



Please prepare your convention notes following the instructions below.

GENERAL INFORMATION

All speakers at the Annual Convention are requested to submit material for publication on the AVMA Convention Notes CD ROM. Speakers presenting results of an original study that they intend to submit to a peer-reviewed journal may submit an abstract of 250 words or less, instead of a full text article. All presenters are responsible for obtaining permission from the copyright holder to use any published table(s) or information.

Information suggesting that animals have been subjected to adverse, stressful, or harsh conditions or treatments will not be published in the Convention Notes unless the author(s) demonstrates convincingly that the knowledge gained was of sufficient value to justify these conditions or treatments. Investigations involving research animals must comply with the Animal Welfare Act, US Public Health Service Policy on the Humane Care and Use of Laboratory Animals, NIH Guide for the Care and Use of Laboratory Animals, or equivalent guidelines. Submissions of prospective studies involving client-owned animals should include documentation of informed client consent.

COMMERCIALISM POLICY

The intent of the AVMA educational programs is to provide quality sessions focused on educational content, which is free from commercial influence or bias. The AVMA prohibits presentations that constitute promotion and/or advertising. This specifically includes pervasive or inappropriate use of logos. Presentations that are sole descriptions of a program, publication, or product will not be accepted nor tolerated by the participants. To this end, speakers and sponsors are prohibited from engaging in scripting, targeting points for specific emphasis other actions designed to influence the overall content of the program. Statements made should not be viewed as, or considered representative of, any formal position taken on any product, subject, or issue by the AVMA.

GENERAL GUIDELINES

If you are submitting your materials by cutting/pasting a Word document, your document should follow the online formatting instructions below. Make sure formatting (bold letters, capitalization, and italics) is complete in your Word document before you cut and paste. Acceptable file format(s) are: Microsoft Word Document (*.doc) or PDF document (*.pdf).

Refer to the Speaker Session Schedule included in your speaker's confirmation packet for the correct presentation titles and event ID number. Notes material should be a **maximum of four pages** per speaking hour. One (1) speaking hour is equal to 50 minutes. Outlines are not acceptable.

For full text articles, a maximum of 20 references or selected references will be listed. You may insert the statement "References (or *Additional references*) available from the author". Authors bear primary responsibility for accuracy of all references. References to a published work must be limited to what is necessary and must be cited in the text by superscript numbers in order of citation. Journal titles should be abbreviated in accordance with the National Library of Medicine and *Index Medicus*. For references with more than 3 authors, only the first 3 authors should be listed, followed by "et al." These instructions do not apply to abstracts.

Footnote Format

Author, book title, volume number, volume title, edition number (unless first edition), publisher, place, year, page number.

Footnote sample

1. E. Lipson, The Economic History of England, Vol. 1, The Middle Ages, 12th ed., Adam & Charles Black, London, 1959. pp. 511-594.

For full text articles, products, equipment, and drugs should be identified by chemical or generic names or descriptions. A trade name may be included in parentheses along with the manufacturer's name and location (i.e., city, state, and country [if other than the United States]) if that specific product, equipment, or drug was essential for the outcome. These instructions do not apply to abstracts.

FORMATTING INSTRUCTIONS

- **All typing should be in the Arial or Helvetica 12 pt. font.**
- The presentation title should be capitalized, left justified, and **bold**.
- The typing format for the speaker's name is: speaker's first name, middle initial, last name; educational/professional degree(s), listed in highest to lowest earned degree; and abbreviations for AVMA-recognized diplomat status. Typing should be left justified in *Italic*.
- Your Affiliation should be listed, but do not include the city and state. Typing should be left justified in *Italic*.
- The request for an email address/phone number will only be used for purposes of contacting you if there is a question about your notes. This information will **only** be published in the *Convention Notes if it is included with the submitted document*.
- The Notes Text should be typed single-spaced with a double space between paragraphs. **Do not** indent paragraphs.
- Margins should be: top, left, and right .75", and bottom 1".
- Endnote and footnote features, text boxes, arrows, and lines should not be used.
- Please proofread and spell-check your materials.

TABLES, FIGURES, LEGENDS [^]

Submission of tabular data is discouraged. Do not use tables containing data that could be given more succinctly in the text or focus on findings in individual animals. Please keep in mind that tables, if used, should be no wider than 7 inches. Do not format tables in landscape page orientation. Embed and position tables within your text and place captions above tables. Identify each table with a bold numeric reference.

Limit figures to those that reduce or clarify the text. To ensure high-quality reproduction, symbols used in graphs should be limited to open and closed circles, triangles, and squares; axes should be labeled in Helvetica or Arial font. Keys to symbols may be placed in a small box inserted into the unused portion of graphs. Radiographs and transparency slides will not be accepted. Photomicrographs and electron micrographs must have an internal scale marker. To express magnification using an internal scale marker, divide the length of the marker by the original magnification. Color figures are encouraged.

SUBMISSION DEADLINE

All Convention Notes submissions are due on or before: **April 13, 2010 11:59 PM CST**.

CONTACT INFORMATION

All program and logistic questions should be directed to Pat Kmak, AVMA Speaker Coordinator at pkmak@avma.org or 847.285.6622.

Questions regarding only the actual on-line submission of your materials should be directed to ekruser@omnipress.com

Online Access to Your Submissions

If you cannot find your password or the original email message that contained it, request an immediate reminder.