Quick Guide to EVJ Style

Manuscript preparation
Manuscripts should be prepared in Word on A4 page size and saved as .docx documents. Please ensure you choose ‘English (United Kingdom)’ as your spelling preference in Word.

Spelling
UK spellings (except in US association names, etc.)
If a word is not listed below, follow the Concise Oxford English Dictionary. We prefer the use of ‘ise’, not ‘ize’ as the ending for words such as ‘recognise’.

Hyphenation
DO hyphenate:
• Prefixes that stand as words in their own right (e.g. cross, half, all). There are, however, several exceptions (e.g. outpatient, crosshatched, overexposed).
• When a prefix is attached to a word starting with a capital letter (anti-HLA, non-Euclidean, sub-Alpine).
• Many compound terms and adjectives (e.g. iron-rich sediments; salt-leached water; 2-year-old horse but horse aged 2 years; T-cell receptor but T cell).
• Other examples: two-fold, two-thirds, thirty-seven.
• Post-mortem

DO NOT hyphenate:
• Prefixes that cannot stand as words in their own right (e.g. anti, bi, co, hyper, hypo, infra, inter, intra, micro, multi, palaeo, peri, pre, pseudo, re, sub, supra, ultra, uni). These are usually closed up when used as adjectives, except where the same two vowels or consonants abut (e.g. hyper-reactive, anti-inflammatory, co-opted, re-election).
• Compound adjectives consisting of a past participle preceded by an adverb ending in ‘-ly’ (e.g. dermatologically tested soap).
• Do not use hyphen as minus sign, use en rule instead.

En rules (dashes)
An en rule (–) is a dash slightly wider than a hyphen (-).

USE En rules for:
• A number of value range (5–10 but ‘from 5 to 10’ not ‘from 5–10’).
• Chemical mixtures/bonds that have retained their individual properties and have not become a new compound (e.g. DEAE–cellulose).
• Two names associated with a process, invention, syndrome or company (e.g. Kruskal–Wallis test, Hardy–Weinberg equilibrium).
• A compound expression in which the first part of the compound does not modify the second part (e.g. dermal–epidermal junction, dose–response curve, case–control study).
• Missing data in a table (e.g. for not tested).

DO NOT USE En rules for:
• If there is a minus number in a range of values ‘to’ should always be used.
• Compound expressions that already contain hyphens (e.g. 5- to 10-day interval not 5–10-day interval).
• Linked prepositions (from and to; or between and and) (e.g. between 10 and 15 days, not between 10–15 days).
**Italics**

**Italics SHOULD BE USED for:**

- Latin names of muscles, bones and ligaments.
- *et al.*
- Genus and species names (e.g. *Homo sapiens*).
- Abbreviations for genes (e.g. *ced-3* for the *C. elegans* cell-death gene).
- Books and journal titles.
- Parentheses (*like these*) within italic text.

**Italics SHOULD NOT BE USED for:**

- Horse 1 (should have capital H)
- Group 1 (should have capital G)
- grade 1 (lower case g)
- type 1 (lower case t)
- Foreign language phrases (e.g. *in vivo, in situ, ad libitum, vice versa, post-mortem*).
- Names of people.
- Family order and class names (e.g. *Equidae, Primates, Mammalia*). Modifiers to species names (e.g. *cv., va., ex., ssp.*) and authorities (e.g. *L.*).
- Abbreviations for gene products (enzymes/protein) (e.g. *CED-3*).
- Parentheses around italic text (*like these*).

**Punctuation**

*Full points: See Abbreviations section below*

**Quotations**

- Every quotation should be accompanied by a reference to its source: EVJ style numbered references [1].
- The spelling, grammar, etc. of direct quotations should not be edited.
- Direct speech is the exact quotation of another person’s words. Punctuation should be placed inside the quote marks when it belongs to the quotation or before mention of the speaker. Punctuation should be placed outside the quote marks when it does not belong to the quotation.
- ‘Single’ quote marks should be used, with closing punctuation outside the quote marks when it does not belong to the quotation, and “double” marks for quotes within quotes.

