UGANDA VETERINARY ASSOCIATION

ABSTRACT SUBMISSION PREPARATION CHECKLIST

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- CONFERENCE ABSTRACTS: Prepare the Ms Word text to be pasted in the appropriate form field and the abstract text file for upload during the submission process.
- All Abstracts for full paper and Book of Abstracts, should not exceeds 250 words limit, must include 3 to 5 key words, Authors and affiliations, and E-mail of the lead author
- FULL PAPER: Make sure that the submission has not been previously published, and is not currently being considered by another journal for publication. Submission process will follow all steps for full paper submission
- FULL PAPER: The text in is double-spaced; uses a 12-point font; structure and styles adheres to the guidelines; Figures and tables are placed within the text at the appropriate points, rather than at the end.
- FULL PAPER: The text adheres strictly to the bibliographic requirements outlined in the Author Guidelines
- I confirm that all authors listed in the abstract/manuscript have contributed to the work, have seen, reviewed and approved the submission

Author Guidelines

Interested in submitting a full conference paper?. We recommend that you review the journal's section policies and the Author guidelines **described below**. Authors need to (**register here**) prior to submitting any Abstract or conference paper or, if already registered, can simply (**login)** and begin the submission process.

Please note that currently we only publishes papers presented in Uganda Veterinary Association Annual Scientific Conferences.

Preparation of manuscripts

Manuscripts should be in grammatically correct and consistent using either United Kingdom (UK) or United States (US) English. Manuscripts submission must be in MS word format. All pages of the manuscript should be numbered, double-spaced with font 12 of Times New Romans and line numbered. Table pages and figure captions should also be double-spaced. All acronyms

(abbreviations) used must be spelled out in the first instance followed immediately by the acronym in parenthesis. Subsequent references to the relevant subject may be satisfied by use of the acronym alone.

Regular article

Assemble the manuscript in the following order: Title Page, Summary, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References, Tables and Figure Legends. Subtitles may be used within sections. The total number of words in the whole manuscript should be between 2500 and 5000 excluding Tables, Figures, and References.

Title page

The **Title Page** should include the authors' initials of first and any other names followed by surnames, and affiliations, a running title of fewer than 60 characters and spaces, the name of the corresponding author along with email information. **Emails of co-authors should not be included in the title page but must be supplied during online submission (insert link)**

Summary (Abstract)

Summary should be unstructured, one paragraph in length and include background and aim or hypothesis tested, experimental approaches used, main findings and major conclusions. Literature is not cited, and figures and tables are not called out or presented. It should not exceed 250 words. It must be factual and comprehensive. General statements (e.g. "the significance of the results is discussed") should be avoided. List five to seven key words.

Introduction

Introduction should provide sufficient background information to make the paper understandable to colleagues from a broad range of biological disciplines. It should provide adequate literature with relevant citations.

Material and Methods

Material and Methods should include a detailed description of the experimental or analytical design, methodologies and techniques including clear statements of both dependent and

independent variables. The section should be complete enough to allow experiments to be reproduced. References to previously published methods should be used where possible. Methods in general use need not be described in detail.

Results

Results should carefully describe the data and any experimental limitations. Wherever possible, data should be presented in form of Tables and Figures and these should abide to Tables and Figures format described elsewhere in this document. Detailed interpretation of data should not be included in the Results but should be put into the Discussion section. The number of Tables and Figures should not be more than 5.

Discussion

In **Discussion** section, results should be discussed concisely and adequate literature citation relevant to the subject of discussion should be provided. A conclusion of the study should be provided at the end of the discussion.

Acknowledgment

The **Acknowledgment** should include all sources of financial support for the research reported. Remove # or No. before grant numbers. The word "acknowledgment" should be made singular or plural depending on how many entities are thanked.

Conflict of interest

Authors should include a declaration statement regarding conflict of interest during submission process. In case there is no conflict of interest, authors can include a statement: "Authors do not have any conflict of interest"

Reviews

Reviews must be invited by the Editor prior to preparation and submission.

Short communications

Short communications like case reports are limited to a maximum of three Figures and one Table. They should present a complete study that is more limited in scope than is found in full-length papers. They are not designed for presentation of preliminary or fragmentary data. The items of manuscript preparation listed above apply to Short Communications with the following differences: (1) Summary is limited to 200 words; (2) instead of a separate Materials and Methods section, experimental procedures should be incorporated into Figure Legends and Table footnotes; (3) Results and Discussion are combined into a single section.

References

References should be cited in the text by author's name and date. Use the first author and et al if there are more than two authors. Arrange multiple references appearing in the same in- text citation from earliest to most recent. To distinguish more than one reference by the same author(s) in one year, use letters such as 2007a, 2007b. The final reference list should be alphabetized and contain only articles published or accepted for publication. An author alone precedes an author with coauthors. When there are more than 8 authors, use *et.* al after listing the first three names. Journal title abbreviations should follow those used in Index Medicus or Serial Sources for the Biosis Data Base. An example of the correct form of intext citations using two references is; Mbassa *et al.,* 2003; Shirima and Kambarage, 2017.

The listings in the References would be:

Journal article, up to 8 authors

Mdegela RH, Tiringa P, Ngowi HA, Kazwala RR, Mtambo MMA. Prevalence of ectoparasites in domestic and feral cats in Morogoro municipality and Serengeti district in Tanzania. *Tanz Vet J* 22: 125-131, 2005.

Journal article, more than 8 authors

Mbassa GK, Singine EK, Pereka AE, et al. Differential features of erythrocytes of African free ranging chicken (Gallus gallus domesticus) and the greater flamingo (*Phoenicopterus ruber roseus*) of Lake Manyara National Park. *Tanz Vet J* 22: 102-111, 2005.

Article in a book

Mwakitumbi SM, Ramadhan Y, Makale JJ. Interactions Maasai cattle and wildebeests of Ngorongoro. In: The Epidemiology of Malignant Catarrhal Fever in Tanzania, ed Shoo AJ, Mushi KL, Aloo HJ. Mzumbe Book Project, Morogoro, 2001.

Books

Shoo AJ, Mushi KL, Aloo HJ. The Epidemiology of Malignant Catarrhal Fever in Tanzania. Mzumbe Book Project, Morogoro, 2001.

Total number of references for original article should not exceed 50