in the text document. Figures must be cited consecutively in the text and numbered with Arabic numerals (Fig. 1, Fig. 2, etc.). Simple illustrations should be designed for one column. Complicated illustrations should be designed to reproduce in two columns.

- 1-column width is 20 picas or 3.320 inches.
- 2-column width is 41 picas or 6.807 inches.

Acceptable format is .tiff.

- minimum acceptable resolution is 300 pixels/inch (120 pixels/cm) for half tones (i.e., photographs)
- minimum acceptable resolution is 1,200 pixels/inch (480 pixels/cm) for line art (i.e., graphs, charts)

**Figures must be submitted UN-flattened to allow for editing if needed.** Black/white figures should be saved as grayscale. Multiple color figure panels should be grouped into a composite figure, with the individual panels clearly identified (i.e., **A, B, C**). Figures should be saved as separate files with the figure number (Fig. 1, Fig. 2, Figs 3-5, etc.) as the file name (*figure numbers and/or titles should not appear as part of the image*).

Authors are responsible for paying the cost of publishing **color** figures in the print version at the rate of **\$ 800.00 per page and \$200 for every additional page**. Black/white images do not incur any additional cost. See section 1.3 for information on online-only color submission.

#### **4. Page charges and galleys**

There is a manuscript-processing fee of \$75 for each printed page published in the *Journal*. Color figures incur an additional charge of \$800 for the first page and \$200 per additional page if you wish to pay the color figure charges for the print version. You must let us know by filling out and returning the **Color Figure Agreement** to the Editorial office via email (editorial@jvdi.org).

The Corresponding Author will receive galley proofs by e-mail from the Production Editor (allison.leung@sagepub.com) 8–10 weeks before the first day of the scheduled publication month. At the time galleys are sent, an invoice for page charges will also be attached, and payment is expected **WITHIN 30 DAYS**.


#### **5. New manuscript submission**






All manuscripts must be submitted online at: <http://mc.manuscriptcentral.com/jvdi> using the following online submission instructions.

##### **5.1. Preparing to submit**

1. To ensure your browser is supported by SAGE Track, please visit:  
<http://ssl.salesforce.com/ui/selfservice/pkb/PublicKnowledgeSolution/d?orgId=00D000000008YVy&id=501000000006EPM>
2. Name your files using simple file names and avoid special characters and spaces.

##### **5.2. Submission process**

1. Go to the SAGE Track home page at: <http://mc.manuscriptcentral.com/jvdi>
2. If you have previously submitted or reviewed a manuscript using SAGE Track, use your **User ID** and **Password** to log in.
3. If you have forgotten your User ID and Password, enter your e-mail address to receive an e-mail with your account information.
4. If you are not registered, click on the “Create Account” tab in the upper right-hand corner of the home page and follow the on-screen instructions.
5. Click on the **Author Center**, find the  button and click to **submit a new manuscript**, then follow the on-screen instructions. It is useful to have the original text file open so that you can copy and paste into the required fields. You can provide e-mail addresses for up to 20 of your co-authors. **Please note:** the system only allows up to 20 accounts per manuscript. While SAGE Track only allows you to list 20 authors, this does **not** have any bearing on the number of authors you may list on your title page. The system will create accounts for the co-authors you list, thereby allowing them to log in and check the manuscript status.

6. If at any step you need to stop the submission process, click on the “Main Menu” link. Everything you have typed into the system will be saved, and the partially completed submission will appear under “Unsubmitted Manuscripts” in your “Author Center.” To return to the submission process you will need to click on the “Continue Submission” button next to the relevant manuscript title.
7. File upload:
  - Enter individual files using the **Browse** button.
  - Select the appropriate **File Designation** type (e.g., Main Document, Figure) from the pull-down menu. Choose **Main Document** for your manuscript text file. Choose **Figure** for all illustrations; a confirmation window will appear and you will be prompted to provide a **File Tag** and a **Figure legend** for each figure. The File Tag should be Figure 1, Figure 2, etc. Cut and paste the figure legend from your text file. If you do not want a document to be included as part of the consolidated PDF used for peer review, please designate it as a **Supplementary File**.
  - Upload your files by clicking on  **Upload Files**. This may take several minutes. Repeat these steps until you have uploaded all your files.
  - Once you have uploaded all files, indicate the **Order** in which they should appear in your paper using the drop-down menu to the left of the file names. Then click  **Save**.
  - Click on  **PDF** to view your files in PDF format. This PDF will be used for peer review.
  - If the files have not uploaded to your satisfaction, click  **Save and Go Back** to return to the file upload screen where you can remove or redo the order of the files, and repeat the upload process.
8. When you are satisfied with the PDF, click  **Save and Continue**. SAGE Track will check that you have completed all the mandatory fields and that you have viewed the PDF. It will also present you with a summary of all the information you have provided and give you a final chance to edit it. When you have finished reviewing this information click **Submit**.
9. After the manuscript has been submitted you will see a confirmation screen and receive an e-mail confirmation stating that your manuscript has been successfully submitted. *This email will include the assigned manuscript number that will be used in all correspondence.* If you do not see a confirmation screen and/or receive a confirmation e-mail, your manuscript has not been successfully submitted to the *Journal* and cannot progress to peer review. If this is the case, your manuscript will appear in the “Unsubmitted Manuscripts” section of your “Author Center” awaiting your attention. Please contact SAGE Track’s customer support (434-817-2040, ext. 167) or the Editorial Assistant at [editorial@jvdi.org](mailto:editorial@jvdi.org) if you encounter problems submitting your manuscript.
10. If you return to the **Author Center**, click on **Submitted Manuscripts** to the left of your screen. Find your manuscript title, and locate the **Status** section. This provides information on your manuscript as it moves through the review process.

## 6. Revised manuscript submission

1. Go to the SAGE Track home page at: <http://mc.manuscriptcentral.com/jvdi>

2. Use your **User ID** and **Password** to log in.
3. Click on **Author Center**, then **Manuscripts with Decisions**.
4. Locate the manuscript you wish to revise and click **Create a Revision**.
5. Respond to the comments made by the Editor and/or Reviewers. *Important:* All corrections/changes must be detailed in your response to reviewers.
6. Follow the submission process, providing information when prompted.
7. If at any step you need to stop the revised submission process, click on the “Main Menu” link. Everything you have typed into the system will be saved. When you interrupt the revision submission process, your manuscript moves into the “Revised Manuscripts in Draft” in your “Author Center.” Click on the link to restart your revision process.
8. Please note that all files from your new manuscript submission process are retained by SAGE Track. Therefore, when uploading your revised files, you must first *delete* your original files and replace them with revised versions.
9. After your revision has been submitted you will see a confirmation screen and receive an e-mail confirmation stating that your manuscript has been successfully revised. This email will include an appended manuscript number (.R1, .R2) that will be used in all correspondence.

### **7. Help**

If you experience any problems during the online submission process, please consult the SAGE Track online guide (<http://mchelp.manuscriptcentral.com/gethelpnow/index.html>), which provides detailed submission instructions. Alternatively, contact the Editorial Assistant at [editorial@jvdi.org](mailto:editorial@jvdi.org).