

INSTRUCTIONS FOR AUTHORS

The manuscripts have to be submitted on-line from this web page:

www.agriculturejournals.cz/web/vetmed/.

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The journal publishes original papers, critical review articles and selected case reports in English. All manuscripts should have abstracts (including keywords). The authors are fully responsible for the originality of the paper, its subject and formal correctness.

Manuscript layout.

MS Word (no PDF files), standard size of paper (A4 format), type size 11 font, Arial, one-and-half lines. Scientific papers should not exceed 20 000 characters with spaces (including tables, references, and figure captions); use the automatic page numbering function to number the pages and lines. Manuscripts have to be spellchecked. References have to be in the correct format for this journal. All references mentioned in the reference list have to be cited in the text, and vice versa. Please submit one file including all tables and figures and also in the figure input file submit each figure separately in proper format and resolution.

If any abbreviations are used in the paper, they must be explained appropriately when used for the first time in the text. It is not advisable to use any abbreviation in the paper title or in the abstract. The document must not be formatted in columns, heading styles etc. Lines should be numbered. Graphs should be provided in MS Excel and they should be stored with the original data.

Colour figures and photographs must be submitted individually, and not mounted as a plate. Photographs and autotypes should be submitted in high resolution (min. 300 dpi) JPG or TIFF format. All tables, graphs and photos should be numbered in the order in which they are included in the text, using Arabic numerals.

The paper's **title** should be short and informative, with no subtitles or numbering of "serial" articles (Part I, Part II etc.) should be used. The **Abstract** should not exceed 300 words. It must be structured (see www.ease.org.uk/publications/author-guidelines) and should contain important information on methods used to solve the problem, a clear description of results and their statistical significance, and brief and unambiguous conclusions drawn from the work. References and discussion of results should not be included in the abstract.

Keywords should not repeat nouns used in the title and should describe the problem studied as well as possible. The **Introduction** section should provide information on the present state of research in the field concerned, provide a hypothesis on which the goal of the study is based, and the aim itself. References in the text should agree with those in the list of references. It is recommended to include mostly references to papers from peer reviewed periodicals. Grey literature citations (reports, national journals, proceedings etc.) should be limited to a minimum; non-identifiable sources should be avoided. Papers published by one or two authors are to be cited by their names, those published by three or more authors by the name of the first one et al. If more than one paper by the same author/two authors/first author et al. published in the same year are cited, they should be differentiated by YEaR, b, c both in the text and the list of References. Names and year of publication are to be cited by

including them in the text directly, e.g. "... as published by Collins (1997)" or citing authors and years of publication in brackets (Collins 1997). Several papers cited together should be arranged according to the year of publication starting with the oldest one (Collins 1997; Chiodini 2000; Hermon-Taylor 2000a; Hermon-Taylor 2000b; Ayele et al. 2001; Grant et al. 2002a; Grant et al. 2002b; Bull et al. 2003). Users of Reference Manager or Endnote can download the specific styles for the citations in text and list of references format used in the journal *Veterinarni Medicina*. References prepared using Endnote should be carefully checked for correct usage of upper-case letters in e.g. geographical names and gene names (for example, BRCA1 and BRCA2) in titles and journal names.

Material and Methods. All materials, experiments conducted, their extent, conditions and experimental design should be described in detail in this section. In this section of the manuscript, Institutional Animal Care and Use Committees (IACUC) approval ID # must be included. Without it no manuscript will be processed. All original procedures used for the processing of experimental material and all analytical methods used for evaluation should also be detailed. Data verifying the quality of acquired data should be indicated for the methods used. The whole methodology is to be described only if it is an original one, in other cases it is sufficient to cite the author of the method and to mention any particular differences. Methods of statistical processing, including the software used, should also be listed in this section. The SI international system of measurement units should be used.

Results. The results obtained from the experiments including their statistical evaluation and any commentary should be presented graphically or in tables in this section.

Discussion. The authors should compare their results objectively with data published by other authors in papers, presented in Introduction. The main findings should be emphasised at the end of Discussion.

References should be arranged in alphabetical order by surnames and initials of authors. The accuracy of spelling and completeness of cited names should be checked in the Web of Science or PubMed databases. The year of publication (cited in brackets) and the full title of the paper in English with the language of publication in brackets, e.g. (in Czech), should follow. The title of the periodical should be typed in full. Use of the official ISI Journal Citation Reports or Current Contents abbreviations is an alternative but should be used only in exceptional cases. The title "Veterinarni Medicina" is to be used instead of abbreviations such as "Vet Med-Czech". The same applies to other journals cited. In the case of books or proceedings, the title should be followed by the name of the publisher, its location (New York, London etc.) and the total number of pages. Only papers cited in the text should be included in the list of references. All names of the authors must be printed in English transcription without national letters. Authors are responsible for the accuracy of their references.

Examples of References:

JOURNAL ARTICLES

Ayele WY, Machackova M, Pavlik I (2001): The transmission and impact of paratuberculosis infection in domestic and wild ruminants. *Veterinarni Medicina* 46, 205–224.

