



*Gesellschaft Schweizer Tierärztinnen und Tierärzte
Soci t  des V t rinaires Suisses
Soci t  delle Veterinarie e dei Veterinari Svizzeri*

Swiss Archive of Veterinary Science (SAT)

Author guidelines

The Swiss Archive for Veterinary Science (SAT – Schweizer Archiv f r Tierheilkunde) is the official scientific publication of the Swiss Veterinary Society (GST|SVS). Published each month are reviews, research articles and case reports as well as short communications and opinion pieces from all areas of veterinary medicine and veterinary science in German and French or Italian or English. All manuscripts will be assessed by two qualified reviewers. The aim of SAT is to promote the wellbeing of animals through scientific advance and further education in veterinary medicine.

Ethical guidelines

Animal experimentation

The GST|SVS is committed to animal welfare. All animal experimentation must be performed in accordance with national and institutional guidelines and regulations and the submitted manuscript must be accompanied by an official permit from the relevant ethics or animal experimentation committee, including the permit number. The manuscript must demonstrate the value and need for the animal experiments. Manuscripts with unconvincing ethics considerations will not be published in SAT. The authors are legally bound to follow the appropriate laws, agreements and regulations governing their work.

Author contributions

Individuals should be listed as authors only if they 1) were involved in drafting or revising the manuscript critically for intellectual content; 2) made a substantial contribution to the conception and design of the study/work, the acquisition of the data used in the study/work, or the analysis and interpretation of that data; and 3) will have an opportunity to approve subsequent revisions of the manuscript, including the version to be published. All conditions stated above must be met. Each individual listed as an author must have participated sufficiently to take public responsibility for the work. The acquisition of financial resources or collection of data or general supervision of the scientific team does not meet the criteria of authorship by itself.

Funding disclosure

All funding sources should be identified in the manuscript and provided in the Acknowledgment section. Authors should disclose to the Editor any potential conflict of interest, such as a consulting or financial interest in a company, which might be af-

ected by publication of the results contained in a manuscript, and state such relationship in the Acknowledgment section. Authors should ensure that no contractual relations or proprietary considerations exist that would affect the publication of information in a submitted manuscript.

Publishing and Editorial Policies

Research reported in the Journal must be testable and repeatable by other scientists who are knowledgeable in the field. In addition, there must be due reference to previous work upon which the research depends. The SAT will not accept manuscripts that have been previously published in, or are currently submitted to, a refereed scientific journal or proceedings. Oral presentation or use of data in in-house reports or publication of an abstract of less than 250 words will not preclude the publication of such data in the SAT. However, note that tables and figures previously published in conference proceedings cannot be used directly. If any copyrighted material is used, a release of copyright must be provided by the corresponding author from the Individual/ Organization holding the copyrighted material to the Swiss Archive for Veterinary Science (SAT) and the Swiss Veterinary Society (GST|SVS), before such materials can be published.

Invited papers will be submitted to the same review policies and procedures as contributed papers. The Editor-in-Chief, Associate Editors, and Reviewers judge the suitability of papers for publication in the SAT. Associate Editors and Reviewers, within a given field of specialization, are chosen on the basis of demonstrated expertise and high scientific competence.

Manuscript submission process

Submission

Manuscripts must be submitted via the online Editorial Manager Submission System (<http://www.editorialmanager.com/sat>) or via the SAT „Manuscript submission“ link on the Swiss Veterinary Society (GST|SVS) webpage (<https://sat.gstsvs.ch>).

The manuscript category (review or research article or case study or short report or commentary) must be declared at the time of submission. Serial manuscripts must be declared as such and all submitted at the same time. The corresponding author will be informed by email over the submission and review process.

To ensure an optimal reviewing process, the manuscripts should be prepared closely following the author guidelines. Manuscripts which do not meet these requirements will be returned to the corresponding author for improvements.

Reviewing process

The Editor-in-Chief (Editor) is responsible for the scientific assessment of the manuscript, for an efficient and swift review and for corresponding with the author responsible for the manuscript submission. Within 30 days the reviewers must recommend either acceptance for publication, with minor or major corrections, or rejection, in all cases justifying the decision. The Editor makes a final decision for acceptance or rejection, based on the reviewers comments, and informs the authors. The reviewers should not be employed in the same institutions as the authors and or otherwise have collaborations with the authors. Should it be necessary for the Editor to obtain additional reviewers, the assessment process will be prolonged. The reviewers will remain anonymous, unless the reviewer wishes this to be otherwise. To avoid misunderstandings, only the Editor shall communicate with the authors, reviewers and the publisher. Most manuscripts are returned to the authors for corrections. The authors must return the corrected manuscript to the Editor within 60 days, otherwise the manuscript will be considered a new submission.

