

## JFMS Open Reports Style Guide

### Abbreviations

- ✦ All abbreviations should be spelled out in full the first time they are used in the text with the exception of the following:
  - ✦ AIDS
  - ✦ ANOVA
  - ✦ CT
  - ✦ DNA
  - ✦ EDTA
  - ✦ ELISA
  - ✦ EU
  - ✦ G (as in needle gauge)
  - ✦ Ig (all the immunoglobulins, eg, IgG)
  - ✦ IRIS
  - ✦ MHz
  - ✦ mmHg
  - ✦ MRI
  - ✦ PCR
  - ✦ QRS complex
  - ✦ SD
  - ✦ SEM
  - ✦ UK
  - ✦ USA
- ✦ An abbreviation may be used to start a sentence
- ✦ IV, PO, IM and SC (not SQ) should be written out in full the first time they are used in the text but can be used in a drug dose (eg, 4 mg/kg IV) without prior explanation
- ✦ All Latin names should be spelled out in full the first time they are used in the text and then abbreviated, eg, *Escherichia coli* and then *E coli* (without a full stop) thereafter, even if they start a sentence.

### Articles – standard elements

- ✦ Article headings: Where there is a colon, use lower case after the punctuation
- ✦ Article headings: Tend not to have ‘the’ at the beginning, eg, ‘Effect of high-dose ciclosporin on...’ rather than ‘The effect of high-dose ciclosporin on...’
- ✦ Professional qualifications for corresponding authors (only) are required.
- ✦ Qualifications: BVSc, PhD, DVM (ie, commas between postnominals)
- ✦ Affiliations: Department, College/University, City, Country (no full point after country)
- ✦ Corresponding author address: no punctuation between author name and qualifications. No full point after country
- ✦ If there is a current address to be listed, there should be an asterisk after their name in the author list, and an asterisk and ‘Current address:...’ listed below the other author addresses. If the corresponding author has a different current address this should be listed in the corresponding author information.
- ✦ British counties should not be abbreviated
- ✦ A case report should be split into Abstract, Introduction (optional), Case description, Discussion and Conclusions. No other subheadings should appear.
- ✦ Case series should be split into Abstract, Introduction (optional), Case series description, Discussion and Conclusions. No other subheadings should appear.
- ✦ Short communications should be split into Abstract, Introduction, Materials and methods, Results, Discussion and Conclusions.
- ✦ The abstract (not summary) should be structured with the following subheadings depending on the article type.

- ✦ Case reports: 'Case summary' and 'Relevance and novel information'
- ✦ Case series: 'Case series summary' and 'Relevance and novel information'
- ✦ Short Communications: 'Objectives', 'Methods', 'Results' and 'Conclusions and relevance'
- ✦ A brief Conclusions section should always be present.
  - ✦ 'In conclusion' is not required as the introductory line to the conclusions section (text) eg, 'Lungworms should be considered...' rather than 'In conclusion, lungworms should be considered...'
- ✦ If there is no funding, please add the standard funding statement: 'The authors received no financial support for the research, authorship, and/or publication of this article.'
- ✦ Information about funding should not be listed in the Acknowledgements section – it should be in its own Funding section.
- ✦ If there is no conflict of interest, please add the standard conflict of interest statement: 'The authors declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article.'

### **Dashes**

- ✦ Spaced en dashes for parenthetical material
- ✦ Closed up en dashes for ranges
- ✦ En dashes for null entries in tables
- ✦ En dashes for certain compound words; for example, the Mann–Whitney test, trap–neuter–return

### **Equipment**

- ✦ Where specific items of equipment and their manufacturers are specified, city, state and country of origin for manufacturers are not essential.

### **Figures and captions**

- ✦ No full stops after figure captions.
- ✦ Labelling of figures: use a, b, c (no brackets) and in caption, Figure 1 (a), Figure 1 (a,b)...

