AMERICAN COLLEGE OF THERIOGENOLOGY
ABSTRACT REFERENCE GUIDE

Annual SFT Therio Conference July 25-27, 2024
Oklahoma City, OK
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Journal for Clinical Theriogenology Instructions for Authors of Abstracts

Font: Single spaced, Times New Roman (12 point)

Length: 500 words (body of text)

Paper: 8.5” x 11”

Margins: 1.5” top & bottom and 1” left & right

Each section of the abstract with specific examples are presented below.

Header: Title, authors, and their affiliations must be centered at the top of the page.

Title
Bold font, centered, only first word and proper nouns upper case, remainder lower case, e.g.

Hydroallantois and prepubic tendon rupture in a Standardbred mare

Authors
First name and last name; separated by comma; departmental or institutional affiliation denoted by superscript letter (superscript numbers are used to cite references); superscript placed after punctuation; centered below title; do not include degrees or specialty board certification, e.g.

Madonna Morrison,a Bradley Back,a Trenton McClure,a Paul Hanna,a Claire Card,b Mariana Amorim a

Institutional affiliation
Right below Authors, no line separation, and centered. List department, college, university, city, state abbreviation, country (if other than the United States); do not include other information such as street address, zip (postal) code, etc. all first letter of words in capitals. e.g.

aAtlantic Veterinary College, University of Prince Edward Island, Charlottown, PE, Canada;
bWestern College of Veterinary Medicine, University of Saskatchewan, Saskatoon, SK, Canada

Text
Abstracts should state clearly the hypothesis and aims of the project, describe the material and methods used, present their results, and summarize the findings.

Use of figures, tables, photos, diagrams or other visual aids in the abstracts is not permitted.
Avoid the use of paragraphs. If paragraphs are deemed necessary, indent the first line of each paragraph by 0.5 inches; single spaced; do not leave extra space between paragraphs.

**Abbreviations**

If abbreviations are used, define the abbreviation at its first use, then use the abbreviation thereafter. Do not begin a sentence with an abbreviation; either write the word or revise the sentence. Do not use abbreviations in titles.

**Keywords**

The term ‘Keywords’ (one word) is typed in bold font followed by a colon and a space followed by up to 6 key words separated by commas.

Note: only first keyword’s first letter is in capital. e.g.

**Keywords:** Equine, mucociliary, endoscopy, cervix, carbon

**References**

In general, most abstracts DO NOT require bibliographic citation but if the authors wish to cite published literature, please follow the citation format used by *Clinical Theriogenology*. Authors are responsible for ensuring the accuracy of all citations listed; citations must be verified against original publications. Authors need to cross check citations in text and references to ensure that all papers cited are included in the references and vice versa.

References are cited in order of use in the text by a superscript number placed after any punctuation, e.g.

Hydroallantois in mares is a rare and life-threatening condition,\(^1,2\) which may lead to abdominal wall disease.\(^2,3\)

If 3 or more references are cited, use a hyphen between the first one and last one, do not list them all, e.g.

Blood pressure rises when linea alba is incised and as ovaries are manipulated in healthy bitches undergoing OHE.\(^15-17\)

**Journals**

**Authors**

List only first 3 authors, if more than 3, then use et al.

Use only last name of authors first, then initials, no periods after initials or spaces between initials, comma between authors’ initials, colon (:) after last author initials or after et al, e.g.

Clark SG:

Zwida KH, Kutzler MA:

Roberts JN, Grooms DL, Thompson ER et al:

**Journal Title**

Titles of journals are to be abbreviated in the style of Index Medicus ([http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng](http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng)) in accordance with the National Library of Medicine ([https://www.ncbi.nlm.nih.gov/nlmcatalog/journals](https://www.ncbi.nlm.nih.gov/nlmcatalog/journals)).
Titles with 1 word such as *Theriogenology* are not abbreviated. Title *Clinical Theriogenology* is not abbreviated.

Journal titles are in normal font, **not italics**.

One space between journal title and year of publication

**Year of Publication**

Year of journal publication is followed by a semicolon (;
No space after year or after semicolon

**Volume Number**

Volume number of the journal follows the semicolon, no spaces and is followed by a colon. Issue numbers, months, etc. are not included

**Page Numbers**

The inclusive page numbers are listed; if only the first page is listed, it gives the appearance that the work cited is an abstract. A period follows the last page number (no abbreviation for last page), e.g.