Approved for publication

The scientific editorial team endeavors to publish the accepted manuscripts as quickly as possible, where the total time between submission and acceptance should not exceed 6 months. Delays mostly ensue through the reviewing process and the time required for author corrections. After acceptance, the Editorial Office prepares proofs of the manuscript for publication, in both print and digital forms, which can lead to additional changes in organization and style. The authors will need to control the proofs and is permitted to reject these, if substantial grounds can be made. If acceptable, the authors must agree to the final versions of the proofs before publication can proceed. Changes must be made within 7 days and submitted via the Copyright Transfer Form to the Editorial Office.

Manuscript preparation

General

It is essential to closely follow the SAT author guidelines. Manuscripts which do not meet these guidelines will be returned directly to the authors. The standard applied is based on the CBE Style Manual (*6th edition, 1994, Council of Biology Editors, University of Cambridge, Cambridge CB2 1RP, UK*).

Manuscripts may be written in German or English or French or Italian. The manuscript must be written in 12 point Times New Roman, aligned left and with double line spacing. Scientific genus and species names must be written in italics. Numbers at the beginning of a sentence must be written and generally the numbers one to nine should be spelled out. Exceptions are when numbers stand before a mathematical sign, such as 2 mg / kg or $P = 0.01$ or $n = 1/4$, with a gap between number and mathematical sign, except with percent (ie. 4 mmol/l, 23%). All pages must be numbered in the right upper corner and every fifth line numbered sequentially.

There are three different font sizes and styles for headings in a manuscript:

- Heading 1 (Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgements, References) is left-aligned, 16 point, bold and appears after a blank line.
- Heading 2 is aligned left, on a new line and written in 14 point, bold font.
- Heading 3 is aligned left, on a new line and written in 12 point and underlined

The maximal length of an original research article is 4000 words. Reviews can be up to 6000 words, case reports 1500 words and short essays or opinion pieces, as well as „What is your diagnosis?“ up until 1000 words. This includes headings but not the references.

Title page

The first page of the manuscript should be clearly subdivided into:

- Title of the manuscript in the original language, centered, 16 point, bold.
- Author names, Institute or Clinic and address and name and finally address, telephone number and e-mail address for the corresponding author. All aligned left, written in 12 point.

The manuscript title should be as short as possible and include the main finding and animal species.

Summary

The summary should be in the original language and maximally 300 words and follows on a new page after the title page. The first sentences of the summary should recapitulate the reasons for the study and the aims of the authors. Next the methods and approaches taken should be outlined, followed by the most important results and finally a short discussion with a concluding sentence.

The summary needs to stand on its own and includes no references or formulas or equations or abbreviations. In short reports, this information is incorporated into the first paragraph in an abbreviated form.

Key words

Up to six key words, descriptive of key points in the article, should be listed on a separate line in alphabetical order and separated by commas after the Summary. This should include a reference to the animal species and the major findings, but should not repeat words used in the title. Key words should be listed in the original language of the article and in English.

Introduction

The introduction should succinctly answer the question, why was this study undertaken? This should be justified by citing the relevant literature and highlighting the questions which are still open and need to be addressed. The Introduction begins on a new page following the summary and key words.

Materials and Methods

This section should answer the question, how was the study performed? The methods should be sufficiently well described to permit the reader to repeat the experiments. If the methods have been previously described and are openly accessible, they can be briefly outlined and the reference given. If not openly available, then the methods should be described in full. If well known statistical methods have been used, these should be mentioned, but need not be described in full. By the first reference to a medication, the manufacturer and the address should be listed, such as: Ketamine (Keta-S ad us. vet., Dr. E. Graeub AG, Rehhagstrasse 83, 3018 Bern, Switzerland, 5mg/kg i.m.). Studies for the validation of scientific methods should follow the recommendations of Jensen and Kjølgaard-Hansen, 2006 (Method comparison in the clinical laboratory. *Vet Clin Path.* 2006; 35:276–286).

Results

The results section should precisely describe the findings of the study, preferably with the aid of figures and tables. The figure and table legends should be self explanatory. The results should be presented in a clear and succinct manner to aid ready interpretation by the reader. Where appropriate, statistics should be applied to critically assess the significance of the findings.

Conclusions

This section can be included as a final paragraph of the discussion or added as a separate section. A separate section is most helpful in larger, complex studies where the major findings can be recapitulated to round up the article.

Acknowledgements

Contributions from colleagues not appearing in the author list and financial support should be noted in this section.

References

The references should concisely present the current state of knowledge and are limited to a maximum of 50 citations for an original research article and 15 for a short report. (My suggestion). The reference list should be prepared according the CBE Style

guide (<http://www.lib.washington.edu/help/guides/42CBE.pdf>) and includes only citations appearing in the text of the manuscript and is ordered alphabetically according to the name of the first author. Multiple citations of the same first author should be chronologically arranged according to the year of publication and multiple citations from the same first author and year should be listed with a suffix „a“ or „b“ or „c“ after the first author's name, in the text and in the reference list. Journal names in their shortened forms should be written following the official list of the National Library for Medicine. Citations of unpublished work (Maier, unpubl. data) or of personal communications (Fowler, pers. comm.) should be noted in brackets in the text and not in the reference list. References which are accepted, but not yet published, should appear in the reference list (in press) and without the year.

