



AAZV Annual Conference

Abstract Submission Guidelines

General Submission Information

Authors wishing to submit either an oral presentation or poster for the conference will be required to provide a properly formatted abstract at the time of submission. Abstracts should be submitted through the online submission site, Oxford Abstracts. Notification of accepted presentations and posters will be made via email. Authors will be afforded the opportunity to make minor modifications to the content of their abstract if accepted into the scientific program.

The Oxford Abstracts submission site will walk you through the process of uploading your information and abstract. You are able to save your progress—you do not need to submit your abstract in one sitting. There are separate text boxes to fill for each portion of information needed (i.e. authors, abstract body, 1 figure or table if warranted, literature cited, footnotes, etc). The keywords will be generated by the proceedings editor and do not need to be included in your submission. You will not need to indent sections or have special spacing, as the appearance of the final abstract will be formatted by Oxford Abstracts and our proceedings editor. You will need to generate two continuing education (CE) questions with four answers each (one correct answer) that will be utilized for online conference participants. Please ensure that each question includes the common and scientific names of the species presented and that the question has enough information that it can “stand alone.” The Oxford Abstracts site will walk you through more specifics on the CE questions.

Please make sure to use an email address that will not change with employment status or training institution, as this email address will be used for all conference speaker information, communication, and contact throughout the year. You will receive a submission email from Oxford Abstracts after you start a submission. Please save this email. If you do not receive an email, please check your “spam” folder and mark it as a safe sender.

Please refer to the following formatting information and included example.

Title

The title should appear in **ALL CAPITAL LETTERS** in **BOLD PRINT**. Scientific names in the title should be written in standard format (*first letter of Genus capitalized, species all lowercase*) and italics, bold print.

Authors and Affiliations

Names and academic degrees of all authors should be input into Oxford Abstracts, where they will be formatted by the program. Periods are not used in the listing of professional degrees. Diplomate status should be reflected as "Dipl" with no periods (e.g. Dipl ACZM). Current professional affiliations (institution, city, state, and country; do not include street addresses) will be entered into Oxford Abstracts and formatted by the program.

Abstract

This abstract will appear in publication in the AAZV. Please note that abstracts 250 words or fewer are generally not considered full publications, allowing a full scientific manuscript on the same topic to be submitted elsewhere for publication. It is the author's responsibility to determine if their submission would impact future publication. Authors are advised to assess relevant journal policies regarding prior publication for any journals they are considering. The Journal of Zoo and Wildlife Medicine does allow publication of material that has been previously published as a proceedings abstract 250 words or fewer. All abstracts must adhere to the formatting guidelines. Non-adherence will negatively impact the evaluation of an abstract for potential inclusion in the scientific program. Abstracts should be a concise, factual condensation of information to be presented, accompanied by relevant supporting data; avoid including extraneous information. Your audience includes members of the association who may not be in attendance; therefore, critical information should be provided (drug dosages, anesthetic doses, trade names, product manufacturers, etc.).

If a poster or abstract has been presented elsewhere, has been previously published, or is submitted/in press elsewhere, the author must provide a "reprinted with permission" statement from the other organization. **Full manuscripts that have been previously published elsewhere are not acceptable.**

Abstracts will NOT be accepted for the following reasons:

- Only an outline is provided
- Abstract states "data will be presented" or "subject will be discussed"
- Abstracts that constitute sales pitches for products or services

Scientific names in the text should be spelled out in italics when the common name is first mentioned. Product information may be placed in footnotes to avoid that information counting in the word count. Footnotes will be entered into Oxford Abstracts and should contain the name of the medication, the concentration of the medication, and company

name, city, state, and country (ex. butorphanol, 50mg/ml, Wedgewood Pharmacy, Swedesboro, NJ, 08085, USA).

Tables and figures should fit within a 4" × 6" area and may be embedded in the abstract submission. Only one table or figure is permitted per abstract, and all tables and figures will be edited for style and formatted for publication. Style specifications for tables, figures, abbreviations, and miscellaneous items should follow the Journal of Zoo and Wildlife Medicine format available [here](#).

