# Journal of Veterinary Medical Education

## Submission Guidelines

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The Journal Mission

The Journal of Veterinary Medical Education (JVME) publishes manuscripts of several types, as described below, as well as Letters to the Editor.

Letters to the Editor

The publication of Letters to the Editor by the JVME provides an opportunity for the exchange of information, for posing questions to authors of material published in the JVME, or for noting alternative viewpoints or perspectives. They are not, however, intended to be a means of presenting research or other findings. Letters pertaining to material published in the JVME must be received within 1 month after the publication of the material to which they pertain and will be forwarded to authors for their possible response. Letters that contain defamatory, inaccurate or malicious statements will not be published. It is expected that Letters to the Editor that do not pertain to a manuscript published in the JVME will address topics that are within the purview of the JVME, the AAVMC, or AAVMC-member institutions; decisions on publishing a Letter to the Editor will be made by the JVME Editor-in-Chief. Letters to the Editor are limited to 500 words, including a maximum of 4 references, and may be signed by no more than three authors. In addition, they must be original and not previously published or submitted for publication elsewhere. Authors must disclose financial associations or other possible conflicts of interest, and provide full contact information including address, daytime telephone number, and e-mail address. Authors should adhere to the JVME Guidelines, and submit their Letter to the Editor to our online system ScholarOne Manuscripts at https://mc04.manuscriptcentral.com/jvme.

The Journal of Veterinary Medical Education (JVME) publishes both individual submissions and commissioned manuscripts. We welcome reports from other areas of health sciences education that may be pertinent to veterinary education. The following types of manuscripts may be submitted by authors to the JVME for review as individual submissions or may be solicited or commissioned by the Editor-in-Chief:

Educational Research Report

While a wide range of topics may fall within the category of an Educational Research Report, such reports share many common characteristics. For example, research reports are hypothesis-driven studies, with substantial descriptions of Materials & Methods, Results, and discussion, with the quality of experimental design and statistical analyses that are expected of any research publication. If a manuscript category is not specified by the author(s) at the time of submission, their manuscript will be reviewed and considered as a Research Report.

Teaching Tip

A Teaching Tip is typically a brief manuscript focusing on how a specific teaching strategy/technique/method can be implemented in a veterinary medical educational program. The main purpose of these manuscripts is to provide guidance for faculty colleagues to be able to utilize the innovation in their own teaching situation. As such, submissions should include a brief synopsis of the underlying educational theories, as well as practical details on how to carry out the proposed innovation. This type of submission allows for the presentation of concepts and approaches that may still be in development and less mature than would be expected in a Research Report. Consequently, a Teaching Tip is typically a largely descriptive manuscript, and as such often lacks some features, e.g. Materials & Methods, that would be required in a Research Report. Similarly, a Teaching Tip may include preliminary or pilot data, but often not a level necessary to support rigorous statistical analysis.

Best Practices

A Best Practice report may include a wide range of topics, but typically describes an innovative approach or practice that is of wide and significant interest in academic veterinary medicine. A Best Practice may be directly related to the teaching and learning environment, or may deal with other areas, including but not limited to administrative or management practices. These reports may, in many cases, not lend themselves to statistical analysis, but it is the responsibility of the authors to make an effective and persuasive case that the practice they describe is truly a “best” practice, rather than simply a common or even a unique practice.

Institutional Policy
As suggested by the title, a manuscript submitted in this category typically describes a new, significant institutional policy, a substantive modification of an existing institutional policy, or the elimination of such a policy. Such a policy must have a substantial bearing and impact on academic veterinary medicine, and the policy must be broadly relevant to veterinary medical educational institutions. These reports will typically be largely or entirely descriptive in nature, but should include a prediction or analysis of impact, benefits or consequences of the policy change. These manuscripts will lack many of the features, e.g., hypotheses, Materials and Methods, etc., expected of a Research Report.

**Challenges and Issues**

A manuscript submitted in this category typically describes a new and important challenge or issue, not previously recognized or discussed in academic veterinary medicine, or a mature analysis of a challenge and issue with general applicability among veterinary medical educational institutions. It is expected that such manuscripts will provoke analysis and examination within the veterinary medical educational community. As that process unfolds and matures, future publications on the particular challenge and issue would be expected to develop into traditional Research Reports or into Teaching Tips or Best Practices, as appropriate for the subject matter.

Manuscripts dealing with such topics as educational methods in veterinary education; recruitment, training, and mentoring of students at all levels of education, including undergraduate, graduate, veterinary technology, and continuing education; and clinical instruction and assessment will fall within one of the categories listed above.