Examples

Website¹

Electronic Journal Article²

Book chapter³

Conference presentation⁴

Book – Single author⁵

Dissertation or habilitation⁶

Journal⁷

1. Schweizerische Eidgenossenschaft. Bundesamt für Lebensmittelsicherheit und Veterinärwesen. Verordnung des BLV über Massnahmen zur Verhinderung der Ausbreitung der Blauzungenkrankheit. Bern, CH www.admin.ch/opc/de/official-compilation/2017/5881.pdf (accessed 19.11.2017).
2. Jaja IF, Mushonga B, Green E, Muchenje V. Seasonal prevalence, body condition score and risk factors of bovine fasciolosis in South Africa. Vet. Anim. Sci 2017: 1-7. doi.org/10.1016/j.vas.2017.06.001 (accessed 19.11.2017).
3. Keller G: Der Winterschlaf beim Bär. In: Bergmann I, Stifter A (eds.), Strategie des Überlebens. Gustav Fröhlich Verlag, Basel, CH, 2012: 144-160.
4. Müller TM, Bienert-Zeit A, Hopster K, Rohn K, Kästner SBR: Effect of butorphanol, midazolam or ketamine on romifidine based sedation in horses during standing cheek tooth removal, Proceedings, 5th European congress of veterinary dentistry Dublin, Ireland, 2016 (available from: European Veterinary Dental Society).
5. Quinn PJ, Markey BK, Leonard FC, Fitzpatrick ES, Fanning S, Hartigan P: Veterinary Microbiology and Microbial Disease. WileyBlackwell, West-Sussex, UK. 2011.
6. Reich M: Der moderne Tierarzt auf dem Land. Dissertation/Habilitation: Universität Zürich, 2012.
7. van Spijk JN, Schoster A, Wittenbrink MM, Schmitt S: A retrospective analysis of antimicrobial resistance in bacterial pathogens in an equine hospital (2012–2015). Schweiz. Arch. Tierheilkd. 2016: 158(6): 433-442.

Review

Reviews should present a wide ranging analysis of recent scientific advances in a defined area of veterinary research. The format follows that of the original scientific articles, but the form of the title can be freely chosen.

Original contribution

See above.

Case report

Case reports describe unusual clinical or pathological cases, usually of three or more instances. Material and methods and results are incorporated together into a single section entitled „Case report“.

Short communication

Short communications present important scientific observations and clinical cases of current interest. Only those articles addressing important new discoveries or current topics in veterinary medicine will be considered for publication. This can include current problems in diagnostics, treatment, control of epidemics or legal questions. The quality should be similar to that of an original research article, but is usually a single case. The format of the title page should be similar to that of an original research article, followed by a page with a shortened summary (maximally 150 words) plus key words. The manuscript text may not exceed 1500 words in length (excluding the summary) and is to be written in the form of a case report or short report. A maximum of three tables or figures may be included and the referenec list may not exceed 15 citations. Short communications will be subjected to peer review.

Case of the month: What's your diagnosis?

The Swiss Archive for Veterinary Research also welcomes informative cases which can be used to test and improve the knowledge of our readership. These manuscripts include topics from all areas of veterinary medicine. The title page is formatted as for original research articles. On a new page, the case or problem or the challenge (ie. history diagnosis) under the title „What is your diagnosis?“ (or similar) should be presented. On a new page, with the title „Discussion“, additional tests along with the diagnosis and a detailed explanation as to how this was derived and confirmed. Tables and figures should be incorporated in the appropriate section. The manscript should not exceed 1000 words in length and have no more than 10 references.

Commentary or Letter to the editor

Commentaries can be submitted addressing issues arising from any scientific article published in SAT, but should be scientifically justified and sound and maximally 500

words in length, excluding references. The Editor reserves the right to obtain a response from the authors of the original article prior to publication. Personal opinions will not be published.

Tables and figures

A recent issue of SAT should be consulted for examples of acceptable table formats. Tables and figures should be numbered consecutively with Arabic numerals and the legends provided on a separate page. Each table should be on a separate page. The title, tables and legends should be double spaced and self explanatory and all abbreviations used should also be explained in the legends.. All tables and figures must be cited in the text (ie. Table 1). The same data should not be presented in a table and in a figure. The figure and table legends should follow the reference list. Figures should be of excellent quality and resolution (at least 320 dpi) Important aspects in the figures should be noted with lower case letters (a, b, etc) or arrows, with an explanation in the figure legend. Photomicrographs should contain a scale bar and, additionally, the magnification should be noted in the figure legend.

Videos

Videos can also be submitted for the online version. The print version will carry a link to the Website.

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