



Journal of the Faculty of Veterinary Medicine, Istanbul University

Instructions for authors

In the “Journal of the Faculty of Veterinary Medicine , Istanbul University”; research articles, short communications, review articles, position papers, case reports and letters to the editors focusing on veterinary medical fields (basic sciences, clinical sciences, animal breeding and husbandry, animal welfare, genetics, animal nutrition and nutritional diseases, zoonosis, preventive medicine, veterinary public health, food hygiene, etc.) are published. The journal is published twice a year (in January and July).

The abbreviated name of “Journal of Faculty of Veterinary Medicine, Istanbul University” is “J. Fac. Vet. Med. Istanbul Univ.”; the Turkish name is “Istanbul Üniversitesi Veteriner Fakültesi Dergisi”; the abbreviated Turkish name is “Istanbul Üniv. Vet. Fak. Derg.”.

The articles should not be previously published elsewhere in whole or in part except for “thesis and presentation summaries”.

If an ethical committee approval is required for the procedures used in the paper submitted to the journal for publication; the name of the institute issuing the ethical committee approval, the approval number and date should be indicated in the “Material and Method” section of the article. The editorial board may request a copy of the ethical committee approval document if needed.

The publication of the article is free of charge.

All kinds of responsibilities relevant to the scientific ethics of the studies rely on the authors.

Submission

The articles requested to be published in the Journal of the Faculty of Veterinary Medicine, Istanbul University should be submitted to the journal secretariat via e-mail ([vetdergi@istanbul.edu.tr](mailto:veterdergi@istanbul.edu.tr)). The manuscript should be prepared in MS-Word program. At submission; the article type (research article, review, short communication, position paper, case report or letter to the editor), corresponding author for the article and the correspondence address, e-mail address and telephone number of the corresponding author should be specified.

At the initial submission, the authors should fill in complete “authors’ statement and copyright release form” for the publication, should sign it and submit it to the editorial board. This form can be sent to the journal secretariat in original signature; or the signed form can be scanned, saved as PDF or JPG and then sent to the journal secretariat via e-mail. The “authors’ statement and copyright release form” is present at the website of the journal (<http://vetjournal.istanbul.edu.tr/pdf/copyrelease.pdf>) and in each printed issue of the journal.

Articles deemed incomplete or not conforming the rules of the Journal are not assessed by the editorial board and are returned back to the authors.

Documents to be sent to the journal secretariat at initial submission are as follows:

- Text and tables of the article (in MS-Word format)
- Article appendices (figure, drawing, photograph, etc.)
- Authors’ statement and copyright release form
- A cover letter by the corresponding author giving a written assurance that the article is not published and / or is not under consideration for publication elsewhere; and that the article will not be sent to any other journal requesting publication before the assessment process is completed at the “J. Fac. Vet. Med. Istanbul Univ.”. The cover letter should also clearly specify the type of the article and the correspondence address of the corresponding author.

Article evaluation processes

Each article reaching the journal secretariat is first given an article number and the status of the article can be followed at the website of the journal (<http://vetjournal.istanbul.edu.tr/Status-of-submitted-articles.html>). All articles presented to the journal are first subject to technical evaluation. At the technical evaluation phase; the manuscripts are checked for completeness and for compliance with the requirements and standards of the journal and are **screened with software designed to detect plagiarism**. The articles are then subjected to preliminary assessment by the editorial board taking into consideration their compliance with the journal and scientific quality criteria. Articles passing the preliminary assessment phase are then sent to minimum two peer reviewers in the field. The editorial board is authorized to decide to take the submitted article to assessment; the editorial board may reject an article or ask for revision without sending it to a peer reviewer.

Authors may be asked to make a revision in the articles based on peer reviewer comments. Authors are requested to send to the journal secretariat their revisions or explanations within max. 1 month.

The first proofs of the articles selected to be published are e-mailed to the corresponding authors and the galley proofs are asked to be checked. At this stage, no new additions can be made to the articles and the articles cannot be withdrawn. Only typographic spelling mistakes can be corrected. Authors are responsible for the errors present in published articles. An Erratum cannot be published for the spelling mistakes on the copy approved by the corresponding author for publication.

Evaluation Flow Chart



Types of articles

Research Article: These are articles prepared on subjects in the fields of the journal, based on scientific research and original quality. Research articles should be constituted of “Abstract, Introduction, Material and Methods, Results, Discussion and References” sections. Research articles submitted to be published in the journal should not exceed 20 pages excluding cover page. If necessary, authors may include an “Acknowledgement” section after the “Discussion” section to indicate the necessary explanations.