### **General style**

- ✦ UK English should be used for papers originating from everywhere except for North and South America where US English is used. Use should be consistent use throughout an article.
- ✦ Oxford commas should not be used
- ✦ Figure 1 in both text and caption
- ✦ Lower case for diseases (eg, feline infectious peritonitis)
- ✦ Genus name plus species in the text (not just genus name alone), eg, *Giardia* species, not *Giardia* alone in the text. *Giardia*-positive is acceptable
- ✦ Species written out in full and not spp or sp (*Pasteurella* species)
- ✦ The ending '-penia' is correct for English and American spelling (eg, neutropenia)
- ✦ Upper case for breeds (eg, British Shorthair, Scottish Fold, Norwegian Forest Cat, Siamese, Manx etc)

- ✦ Cats should not be referred to as he or she; should be 'the cat' or 'it'
- ✦ Commas should be used for consecutive adjectives when they are related in sense; for example, double-blind, randomised, prospective clinical trial. When consecutive adjectives are unrelated, there should not be a comma; for example 'a large black cat'.
- ✦ Italics are used for bacterial, fungal and viral taxa at the level of family and below. For organisms, other scientific names of taxa above the genus level (families, orders, etc) should be in roman type.
- ✦ Greek letters should be spelled in full in the paper title and the first time they are used in the text (eg, alpha, beta, gamma); the Greek symbol (eg,  $\alpha$ ,  $\beta$ ,  $\gamma$ ) can be used thereafter.

### Hyphenation of words

- ✦ No unnecessary hyphenation, for example where there are closed compound words; eg, dorsoventral, caudodorsal, intraocular
- ✦  $\alpha_2$ -adrenoceptors
- ✦ B cell (unless used adjectivally)
- ✦ B lymphocyte (unless used adjectivally)
- ✦ 10-year-old
- ✦ ante-mortem
- ✦ case-control studies
- ✦ cat-years
- ✦ cross section (unless adjectival)
- ✦ decision-making (when used as a noun)
- ✦ double-blind study
- ✦ endpoint
- ✦ end-tidal xxx (eg, end-tidal CO<sub>2</sub>)
- ✦ feline injection-site sarcoma
- ✦ fine-needle aspiration
- ✦ gamma( $\gamma$ )-globulinaemia
- ✦ gonadotropin-releasing hormone
- ✦ gram-negative, gram-positive
- ✦ half-life
- ✦ hand-rearing
- ✦ hand-reared
- ✦ injection-site sarcoma
- ✦ inter-observer
- ✦ intra-observer
- ✦ long-acting
- ✦ middle-aged
- ✦ multi-cat
- ✦ non-xxx
- ✦ non-steroidal anti-inflammatory drugs (then NSAIDs)
- ✦ oestrous cycle (oestrous if adjectival [estrous for US]); oestrus for a phase of the cycle (estrus for US)
- ✦ over-represented
- ✦ post-hoc
- ✦ post-mortem examination
- ✦ post-treatment
- ✦ pre-emptive
- ✦ short-acting
- ✦ short-term (when adjectival)
- ✦ specific pathogen-free (then SPF)
- ✦ T cell (unless used adjectivally; eg, T-cell receptor)
- ✦ three-point, four-point system, etc
- ✦ thyroid-stimulating hormone
- ✦ thyrotropin-releasing hormone
- ✦ two-fold, three-fold, etc
- ✦ work-up
- ✦ Do not use hyphenation in the case of an adverb ending 'ly', eg, 'naturally occurring' not 'naturally-occurring' and 'finely ridged'
- ✦ Do not use hyphenation for 'well xxx' (eg, well proportioned) unless used adjectivally, eg, a well-segmented eosinophil
- ✦ When adjectival, hyphenate instances such as 'an FIV-positive cat'

## Medicinal substances

- ✦ Medicinal substance terminology should use rINN nomenclature.
- ✦ Sulfate not sulphate (ie, 'f' not 'ph' in sulfur-containing compounds such as sulfonates)
- ✦ For each medication, the minimum required is the generic name of the medicine (eg, telmisartan). Where a trade name is also given, this should appear as: generic drug (Trade name; Manufacturer). No TM or ® required. City, state and country of origin for manufacturers are not essential. For example, telmisartan (Semintra; Boehringer Ingelheim)

