

## 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)
  - ❖ MHz
  - ❖ mmHg
  - ❖ MRI
  - ❖ PCR
  - ❖ QRS complex
  - ❖ RT-PCR
  - ❖ SD
  - ❖ SEM (not SE)
  - ❖ 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.
- ❖ If the abbreviation is for something that is plural, an 's' should be added (eg, RBCs for red blood cells). The singular (eg, RBC) or plural (eg, RBCs) forms should then be used as appropriate in the text.

## Articles – standard elements

- ❖ Articles should be structured as follows:
  - ❖ For Case Reports: 'Introduction' (an introduction section is not essential but there should be an Introduction heading if there is an Introduction section), 'Case description', 'Discussion', 'Conclusions', 'Acknowledgements' (where relevant), 'Conflict of interest', 'Funding', 'Ethical approval' and 'Informed consent'.
  - ❖ For Case Series: 'Introduction' (an introduction section is not essential but there should be an Introduction heading if there is an Introduction section), 'Case series description', 'Discussion', 'Conclusions', 'Acknowledgements' (where relevant), 'Conflict of interest', 'Funding', 'Ethical approval' and 'Informed consent'.
  - ❖ For Short Communications: 'Introduction', 'Materials and methods', 'Results', 'Discussion', 'Conclusions', 'Acknowledgements' (where relevant), 'Conflict of interest', 'Funding', 'Ethical approval' and 'Informed consent'.
- ❖ 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...'
- ❖ Author names: Dennis TL Smith (no full points after initials)
- ❖ 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)
- ❖ Affiliations must be in English
- ❖ Corresponding author address: no punctuation between author name and qualifications. Qualifications shouldn't include 'Professor', or 'Resident in x', etc. 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.
- ❖ If any of the authors have contributed equally these should have asterisks after their names in the names under the title and then '\*xxx and xxx contributed equally to this work' should be added under the author affiliation information.
- ❖ For any manuscripts submitted that have a group/ consortium listed as an author please ensure that all members of the group/ consortium are listed in an author note section.
- ❖ British counties should not be abbreviated
- ❖ Keywords: a minimum of four (can be single words, or a phrase of up to three words), separated by semi-colons. 'Cat' and 'feline' not to be included.
- ❖ No full stops after et al in author running head
- ❖ 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'
- ❖ There should be no new paragraphs in the abstract
- ❖ The text in each of the subheadings should make sense as sentences on their own; for example, for the Objectives subheading, 'The aim of the study was to...' might have to be added.
- ❖ A brief Conclusions section should always be present.
  - ❖ 'In conclusion' or 'in summary' are not required as the introductory line to the conclusions section (text) eg, 'Lungworms should be considered...' rather than 'In conclusion, lungworms should be considered...'
- ❖ Any information, such as 'This paper was presented in part at the 2013 ISFM conference' should be included under an 'Author note' subheading that should appear after any Acknowledgements but before the Funding and Conflict of interest statements

## 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

- ❖ For laboratory equipment, the minimum required is the generic name of the equipment (eg, ultracentrifuge). Where a trade name is also given, this should appear as: generic equipment (Trade name; Manufacturer). No TM or ® required. City, state and country of origin for manufacturers are not required. For example, ultracentrifuge (Optima MAX-LP; Beckman Coulter)

## 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)...
- ❖ If the figures are labelled with capital letters the caption should still use lower case letters (eg, the first part of the figure may have an 'A' and the second part a 'B', but the caption should refer to parts '(a)' and '(b)')
- ❖ If the caption refers to letters in the figure itself (eg an 'A' next to the radius) the same should be used in the caption (eg, '(A)' radius diaphysis width')
- ❖ In the text figures should be cited as (Figure 1) or (Figure 1a,b).
- ❖ If a figure is printed with permission of a publisher the text should be left how it is supplied; but if a figure is printed with permission of a person it should say '*Courtesy of xxx*'