Short Communication: These are articles of limited scope (limited number of samples analyzed, etc.) but are based on scientifically sound research presenting important and new knowledge. Short communications should be prepared in the format of a research article and should not exceed 10 pages excluding the cover page. Tables and figures used in these papers should be limited to a total of five.

Review: These are articles containing novelties in the fields of the journal, using up-to-date references. “Invited reviews” are considered to be published in the journal. However, review articles by experts and experienced researchers are also taken into evaluation. In such cases, the author(s) preparing the review should either have conducted a research on the review subject or have consulted a master’s or doctorate thesis, and have cited this study in the references section of the article. Tables, drawings and pictures used in the reviews should be a maximum total of 10. They should not exceed 20 pages excluding the cover page. Reviews must contain “Abstract, Introduction, Conclusion and References” sections.

Position Paper: This is an article giving information and commenting in the field of veterinary medicine and livestock breeding at national or regional level. Usually the invited position papers are preferred; however, position paper articles submitted for publication in the journal can also be evaluated.

Case Report: These are articles consisting of scientifically sound knowledge and presenting new or rarely observed cases yet not based on any planned research of the authors. These articles are limited to 15 references; and these references should be up-to-date. They should be maximum 5 pages excluding the cover page; and should consist of “Abstract, Introduction, Case, Discussion and References” sections.

Letter to the Editor: These are articles that intend to take attention to certain subjects, emphasize up-to-date subjects or encourage to create discussion / forum on various situations, explicating a certain subject. These papers should not exceed 3 pages and should indicate up-to-date subjects.

Guidelines for Preparing an Article

1. The article should be written in Turkish or English. English version is preferred.
2. While preparing an article for the journal, first of all the latest issue of the journal and its format should be controlled.
3. The text and the tables of the manuscript should be typed in MS-Word program.
4. The manuscript should be typed in double-space on A4 size (210 x 297 mm) paper using Calibri style 11 point font leaving margins of 3 cm around the text. The text should be aligned at each side.
5. Excluding the cover page, each page should be numbered at the bottom right side and all pages should have line numbers starting with 1 on each consecutive page.
6. Abbreviations used in the articles should be given in the internationally accepted norms. They should be given in full form at first mention with the abbreviated form given in parenthesis. The following mentions should only be in the abbreviated forms.
7. Decimal numbers should have “commas” to notate decimals in the Turkish manuscripts whereas the English ones should have “point”.
8. Section titles of the article like the “Introduction”, “Material and Methods” should be typed in bold letters and centered on the page. Subtitles in the text should again be typed in bold letters but left-aligned. All titles and subtitles should be unnumbered. Only the initial letters of the section titles must be in capital letters.
9. Class and species names in Latin should be typed in italicized. Italic letters should be avoided in other situations.
10. All measurements should be according to SI (Systeme International).

11. Substances and products used in the research should not be stated with their commercial names.

Cover page: The cover page should be in the following sequence: the title of the article, names and surnames of the authors, institutional affiliations, name and contact information of the corresponding author.

The title should be brief and informative identifying the nature of the subject matter; it should not exceed 15 words, only the first letters of the words should be in capital letters. The full title should be in bold letters. The articles in Turkish should also have an English title below the Turkish one.

Following the article title, names and surnames of all persons taking part in the study should be clearly indicated. Authors' names should be marked with superscript consecutive numbers (^{1, 2}) and immediately following the names of the authors, the necessary information should be given for each superscript number indicating the institution each author is affiliated. The corresponding author should be identified by an asterisk "*" after the name and right after the institution information of the authors, the name and surname of the corresponding author, address for correspondence, e-mail address, telephone and fax numbers should be clearly and completely given.

(Example: Mustafa AYDIN¹, Ayse E. YILMAZ^{2*})

When necessary, explanations about the article such as the origin thesis (PhD. study), congress presented, etc. must be indicated at the end of the cover page by using "#" at the end of the title.

The second page should start with the article title; authors' names and addresses should not be indicated.

Abstract: In articles prepared in Turkish, first the Turkish title and the abstract should be given which should then be followed by the English title and abstract. It is not required to include a Turkish title and abstract for the articles written in English. The abstracts should include the necessary details and should reflect the study in complete (aim, material and method, results and conclusion). This section should not exceed 400 words in research articles, 300 words in position papers and reviews and 200 words in case reports and short communications. Abstract section should not include the paragraphs, footnotes, references, citations to the figures and tables and there should not be any undefined abbreviations.