**Journal article (single author)**


**Journal article (more than 3 authors)**


**Veterinary Clinics of North America looks like a book but it is a journal and should be so cited, e.g.**


**Books**

**Authors**

Cite the authors of the chapter, not the editor(s) if a multiauthor book
List the first 3 authors, followed by et al if there are more than 3 authors.
Punctuation and spacing are the same as above for authors of journal articles.

**Title of the chapter**

Capitalize the first word of the title, then only proper nouns if they appear in the title, a period after the end of the title.

**Title of the book**

Title of the book follows ‘In’ and a colon, a space after colon followed by names of editors.

**Editor(s)**

List the editors of a multiauthor book; list only the first 3 followed by et al if there are more than 3 editors.

**Edition**

Use abbreviation for the number of edition and do not abbreviate edition.

**City of Publication**
List the city in which the book was published followed by a semicolon.

Publisher:

One space after semicolon, then list the publisher
a colon after name of publisher.

Year

One space after colon, then year of publication,
a period after the year, followed by 1 space.

Pages

Lower case “p” followed by a period and 1 space, include page numbers of chapter or section, use a hyphen between first and lost page (do not abbreviate the last page number), a period after last page number.

Examples

Book (Single editor)


Book (more than 3 editors)


Proceedings


Questions on proper formatting of your abstract should be directed to:

Augustine T. Peter Editor, Clinical Theriogenology at petera@purdue.edu
Title is bold, centered, only first word and proper nouns capitalized

Bessy Cowper, Gerald Giraffe, Jack Ass, commas separating, superscript after comma
Dept. of Breeding, College of Bovine Medicine, Madison, WI; end line with semicolon
Dept, College, University, City, State abbreviation, Country

Indent the first line of each paragraph by 0.5 inches in the body of the abstract; single spaced lines, Times New Roman (12 points), 8.5" x 11", 1.5" top & bottom and 1" left & right margins. The length of the abstract is limited to 500 words; this refers to only the body of the text. No figures, tables, photos, diagrams or other visual aids are to be included within the abstract. Ideally, the content of the abstract will be succinctly written in one paragraph. Be intentional in clearly stating aim(s); be intentional in clearly stating a hypothesis (HYPOS). Describe the methods utilized during the project in a straightforward fashion. Statistical methods, and P value for significance, are preferentially provided. Follow the aforementioned content with study results that clearly state your findings; ensure that the previously provided HYPOS and aim(s) are answered within the content of the results. Summarize your findings in a succinct conclusion.

If multiple paragraphs are required, do not leave extra spaces between paragraphs. Most abstracts do not require bibliographic citation; if they do they should follow the format of the example provided below.¹

Keywords: Six, words, maximum


Author AA, Author BB: All other journal title abbreviations are to utilize the style of Index Medicus in accordance with the National Library of Medicine. Am J Obstet Gynecol 2021;99:100-101.

Questions on proper formatting of the abstract should be directed to the current editor for Clinical Theriogenology: petera@purdue.edu
How to Blind an Abstract for ACT Committee Review

Please ensure all steps have been completed in the following checklist prior to uploading your files. Inadequately blinded abstracts will be returned to authors for further anonymization.

**Title and running header/footers**

☐ Remove author names and institutions.

**Acknowledgements**

☐ Acknowledgements are not required for submitting an abstract and are best removed. If necessary, remove author names, institutions, grant titles and grant numbers.

**Research locations**

☐ If clues to authorship might result from providing the names of institutions where research was conducted or data were gathered, blind or omit those names. For example, replace “University of Oklahoma” with “large public university in the United States”.

**Authors’ prior research**

☐ Always site oneself in the third person, as in “Thomas argues...” or “Thomas and their colleagues found...” Avoid pronouns such as “I” “we” “he” “she” or ‘our’ when siting one’s prior work.

☐ Do not employ (Author 2016) and similar devices. If third person citation is not possible, consider eliminating all self-citations that appear in lists of prior research.
Poster Session Guidelines

Poster Session location: Inside the exhibit hall located in the Century Ballroom at the Sheraton Oklahoma City. Posters may be hung after 2:00 pm on Thursday, July 25, 2024.

