



Acta Veterinaria Brasilica
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Guide for authors

1. Types of articles

The manuscripts must be original and may be the result of research, clinical cases, short communication, abstracts and works from annals events. These latter two types can only be submitted after contact and previous agreement with the Editorial Board of this journal.

The articles resulting from research work must be theoretically well-founded and their execution must follow scientific methodology and justified for the proper goals.

All the papers involving the use of animals, regardless of its species, must present the approval number by the Ethics Committee from the institution of origin of the work, in the body of the submitted manuscript, and the copy of the document which proves such approval must be attached as supplemental document during submission. For omitted cases, please, consult the Editorial Board of this journal before initiating the submission process.

All the papers involving human beings must present the approval number by the Ethics Committee in Research ("CEP") in the body of the submitted manuscript and the copy of the document which proves such approval must be attached as supplemental document during submission.

1.1. Scientific Article

- It is the full report of an experimental work. It's based on the premise that the results are subsequent to the planning of research;
- Text sections: Title, Authors and Filiation, Abstract, Keyword, Introduction, Material and Methods, Results, Discussion (or Results and Discussion), Conclusions, Acknowledgements (if applicable) and References;
- The authors' names must be placed in full below the title, followed by numbers which will be repeated for the institution specification to which they are affiliates, indicating the corresponding author (informing the e-mail). **In the submitted article's first version, the authors' names and their respective filiations must be omitted, even if the content is in a format other than text (audiovisual).**

They must only be added in the manuscript's final version and the journal's metadata at the time of submission;

- The abstract must contain, at least, 100 words and, at most, 250 words. The number of keywords is from 3 to 5, and must not repeat the ones contained in the title. The keywords must come separated by semicolons;
- The total of pages must not exceed the number of 20 (text editor format), including tables, charts and figures;
- It is suggested that the references are, mostly, updated, that is, published at least in the last four years. It is recommended the non-use of references of books, handouts and web sites. The references from simple or expanded abstracts and complete works in annals of events are, in many occasions, of difficult retrieval. Hence, we suggest that this kind of source **is not used** as reference. Regarding the thesis, dissertations and monographs, we request that only documents from **the last four years** are used, and when the respective scientific paper published in a journal does not exist.
- We recommend a **maximum of 6 (six)** authors per submitted manuscript. If this number is superior to the recommended, we request that the coordinator of the team or the first author, send at the item "comments to the editor", justification for such situation. It will be the editorial team's responsibility to decide whether the conduct of this manuscript, in these situations, will occur normally.

1.2. Case report

- Reporting the occurrence of clinical cases when it is not frequent in the city/region/country or species, or the reports about such in literature are scarce;
- Text sections: Title, Authors and Filiation, Abstract, Keyword, Introduction, Sample Case Report, Discussion and Conclusions, Acknowledgements (if applicable) and References;
- The authors' names must be placed in full below the title, followed by numbers which will be repeated for institution specification to which they are affiliates, indicating the corresponding author (informing the e-mail). **In the submitted article's first version, the authors' names and their respective filiations must be omitted, even if the content is in a format other than text (audiovisual). They must only be added in the manuscript's final version, after accepted for publication, and journal metadata at the time of submission;**
- The abstract must contain, at least, 100 words and, at most, 250 words. The number of keywords is from 3 to 5, and must not repeat the ones contained in the title.
- The total of pages must not exceed the number of 10 (text editor format), including tables, charts and figures;
- It is suggested that the references are updated, that is, published at least in the last

four years. It is recommended the non-use of references of books, handouts and web

sites. The references from simple or expanded abstracts and complete works in annals of events are, in many occasions, of difficult retrieval. Hence, we suggest that this kind of source **is not used** as reference. Regarding the thesis, dissertations and monographs, we request that only documents from **the last four years** are used, and when the respective scientific paper published in a journal does not exist.

- We recommend a **maximum of 6 (six)** authors per submitted manuscript. If this number is superior to the recommended, we request that the coordinator of the team or the first author, send at the item "comments to the editor", justification for such situation. It will be the editorial team's responsibility to decide whether the conduct of this manuscript, in these situations, will occur normally.