## Numbers, measurements, dates

- ✦ When appearing without units, numbers one to nine should be written out in full, but 10 and above should be in numerals, except when they start a sentence
- ✦ Measurements of time, weight, length, dose, needle gauge, etc, should be written with numerals with *no hyphenation* (eg, 3 h, 4 kg, 5 cm, 5 ml/kg, 5 G needle)
- ✦ No initial capital for case (ie, case 11, case 12), cat (ie, cat 1, cat 2), etc
- ✦ 9/10 cases, rather than '9 out of 10 cases' in body text
- ✦ Time format: 6 months, 24 h, 2 days, 3 mins, 1 s (mins should be used, not 'min')
- ✦ Date format: 25 January 2011
- ✦ Reference interval, rather than reference range
- ✦ % in body text, percent as first word of sentence
- ✦ Probability values:  $P = 0.11$ ,  $P > 0.5$
- ✦ In the text an 'x' with thin spaces either side should be used to represent multiplication
- ✦ Numbered lists should not have a full point after the number (likewise within the reference list)

## Preferred phraseology

- ✦ Clinical signs not symptoms
- ✦ 'Compared to' is used to imply resemblances, 'compared with' is to point out differences. Usually you will need 'compared with'
- ✦ 'Data are' not 'data is'
- ✦ Dilatation = the procedure whereby an enlargement is made in a body aperture for treatment/restoration of normal potency
- ✦ Dilation = state of being dilated
- ✦ Dosage = frequency at which doses are given (eg, 4 mg/kg q12h)
- ✦ Dose = amount of drug administered at any given time (eg, 4 mg/kg)

- ✦ Euthanased, euthanized can be used for papers originating from North or South America
- ✦ Human beings or people, rather than 'humans'
- ✦ Infested = ectoparasites; eg, ticks, parasites
- ✦ Infected = endoparasites
- ✦ In the past xx years, not in the last xx years
- ✦ Predominantly rather than predominately
- ✦ Were undertaken on, not were done on

**Reference style (SAGE Vancouver with formatting variations. Examples below)**

✦ Journal references:

- 15 Jones A, Smith BC, Simons D, et al. **Coronavirus biology and FIP in domestic cat populations.** *J Feline Med Surg* 2002; 4: 387–392.

✦ Non-standard references:

For example letters or abstracts, or papers not written in English are denoted as such '[letter]', '[abstract]' or, for example, '[article in German]' after the reference title and before the journal abbreviation.

- 15 Jones A, Smith BC, Simons D, et al. **Coronavirus biology and FIP in domestic cat populations** [abstract]. *J Feline Med Surg* 2002; 4: 387–392.

✦ Articles in press:

- 15 Jones A, Smith BC, Simons D, et al. **Coronavirus biology and FIP in domestic cat populations.** *J Feline Med Surg*. In Press 2012.

✦ Articles published ahead of print:

- 15 Jones A, Smith BC, Simons D, et al. **Coronavirus biology and FIP in domestic cat populations.** *J Feline Med Surg*. Epub ahead of print 12 December 2011. DOI: 10.1177/095443271167940.

✦ Articles in journals where an organisation is author:

- 15 European Feline Coronavirus Consortium. **Coronavirus biology and FIP in domestic cat populations.** *J Feline Med Surg* 2002; 4: 387–392.

✦ Articles that have a DOI and are in an Open Access journal:

- 15 Jones A, Smith BC, Simons D, et al. **Coronavirus biology and FIP in domestic cat populations.** *J Feline Med Surg* 2002; 4: 387–392. DOI: 10.1371/journal.pone.0018448.

✦ Articles in a supplement:

- 15 Jones A, Smith BC, Simons D, et al. **Coronavirus biology and FIP in domestic cat populations.** *J Feline Med Surg* 2002; 4 Suppl 1: 387–392.

✦ Book references: where entire text books are referred to please query as to whether a section/chapter title and page numbers can be added

✦ Book references with single author(s):

- 15 Jones A and Smith BC. Coronavirus biology and FIP in domestic cat populations. 2nd ed. Cambridge: Cambridge University Press, 2002, pp 51–55.

✦ Chapters within a book:

Multiple editors are denoted by (eds). A single editor is denoted by (ed).

- 15 Simons D and Laker EF. **Feline infectious peritonitis.** In: Jones A and Smith BC (eds). Coronavirus biology and FIP in domestic cat populations. 2nd ed. Cambridge: Cambridge University Press, 2002, pp 211–234.

✦ Electronic material:

- 15 International Cat Care. **Choosing a kitten.** <http://icatcare.org/advice/cat-care/choosing-kitten> (2015, accessed December 4, 2015).