Poster Presentation Session: Friday, July 26, 2024 from 12:00-1:30 pm. Posters presenters eligible to be judged by the Abstract Committee will be assigned 10-minute timeslots during this session to answer questions. Poster presenters not being judged are encouraged to attend this session to answer conference attendee questions and are invited to be present at additional times during the conference at their own discretion.

Prepare Your Poster

- Each presenter is provided with a 4-foot-high by 4-foot-wide board space for their poster. Poster specifications should not exceed the standard 24” x 36”/61cm x 91cm
- The presentation must cover the material as cited in the abstract
- Place the title of your paper prominently at the top of the poster board to allow viewers to identify your paper
- Highlight the authors’ names and contact information in case the viewer is interested in more information
- Prepare diagrams or charts legibly in a size sufficient to be read at a distance of 2 meters.
- Paragraph and figure captions should be at least in a 24-point font (0.9 cm height) and headers at least in a 36-point font (1.2 cm height). Be creative by using different font sizes and styles, perhaps even color
- When working with graphs or charts, use different colors and textures/symbols for each line or bar
- Use a serif font (e.g., Times New Roman) or a non-serif font (e.g., Arial or Helvetica)
- Organize the presentation so it is clear, orderly, and self-explanatory.
- Use squares, rectangles, circles, etc., to group similar ideas. Avoid cluttering your poster with too much text. Label different elements as I, II, III; or 1, 2, 3; or A, B, C, making it easier for a viewer to follow your display
- Include the background of your research followed by materials and methods including statistical methods, results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

Student Poster Presenters

- Please check in with the registration desk if you are a Student Case or Research Poster Presenter. We will have a sign to designate your poster as such for conference attendees.

Poster Removal

- Posters should be removed from the exhibit hall by Saturday, July 27th at 1pm. Poster not removed by that time will be discarded.
ACT/SFT WRITTEN ABSTRACT REVIEW SCORE SHEET

Abstract ID number:

Abstract Title:

I. INTRODUCTORY STATEMENT:

A. Describes study and states objectives (0-2) Score: _____________

II. HYPOTHESIS:

A. Clearly states the purpose of the study (0-2) Score: _____________

III. METHODS/EXPERIMENTAL DESIGN:

A. Experimental design appropriate for hypothesis (0-3) Score: _____________

B. Methods appropriate and clearly described (0-2) Score: _____________

IV. RESULTS:

A. Statistical analysis/presentation of results (0-3) Score: _____________

V. DISCUSSION/CONCLUSIONS:

A. Appropriate interpretation of results (0-3) Score: _____________

B. Relates to original hypothesis (0-2) Score: _____________

VI. IMPORTANCE/ORIGINALITY

A. Importance of study to basic or applied theriogenology (0-3) Score: _____________

B. The information presented is new (0-2) Score: _____________

VII. READABILITY OF ABSTRACT:

A. Clarity and organization of abstract (0-3) Score: _____________

TOTAL SCORE (25 points possible) TOTAL: _____________

Initials of person scoring the Case presentation ________________
ACT/SFT WRITTEN ABSTRACT CASE REPORT REVIEW SCORE SHEET

Abstract ID number:

Abstract Title:

I. INTRODUCTION:

A. Presenting complaint and anamnesis (0-2)            Score: ________________

II. CLINICAL FINDINGS/DIAGNOSTIC PROCEDURES:

A. Description of findings (0-3)                      Score: ________________

B. Procedures appropriate and clearly described (0-2) Score: ________________

III. CLINICAL RESPONSE AND OUTCOME:

A. Analysis/presentation of results
   (to include necropsy/histopathology where appropriate) (0-2) Score: ________________

IV. DISCUSSION AND CLINICAL SIGNIFICANCE:

A. Appropriate interpretation of results (0-3)         Score: ________________

B. Relates to original anamnesis (0-2)                Score: ________________

V. IMPORTANCE/ORIGINALITY:

A. Importance of case to applied theriogenology (0-3) Score: ________________

B. The information presented is unique (0-3)          Score: ________________

C. Case complexity (0-2)                             Score: ________________

VI. READABILITY OF ABSTRACT

A. Clarity and organization of abstract (0-3)         Score: ________________

TOTAL SCORE (25 points possible)                     TOTAL: ________________

Initials of person scoring the Case presentation ________________
ACT/SFT ORAL ABSTRACT REVIEW SHEET