**The following types of manuscripts must be solicited or commissioned by the Editor-in-Chief:**

**Review Articles**

A Review Article is solicited by the Editor-in-Chief to provide an authoritative and comprehensive report of the history and current status of the topic or issue under discussion. Such review articles also provide opportunities for the author to identify key areas where the topic or field would benefit from additional research, thereby stimulating future investigation.

**Commentary**

A Commentary can serve a variety of purposes, such as tying together a series of manuscripts on a common theme or topic, providing a reflective perspective on a topic.

Commissioned manuscripts can be either individual manuscripts or part of a theme of manuscripts of key pertinence to veterinary education commissioned by a member of the Editorial Board or a Guest Editor. We welcome suggestions for potential themes. As the Editor or Editorial Board member sees fit, an individual submission may be included within a theme of manuscripts that is currently in preparation.

**AUTHOR REQUIREMENTS AND SUBMISSION GUIDELINES**

The lead author is responsible for:

- Designating, in the submission cover letter, the type of manuscript that is being submitted, e.g. Educational Research Report, Teaching Tip, Best Practices, Institutional Policy, Challenges and Issues. Failure to do so may significantly delay review.
- Determining the individuals to be included as co-authors and those to be recognized in the Acknowledgements: The JVME endorses the criteria for authorship promulgated by the International Committee of Medical Journal Editors, please see their recommendations here.
- Obtaining the consent of co-authors AND those individuals listed under Acknowledgements for their names to be included.

**PREPARING THE MANUSCRIPT FOR SUBMISSION**

All submitted manuscripts must be in English; authors for whom English is a second language may benefit by having their manuscript edited by a colleague prior to submission, as revision of language is not the responsibility of the JVME or reviewers. All submitted manuscripts must be in an electronic form, with text in Microsoft Word or WordPerfect. Manuscripts must be paginated and line-numbered. Use only a single
PROCESS FOR SUBMISSION
All manuscripts must be submitted via the JVME ScholarOne Manuscripts site, which can be accessed directly at https://mc04.manuscriptcentral.com/jvme.

PEER REVIEW
All manuscripts are subject to peer review. JVME has an identified panel of reviewers and will also seek additional reviewers as the topic of a manuscript requires.

PREPARING THE MANUSCRIPT FOR RESUBMISSION AFTER PEER REVIEW
Authors for whom English is a second language who have not had their manuscript edited by a colleague prior to submission are encouraged to do so. Failure to do so may result in rejection prior to review, since revision of language is not the responsibility of the JVME or reviewers. As an author, you may be notified by the JVME that your manuscript, following review, requires minor or major revisions to be acceptable for publication. Such a notification will include comments from reviewers and editors, and you will be encouraged to revise your manuscript in accordance with these comments. Prepare a cover letter outlining the changes made in accordance to the comments received. The cover letter should provide sufficient detail to enable the reviewer to readily determine the changes that have been made, or the rationale for reviewer suggestions that have not been adopted. Upload your revised manuscript to the JVME peer-review system within 40 days to be considered as a revised manuscript. A manuscript returned beyond that time without consent for an extension will be considered as a new submission for JVME and review purposes.

GUIDELINES ON ANIMAL ETHICS AND WELFARE
All material published in JVME must adhere to high ethical and animal welfare standards. Any research involving animals must be based on ethological knowledge and respect for species-specific requirements for health and well-being. Defined welfare standards must be applied in all studies involving living animals irrespective of species and function. Please include specifications of animal or human ethics approval as required.

Animal Ethics Criteria
Manuscripts will be considered for publication only if the work detailed therein:

1. Follows international, national, and/or institutional guidelines for humane animal treatment; where national or institutional guidelines do not exist, international guidelines must be followed, e.g., National Institutes of Health or Euroguide (see references below).
2. Has been approved by a properly constituted internal ethics review committee at the institution or practice at which the studies were conducted;
3. Demonstrates a high standard (best practice) of veterinary care and involves informed client consent for studies using client-owned animals.

To verify compliance with the above policies, the authors must:

1. Specify in Materials and Methods that the study has been approved by a properly constituted animal care and use committee or equivalent ethical review committee, the approval process of the committee, and the international, national, and/or institutional guidelines followed.
2. Alternatively, provide a letter signed by the submitting author certifying that legal and ethical requirements have been met with regard to the humane treatment of animals described in the study and/or provide other evidence, such as a signed animal use form, of compliance with ethical review at the institution.
Animal ethics criteria that may be cause for manuscript rejection:

1. Manuscripts and authors that fail to meet the aforementioned requirements.
2. Studies that involve unnecessary pain, distress, suffering, or lasting harm to animals.
3. The Editor retains the right to reject manuscripts on the basis of animal ethical or welfare concerns.