✦ Conference proceedings:

- 15 Jones A and Smith BC. **Feline infectious peritonitis.** Proceedings of the 10th International Feline Coronavirus Congress; 2000 Sept 15–19; London, England. Amsterdam: Elsevier, 2001, pp 1561–1563.  
If the conference proceeding has a website address you do not need the accessed on date.

✦ Article ID:

- 15 Jones A, Smith BC, Simons D, et al. **Coronavirus biology and FIP in domestic cat populations.** *J Feline Med Surg* 2002; 4: 387–392. Article ID 905326.

✦ Theses:

- 15 Jones A. **Feline infectious peritonitis.** MS thesis, College of Veterinary Medicine, University of Georgia, 2002.

- ✦ Titles in references containing a colon:  
If the title contains a colon, the first letter after the colon should be lower case, for example, Coronavirus biology and FIP: domestic cat populations.
- ✦ Personal communication:  
Avoid citing a 'personal communication' unless it provides essential information not available from a public source, in which case the initials and surname of the person and date of communication should be cited in parentheses in the text.  
(A Jones, 2002, personal communication)
- ✦ Unpublished data:  
Cite in the text as (A Jones and BC Smith, unpublished data)
- ✦ If a paper is published by a group, list the first three authors, followed by et al, a semi colon and then the name of the group; eg, 'Day MJ, Biltzer T, Mansel J, et al; World Small Animal Veterinary Association Gastrointestinal Standardization Group.'
- ✦ Reference citations in the text:
  - ✦ Text citations should be superscript
  - ✦ Text citations should appear after punctuation; eg, Feline medicine and surgery.<sup>1</sup>
  - ✦ There should be no space between text citations; eg, <sup>1,5,7</sup> or <sup>1,4,5-9</sup>
  - ✦ In 2008, Tabart et al<sup>14</sup> reported...
  - ✦ Tabart et al<sup>14</sup> reported...
- ✦ Reference list:
  - ✦ No full points after reference number
  - ✦ Three authors et al
  - ✦ There should be a comma before Jr, eg, name, Jr.

### Specifics

- |  |                             |
|--|-----------------------------|
| ✦ $\chi^2$ test (not chi squared test)     | ✦ antithyroid               |
| ✦ adrenocorticotrophic hormone (ACTH)      | ✦ arrowhead                 |
| ✦ alpha( $\alpha$ ) <sub>2</sub> -globulin | ✦ artefacts (not artifacts) |
| ✦ and/or                                   | ✦ bloodstream               |
| ✦ angiotensin-converting enzyme            | ✦ body weight               |
| ✦ anthelmintic (not anthelminthic)         | ✦ Borna disease virus       |
| ✦ antiemetic                               | ✦ brainstem                 |
| ✦ antinociceptive                          | ✦ breaths per minute        |
|  | ✦ caesarean                 |

- ✦ *Candidatus* Mycoplasma haemominutum
- ✦ COX-1, COX-2
- ✦ Crandell Rees feline renal cell (CRFK)
- ✦ crossbred/crossbreed
- ✦ crossover
- ✦ Diff-Quik
- ✦ disc (rather than disk) when used as a medical term
- ✦ distension (not distention)
- ✦ domestic longhair
- ✦ domestic shorthair
- ✦ downregulation
- ✦ endpoint
- ✦ fetal
- ✦ fetus
- ✦ forelimb
- ✦ gall bladder
- ✦ healthcare
- ✦ herpesvirus-1
- ✦ hindlimb
- ✦ homemade
- ✦ homeostasis
- ✦ homogeneous (to mean of the same kind/nature/character; 'homogenous' means sharing a common descent or origin)
- ✦ IDEXX (in CAPS)
- ✦ inappetence
- ✦ IRIS stage 1 (not 'Stage'; numbers not in roman numerals)
- ✦ leishmaniosis (not leishmaniasis; in line with the standardised nomenclature of parasitic diseases [SNOPAD] guidelines of the World Association for the Advancement of Veterinary Parasitology)
- ✦ leukocyte
- ✦ leukogram
- ✦ life cycle
- ✦ life span
- ✦ life stage
- ✦ lifestyle
- ✦ long haired
- ✦ longhair
- ✦ Mann-Whitney U-test
- ✦ microscopic (not microscopical)
- ✦ multidrug
- ✦ naive (not naïve)
- ✦ neuron
- ✦ 'number of x' written in full if space otherwise 'no. of x'
- ✦ outpatient
- ✦ post mortem
- ✦ *P* value
- ✦ postnatal
- ✦ postoperative
- ✦ postsurgical
- ✦ poxvirus
- ✦ premedication
- ✦ pretreatment
- ✦ purebred
- ✦ reverse transcriptase polymerase chain reaction (then RT-PCR)
- ✦ Romanowsky stain
- ✦ Schwann cell
- ✦ schwannoma
- ✦ short haired
- ✦ shorthair
- ✦ side effects
- ✦ SNAP (in CAPS)
- ✦ specific pathogen-free (then SPF)
- ✦ St Louis, MO
- ✦ Student's *t*-test
- ✦ three dimensional (not 3D)
- ✦ thyroid stimulating hormone
- ✦ thyroxine (not thyroxin)
- ✦ tom cat
- ✦ trap-neuter-return, rather than trap-neuter-release (then TNR)
- ✦ type 1/type 2 diabetes
- ✦ upregulation