1.3. Short communication

- A concise way, but with complete description of a punctual or ongoing (preliminary note) research, with bibliographic documentation and complete methodology, as a regular scientific article;
- Text sections: Title, Authors and Filiation, Abstract, Keyword, Introduction, Material and Methods, Results, Discussion (or Results and Discussion), Conclusions, Acknowledgements (if applicable) and References;
- The authors' names must be placed in full below the title, followed by numbers which will be repeated for institution specification to which they are affiliates, indicating the corresponding author, informing the e-mail. **In the submitted article's first version, the authors' names and their respective filiations must be omitted, even if the content is in a format other than text (audiovisual). They must only be added in the manuscript's final version, after accepted for publication, and journal metadata at the time of submission;**
- The abstract must contain, at least, 100 words and, at most, 250 words. The number of keywords is from 3 to 5, and must not repeat the ones contained in the title.
- The total of pages must not exceed the number of 8 (text editor format), including tables, charts and figures;
- It is suggested that the references are updated, that is, published at least in the last four years. It is recommended the non-use of references of books, handouts and web sites. The references from simple or expanded abstracts and complete works in annals of events are, in many occasions, of difficult retrieval. Hence, we suggest that this kind of source **is not used** as reference. Regarding the thesis, dissertations and monographs, we request that only documents from **the last four years** are used, and when the respective scientific paper published in a journal does not exist.
- We recommend a **maximum of 6 (six) authors** per submitted manuscript. If this number is superior to the recommended, we request that the coordinator of the team or the first author, send at the item "comments to the editor", justification for such

situation. It will be the editorial team's responsibility to decide whether the conduct of this manuscript, in these situations, will occur normally.

1.4. Abstracts and Annals Events

The norms must obey the ones established by the scientific committee of the event in question and can only be submitted after contact and previous agreement with the Editorial Board of this journal.

2. General Observations (valid for all sections)

- **Language:** the papers can be submitted in Portuguese or English; **however, those written in Portuguese must be translated to English after the manuscript is accepted. Only manuscripts written in English along with a translation certificate will be published.** All the norms of orthography and grammar currently in effect for this language must be adopted thoroughly. In case of authors non-native of these languages, the article must be edited by a company providing this service or native in that language and the proof of linguistic revision must be sent at the time of submission through the "Transfer of Supplementary Documents" field. We recommend the following companies:

- <http://www.proof-reading-service.com>;
- <http://www.academic-editing-services.com/>;
- <http://www.publicase.com.br/formulario.asp>;
- <http://www.journalexerts.com>;
- <http://www.webshop.elsevier.com/languageservices>;
- <http://wsr-ops.com>;
- <http://www.journaleditorsusa.com>;
- <http://www.queensenglishediting.com/>;
- <http://www.editage.com.br/manuscriptediting/index.html>;
- <http://www.canalpage.com>;
- <http://www.stta.com.br/servicos.php>;
- <http://americanmanuscripteditors.com/>.

The Acta Veterinaria Brasilica points out that the articles submitted in English, with language certification review, will have priority on the processing, considering the requirements regarding the process of internationalization of scientific journals recommended by important indexing bases.

- **Formatting:** Articles must be presented in compatible file with the text editor program, preferably Microsoft Word (DOC or RTF format). The page size must be A4 (210 x 297 mm) with margins of 2.5 cm. The text must be typed in line spacing 1.5, Times New Roman font, normal style, size 12 and paragraph without indentation, with space between paragraphs. Pages and lines must be numbered; the pages numbers must be placed in the inferior margin, centralized and the lines must be numbered in a continuous way;

- **Tables:** It is preferred with portrait orientation. They will be numbered consecutively with Arabic numerals in the superior part. Do not use vertical lines. Horizontal lines must be used to separate the header title from the content, besides one in the end of the table. Each data must occupy a distinct cell. Do not use bold or capital letter in the header. It is recommended that tables present 8.2 cm in width, not superior to 17 cm;
- **Figures:** Charts, photographs, photomicrography, diagrams, org charts or drawings will be denominated in general as Figure succeeded by crescent Arabic numeration and label in the **superior part**. After the illustration, at the bottom, indicate the source consulted (mandatory element, even if it is the author's own production), legend, notes and other information necessary for their understanding (if any). The illustration should be quoted in the text and inserted as close as possible to the section to which it refers. One must use software compatible with Microsoft Windows to prepare charts. Resolution must have maximum quality with at least 300 dpi. Figures must present 8.5 cm in width, not superior to 17 cm. Cambria must be the font used, body 10 and do not use bold in the axis identification. **Tables and figures must be inserted right after their first citation in the text.**
- **Equations:** they must be typed using the Equation Editor of Word, with Times New Roman font. The equations must receive a crescent Arabic numeration and present the following size pattern: Entire = 12 pt Subscribed/superscript = 8 pt Sub-subscribed/superscript = 5 pt Symbol = 18 pt Sub-symbol = 14 pt. These definitions are found in the equation editor of Word.
- **Metadata:** The metadata may not be altered after initiating the processing whatsoever, that is, **it will not be possible to add new authors' name after initiating the processing or acceptance of manuscripts.**