Key Words: Just below the Turkish and English abstracts, 3 to 6 key words should be provided relevant to the content of the paper. While selecting the key words, care should be given to comply with the internationally accepted abbreviations.

Introduction: This is the section where the background is given. In this section, results of previous studies in the field and the references are linked to exhibit the aim and importance of the study. The aim of the study should be clearly indicated at the end of the "Introduction" section.

Materials and Methods: Materials and methods used within the article, analysis conducted and the statistical methods used should be given in detail referring to appropriate references. Methods that have been published previously and well accepted can be briefly described specified by reference.

Results: Data obtained in the studies should be presented as brief, appropriate and clear. This section should not contain the results of other studies. Repetition of the tables and figures should be avoided, important points should be emphasized and there should be no unnecessary repetitions. Statistical evaluations of the results should be indicated.

Discussion: In this section the results of the study are evaluated, compared with the references and discussed; results are interpreted and concluded. "Results" and "Discussion" sections may be combined, if desired. Authors may give a separate "conclusion" section following the "Discussion" section, if needed. In the review articles, instead of a discussion section, there should be a conclusion section following the introduction section where an interpretation takes place relevant to the case explicated.

Acknowledgements: In this section, authors may give any additional information and acknowledge the supporting institutions and persons that have made a contribution.

References: The reference list should be arranged in alphabetical order. Only works that have been published or accepted for publication are to be listed as references. References to papers accepted but

not yet published should be designated as 'in press'. Authors should ensure that all those in reference list appear as citations in the text.

Citation of a reference within the text:

While citing in the text, the publication year of the reference should be enclosed in round brackets after the surname of the author(s). [Example: 'Bell (2005) reported that...'; 'Nielsen and Engberg (2006) reported that...'; 'Doyle et al. (2007) reported that...']. If the citation takes place at the end of the sentence, then the author's name and the publication year should be given in round brackets [Example: 'It has been reported that... (Bell, 2005)'; 'It has been reported that...' (Nielsen and Engberg, 2006); 'It has been reported that... (Doyle et al., 2007)']. If there are citations to more than one reference, then first an alphabetical, then a chronological order should be arranged [Example: It has been reported that... (Bell, 2005; Bell, 2008; Doyle et al., 2007; Nielsen ve Engberg, 2006; Willis and Murray, 1997)]. Publications by the same author in the same year should be identified with a, b, c (in small letters) [Example: It has been reported that... (Bell, 2005a; Bell, 2005b; Bell, 2005c ...)]. Excessive references should be avoided in citation.

Arranging the reference list:

In reference list, authors' names and year of publication should be in bold letters. Reference list should be arranged as follows:

a. Reference to an article:

Surname and the first letter of the name of authors should be specified. Then should follow the year of the publication, the title of the article, the full name of journal, volume and page numbers of the article.

Examples:

Cohen, N.D., Vontur, C.A., Rakestraw, P.C., 2000. Risk factors for enterolithiasis among horses in Texas. *Journal of the American Veterinary Medical Association* 216, 1787-1794.

Rajmohan, S., Dodd, C.E., Waites, W.M., 2002. Enzymes from isolates of *Pseudomonas fluorescens* involved in food spoilage. *Journal of Applied Microbiology* 93, 205-213.

Ono, K., Yamamoto, K., 1999. Contamination of meat with *Campylobacter jejuni* in Saitama, Japan. *International Journal of Food Microbiology* 47, 211-219.

For articles accepted for publication and a DOI number assigned but not yet published; the DOI number should be stated at the end of the identity of the article.

McGregor, B.A., Butler, K.L., 2014. The value of visual fleece assessment in addition to objective measurements in identifying Angora goats of greater clean mohair production. *Small Ruminant Research*, in press (DOI: 10.1016/j.smallrumres.2014.04.001).

b. Reference to books

The surnames and the first letters of the names of the authors (or editor) should be given. Then should follow the publication year of the book, its name, publisher or institution and place of publication.

If the reference is to a chapter of a book, then following the names of the authors of the chapter, publication year of the book, title of the chapter, surname and the first letter of the name of editor, name of the book where the referred chapter takes place, publisher or institution, publication place, page numbers of chapter should be listed.