- ✦ urine protein:creatinine ratio (then UPC)
- ✦ vasodilation
- ✦ venepuncture
- ✦ vitamin B<sub>12</sub>
- ✦ vs (not versus)
- ✦ weightbearing
- ✦ wellbeing
- ✦ Western blotting
- ✦ x-ray (lower case 'x' and use only in the context of the radiation itself; otherwise refer to radiography/radiograph as appropriate)

### Supplementary material

- ✦ In the text 'Supplementary material' (capital S, lower case m) should be used rather than 'Supplementary data'.
- ✦ The type of Supplementary material can be added; for example, (see video in Supplementary material) or (see questionnaire in Supplementary material) or it can be simply (see Supplementary material).
- ✦ 'Supplementary material' should be the subheading used, and should appear before the Acknowledgements/Funding/Conflict of interests sections.

### Tables

- ✦ Footnote symbols: use the following key in order: \*, †, ‡, §, ¶, ∞, #, \*\*
- ✦ No full stops at the end of table captions
- ✦ Abbreviations in table should be defined in the footnote. Abbreviation definitions should appear after any footnote symbols
- ✦ 'number of x' written in full if space otherwise 'no. of x'

### Typography and punctuation

- ✦ 'xxx' (single quotes rather than double "xxx")
- ✦ ≤ rather than ≤
- ✦ ad libitum (not italicised)
- ✦ eg, (abbreviation should only be used in brackets and with a comma appearing after, no full point)
- ✦ , etc, (abbreviation should only be used in brackets, and with comma(s), no full point)
- ✦ ie, (abbreviation only used in brackets and with a comma only appearing after, no full points)
- ✦ in vitro (no hyphen, not italicised)
- ✦ in vivo (no hyphen, not italicised)
- ✦ *JFMS* and other journal names should be in italics
- ✦ L = left, R = right
- ✦ Magnification in figure captions: eg, x 200
- ✦ No space between < or > symbol and number/word (eg,  $P > 0.5$ , >preoperative)
- ✦ No space between a number and °C; eg, 37°C

- ✦ , respectively (a comma should come before respectively, eg, 12 and 14 female and male cats, respectively)
- ✦ Rounded brackets should be used first, with square brackets within, eg, (a [b + c])
- ✦ T<sub>3</sub>, T<sub>4</sub>, (rather than T<sub>3</sub>, T<sub>4</sub>)
- ✦ TCID<sub>50</sub>
- ✦ A space should appear either side of an = sign (eg,  $P = 0.11$ )

### **Units and doses**

- ✦ g (not gram)
- ✦ l/l
- ✦ IU/I
- ✦ mg/kg
- ✦ mmol/l
- ✦ q24h, q12h, q8h and q6h rather than sid, bid, tid, qid or once daily, twice daily, etc, respectively
- ✦ once daily, twice daily, etc, should be q24h and q12h, respectively
- ✦ PaO<sub>2</sub>
- ✦ MHz
- ✦ n (lower case, not italics)
- ✦ SI units are desired but for American papers imperial units are accepted
- ✦ Format: 5 MHz, 4 mg/kg, not 5-MHz, 4-mg/kg (ie, a space between numeral and unit and no hyphenation)