**Lists**

An itemised list that is part of the text should continue the punctuation of the sentence that precedes it, so:

- if preceded by a colon should begin with a lower case letter;
- there should be a full point at the end of the sentence.

For long complicated lists with internal sentences, each item of the list should start with an initial capital, in which case the sentence preceding the list should be rewritten to end in a full point.

1. Numbered lists should have a full point and tab following the number. Lists within lists should be indented.
2. Lists of definitions should be set in continuous text and have individual entries separated by commas and semicolons, not equals signs (e.g. Y, young; M, middle-aged; O, old; VO, very old).

**URLs in text**

- URLs and email addresses should always be in lower case.
- *‘http://’* should always appear in URLs.
- Do not add punctuation at the end of a URL or add hyphens if splitting over more than one line.
Units

**DO USE:**
- Système International (SI) units. US and Canadian authors are particularly likely to get units wrong as SI are often not used routinely and these authors are more familiar with units such as g/dl, mg/dl, mEq/L (which should be g/L, mmol/L and mmol/L respectively) and for cell counts, $10^3$/uL should be $10^9$/L.
- Upper case L for litre.
- Abbreviations for seconds (s), milliseconds (ms), minutes (min), hours (h).
- A solidus (/) for per (e.g. 5 m/s) not 5 ms$^{-1}$
- Figures for quantities that are measured in units, but words for numbers of objects less than 10 (e.g. 5 years but five horses; also fifth but 15th).
- Figures spelled out in full at the beginning of sentence.
- Hyphens when spelling out figures (e.g. eighty-five, one hundred and twenty-three).
- Closed up figures for numbers in the single-digit thousands (1000–9999). For numbers of five figures and over use commas to divide thousands (e.g. 10,000, 100,000).
- A unit term as a singular entity when considering subject–verb agreement (e.g. 5 g was...).
- Numbers and their units in full at the start of a sentence (e.g. Fifty-eight kilograms of grain...) OR it may be possible to reword the sentence so the number is not at the start of the sentence.

**DO NOT use:**
- Hyphen as minus sign.
- x before gravitational force (e.g. 15,000 g not 15,000 x g). Also, do not use rpm as the unit for gravitational force, except for ultracentrifugation, where rpm is usually given together with the centrifuge model and manufacturer and the rotor code (e.g. SS34).
- Percent: use either % or per cent.
- Abbreviations for days, weeks, months and years.
- Repeated units (e.g. between 10 days and 15 days should be between 10 and 15 days).
- Expressions such as 20 mg/100 mL: use 200 mg/L.

**Miscellaneous**
Temperature should be converted to °C
Length to metric (mm, cm, m, etc.)
ml or µL – has space before
cm/mm – has space before
= has spaces either side, <, >, ≤ and ≥ do not
No spaces between figure and ° or %

**Unit abbreviations**
Microseconds: µs
Milliseconds: ms
Seconds: s
Minutes: min (plural min)
Hours: h
Degrees: °
M change to mol/L (with space before)
mM change to mmol/L (with space before)
mg/kg bwt (NOT mg kg$^{-1}$; NOT just mg/kg)
m/s (NOT m sec$^{-1}$, m/sec)
Abbreviations