Reference URLs for Animal Ethics

1. World Association of Medical Editors
2. Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals
3. Guide for the Care and Use of Laboratory Animals
4. Euroguide on the Accommodation and Care of Animals Used for Experimental and Other Scientific Purposes

Human Subject Criteria

For any manuscript describing original work involving the use of human subjects, that work must have been approved by the Human Subjects Institutional Review Board (IRB) (or equivalent ethical body) of the institution within whose jurisdiction the work was conducted. Each manuscript reporting the results of such work must provide a specific notation within the Methods section that the IRB has approved the research. Human subject research, for most institutions, includes all research in which an individual's opinion has been sought in a circumstance such as a survey. In all circumstances, IRB approval is required for publication in the JVME.

MANUSCRIPT REQUIREMENTS

MANUSCRIPT TITLE

The manuscript title must appear on the title page and be succinct and informative.

AUTHOR INFORMATION TITLE PAGE

On the title page list the author name(s), in the following order: first name, initial, last name; their current academic or business mailing address; terminal academic degrees; diplomate status if desired; current position and area of research; and e-mail address of the primary author to whom correspondence should be addressed and an ORCID iD number for any author who wishes to provide that information. An ORCID iD number is a persistent digital identifier that distinguishes you from other researchers to ensure your work is recognized, if you wish to register, please go to https://orcid.org/register. Should the primary author anticipate a circumstance where contact may be difficult or lost, e.g. graduation of a student serving as lead author, a primary author moving to another institution, etc., the primary author is encouraged to provide the address and contact information of a secondary author who can serve as a continuing point of contact.

ABSTRACT

All manuscripts must include a brief abstract (maximum of 250 words). The abstract should be a single paragraph, do not provide headed sections. The abstract should concentrate on the purpose of the manuscript, the major results obtained, and the conclusions of primary interest. The abstract can strongly influence a manuscript's online worth to readers and must be carefully considered and constructed early on in the manuscript’s development.

An effective abstract and must do the following things:

- It must provide a problem statement.
- It must describe an approach.
- It must describe the results.
KEY WORDS

The use of key words will enhance discoverability through JVME Online, search engines, and databases. When choosing key words for your manuscript, please consider the following:

- What are the key, essential concepts addressed in your manuscript?
- Who is your target reader, and why is s/he most likely to need to find your manuscript?
- To find other manuscripts on the same topic, what search terms would you use?

The best keywords are not just individual words, but 2- to 4-word plain-language phrases that precisely describe your work (words that researchers might type into a search engine).

Common mistakes in choosing manuscript keywords include:

- Using single-word terms
- Choosing terms that are too broad and not focused
- Using terms that are too specialized, which creates low results

ABBREVIATIONS

Words to be abbreviated should be spelled out in full the first time they appear in the text, with the abbreviation given in brackets. Thereafter the abbreviation should be used. It is preferable to use abbreviations only when the word is used multiple times.

SECTION HEADINGS

The style of a manuscript and the divisions used can vary to match the nature of the topic, especially for commissioned manuscripts. Avoid duplication between the Abstract, Introduction, Results, and Discussion sections. Recognizing that each has a separate purpose will avoid duplication. The exception to this rule is for Educational Research reports only; those must contain Methods, Results, and Discussion sections.

Within the manuscript three levels of headings are acceptable. Use boldface to indicate major headings, italics to indicate the first level of subheadings, and regular type for the lowest level of subheadings. Sections should not be numbered and bulleted lists of sentences or phrases are also acceptable.

TABLES

Tables must be numbered consecutively in order of citation within the text, with Arabic numerals, with a simple reference within the text such as (Place Table 1 here). Tables should be created in Microsoft Word or WordPerfect using the Tables function provided by these programs. Each table should have a short title and legend to facilitate understanding. Please provide all tables at the end of the manuscript or as a separate file if the table is large.