## General style

- ❖ US English should be used for papers with a corresponding author who is based in North or South America; UK English should be used for all other papers. Use should be consistent use throughout an article.
- ❖ Oxford commas should not be used, please delete if present.
- ❖ 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 equal in weight (see [www.businesswritingblog.com/business\\_writing/2012/10/commas-with-adjectives-before-nouns.html](http://www.businesswritingblog.com/business_writing/2012/10/commas-with-adjectives-before-nouns.html)); for example, 'double-blind, randomised, prospective clinical trial'. When consecutive adjectives are unequal in weight, there should not be a comma; for example 'a 9-year-old male cat' and 'a 9-year-old male domestic shorthair cat'.
- ❖ Italics are used for bacterial, fungal and viral taxa at the level of family and below. For other 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.
- ❖ Neither-nor: if the noun closest to the verb is singular, choose the singular verb. If the noun is plural, choose the plural form of the verb; eg, 'neither frequency nor ease of defecation was recorded', not 'neither frequency nor ease of defecation were recorded'. If you have a singular noun and a plural noun joined with neither-nor or either-or, put the plural noun last – this will make the sentence sound better; eg, 'neither the boy nor his sisters were wearing seatbelts'.
- ❖ A question mark and a colon or semi-colon should not be used together (eg, 'what is wrong with the following list?:') and the punctuation that is more essential to the meaning should be used (eg, 'what is wrong with the following list?')
- ❖ Genes should have an initial cap and a hyphen can be used for mice (eg, *Mdr-1*), but for all other species the gene should be capitalized and without the dash (eg, *MDR1*).
- ❖ For the punctuation of quotations, for American English commas and periods at the end of the quote are found inside the quotation marks, even if they are not in the original material; for British English unquoted periods and commas are outside the quotation marks. For all other punctuation, unless the punctuation is part of the quoted material, it goes outside the quotation marks.

### General typesetting for *JFMS Open Reports*: font/layout

- ❖ Order of endmatter is: Conclusions, Acknowledgements (if present), Author note (if present), Supplementary material (if present), Conflict of interest, Funding, Ethical approval, Informed consent, References

### Hyphenation of words

- |   |  |
|---|--|
| ❖ No unnecessary hyphenation, for example where there are closed compound words; eg, dorsoventral, caudodorsal, intraocular | ❖ coinfection                                    |
| ❖ $\alpha_2$ -adrenoceptors   | ❖ comorbid                                       |
| ❖ B cell (unless used adjectivally)   | ❖ cross section (unless adjectival)              |
| ❖ B lymphocyte (unless used adjectivally)   | ❖ decision-making (when used as a noun)          |
| ❖ 10-year-old   | ❖ double-blind study                             |
| ❖ ante-mortem   | ❖ endpoint                                       |
| ❖ box and whisker plot (not box-and-whisker plot)   | ❖ end-tidal xxx (eg, end-tidal CO <sub>2</sub> ) |
| ❖ breakpoint  | ❖ feline-friendly (when used adjectivally)       |
| ❖ case-control studies  | ❖ fine-needle aspiration                         |
| ❖ caseload  | ❖ follow-up                                      |
| ❖ cat-years   | ❖ gamma( $\gamma$ )-globulinaemia                |
|   | ❖ gonadotropin-releasing hormone                 |
|   | ❖ gram-negative, gram-positive                   |
|   | ❖ haircoat                                       |
|   | ❖ half-life                                      |

- ❖ hand-rearing
- ❖ hand-reared
- ❖ high-power field
- ❖ house-soiling
- ❖ in-house
- ❖ injection-site sarcoma
- ❖ intercat
- ❖ inter-observer
- ❖ intra-observer
- ❖ long-acting
- ❖ long-standing
- ❖ long-term (when used adjectivally)
- ❖ middle-aged
- ❖ multi-cat
- ❖ nail-bed
- ❖ non-xxx
- ❖ non-steroidal anti-inflammatory drugs (then NSAIDs)
- ❖ oestrous cycle, oestrous behaviour, oestrous phase (oestrous if adjectival [estrous for US]); oestrus for a phase of the cycle (estrus for US)
- ❖ open-mouth breathing
- ❖ over-represented
- ❖ post-hoc
- ❖ post-mortem examination
- ❖ post-treatment
- ❖ pre-emptive
- ❖ receiver operating characteristics (ROC)
- ❖ recheck
- ❖ serosanguineous
- ❖ short-acting
- ❖ short-term (when used adjectivally)
- ❖ soft tissue sarcoma
- ❖ 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
- ❖ user-friendly (when adjectival); otherwise user friendly
- ❖ 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', 'PCR-negative result', 'false-positive result', etc

### 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 required. 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)
- ❖ *g* should be used rather than rpm
- ❖ a comma should only be used for numbers >9999 (eg, 1000 not 1,000)