- Keep abbreviations to an absolute minimum except where the abbreviation is commonly used in equine veterinary texts.
- For terms that are not commonly used in equine texts, do not abbreviate if a term is not used often (less than 6 times).
- Do not choose abbreviations which are the same as an alternative phrase commonly used in equine veterinary practice.
- Check EVJ’s Author Guidelines for recommended abbreviations for radiography, upper airway disorders, and echocardiography.
- Define all abbreviations (term in full followed by abbreviation in parentheses) on first mention in the Summary, text, figure legends or table headings. Thereafter use abbreviation only, except at the beginnings of paragraphs (it is acceptable to use abbreviations at the beginnings of sentences).
- Do not define or use abbreviations in titles, headings or running heads.
- Do not use an apostrophe when an abbreviation is pluralised.
- Abbreviations that are all capitals do not need full points (e.g. USA), but abbreviations that are all lower case or end with a lower case letter do (e.g. i.v., b.i.d., Co.)
- Full points are not used at the end of contractions (e.g. St, Mr, Dr, Figs, Ltd).
- When referring to authors by their initials, use full points and no spaces (e.g. D.M.P.)
- When an abbreviation that takes a full point comes at the end of a sentence, another full point is not necessary.
- Agencies and organisations can be abbreviated in text, in all caps with no full points (e.g. BEVA). They should be defined at first mention.
- Where there are numerous abbreviations, for example abbreviations for multiple measurement variables, provide a glossary at the end of the text. Include all abbreviations (including those in common use) in a glossary.

Common abbreviations that do not need to be defined:
95%CI: 95% confidence interval
bwt: bodyweight (abbreviation should used in doses, e.g. 2 mg/kg bwt)
DNA
OR: odds ratio
PCR
s.d.: standard deviation (not SD)
s.e.: standard error of the mean (not SE or SEM). Note EVJ discourages reporting of s.e. and generally prefers confidence intervals.
UK
USA

Dates and time

- Dates should be written as 24 August 2014 (no ordinal numbers 1st, 24th etc.).
- Year ranges should use an en rule (e.g. 2001–2010 not 2001–10).
- Decades should be written as e.g. 1960s not 1960’s or ‘60’s.
- Centuries should be written as 18th century (‘th’ should not be superscript).
- Time should be written in 24 hour clock with a full point divider (e.g. 16.00 h).
- Year, month and day – do not abbreviate.
-Abbreviate: hour(s) to h; minute(s) to min (never mins); second(s) to s; milliseconds to ms; microseconds to µs.
Countries

- Avoid the terms America and North America unless it is clear that the continent is being referred to; otherwise use USA (always abbreviate; do not use U.S.A. or the States). US is used as the adjectival form of USA.

- Use UK (always abbreviate). Note that UK = Great Britain plus Northern Ireland; Great Britain = England, Scotland and Wales; the British Isles = UK plus the Irish Republic. UK can be used as an adjective.

- Use the Netherlands not The Netherlands (although a capital T is usually used in addresses – this rule also applies to the Philippines) or Holland.

- Use initial caps for e.g. Western Australia, South West Africa and Northern Ireland (proper names) but not for e.g. southern Scotland or eastern India (descriptive terms).

- Northern Hemisphere, Southern Hemisphere (caps).

- American states should be written in full in text, author addresses and manufacturers’ addresses.

Scientific names

Genus and species names should be presented in italics (e.g. Equus ferus) and have singular endings. Higher taxa (i.e. family, order, class, phylum and kingdom) are set in roman type with an initial capital (e.g. Equidae, Perissodactyla, Mannalia). These taxa have plural endings.

Modifiers to species names are presented in roman after the species name and are always abbreviated.

Common modifiers:
- cv. cultivar
- ssp. subspecies
- sp. species (singular)
- spp. species (plural)
- sp. n. species nova
- x cross
- var. variety

Spell out genus and species names in full at the first citation in the Summary and the text (e.g. Equus ferus); abbreviate genus names thereafter (e.g. E. ferus). The full name should be used at the start of paragraphs, in tables, and whenever there could be ambiguity if the abbreviated name is used. If two genera with the same initial letter are referred to, it may be beneficial to use partial genus abbreviations (e.g. Staph. aureus and Strep. faecalis). If a new species of the same genus as another, already cited species is introduced, the full name of the new species (i.e. repeat the genus name) should be given at its first citation (e.g. if Xenopus laevis has already been named, you still need to spell out Xenopus at the first mention of Xenopus tropicalis).