3. Fees

- This journal has not submission charge;
- After the round(s) of evaluation(s) and, in case of the manuscript has the final editorial acceptance, the authors responsible for the manuscript shall proceed with the payment of the PUBLICATION FEE in the amount of R\$ 500.00 (five hundred reais) per article within 30 (thirty) days from the communication of the acceptance. Payments must be made via Invoice and must follow the same system of communication to this Editorial Board. If this payment is not made or communicated, within the period stipulated above, the procedure will be closed and the manuscript archived;
- Guidelines for the issuance and payment of the Invoice (Publication Fee) should be solicited to address email "secretariaavb@gmail.com".

4. References

- The bibliographic citations in the text will be made by the author and year system. E.g. With 1 (one) author, use Torres (2008) or (Torres, 2008); with 2 (two) authors, use Torres; Marcos Filho (2002) or (Torres; Marcos Filho, 2002); with 3 (three) authors, use França; Del Grossi; Marques (2009) or (França; Del Grossi; Marques, 2009); with more than three, use Torres *et al.* (2002) or (Torres *et al.*, 2002). In case of two works are not distinguished by these elements, the differentiation will be made by adding lower case letters to the year, in both.
- If there is more than one reference within the parentheses, they must be presented in alphabetical order and separated by semicolons. E.g.: (França; Del Grossi; Marques, 2009; Torres, 2008; Yan *et al.*, 1999).
- The reference to personal communication and non-published data must be made in the text itself, in parentheses, with citation of name(s) or author(s). The list of references must include only selected bibliography at work and that has served as a source for direct consultation.
- The list of references must be alphabetically ordered by first author's surname, registering the names of all authors, except when superior to three authors, the title of each publication and, in full, the periodic or work's name, using the **current norms of the Brazilian Association of Technical Standards - ABNT**.

RULES FOR AUTHOR ENTRY

Until 3 (three) authors

All the names are mentioned, in the order they appear in the publication, separated by semicolons.

E.g. TONETTI, A.; BIONDI, D. Dieta de capivara (*Hydrochoerus hydrochaeris*, Linnaeus, 1766) em ambiente urbano, parque municipal tingui, Curitiba-PR. **Acta Veterinaria Brasilica**, v. 9, n. 4, p. 316-326, 2016.

More than 3 (three) authors

Only the first name is mentioned, adding the expression *et al.*

E.g. GONÇALEZ, P. O. *et al.* Lobação e distribuição intraparenquimal da artéria hepática em coelhos (*Oryctolagus cuniculus*). **Acta Veterinaria Brasilica**, v. 9, n. 4, p. 301-305, 2016.

Degree of kinship

HOLANDA NETO, J. P. **Método de enxertia em cajueiro-anão-precoce sob condições de campo em Mossoró-RN**. 1995. 26 f. Monografia (Graduação em Agronomia) – Escola Superior de Agricultura de Mossoró, Mossoró, 1995.

COSTA SOBRINHO, João da Silva. Cultura do melão. **Cuiabá**: Prefeitura de Cuiabá, 2005.

REFERENCES MODELS:

a) Articles of journals: crucial elements:

AUTHOR. Title of the article. **Title of the journal**, Place of publication (city), volume No, issue No, initial-final pages, month (abbreviated), year.

