

## Editorial Policy

*Veterinary Radiology & Ultrasound* publishes material of interest to practitioners, specialists and scientists in the fields of veterinary imaging and radiation oncology. Occasionally, invited articles, editorials, letters and invited commentaries will be published. Manuscripts, including figures and tables, must be original and not under consideration by another publication.

*Veterinary Radiology & Ultrasound* is published bimonthly. The journal reserves the right to reject any material submitted for publication, including advertisements. No responsibility is accepted by the Editor or Associate Editors for the opinions expressed by contributors. The right is reserved to introduce changes to make manuscripts conform to the editorial standards of *Veterinary Radiology & Ultrasound*.

## Manuscript Types

Manuscripts should conform to one of the following types:

- **Original Investigation:** Reporting results of prospective studies or investigations
- **Retrospective studies:** Reports dealing with a review of information obtained from archival material
- **Imaging Diagnosis:** Reports of findings from an individual patient. These submissions should be short descriptions of patient and/or imaging findings. They should contain less than 2500 words and 4 or fewer illustrations.
- **Letter to the Editor:** Letters are invited, commenting on any aspect of journal material or policy.

In general, individual detailed case history reports are not accepted. This material is more meaningful when presented in an Imaging Diagnosis format.

Reports based on findings that have not been substantiated by gross or histopathologic confirmation are generally not accepted

## Manuscript Preparation

Manuscripts must be written in English. When necessary, authors should seek the assistance of experienced, English-speaking medical editors before submission. Articles written in substandard English will be returned before peer review.

In preparing manuscripts, authors should follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Information can be found at <http://www.icmje.org>.

Specific guidelines below supersede those found in the Uniform Requirements.

Prepare the manuscript using a Microsoft Word compatible word processing program. This journal **does not accept Microsoft Word 2007** documents at this time. If you are a Word 2007 user, please save your document as an older (.doc) file type. The entire manuscript must be double-spaced using font size 12 with a 1" margin all over. Paginate the entire manuscript starting with title page. Each manuscript line should be distinctly numbered; **do not** begin renumbering on each page.

**Title Page:** Include the main title of the paper; and the first name (no initials), middle name or initial(s) (optional), last name of all authors. Do **not** list academic degrees or specialty board certification. Specify a **running head** (45 characters) that condenses the subject of the paper. Specify all funding sources (grants, or institutional or corporate support) and the meeting, if any, at which the paper was presented.

An **Abstract** must be included with each manuscript. The abstract should **not** contain more than 250 words (100 words for Imaging Diagnosis submissions, and should **not** be broken down into subheadings. The abstract is more than a summary and should capture the essence of the purpose and findings of the paper.

In the **Text**, any brand name or trademarked product mentioned must be followed by the name, city and state of the manufacturer in parentheses. The use of generic names is preferred to the use of brand names or trademarked names. The text of scientific and methodology articles is usually divided into the following sections: Introduction, Materials and Methods, Results, Discussion and Conclusion. These divisions may be altered for Imaging Diagnosis submissions.

**References** should be cited in consecutive numeric order at first mention in the text and designated by superscript number. Do **not** include the name of the author of a citation when referring to that work in the text, e.g. In 1999, Smith found.

Reference style is based on an ANSI standard style adapted by the National Library of Medicine. For samples of reference citation formats, authors should consult the National Library of Medicine web site [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Titles of journals should be abbreviated according to the style used in Index Medicus. Consult the following web site for a list of journals indexed <http://www.nlm.nih.gov/tsd/serials/lji.html>

"Unpublished observations" and "personal communications" should **not** be used as references. References listed as "in press" must have been accepted for publication and not merely in preparation or submitted. The author is responsible for the accuracy of all references and must verify them against the original document.

All **Units of Measurement** should be listed in Système Internationale (SI) units. Non-SI units may be used after the SI units but should be placed in parentheses. Use becquerels, not curies, as the unit of activity (1 mCi = 37 MBq).

With the exception of measurements, the journal **discourages** the use of **Abbreviations**. Whenever possible, terms should be spelled out in full rather than being abbreviated.

**Tables** to summarize data are encouraged. For retrospective clinical studies, detailed tables enumerating specific individual patient criteria or findings will generally not be allowed. These clinical data are more useful when summarized and placed into less detailed tables or the text. Number all tables with Arabic numbers consecutively in order of appearance (Table 1). Type each table double-spaced on a separate page. Title should have the first letter of each word as upper case (except prepositions, conjunctions and articles). Every table must have a caption typed above the tabular material. Symbols for units should be used only in column headings. Do **not** use internal horizontal or vertical lines; place horizontal lines between table caption and column headings, under column headings, and at the bottom of the table (above the

footnotes, if any). Indicate normal range for instruments or scales. All abbreviations must be spelled out in footnotes. Use the following symbols in this sequence; \*, †, ‡, §, ||, ¶, #, \*\*.

**Acknowledgments.** Acknowledge only persons who have made substantive contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer their endorsement of the data and conclusions. The journal accepts no responsibility for individuals acknowledged without their permission.

**Anatomic terminology** should conform to the Nomina Anatomica Veterinaria, 4th edition, prepared by the International Committee on Veterinary Gross Anatomical Nomenclature, Gent, 1992

**Image Nomenclature:** Radiographic images should be named according to the direction in which the central ray penetrates the part of interest, from point-of-entrance to point-of-exit. Published guidelines should be used for orientation of radiographic and sonographic images.