Adjectives and nouns derived from genus names become roman with a lower case initial (e.g. Equus – equine, Streptococcus – streptococcal infection). Those derived from higher taxonomic groups also begin with a lower case letter and are presented in roman (e.g. Equidae – equid).

A scientific name given at its first mention after a vernacular name should be separated from it by a comma if the two names are exact synonyms (e.g. Przewalski’s horse, Equus ferus przewalskii, …) but not if the vernacular name may apply to more than one species (e.g. the horse Equus ferus przewalskii, …).

Bacteria names: Names of all bacterial taxa are italicized, e.g. Pseudomonadales (order), Pseudomonadaceae (family), Pseudomonas (genus), etc.

Vernacular names of bacteria are always set in roman lower case (e.g. mycobacteria, salmonella, klebsiellae).
Virus names end in *virales* (order), *viridae* (family), *virinae* (subfamily) and *virus* (genus).

Approved (by the International Committee on Taxonomy of Viruses) international names for orders, families, subfamilies and genera are set in italics with initial capitalisation. The name of the taxon should precede the term in formal use (e.g. the family *Paramyxoviridae*, the genus *Orthopoxvirus*).

Names that have not yet been approved and vernacular names are set in lower case roman (e.g. equine herpesvirus-1). Virus names are also set in roman when used in adjectival form. The first letter of a proper noun or proper adjective incorporated into a name of a virus is capitalised (e.g. West Nile virus). If part of the vernacular name incorporates a Latin name, the Latin name is capitalised and italicised.

Article titles
Do not use abbreviations or define abbreviations in article titles.
Do not use Trade names in article titles.
If there is a colon in the article title use an initial capital for the first word of the subtitle.

Running head style
Running heads should be a maximum of 60 characters (or no longer than one column width if it is not possible to reduce to 60 characters). Avoid abbreviations in running heads.

Footnotes
- **Author addresses**: All author names to be followed by a superscript symbol to match with their address. Corresponding author also to have asterisk, e.g. E.J. Smith*, F.J. Jones† and P.N. Walker§.
- Joint first or senior authors should be indicated with superscript 1 by each author with a note below stating “1joint first authors’ or “1joint senior authors’ (replace 1 with an alternative number if superscripts have been used already in the author list)
- Preferred order of footnote symbols (all superscripted): †, ‡, §, ¶, ¥
- Authors’ addresses should be shortened to: Institution name, city name, state/county, country. US states should not be abbreviated.
- **Footnotes for tables**: all abbreviations used in a table must be defined in a footnote to that table. There is no need for the word ‘Abbreviations:’. Use commas, not = (e.g. CT, computed tomography; MRI, magnetic resonance imaging).
- The footnotes should appear in the following order: source notes; other general notes; notes on abbreviations in the table; notes on level of probability.
- Footnote indicators used in the body of a table should be superscript letters.

Summaries
- Editorials and Correspondence do not require summaries or abstracts.
- Check Author Guidelines Section 3 for details of our requirements for summaries for General Articles, Technical Notes and Review Articles.

Figures and tables
- **Fig 1** - in text, in brackets; e.g. “...these results show a significant difference (Fig 1).”
- in figure legend
**Figure 1** - in main body of text (e.g. “Our results are shown in Figure 1”; NOT “…in figure 1”, “in Fig 1”)
Figures: Labelling should be upper case first letter/lower case all other words.
  a) b) c) etc. should be arranged on the page as
    a) b) c) d)
Figure legends should end with a full point.
Table 1 - NOT “table 1” when mentioned in text
Table heading should be bold with TABLE: (capitals) then heading (upper/lower case) with no full point at end. Tables should read horizontally across the page. They should not be rotated to read vertically on the page (unless impossible to fit any other way). Table footnotes should end with a full point.

