

Authors' Guidelines for Tierärztliche Praxis

Categorisation of manuscripts

Tierärztliche Praxis publishes original papers, review articles, short communications and case reports in German or English (issue K, Kleintiere/Heimtiere: small animals; issue G: Groß- und Nutztiermedizin: large animals). A native speaker with veterinary background must have proofread all English manuscripts prior to submission. Manuscripts will only be sent out for review if they fulfill this requirement.

Acceptance of manuscripts

Manuscripts are submitted with the understanding that they are original contributions and do not contain data that have been published elsewhere. Should the content of your article already have been presented orally at a conference or published as an abstract, please note this in the non-anonymized manuscript version with reference to the type, place, and date of the meeting or the journal, respectively. It is taken for granted that the publication has been approved by all participating authors. Moreover, in the case of the author being subject to instructions of the institute director, this individual's consent must be obtained.

Submission of a manuscript does not guarantee its publication. Manuscripts are subject to a blinded peer review process. In case the reviewers should raise any questions or comments, the corresponding author will be informed. All accepted manuscripts are subject to copyediting and editorial revisions. The corresponding author will receive final proofs for approval. The Publisher is entitled to send submitted manuscripts to potential advertising clients upon their request.

Usage rights

With the acceptance of the manuscript the Publisher receives the exclusive rights for the usage in the sense of §§ 15ff. of the Copyright Agreement Law, also including the right for translation, multiplication, as well as the use in electronic media (e.g. internet).

The corresponding author receives a pdf-file of the article following its publication. Reprints may be ordered against payment. Additionally, the authors are granted the possibility to order literature from the program of the Thieme Group once at a 20% price reduction for the duration of 3 months.

The author is entitled to register for author remuneration with the Verwertungsgesellschaft Wort (VG Wort). Precondition is the notification of your publication. Please be informed at www.vgwort.de.

Submission of manuscripts

Manuscripts are submitted online at the URL <http://mc.manuscriptcentral.com/tprax>. Full instructions and support are available on the site. For further information see the authors' lounge (<https://www.thieme.de/de/autorenounge/fuer-zeitschriftenautoren-1789.htm>). Please ensure to use the correct e-mail addresses of your co-authors as the system automatically creates an account for them.

The manuscript is required in 2 versions; one version with all author information and affiliations and one anonymized version for the blinded review process in which all information that could lead to an identification of the authors have been removed (e.g. author names, affiliations, addresses, mentioning of institute, clinic in the manuscript text, acknowledgements)

Conflict of interest

Authors are required to acknowledge any financial interests with companies whose products are, or have been, the subject of research reported in the manuscript. Such information treated confidentially

while the manuscript is under review and will not influence the editorial decision, however when the article is accepted for publication, the article will include a short note for our readers. The information about any conflict of interest is to be included in the non-anonymized manuscript version before the reference list.

Ethical content statement, animal welfare

The research should adhere to the EU-Convention on the protection of animals used for scientific purpose (Revised Directive 86/609/EEC). This journal follows the Author Guidelines on Animal Ethics and Welfare for Veterinary Journals of the International Association of Veterinary Editors, IAVE, (www.veteditors.org) as well as the guidelines of the International Committee of Medical Journal Editors (www.icmje.org) and the Committee on Publication Ethics (www.publicationethics.org.uk).

Structure of the article

File format und general requirements

Length of the manuscript should not exceed 40,000 characters incl. spaces, case reports 25,000 characters incl. spaces. All papers should be **formatted** using 1.5 line spacing, Arial 11 pt font, and continuous line numbering.

Nomenclature and abbreviations: According to internationally approved rules, trade names of propriety brands may be stated additionally to the generic name, incl. the name of the producer. The author is responsible for the correctness of the text. Any information on dosage and method of application is supplied without liability of the Publisher and the Editor-in-Chief. The user takes full responsibility for doses and applications. All numbers are to be provided in numeric form. All manuscripts must be submitted in either Microsoft Word Format or Rich Text Format (.rtf).

Structure

First page: Title (short, concise, informative, maximum 15 words, if necessary add a subtitle) in German and English, authors (including first names), facilities, name and address of the corresponding author with phone number and e-mail address.

Second page: 4-6 keywords and summary (up to 2,300 characters incl. spaces, for case reports 1,200 characters incl. spaces) in German and English. Structure the summary of original articles with the subheadings objective, methods, results, conclusion, and clinical relevance.

Following pages: The manuscript should be concise and structured. In order to structure the main text, up to 3 levels of headings may be used. Every paper starts with a short introduction. Add a short "Conclusion for practice" following the discussion. Please indicate a possible conflict of interest (COI) in your manuscript, and insert it above the reference list.

Figures and Tables must be cited in brackets in the text in numerical order, e.g. (Fig. 1, Table 1) and included in the pertaining location in the text. Legends for figures and tables must be provided in both English and German and should not appear on the illustrations. The files for reproduction of the figures are to be submitted separately (see below). Create tables using Word and do not save them as an image file (jpg, tif, ppt). Tables should have 2 columns or more. Tables of 1 column should be set as an enumeration in the main text. Extensive tables should be avoided or classified as supplementary material (see below).

Figures

Rights of use / copyright / personal rights: In the non-anonymized manuscript version, please include the copyright holder of the pertaining figure at the end of each legend using following format: Source: J. Doe.

Unfortunately, we cannot accept images that have already been published in books, journals, or electronic products of other publishers. That is because it is almost impossible to obtain the necessary

rights of use even when licensing fees are paid. Therefore, please do not pay any licensing fees (e.g. to "RightsLink" / Copyright Clearance Center). Standard license contracts from "Creative Commons" are unfortunately also insufficient for our purposes. Please contact us if you have any questions regarding the use of images.