Manning EJB, Cushing HF, Hietala S, Wolf CB (2007): Impact of *Corynebacterium pseudotuberculosis* infection on serologic surveillance for Johne's disease in goats. *Journal of Veterinary Diagnostic Investigation* 19, 187–190.

Olsen I, Tollefsen S, Aagaard C, Reitan L, Sollid L, Lundin K (2008): Mycobacterium avium subspecies paratuberculosis reactive T-cells from intestinal biopsies of Crohn's disease patients. Inflammatory Bowel Diseases 14, S13.

BOOK CHAPTER

Pavlik I, Kaustova J, Falkinham III JO, Kazda J, Shitaye JE (2009): 3.1 Potentially pathogenic, slowly growing mycobacteria. In: Kazda J, Pavlik I, Falkinham III JO, Hruska K (eds): The Ecology of Mycobacteria: Impact on Animal's and Human's Health. 1st edn. Springer. 21–79.

BOOK WHOLE (to be cited only exceptionally)

Kazda J, Pavlik I, Falkinham III JO, Hruska K (eds) (2009): The Ecology of Mycobacteria: Impact on Animal's and Human's Health. 1st edn. Springer. xviii + 522 p.
<http://www.springer.com/public+health/book/978-1-4020-9412-5>

Proceedings, abstracts, posters, web pages in references should be limited to a few.

Use [Reference Manager](#)[®] or [Endnote](#)[®] (Thomson Reuters).

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Manuscripts must be prepared according to the Instructions to Authors. Literature searches, hypotheses, and experimental design, should be prepared by the entire team of researchers involved, before the research is started and not retrospectively. Good laboratory practice (see, for example http://www.who.int/tdr/publications/laboratory_practice/en/) and ethical rules must be followed. Manuscripts by authors not having English as their native language should be translated by translators cognisant in the subject matter or assessed by an experienced language editor working in the same research area. Manuscripts containing language errors may be returned to the author for rewriting before peer review and/or before acceptance. United Kingdom spelling should be used in the manuscripts (e.g. aetiology, caecum, faecal, haematology, utilise).

In animal studies, the breed, age, sex, numbers of animals, health state and feeding regimen should be given along with the statement of the institutional Ethics Committee. Animals must be treated in consent with animal care and use regulations of the respective country and unnecessary suffering, and pain must be prevented. Methods of anaesthesia or euthanasia must be reported.

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Any conflict of interests must be declared.

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The authors are encouraged to provide an assessment of the manuscript from one or two researchers in the same research field. This option does not substitute the peer review process but it may diminish the risk of submitting a paper not suitable for further reviewing.

If a **revision of a manuscript** following the recommendations of the reviewers is requested, the modified manuscript must be re-submitted within three weeks. The authors can, however request an extension of the re-submission deadline, if necessary. All parts of the manuscript, including tables and figures (even unchanged) must be re-submitted. A detailed reply by the authors to every point of reviewer's recommendations must be attached to the revised manuscript. It is not necessary to accept all requests of the reviewers, but a clear explanation of why reviewers' comments were not accepted, has to be provided. If the deadline for re-submission is missed, the paper will be removed from the reviewing process.

The **proofs** must be returned within two days. Only errors originating during preparation of the document for printing can be corrected. No changes in the manuscript after acceptance for publication can be allowed. Papers already "in print", cancelled by the authors or required major revision at proofs, will be charged (320 EUR).

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Appendix 1

Self-assessment questions to be answered by the authors before submission of the manuscript:

1. Is the information to be published new, and thus worthy of publication?
2. Is novelty expressed in title and discussed properly in discussion?
3. Is the hypothesis sound and original?
4. Were well designed experiments and appropriate methods used?
5. Is the paper written with the essential clarity?
6. Has the English been validated by a native-speaker knowledgeable about the field?
7. Is the list of references comprehensive, and are all the references relevant?
8. Where appropriate, are the results statistically significant?
9. Are the titles and legends for tables and figures complete and self-explanatory?
10. Were the Instructions to Authors thoroughly followed?

Please do not submit the manuscript if any of the above questions has been answered in the negative. While something can be learned from most review processes, the reviewers cannot be expected to provide extensive help with corrections, or to educate the authors.

Appendix 2

Checklist

*) not applicable in review articles

- () A single MS Word file named using the surname of the first author
- () Title of the article
- () Names of authors in English transcription
- () Author's affiliation in official English version
- () Notes on grant support acknowledgement
- () Abstract
- () Key words
- () Introduction
- () Material and Methods*)
- () Results*)
- () Discussion*)
- () Acknowledgement
- () References
- () On a new page: all author's names, addresses, phone numbers, e-mail addresses
- () On a new page: List of tables, figures and photographs

Included in the manuscript and submitted as separate files:

- () Tables, figures and photos
- () Accompanying letter in the body of e-mail with