FIGURES AND VIDEO

Each figure must be submitted as a separate file as a high-resolution (>300 dpi) JPEG or TIFF file. Do not embed figures into the text. Figures must be numbered consecutively in order of citation within the text, using Arabic numerals, and provided in black and white or grayscale. Please provide a figure legend where necessary to facilitate understanding. Do not provide the figure caption as part of the image file. Do not provide screenshots of Web pages, as these are normally of much too low a resolution. Simply supply a reference to the URL (Web address) in the appropriate place. If you are using figures that are not your own, you must obtain written permission and include it with your submission.

Important: If you are unsure of the resolution of your image, please check it in your image software.

- Microsoft Photo Editor: Go to File/Properties/Resolution
- Photoshop: Go to Image/Image Size/Document Size
Color Figures

Color figures cannot be used in the printed version but may be included as a supplement in the online version of JVME at no cost to the author. Contact the Editorial Office if this pertains to your submission.

Figure Captions

Each figure must have a caption that briefly describes what is presented. This caption must be provided within the text of the manuscript, in a section towards the end of the manuscript labeled "Figure Captions."

Video

Video files may be included as a supplement in the online version of JVME at no cost to the author. Contact the Editorial Office if this pertains to your submission.

The video guidelines are posted online at the JVME website with instructions on how to complete a video submission from start to finish.

If you are using video material, please refer to each video separately (i.e., Video 1, Video 2, etc.) within the manuscript. You must ensure that you have secured permissions for the video(s) to appear in JVME Online.

REFERENCES

The journal adheres to Vancouver style and it is appreciated if software such as EndNote, Mendeley, RefWorks, or Zotero is used for formatting purposes. All quotations and references must be documented with specific citations. Citations must be numbered in the order of their citation with superscript numbers using one of the above mentioned software programs. Do not use your word processor's Footnotes function to create superscript numbering, as you may need to use the same reference number more than once. Superscript references should be placed outside of periods and commas, and inside colons and semicolons. References are numbered in order of citation. Specific examples can be found below.

Journal Manuscripts


- Please note that the complete manuscript title and the names of all authors should be cited. Journal titles should be abbreviated following the abbreviations standards of Index Medicus or Biological Abstracts (note that abbreviations are never followed by a period, and initials are not separated by a space).

Books


- Note that the book title is capitalized (except for prepositions, manuscripts, and conjunctions). Page numbers or chapter numbers should be cited to direct the reader to the appropriate section.

Book Chapters


Online Documents


- Note that the Web address (URL) is enclosed in angle brackets.
ENDNOTES

Notes may be added at the end of the text to briefly enter explanatory or supplementary information or the source of materials. They should not be more than a single sentence. They should be given lower-case superscript letters (a, b, c…) in the order of their citation within the text and provided in a section at the end of the manuscript labeled NOTES. Use your word processing program's Endnotes function to create endnotes. In no case should footnotes at the bottom of each page be used.

PERSONAL COMMUNICATIONS

Personal communications are acceptable ONLY IF they are accompanied by a letter of authorization from those cited. The date of the communication (day, month, and year) must be supplied. These letters of authorization must be provided at the time of original submission of the manuscript.

EDITORIAL PROCESS

COPY-EDITING AND PROOFS

All accepted manuscripts are subject to copy-editing. The contact author is responsible for responding promptly and accurately to copy-editing queries, which will be sent by e-mail. The contact author will receive a PDF proof of the manuscript by e-mail. Corrections should be returned within 3 business days to guarantee inclusion; if not returned promptly, these may or may not be included, at the Editor's discretion. It is the submitting author's responsibility to provide the editorial office with an up to date e-mail address to ensure that these processes can be accomplished.

The proof correction stage must not be used as an opportunity to revise the manuscript. Any essential changes should take up the same amount of space as the existing text if possible. Alterations, other than corrections of printer's errors, are expensive and may be charged to authors. It is particularly important to read reference lists at the proof stage.

COPYRIGHT TRANSFER

Manuscripts are considered for publication with the understanding that they have not been submitted for consideration or published in whole or in part elsewhere, in either print or electronic format; that the work is original; and that the authors holds all rights to the contents of the manuscript. Upon acceptance of the manuscript for publication, all authors must sign a copyright transfer form specifying assignment of the copyright to the Association of American Veterinary Medical Colleges (AAVMC) for the publication of the manuscript in both print and online editions of JVME.

Any subsequent publication of a manuscript elsewhere, once it has been published in JVME, requires that permission be obtained; normally, a substantial reason will be required as to why such subsequent publication elsewhere is of benefit to other than the author(s).

QUERIES

Please send any questions to:

The JVME Editorial Office
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Phone: (416) 667-7777 Ext 7787