The personal rights of people who are recognizable on images must be protected. Please provide a written consent form for publication signed by every recognizable person. For persons under 18 years of age / persons supervised, please provide the signature of both parents / the legal guardian / supervisor. A suitable declaration of consent form can be obtained in our authors' lounge (https://www.thieme.de/statics/dokumente/thieme/final/de/dokumente/sw_%20autorenounge/Consent_Portrait_E.pdf).

We cannot accept or store illustrations in which personal data of third parties are included. Please submit images in completely anonymous form, free of personal data only!

Such data may not only be directly visible in the image (e.g., a patient name or a date of birth in an X-ray image); they can also be included in the metadata of the image, which is accessible with the appropriate software. They may also be obscured by a cropping feature (such as Powerpoint or Word), but can be made visible underneath. If you have questions about data protection regulations, please contact us before submitting your manuscript.

Technical requirements: Save figures in one of the following **formats:** jpg, tif, eps, or png with a minimum resolution of 800 dpi (line drawings) or a minimum resolution of 300 dpi at 8.5 cm width (photographs). Image files must be supplied electronically in separate files in addition to the main text. If Excel or PowerPoint **diagrams** are imported into the text, please also submit the original files. Symbols, lettering, and numbering should be clear and large enough to remain legible after the figure has been reduced to fit the width of a single column (8.5 cm). Use only one font-type size. Figures are limited to a number appropriate to the manuscript (maximum 15 figures, lower number in case reports).

Videos: preferred file format *.mp4, *.avi or *.mov, videos require legends in both English and German and an Information about the copyright owner at the beginning.

Audio files: preferred file format *.wav, audio files require legends in both English and German.

Supplementary materials

Additional figures, large tables or other material (e.g. videos) can be published online along with the electronic version of the article. Supplementary materials should be clearly referred to in the text, numbered sequentially (i.e. Supplementary Fig. 1, Supplementary Table 1) and placed at the end of the manuscript.

References

References are sorted in the order in which they occur in the text (not in alphabetical order). They must be configured according to **Index Medicus** and **Vancouver Style** (see examples below). References are arranged as cited in the text and numbered consecutively, max. 40 references (exception: review articles). Cite all references in the text with the according numbers in round brackets.

If you are working with a **citation management software** (Endnote, Zotero, Mendeley), please use the **Output Style "Thieme-German"**. It is available in the respective software or simply download it in our authors' lounge (<https://www.thieme.de/de/autorenounge/fuer-zeitschriftenautoren-1789.htm>).

Only those articles cited in the paper may be included in the reference list. Do not use capital letters for author names. In this context, authors are asked to give publications that have been published in the Tierärztliche Praxis as well as in other german-language journals adequate consideration. Editor

and publisher hold the right to refrain from printing extensive reference lists and to publish these online only.

General requirements: For articles with more than 4 authors, the first 3 authors are provided followed by “et al.” For Books all authors / editors (German „Hrsg.“, English „eds.“) and the edition should be listed. In titles of English publications, only proper names are capitalized, in book titles all nouns are capitalized. Please provide all page numbers. If the doi (digital object identifier) is available, please provide this at the end of the reference (see below).

Examples:

Journal article:

Kofler J, Erlacher H, Pagliosa G. Surgical treatment of septic subtendinous calcaneal bursitis in 2 cows. *Tierärztl Prax Ausg G* 2019; 47 (05): 316-325. doi:10.1055/a-0984-9228

Books:

Osterrieder K. Familie Poxviridae. In: Selbitz H-J, Truyen U, Valentin-Weigand P, Hrsg. *Tiermedizinische Mikrobiologie, Infektions- und Seuchenlehre*. 10. Aufl. Stuttgart: Enke; 2015: 405–418

De Lahunta A, Glass EN, Kent M, eds. *Veterinary Neuroanatomy and Clinical Neurology*. 4th ed. Philadelphia: Saunders; 2015

Online literature:

Robert Koch Institut. RKI-Ratgeber Tollwut. Online:

https://www.rki.de/DE/Content/Infekt/EpidBull/Merkblaetter/Ratgeber_Tollwut.html; last accessed: 31.07.2020

Thesis:

Kuhlemann J. *Epidemiologie und Bekämpfung der Moderhinke auf regionaler Ebene [Dissertation]*. Hannover: Tierärztliche Hochschule Hannover; 2011

Author's proofs and approval

The corresponding author will receive the galley proofs as a PDF file, together with a copyright transfer agreement (CTA) and a declaration of conflicts of interest (COI).

The author(s) should

- carefully check the galley proofs (especially numbers, units, dosages, etc.) and mark final corrections, if necessary (use only the tools offered by PDF files).
- Finally, you return the corrected PDF, together with the digitally signed CTA and COI forms.
- Please note: After the manuscript is accepted for publication by the reviewers, only formal corrections are possible – the content of the article must not be changed.

The timely return is a precondition for timely publication. The costs for exceptionally large or belatedly returned corrections can be billed by the publisher. The corresponding author is fully responsible for the correctness of the final version that he / she accepts and releases for publication. **After sending in the copyright transfer agreement, changes by the authors are no longer possible.** The date when the publisher provides the galley proofs does not allow conclusions as to the publication date of the article.

Electronic reprint for personal use

After publication, the corresponding author receives a free electronic reprint (PDF file). Authors may use it for the professional exchange with colleagues and are free to upload the file on their personal homepage. Please note that all further use of this PDF is subject to approval by the publisher. Especially any commercial use or deposition of the file in repositories (e.g. document servers of libraries and other institutions) is prohibited.

Thank you very much for your cooperation!