JFMS 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)
- 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 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’.

✥ 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)

✥ Accepted: 13 September 2016

✥ Professional qualifications for corresponding authors (only) are required. Please query if not present.

✥ 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. Qualifications shouldn’t include ‘Professor’, or ‘Resident in x’, etc.

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 (with a line space between). 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. Ask the corresponding author to supply these names if they haven’t. Please then email the handling editor and highlight to them that a consortium/group is listed as an author and provide them with the names of the members so they know not to assign them as reviewers.

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

Abstract (not summary) should be structured with the following subheadings depending on the article type:

- Original Articles and Short Communications: ‘Objectives’, ‘Methods’, ‘Results’ and ‘Conclusions and relevance’
- Case Series: ‘Case series summary’ and ‘Relevance and novel information’

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.

In the abstract there should be an EN SPACE between the subheadings and the text

A brief Conclusions section should always be present; please add, or query author if necessary.

- ‘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…’

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 Conflict of interest statement.

If no ethical approval or informed consent statements are included, please query asking the author to refer to the manuscript submission guidelines for template text.

If no funding statement is included, please add the standard funding statement (and add an author query, asking author to verify it is correct): ‘The authors received no financial support for the research, authorship, and/or publication of this article.’

If information about funding has been listed in the Acknowledgements section, then it should be moved into its own Funding section.
If no conflict of interest statement is included, please add the standard conflict of interest statement (and add an author query, asking author to verify it is correct):
‘The authors declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article.’

The ethical approval statement should include one of the following statements (using the exact wording):
- This work involved the use of non-experimental animals only (including owned or unowned animals and data from prospective or retrospective studies). Established internationally recognised high standards (‘best practice’) of individual veterinary clinical patient care were followed. Ethical approval from a committee was therefore not necessarily required.
- This work involved the use of experimental animals and the study therefore had ethical approval from an established committee as stated in the manuscript.
- This work involved the use of non-experimental animals (owned or unowned) and procedures that differed from established internationally recognised high standards (‘best practice’) of veterinary clinical care for the individual patient. The study therefore had ethical approval from an established committee as stated in the manuscript.
- This work involved the use of experimental animals but, as no established ethical approval committee was available, an ad hoc ethical committee was used for approval as described in the manuscript.
- This work involved the use of non-experimental animals (owned or unowned) and procedures that differed from established internationally recognised high standards (‘best practice’) of veterinary clinical care for the individual patient. As no established ethical approval committee was available, an ad hoc ethical committee was used for approval as described in the manuscript.
- This work did not involve the use of animals and therefore ethical approval was not necessarily required.

There should be one ‘Informed consent’ statement (not separate ‘Informed consent’ and ‘Informed consent for publication’ statements). The informed consent statement has two parts and should include both. The first part should include either:
- Informed consent (either verbal or written) was obtained from the owner or legal custodian of all animal(s) described in this work (either experimental or non-experimental animals) for the procedure(s) undertaken (either prospective or retrospective studies).
- This work did not involve the use of animals and therefore informed consent was not required.

The second part of the statement should include either:
- For any animals or humans individually identifiable within this publication, informed consent (either verbal or written) for their use in the publication was obtained from the people involved.
- No animals or humans are identifiable within this publication, and therefore additional informed consent for publication was not required.

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
❖ Figures should be either full single column, full double column or one and a half column width centered over the width of the page.
❖ Figures that show the lateral view of a cat should be 1.5 columns wide.
❖ Figure captions should always align with the left side of the figure and span the whole width of the figure.
❖ There should always be a keyline around figures.
❖ Individual figure parts should be separated by small white space in between, and not with rules.
❖ No full stop at the end of 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 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); 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, α, β, γ) 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 Classic: font/layout

- Helvetica for headings, imprint box, title, authors, table text and legends, figure legends
- Palatino for body text and references
- Headings are sized as per mock-ups
- 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
- Supplementary material (ie, appendices and tables) is published as supplied and is not be included in proofs
- The correct mathematical symbol should always be used for < > and \( \leq \geq \). This must be updated by the typesetter during proofing
- If there are only eight lines or fewer in each column on the final page, please try to condense the article so it fits on one less page