### Preferred phraseology

- ❖ 'Between' when used as a preposition, 'in-between' (hyphenated) when used as a noun or adjective.
- ❖ 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'
- ❖ 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
- ❖ Feline can only be used adjectivally, otherwise 'cat' should be used (eg, 'documented in a cat', rather than 'documented in a feline')
- ❖ Human accepted as both a noun and an adjective
- ❖ Infested = ectoparasites; eg, ticks, parasites
- ❖ Infected = endoparasites
- ❖ In the past xx years, not in the last xx years

- ❖ ‘Neutered’ is for both males and females; ‘castrated’ is for males; and ‘spayed’ is for females
- ❖ Secondary vs secondarily; secondary is the adjective, secondarily is the adverb. For example, ‘condition x is a secondary disease, usually seen in cats with condition y’; ‘indications include end-stage hip osteoarthritis secondary to hip dysplasia’; ‘condition x develops secondarily to condition y in cats’
- ❖ Predominantly rather than predominately
- ❖ Were undertaken on, not were done on

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

- ❖ *JFMS*'s journal abbreviation is '*J Feline Med Surg*'
- ❖ *JFMS Open Reports*' journal abbreviation is '*JFMS Open Rep*'
- ❖ *PLoS One*

❖ 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: 10.1177/09544327167940.

❖ 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.

❖ E-book references with single author(s):

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

❖ Chapters within an e-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 e-book. 2nd ed. Cambridge: Cambridge University Press, 2002.

❖ 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)
- ❖ adrenaline/noradrenaline; but if epinephrine/norepinephrine is used by the author this should be used in brackets the first time it is mentioned (eg, adrenaline [epinephrine])
- ❖ adrenocorticotrophic hormone (ACTH)
- ❖ alpha( $\alpha$ )<sub>2</sub>-globulin
- ❖ and/or
- ❖ angiotensin-converting enzyme
- ❖ anthelmintic (not anthelminthic)
- ❖ antiemetic
- ❖ antinociceptive
- ❖ antithyroid
- ❖ arrowhead
- ❖ artefacts (not artifacts)
- ❖ bloodstream
- ❖ body weight
- ❖ Borna disease virus
- ❖ brainstem
- ❖ breaths per minute
- ❖ caesarean
- ❖ calicivirus (not calcivirus)
- ❖ *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
- ❖ echocardiogram – if abbreviated this should be ECHO
- ❖ electrocardiogram – if abbreviated this should be ECG
- ❖ endpoint
- ❖ fetal
- ❖ fetus
- ❖ forelimb
- ❖ gall bladder
- ❖ handheld
- ❖ 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)
- ❖ intraoperative
- ❖ lactated Ringer's
- ❖ 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
- ❖ litter box

- ❖ long haired
- ❖ longhair
- ❖ Mann–Whitney U-test
- ❖ microscopic (not microscopical)
- ❖ multidrug
- ❖ naive (not naïve)
- ❖ neuron
- ❖ noted (not noticed)
- ❖ outpatient
- ❖ *P* value
- ❖ perioperative
- ❖ post mortem (post-mortem examination)
- ❖ postnatal
- ❖ postoperative
- ❖ postsurgical
- ❖ poxvirus
- ❖ premedication
- ❖ pretreatment
- ❖ purebred
- ❖ radiographic (not radiographical)
- ❖ recurrence rather than reoccurrence for a disease
- ❖ 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)
- ❖ thyroxine (not thyroxin)
- ❖ time point
- ❖ tom cat
- ❖ trap–neuter–return, rather than trap–neuter–release (then TNR)
- ❖ Tru-cut
- ❖ type 1/type 2 diabetes
- ❖ ultrasonographic (not ultrasonographical or sonographic)
- ❖ upregulation
- ❖ urine protein:creatinine ratio (then UPC)
- ❖ vasodilation
- ❖ venepuncture (non-US) and venipuncture (for US)
- ❖ vitamin B<sub>12</sub>
- ❖ vs (not versus)
- ❖ weightbearing
- ❖ wellbeing
- ❖ Western blotting
- ❖ while (not whilst)
- ❖ 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' (all lower case) 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 interest 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")
- ❖ 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)
- ❖ Include a space either side of  $\pm$  symbol
- ❖ Spaces should be inserted between a number and a unit
- ❖ in vitro (no hyphen, not italicised)
- ❖ in vivo (no hyphen, not italicised)
- ❖ *JFMS Open Reports* 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  $^{\circ}\text{C}$ ; eg,  $37^{\circ}\text{C}$
- ❖ No space between middle initials for names (eg, Arthur NM Wood)
- ❖, 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])
- ❖ T3, T4, (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
- ❖ 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)