For CT and MR images, the following guidelines should be used for image orientation:

**Head and Spine**

sagittal plane: cranial (rostral) to left, dorsal at top  
transverse plane: dorsal at top, left to reader's right  
dorsal plane: cranial (rostral) at top, left to reader's right

**Thorax and Abdomen:** Display images as they were acquired

For MR images, pulse sequence details should be included in the legend of each image. Follow the convention used in the journal "Radiology" for pulse sequence identification.

## Illustrations

**Illustrations** must be submitted in .tif format at a resolution of 300 dpi. Size each illustration such that its file size is less than 1MB.

Do **not** embed the illustrations within the word document.

Each figure must be numbered and cited in consecutive numeric order in the text. If a Figure has multiple parts, eg A, B and C, please refer to each part in the body of the paper rather than to the collective figure.

Figure legends must be included as part of the main word document; do **not** submit figure legends as a separate word document.

Payment for printing illustrations in color will result in the illustration appearing in color in both the PDF and html online versions of the manuscript. If the printing fee for color illustrations is not paid, illustrations will appear in color only in the html online version of the manuscript.

## Video Files

The journal will consider up to 2 **video files** to accompany articles. For video files to be accepted, they must clearly show a dynamic condition that can not be adequately captured in still images. The Editor and/or Associate Editors will scrutinize all video submissions very carefully to assure they meet the intent of providing unique information. Video files of routine imaging findings will not be accepted.

Up to 2 video files will be considered for each paper. Video files must be submitted in Quicktime format and each file must be less than 5MB in size. The video files will accompany the online version of the manuscript only; reference to the video file can be made in the print version of the paper.

## Acceptance Criteria

Manuscripts are reviewed for originality, significance, reader interest, composition and adherence to author guidelines. Manuscripts not submitted in accordance with these guidelines will be returned to the author for correction before peer review.

## Copyright and Animal Use/Financial Disclosure Forms

The Copyright Assignment Form and the Animal Use/Financial Disclosure Form are available at <http://www.acvr.org/general/activities/journal/index.html>

Authors who wish to publish articles and other material in Veterinary Radiology & Ultrasound must formally transfer copyright to Blackwell Publishing. The **Copyright Assignment Form** must be signed by the principle author before Blackwell Publishing can proceed with publication. A copy of the signed Copyright Assignment Form must be submitted to the Editorial Assistant, Lucinda Ayres, at the time the original manuscript is submitted electronically. This submission can be submitted by FAX or e-mail. The original form should then be mailed to Ms. Ayres at the address noted below.

Authors must also submit a signed **Statement of Animal Use and Financial Disclosure Form**. A copy of the signed form must be submitted to the Editorial Assistant, Lucinda Ayres, at the time the original manuscript is submitted electronically. This submission can be submitted by FAX or e-mail. The original form should then be mailed to Ms. Ayres at the address noted below.

The Copyright Assignment Form and the Statement of Animal Use and Financial Disclosure Form may be downloaded at <http://www.acvr.org/general/activities/journal/index.html>

## Associated Costs for Authors

Following publication, authors will be assessed a page charge of \$50 per printed page that will be billed by the American College of Veterinary Radiology.

Color illustrations can be reproduced in the journal at a fee specified by Blackwell Publishing; this fee is presently \$500 for each color illustration and is subject to change without notice. This fee is charged over and above the \$50 page charge.

Authors receive a PDF file of their manuscript following publication. Paper offprints can be ordered at the author's expense.

## Journal Contact Information

The manuscript review process can be followed on the Manuscript Central web site.

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## Manuscript Submission

*Veterinary Radiology & Ultrasound* requires that all manuscripts be submitted electronically. To submit a manuscript, please follow the instructions below:

### Getting Started

1. Launch your web browser (supported browsers include Internet Explorer 6 or higher, Netscape 7.0, 7.1, or 7.2, Safari 1.2.4, or Firefox 1.0.4) and go to the *Veterinary Radiology & Ultrasound's* Manuscript Central homepage <http://mc.manuscriptcentral.com/vru>

2. Log-in or click the "Create Account" option if you are a first-time user of Manuscript Central.
3. **If you are creating a new account:**
  - After clicking on "Create Account" enter your name and e-mail information and click "Next". **Your e-mail information is very important.**
  - Enter your institution and address information as prompted then click "Next."
  - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area of expertise. Click "Finish" when done.
4. Log-in and select "Author Center."

### Submitting Your Manuscript

5. After you have logged in, click the "Submit a Manuscript" link on the Author Center screen.
6. Enter data and answer questions as prompted
7. Click on the "Next" button on each screen to save your work and advance to the next screen.
8. You will be prompted to upload your files:
  - Click on the "Browse" button and locate the file on your computer.
  - Select the description of the file in the drop down next to the Browse button.
  - When you have selected all files you wish to upload, click the "Upload" button.
9. Review your submission (in both PDF and HTML formats) before sending to the Editors. Click the "Submit" button when you are done reviewing.

You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation via e-mail. You can also log-on to Manuscript Central at any time to check the status of your manuscript. The Editors will send you information via e-mail once a decision has been made.