Hyphenation of words

- No unnecessary hyphenation, for example where there are closed compound words; eg, dorsoventral, intraocular
- α2-adrenoceptors
- B cell (unless used adjectivally)
- B lymphocyte (unless used adjectivally)
- 10-year-old
- ante-mortem
- box and whisker plot (not box-and-whisker plot)
- breakpoint
- case-control studies
- caseload
- cat-years
- checkup (noun), check-up (adjective)
- coinfection
- comorbid
- cross section (unless adjectival)
- decision-making (when used as a noun)
- double-blind study
- endpoint
- end-tidal xxx (eg, end-tidal CO₂)
- feline-friendly (when used adjectivally)
- fine-needle aspiration
- follow-up
- gamma(Y)-globulinaemia
- gonadotropin-releasing hormone
- Gram-negative, Gram-positive
- ground-glass opacity
- 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
- multilobulated
- nail-bed
- non-xxx
- non-steroidal anti-inflammatory drugs (then NSAIDs)
- oestrous cycle, oestrous behaviour, oestrous phase (oestrus if adjectival [oestrus for US]); oestrus for a phase of the cycle (estrus for US)
- open-mouth breathing
- over-represented
- post-hoc
- post-mortem examination (post mortem when not adjectival)
- post-treatment
- pre-emptive
- receiver operating characteristics (ROC)
- recheck
- reinfection
- serosanguineous
- short-acting
- short-term (when 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

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
✥ A closed minus symbol should be used for minus numbers, eg, –3 (not -3)
✥ 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’
Dilation vs dilatation. No consensus here – so go with the author’s preferred/used terminology.

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


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.


Articles in press:

Articles published ahead of print:

Articles in journals where an organisation is author:

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

Articles in a supplement:

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):

Chapters within a book:
Multiple editors are denoted by (eds). A single editor is denoted by (ed).

E-book references with single author(s):

Chapters within an e-book:
Multiple editors are denoted by (eds). A single editor is denoted by (ed).

Electronic material:

Conference proceedings:
If the conference proceeding has a website address you do not need the ‘accessed on’ date.

Article ID:

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.\(^1\)
✧ There should be no space between text citations; eg, \(^1,5,7\) or \(^1,4,5-9\)
✧ In 2008, Tabart et al\(^14\) reported…
✧ Tabart et al\(^14\) reported…

Reference list:
✧ No full points after reference number
✧ Three authors et al
✧ There should not be a comma before Jr, 2nd, etc; eg, name Jr; name 2nd.

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])
✧ adrenocorticotropic hormone (ACTH)
✧ alpha(\(\alpha\))\(_2\)-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*
carcase (not carcass)
COX-1, COX-2
Crandell Rees feline renal cell (CRFK)
crossbred/crossbreed
crossover
data set
defecation
daytime (not day time)
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
follow-up (n); follow up (v)
forelimb
gall bladder
hairball
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
lifelong
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)
pstnataal
postoperative
postsurgical
poxvirus
premedication
pretreatment
purebred
$r$ for correlation coefficient
radiographic (not radiographical)
recurrence rather than reoccurrence for a disease
Romanowsky stain
Schwann cell
schwannoma
set-up (n); set up (v)
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)

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 endmatter (see above).
For one supplementary material file, the phrase ‘The following file is available online:’ should run on from the subheading, with the file then listed on a new line with its condensed caption.
If there are multiple files, the phrase ‘The following files are available online:’ should run on from the subheading and each file should then be listed on a new line with its condensed caption.

Tables
• Columns of data should be aligned on common elements, such as decimal points, plus or minus signs, hyphens, etc.
• If table entries consist of lengthy text, the flush-left format should be used with an indent for run-over lines.
• If entries in a column are mixed, primary consideration should be given to the visual aspects of the entire table and the type of material being presented.
• If necessary, tables can be set to fit to 1.5 column width and centered on the page to reduce unnecessary space.
• Footnote symbols: use the following key in order: *, †, ‡, §, ¶, ∞, #, ** (all in superscript font, except for asterisks)
• No full stop at the end of table captions
• Abbreviations in the 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”)
• \leq (the correct mathematical symbol should be inserted by typesetters) rather than ≤
• ad libitum (not italicised)
• an ellipsis should be made in Quark using ‘alt’ and the semi-colon symbol. There should be a space before and after the ellipsis
• 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 thin space either side of ± symbol
• Non-breaking (fixed) thin spaces should be inserted between a number and a unit (but not years, months, days, etc.)
• 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 full stop after ‘etc’, ‘et al’, ‘eg’, ‘ie’, ‘Dr’
• No space between < or > symbol and number/word (eg, P >0.5, >preoperative)
• No space between a number and °C, eg, 37°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 T₃, T₄)
• TCID₅₀
A fixed (non-breaking) thin 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$_2$
- 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). Units of time can be hyphenated when used adjectivally (eg, a 1-year history of …).