E.g. GONÇALEZ, P. O. *et al.* Lobação e distribuição intraparenquimal da artéria hepática em coelhos (*Oryctolagus cuniculus*). **Acta Veterinaria Brasilica**, v. 9, n. 4, p. 301-305, 2016.

b) Books or handouts: must be referenced in the following way:

AUTHOR. **Title**: subtitle. Edition. Place (city) of publication: Publisher, date,. Number of pages or volumes. (name and serial number)

E.g. RESENDE, M. *et al.* **Pedologia**: base para distinção de ambientes. 2. ed. Viçosa, MG: NEPUT, 1997. 367 p.

OLIVEIRA, A. I.; LEONARDOS, O. H. **Geologia do Brasil**. 3. ed. Mossoró: ESAM, 1978. 813 p. (Coleção mossoroense, 72).

c) Books or handouts, partly (Book chapter):

AUTHOR OF THE CHAPTER. Title of the chapter. In: AUTHOR OF THE BOOK. **Title**: subtitle of the book. Edition number. Place of publication (city): Publisher, date. Indication of the volume, chapter or pages of the initial-final part.

E.g. BALMER, E.; PEREIRA, O. A. P. Doenças do milho. In: PATERNIANI, E.; VIEGAS, G. P. (Ed.). **Melhoramento e produção do milho**. Campinas: Fundação Cargill, 1987. v. 2, cap. 14, p. 595-634.

d) Dissertations and Theses: (only recent citation will be allowed, PUBLISHED IN THE LAST THREE YEARS PRIOR TO THE WRITING OF THE ARTICLE). It is referred to the following way:

AUTHOR. **Title:** subtitle. Year of presentation. Number of sheets or volumes. Category (degree and area of concentration) - Institution, place.

E.g. OLIVEIRA, F. N. **Avaliação do potencial fisiológico de sementes de girassol (*Helianthus annuus* L.)**. 2011. 81 f. Dissertação (Mestrando em Fitotecnia: Área de Concentração em Tecnologia de Sementes) - Universidade Federal Rural do Semiárido, Mossoró, 2011.

e) Articles from Annals or Abstracts : (MUST BE AVOIDED)

NAME OF THE CONGRESS, No., year, venue (city). Title... subtitle. Place of publication (city): Publisher, date of publication. Number of pages or volumes.

E.g. BALLONI, A. E.; KAGEYAMA, P. Y.; CORRADINI, I. Efeito do tamanho da semente de *Eucalyptus grandis* sobre o vigor das mudas no viveiro e no campo. In: CONGRESSO FLORESTAL BRASILEIRO, 3., 1978, Manaus. **Anais...** Manaus: UFAM, 1978. p. 41-43.

f) Literature not published, mimeographed, typewritten etc.:

E.g. GURGEL, J. J. S. **Relatório anual de pesca e piscicultura do DNOCS**. Fortaleza: DNOCS, 1989. 27 p. Datilografado.

g) Literature which authorship is one or more legal entities:

E.g. ASSOCIAÇÃO BRASILEIRA DE NORMAS TÉCNICAS. **NBR 6023**: informação e documentação – referências – elaboração. Rio de Janeiro, 2002. 24 p.

h) Literature without authorship:

E.g. NOVAS Técnicas – Revestimento de sementes facilita o plantio. **Globo Rural**, São Paulo, v. 9, n. 107, p. 7-9, jun. 1994.

i) Cartographical document:

E.g. INSTITUTO GEOGRÁFICO E CARTOGRÁFICO (São Paulo, SP). **Regiões de governo do Estado de São Paulo**. São Paulo, 1994. 1 atlas. Escala 1:2.000.

j) Electronically (CD and Internet): the documents/exclusive access information by the computer (online) are composed by the following crucial elements for your reference:

AUTHOR. Denomination or title and subtitle (if applicable) of the service or product, indication of responsibility, electronic address between the symbols < > preceded by the expression - Available from: - and the date of access preceded by the expression - Access

on:.

E.g. BRASIL. Ministério da Agricultura e do abastecimento. **SNPC – Lista de Cultivares protegidas**. Disponível em: <<http://agricultura.gov.br/scpn/list/200.htm>>. Acesso em: 08 set. 2008.

GUNCHO, M. R. A educação à distância e a biblioteca universitária. In: SEMINÁRIO DE BIBLIOTECAS UNIVERSITÁRIAS, 10., 1998, Fortaleza. **Anais...** Fortaleza: Tec Treina, 1998. 1 CD-ROM.

In case of doubts, send your question to secretariaavb@gmail.com.