Supplementary Items
EVJ has specific requirements for the numbering, labelling and file format for Supplementary Items, see Author Guidelines Section 4.5) Manuscripts with supplementary items which do not follow these guidelines will not be sent for peer review.

Manufacturers’ addresses
Any commercial product mentioned in the text should be marked with a superscript letter (a, b, c) and the manufacturers and their addresses should be listed under the Manufacturers’ addresses heading at the end of the manuscript. If a manufacturer is named for more than one product used in the study, the same superscript letter should be used for each product so that the manufacturer is only listed once. The product name should be in the text and not in the list. The list should be formatted as: superscript letter, Company name, city, state/county, country (e.g. aCarestream Health, Hemel Hempstead, Hertfordshire, UK. OR bHermes Medical, URL http://xxxxxx/)

Authorship
Authors’ initials and surname should be used (no spaces between initials), e.g. J.B. Smith and P.R. Jones contributed to ...

Manuscript sections
For information on the sections required in the Title page see Section 4.3 of the Author Guidelines and for the Main Text File see Section 4.4

References
EVJ uses the Vancouver referencing system: citations are numbered sequentially as they occur in the text with the reference number in square brackets [1]. References in the list are ordered according to these numbers.

EVJ Reference list style
Initials always closed up. Commas between authors, except before last author - then no comma, ‘and’. Date in brackets after authors’ names. Article title plain (roman), ends with full stop. Journal title italics, stops after abbreviations - no stop at end if not abbreviated. Volume number bold, not italics, comma following not bold. Page numbers in full, hyphen between. Full stop at end.
1. Author, A.A. (2000) Title of article (cap only on first word plus any that need it e.g. Thoroughbred. Italics as necessary. Journal title abbreviated as appropriate vol number, page number-page number.

Supplements
4. Author, A.A. (2000) Title of article (cap only on first word plus any that need it e.g. Thoroughbred). Journal title abbreviated as appropriate vol number, Suppl. 00, page number-page number.
Books
Initials always closed up. Commas between authors, except before last author - then no comma, ‘and’. Date in brackets after authors’ names.
If whole book - title italic, caps on all main words. Comma at end, then edition if given (abbrev. as edn full stop, comma), editor(s) (abbrev. as Ed or Eds colon: initials before name, commas as above), comma after last name, Publisher name comma, Publisher address full stop. Editions should not be in superscript: 3rd, 6th etc.
8. Author, A.A. (2000) Title of Book (Caps on All Main Words), 2nd edn., Ed: A.N. Editor, Publisher name, Publisher address (city only). pp 111-119.

If part of book - section/chapter title plain (rom), caps on first word only, stop at end. ‘In:’ with colon - then title of book etc as above. pp if range of pages, p if not (space after, no stop). Page numbers in full, hyphen between. Full stop at end.
10. Author, A.A., Second, A.A., Third, A.A. and Fourth, A.A. (2000) Title of article (cap only in first word plus any that need it). In: Title of Book (Caps on All Main Words), 2nd edn., Eds: A.A. Editor, A.A. Editor and A.B. Editor, Publisher name, Publisher address (city only). pp 111-119.

Theses
12. Author, A.A. (2000) Title of Thesis (Caps on all Main Words), Type of Thesis (e.g. MSc Thesis), University name, University city.

Online published papers
Citation of online published papers and other material should be done via a DOI (digital object identifier).

Conference proceedings

Foreign language references

URLs
Full reference details must be given along with the URL, i.e. authorship, year, title of document/report and URL. If this information is not available, the reference should be removed and only the web address cited in the text.


Unpublished references
Unpublished references should only appear in the list if they are ‘in press’. Otherwise they should only be cited in the text, and should give the authors’ names and ‘unpublished data’, ‘personal communication’ or ‘personal observations’ (if by the same author as the present article).

Journal abbreviations
Journal names should be abbreviated as on PubMed.