Literature Cited

Literature citations should appear in the abstract text with superscript numbers that follow concluding sentence punctuation. When a series of consecutive references are being cited as a group, these can be presented with hyphenated superscripts (i.e., 2-7).

Unpublished work and personal communications are listed in parentheses in the text; they are not listed in the "Literature Cited" section (see JZWM guidelines).

Citations are listed alphabetically under the "Literature Cited" section heading. The section heading is in all capital letters and bolded. References should be in normal print. All references contained in the reference list must be cited in the text.

Refer [JZWM guidelines](#) under the "Instructions for Authors" tab for the citation style. Some specific guidelines are provided below which should supersede any JZWM guidelines that may differ.

Citations should be listed in alphabetical order by first author's surname. When there is more than one paper by authors whose names appear in the same order in each paper, the papers are listed in chronological order. Papers with multiple authors but the same lead author are arranged together, alphabetically by second, and then by third, author, etc. Papers by the same authors in the same year are assigned a letter suffix (e.g., 1983a). All authors of a cited paper must be listed in the Literature Cited section (i.e., "et al." is not used). All citations must have at least one author. Scientific names should be italicized. Initials only are used for the first and middle names in all citations. Initials are placed after authors' surnames. Do not include a period or a space between initials. A comma should separate authors' names.

The names of editors of sources in which an authored reference is included (textbooks, compendia, etc.) should be given using the format "In: Doe, J (ed.)."

Only the first word and proper nouns in titles of papers and books begin with a capital letter. Inclusive page numbers are given when one reference in a book is cited. Pages are not given when more than one reference in a book is cited. The issue number is indicated in parentheses after the volume number only if the pages of the journal cited are

numbered by issue rather than by volume. Names of journals are abbreviated following the [National Library of Medicine guidelines](#), with no periods at the end of the abbreviations (just at the end of the last abbreviated word).

Articles that have been accepted for publication but have not yet been published should be listed in the Literature Cited section with the designation "(In press)" following the author's name. Articles that have been submitted but not yet accepted by a journal should be listed as "(Unpublished)" in the text and should not appear with the Literature Cited (see JZWM guidelines).

Literature Cited Examples

1. Bolton LA, Munson L. Glomerulosclerosis in captive cheetahs (*Acinonyx jubatus*). *Vet Pathol.* 1999;36:14-22.
2. Citino SB, Bush M. Giraffidae. In: West G, Heard D, Caulkett N (eds.). *Zoo animal and wildlife immobilization and anesthesia*. Ames (IA): Blackwell Publishing; 2007. p. 595-605.
3. Lamberski N, Newell A, Radcliffe R. Thirty immobilizations of captive giraffe (*Giraffa camelopardalis*) using a combination of medetomidine and ketamine. *Proc Am Assoc Zoo Vet, Am Assoc Wildl Vet, and Wildl Dis Assoc*; 2004. p. 121-123.
4. Munson L, Nesbit JW, Meltzer DG, Colly LP, Bolton L, Kriek NP. Diseases of captive cheetahs (*Acinonyx jubatus jubatus*) in South Africa: a 20-year retrospective survey. *J Zoo Wildl Med.* 1999;30:342-347.

Acknowledgements

Acknowledgements should be listed in the acknowledgement section in regular print "The author(s) would like to...." Please keep to one paragraph.

Proceedings Format Examples

TITLE WITH SPECIES (*Genus species*)

First M. Last, DVM, Dipl ACZM,^{1*} First M. Last, DVM^{1,2}

¹Institution, City, State (abbreviated), Zip Code USA; ²Institution, City, State (abbreviated), Zip Code USA

Abstract

This is the first sentence and it includes citable information.^{1,2} The remainder of the abstract that is less than 250 words, on a species (*Genus species*) using this drug^a (dose). The abstract should be in paragraph form with most containing one paragraph. Please see the Table for more information.

Table. Values in relation to subjects of species (*Genus species*).

	Value (units)	V2 ^a (units)
Subject		
Subject		

^aV2, Value 2

^aProduct name and concentration, company, city, state, zip code, country

Acknowledgements

The authors would like to thank_____.

Literature Cited

1. Alphabetical order (see JZWM guidelines for citation examples).
2. Next citation.