Examples:

Combs, G.F., 1992. *The Vitamins: Fundamental Aspects in Nutrition and Health*. Academic Press, San Diego.

Concannon, P.W., 1986. *Physiology and Endocrinology of Canine Pregnancy*. In: Marrow, D.A. (Ed.), *Current Therapy in Theriogenology*. Philadelphia, W.B. Saunders Company, pp. 491-497.

Perkins, J.B., Pero, J., 2002. *Vitamin biosynthesis*. In: Sonenshein, A., Hoch, J., Losick, R. (Eds.), *Bacillus subtilis and Its Closest Relatives: from Genes to Cells*. ASM Press, Washington D.C., pp. 271-286.

Kramer, J.M., Gilbert, R.J., 1989. Bacillus cereus. In: Doyle, M.P. (Ed.), Foodborne Bacterial Pathogens. Marcel Dekker, New York, pp. 22-70.

c. Reference to a thesis

Surname and the first letter of the name of the author should be given in bold letters; year of acceptance of the thesis, the title, the type (master or PhD), the university and the institute should be specified.

Example:

Ekiz, B., 2000. The possibilities of using German Blackheaded Mutton genotypes to get high quality lambs from Kivırcık ewes. PhD Thesis, Istanbul University Institute of Health Sciences, Istanbul.

d. Reference to a web site on the internet

Surnames and the first letters of the names of the authors are given (in cases where there are no author names, the name of the web site or source is stated). Then, the year, name of the article, publisher if any, internet addresses and accession date is recorded.

Example:

FDA, 2001. Effect of the use of antimicrobials in food-producing animals on pathogen load. Systematic review of the published literature. <http://www.fda.gov/cvm/antimicrobial/PathRpt.pdf> (Accessed 14.12.2001)

Cleveland, C.W., Peterson, D.S., Latimer, K.S., 2005. An Overview of Canine Babesiosis. Clinical Pathology. College of Veterinary Medicine, The University of Georgia: <http://www.vet.uga.edu/vpp/clerk/Cleveland> (Accessed 17.12.2005).

Thierry, F., 2006. Contagious equine metritis: a review. Equine Reproductive Infections: <http://www.equinereproinfections.com> (Accessed 07.07.2006).

FSAI, 2008. Report of the Implementation Group on Folic Acid Food Fortification to the Department of Health and Children. Food Safety Authority of Ireland:

<http://www.fsai.ie/assets/0/86/204/cc3c2261-7dc8-4225-bf79-9a47fbc2287b.pdf> (Accessed 20.06.2008)

e. References to proceedings

Surname and the first letter of the name of the author(s) should be followed by the year of the meeting, title of the communication, name of the meeting, location of the meeting and page number in the proceedings book.

Examples:

Cardinali, R., Rebollar P.G., Mugnai, C., Dal Bosco, A., Cuadrado, M., Castellini, C., 2008. Pasture availability and genotype effects in rabbits: 2. development of gastro-intestinal tract and immune function of the vermiform appendix. In: Proc. 9th World Rabbit Congress, Verona, Italy, 1159-1164.

Mauget, R., Legendre, X., Comizzoli, P., 1998. Assisted reproductive technology in sika deer: a program to preserve endangered deer subspecies. In: Proc. 4th Int. Deer Biology Congress, Kaspovar, 185-186.

Tables: Tables should be consecutively numbered, should have a brief and self-explanatory title and should be cited with table numbers (e.g. Table 1) within the text. The title of each table should be typewritten above the corresponding table. Articles prepared in Turkish must have English titles below the table titles. Abbreviations used in the table and the relevant explanations should be given below the table. Font size should never be smaller than 9 points in the tables. Vertical lines should be avoided in the tables.

Figures: Photographs, graphics and drawings used in the text should be used as figure in the text. Figures should be numbered consecutively and should be brief; referrals within the text should be to figure numbers (e.g. Figure 1). Titles of the figures should be below the figures. Articles prepared in Turkish must have English titles below the Turkish figure titles. Specific parts of the figures where attention is to be drawn should be marked and the explanatory matter should be placed in figure footnotes for these parts.

Tables and figures should be submitted in separate pages at the end of the manuscript; places in the text where the tables and figures will be inserted should be clearly specified. Photographs should be printed on glossy paper, the figure numbers and titles in the text should be written on the back side. For the manuscripts that will be submitted by electronic mail, all the figures should be scanned at 600 dpi resolution and saved in TIFF or JPG format.