Abstract ID number:

Abstract Title:

I. INTRODUCTORY STATEMENT:
   A. Definition and importance of study (0-3) Score: ____________

II. ORGANIZATION AND CONTENT:
   A. States the hypothesis of the study (0-3) Score: ____________
   B. Methods clearly described (0-3) Score: ____________
   C. Results presented well and appropriately interpreted (0-4) Score: ____________

III. EFFECTIVENESS OF VISUAL PRESENTATION:
   A. Visual aids effectively described data/study (0-3) Score: ____________

IV. SPEAKING ABILITY:
   A. Clarity of speaking style and enthusiasm (0-3) Score: ____________
   B. Rate of delivery (0-3) Score: ____________

V. QUESTIONS/DISCUSSION:
   A. Questions handled appropriately (0-3) Score: ____________

VI. TIMELINESS
   A. Stayed within time constraints Yes No

TOTAL SCORE (25 points possible) TOTAL: ________
Initials of person scoring the presentation ________________
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<thead>
<tr>
<th>Criteria</th>
<th>Rating</th>
<th>Comments</th>
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<tr>
<td><strong>CONTENT</strong></td>
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<tr>
<td>Objective and Hypothesis (0-2)</td>
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<td>Methods (0-2)</td>
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<td>Results (0-2)</td>
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<tr>
<td>Conclusions and impact (0-2)</td>
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<tr>
<td><strong>DELIVERY</strong></td>
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<tr>
<td>*Q&amp;A handled appropriate. (0-3)</td>
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<td>*Clear and concise (0-3)</td>
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<tr>
<td>*Enthusiasm (0-3)</td>
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<tr>
<td><strong>DESIGN AND LAYOUT</strong></td>
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<td>Alignment and balance (0-2)</td>
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<td>Headings and Fonts (0-2)</td>
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<tr>
<td><strong>GRAPHICS</strong></td>
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<tr>
<td>Images, Diagrams, Charts, Artwork (0-2)</td>
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</tbody>
</table>

**Total** out of possible 25 points

Please assign points to each criterion with the following values: 0= poor; 1= fair; 2=good *3=excellent.

Initials of person scoring the presentation  ______________

13
<table>
<thead>
<tr>
<th>Category</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<tr>
<td>Introduction</td>
<td></td>
<td>Incomplete, insufficient</td>
<td>Adequate</td>
<td></td>
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<tr>
<td>Hypothesis</td>
<td></td>
<td>Hypothesis not clear</td>
<td>Clear hypothesis to be tested</td>
<td></td>
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<tr>
<td>Ex. Design</td>
<td></td>
<td>Clearly stated but with major design flaws</td>
<td></td>
<td></td>
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<tr>
<td>Methods</td>
<td></td>
<td>Weakness in execution</td>
<td>Adequate with minor flaws; well executed</td>
<td></td>
</tr>
<tr>
<td>Statistical analyses and presentation of results</td>
<td></td>
<td>Somewhat adequate but partially incomplete; some relevant results are mentioned; P value is not mentioned for some results</td>
<td>A few missing results</td>
<td>All results are presented and significance or not is indicated for each</td>
</tr>
<tr>
<td>Results Interpretation</td>
<td></td>
<td>Some results are correctly interpreted</td>
<td>All relevant results are mentioned but not quite related to tested hypothesis(es)</td>
<td>All pertinent results are clearly noted and allow reader to draw conclusions</td>
</tr>
<tr>
<td>Relates to original hypothesis</td>
<td></td>
<td>Partially related</td>
<td>Fully related</td>
<td></td>
</tr>
<tr>
<td>Relevance of study to theriogenology</td>
<td></td>
<td>Minimally</td>
<td>Moderately</td>
<td>Highly</td>
</tr>
<tr>
<td>New information</td>
<td></td>
<td>Some original content</td>
<td>Unique, novel</td>
<td></td>
</tr>
<tr>
<td>Clarity, organization</td>
<td></td>
<td>Incomplete information; out of order; disconnected hypothesis/methods/results/conclusions</td>
<td>Good flow; some incomplete information or disconnection in one or two sections</td>
<td>Easy to follow and understand, conclusions correctly drawn on results testing the hypothesis</td>
</tr>
<tr>
<td>TOTAL POINTS (25 points possible)</td>
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