ACVIM GUIDELINES FOR RESEARCH REPORTS
SUBMISSION DEADLINE – 11:59 PM MST, NOVEMBER 14, 2008
ON-LINE SUBMISSION REQUIRED

Research reports are a new category of lectures that will be introduced at the 2009 ACVIM Forum / CVMA Conference and Specialty Symposium (Pre-Forum). Presenters must be Diplomates of any Veterinary or Human Medical Specialty and/or have a PhD and established reputation in the area of research in which they will present. Candidates and graduate students are not permitted to speak in this category. Research reports are 25-minutes in length (20-minute presentations with 5-minutes for questions and answers) and the overall style is that of an abstract. Specifically, introductory information should be only a small part of the material presented, with the majority of the lecture comprising cutting edge research findings.

Research Reports will be selected by the members of each Specialty Program Subcommittee. Presenters will receive a $250 honorarium per presentation. In addition, a select number presenters may be invited to present their Research report at both the Specialty Symposium (Pre-Forum) and the ACVIM Forum / CVMA Conference. The total number of Research reports included in the Specialty Symposium (Pre-Forum) and the ACVIM Forum / CVMA Conference program will be limited, and not all submissions will be accepted. If your Research report is not accepted, you will be informed in time to submit your information for consideration as a standard 15-minute research abstract presentation or poster.

Research reports received by the ACVIM will be reviewed according to subject categories for scientific content, experimental design, animal welfare, relevance to internal medicine and adherence to abstract formatting guidelines. Single case reports are not acceptable. Research reports describing a study using clinical cases that lack confirmed, definitive diagnoses are not acceptable. Research reports that present data “fractionated” into two or more reports when they could be combined into one are discouraged (e.g. regarding test validation, methodology development, or establishing a normal range without application to a population with sufficient power to demonstrate statistical significance). Animals used in the described study are expected to have received humane care, i.e. according to the principles outlined in the NIH Guide for the Care and Use of Laboratory Animals and/or the humane care guidelines found at the author’s institution. Authors must attest to this on the electronic submission form.

No report may be submitted that will have been submitted as a full-length publication before the research report submission deadline of November 14, 2008. Reports that have been published as an abstract and/or presented elsewhere within the 9 months previous to the ACVIM Forum / CVMA Conference may be submitted for consideration, but must pass the ACVIM Forum Program Committee and/or ACVIM Forum Research Abstract review process. The place of prior publication and/or presentation and copyright permission must be submitted to Ruth Schoonover (Ruth@acvim.org) at the time of abstract submission.

Authors are encouraged to verify guidelines with editors of specific journals if the authors intend to subsequently publish the research report material. Some journals (e.g. JAVMA, AJVR) limit the length of previously published abstracts to 250 words. Research reports and/or abstracts conforming to the ACVIM guidelines and published in the ACVIM Forum proceedings and/or the Journal of Veterinary Internal Medicine (JVIM) that are longer than 250 words might preclude publication of the abstracted material in those scientific journals. We recommend that before submitting research reports and/or abstracts to ACVIM that you contact the journal to which you will likely submit the full manuscript and have the editor of that journal review the abstract to determine if the length and format would preclude publication. In contrast to some other journals, the JVIM encourages submission of materials abstracted in the ACVIM Forum proceedings and does not disqualify manuscripts generated from those abstracts from consideration for publication simply because of their length and formatting. For research reports and/or abstracts published in the proceedings of the ACVIM Forum and in JVIM there is no need to obtain prior permission from the editors of JVIM.

Deadline: All research reports must be submitted on-line using the ACVIM electronic submission form at www.ACVIM.org. Research reports must be submitted by 11:59 pm MST, November 14, 2008 to be considered for presentation. The on-line submission form will be deactivated as of 12:00 am MST, November 15.
ACVIM RESEARCH REPORT PREPARATION INSTRUCTIONS
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(www.ACVIM.org)

Typing Instructions for Abstract Form:
- Abstracts must be composed in either Microsoft Word or WordPerfect.
- Use Times New Roman 10 point font.
- Print must be black.
- Please proof your submission carefully as the abstract will appear exactly as submitted.
- Excessively poor grammar or clarity of writing may be grounds for abstract rejection.
- If you need to make minor corrections to a submitted abstract, please e-mail them directly to Ruth@ACVIM.org. Reference your abstract title in any correspondence. Abstracts may not be corrected after March 6, 2007, and no corrections that may alter the overall acceptability of the abstract will be accepted.

Margins:
- The entire abstract (including title and authors) MUST fit within the following margins on 8 ½” x 11” paper: top, 3”; bottom, 2”; left 1.5”; right 1.5”.
- If you are submitting your manuscript in A4 size format, please adjust the margins to the equivalent above.
- Paragraphs within abstracts must be single spaced, no less.
- Use full justification so that text is flush with both left and right margins.
- Abstracts that do not fit within these guidelines will be rejected based on formatting.

Saving your File:
- In order to maintain the integrity of all symbols incorporated in abstracts, all abstracts must be saved in a Rich Text Format (.rtf).
- Files saved as Word Documents (.doc), or Word Perfect (.wpd) may lose some symbols in transmission.

Title and Authors:
- Make the title brief, clearly indicating the nature of the investigation.
- CAPITALIZE THE ENTIRE TITLE.
- The name of the author presenting the paper must be underlined.
- State each author’s name and institutional affiliations (including city and state). If no institution is involved, give the city and state.
- Omit degrees, titles, institution appointments, street address and zip code.
  (example): USE OF ASPIRIN FOR TREATING HEART ATTACK IN DOGS. PJ Smith, R Johnson, CK Hilfiger. Denver University College of Veterinary Medicine, Denver, CO.
  (example of authors at multiple institutions): USE OF ASPIRIN FOR TREATING HEART ATTACK IN DOGS. PJ Smith¹, R Johnson¹, CK Hilfiger². 1. Denver University College of Veterinary Medicine, Denver, CO. 2. Pacific Veterinary College, Pacific, WA.
- Do not mention support of work for a research grant.
- The Title and Author information must be included with the text and must fit within the margins specified above.
Content:
- Do not indent the title.
- Indent each paragraph three spaces.
- Special symbols, graphs or charts must be imported into your abstract and fit within the specified margins.
- Graphs and charts will not be accepted independent of your abstract submission.
- Do not use subtitles, (e.g. methods, results).
- Organize the body of the abstract as follows:
  A statement of the purpose of the study.
  A statement of the methods used.
  A summary of the results presented in sufficient detail to support the conclusions.
  A statement of the conclusions reached (it is not satisfactory to state “the results will be discussed” or “other data will be presented”).
  Do not use subheadings (e.g. Methods, Results).

Tables and Graphs:
- Use only if they are simple, neat, and fit within the allotted space.
- Tables and graphs must be imported into the abstract text.
- Tables and graphs will not be accepted independent of the abstract submission.

Abbreviations and Drug Names:
- Abbreviations accepted by the JAVMA are suggested.
- Abbreviations otherwise not defined must be defined by the author by placing them in parenthesis after the full word the first time they appear.
- Abbreviations should be avoided in titles.
- Non-proprietary (generic) names are required the first time a drug is mentioned, written in small letters.
- Proprietary names are always capitalized, e.g. cimetidine (Tagamet).

Questions?
Address any questions to Ruth Schoonover at the ACVIM Central Office (Ruth@acvim.org).