

Authorship

Definition of Authorship: All the authors and co-authors must meet all four of the following requirements.

All the authors must have:

- 1-made substantial contributions to the conception or design of the work, or the acquisition, analysis or interpretation of the data presented; **and**
- 2- taken part in writing the text or reviewed it critically for relevant intellectual content; **and**
- 3-approved the final version to be published; **and**
- 4 agreed to be responsible for all the aspects of the work, assuring that all questions related to the precision or integrity of any part of the work were investigated and resolved suitably

Manuscript preparation

The manuscript must be formatted in MS-Word, Lucida Sans font size 12 and 30 lines per page, with 1.5 line spacing and 3 cm margins on each side and top and bottom, written in ENGLISH. All pages must be numbered in the lower right-hand corner and the lines must be numbered continuously throughout the manuscript.

The file containing the manuscript must not contain names of the authors, their institutions, affiliations or declarations, so as to enable blind peer review. This means that besides authorship, the document submitted must not contain ethical considerations, conflicts of interest, sources of financing and acknowledgments or any other details that can allow reviewers to identify the authors or the institution of origin. In their place, the manuscript must state "**hidden for review**" highlighted in red. At the moment of submission, the system will request the author to include a cover letter (according to the model provided), a title page (according to the model provided) and a suggestion for three to five *ad-hoc* reviewers (names and e-mail addresses of researchers not related to the work or the institution), whose names will be reported in the system.

Whenever the information contained on the title page changes, the corresponding author must update it in the system before sending the new version of the manuscript. Remember that before uploading the new manuscript to be evaluated, the previous version must be deleted.

Once the manuscript is approved for publication, the corresponding author will receive a message asking for the items labeled "**hidden for review**" to be re-inserted in the manuscript. The complete version of the manuscript must then be sent electronically via the system along with the additional documentation. All the information contained in the last version of the title page will be used to complete the article for publication.

The version approved by the Editorial Board will be sent to the corresponding author for verification, approval and return via the system.

The **cover letter** can be written in Portuguese or English ([use the available template form](#), which must be filled in).

It must contain the title of the manuscript and a summarized description of the work justifying its relevance to RBMV. The cover letter must also contain a declaration covering all the items according to the model provided, identifying the corresponding author, with his/her signature.

The **title page of the manuscript** ([template provided by the system](#)) must contain:

Title of the manuscript in English and Portuguese;

Complete names of the authors, their respective affiliations and ORCID numbers (NOTE: Do not translate names of institutions);

Declaration that the experimental procedures followed the current research ethics guidelines and the pertinent legal requirements;

Sources of financing;

Declaration of conflicts of interest of the authors, to identify the possible influence on the results of the research or content of the manuscript;

Contributions of the authors, following the recommendations contained at <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>), for the definition of participation in authorship;

Information about each author's academic qualifications (at least one author must be a veterinarian);

Availability of complementary results, by identifying the repository where raw data are deposited or a pertinent declaration (according to the form provided);

Acknowledgments;

Place where the study was conducted; and

Corresponding author (name, department, institution, abbreviation, complete street address and e-mail).

All the articles, when approved, will have the declaratory items contained on the title page included between the conclusions and list of references by the editorial staff of BJVM.

All the authors and co-authors must meet all four of the following requirements.

All authors and co-authors must have:

- Made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; **AND**
- Drafted the work or revised it critically for important intellectual content; **AND**
- Given final approval of the version to be published; **AND**
- Agreed to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All the articles, when approved, will have the declaratory items contained on the title page included between the conclusions and list of references by the editorial staff of BJVM.

Scientific Articles

Scientific articles are original studies that present new results and conclusions that are within the scope of the journal.

Scientific articles must always be organized in the following order: TITLE, ABSTRACT, RESUMO, INTRODUCTION, MATERIAL AND METHODS, RESULTS, DISCUSSION, CONCLUSION AND REFERENCES.

Title: The title must be in boldface and centered.

Abstract/Resumo: It must be written in a single paragraph without bibliographical citations. In the direct form and in the past [What does this mean? Clarify or delete.], what was carried out and studied, reporting the most important results and conclusions. The maximum word limit is 250. At the end, there must be a list of three to five “**Keywords**”.

Introduction: It should be brief, with specific bibliographical citations, but without these assuming main importance, ending with indication of the objective of the work.

Material and Methods: This section must identify the materials employed and describe the research methods, to enable other researchers to repeat the study.

Results: This section should present a concise description of the data and findings obtained, supported by tables that are self-explanatory and prepared without superfluous data, always presenting, as applicable, averages of several repetitions. It is convenient, at times, to express complex data by graphs (Figures), when presenting and presenting them in extensive tables.

Discussion: The results must be discussed in comparison with the previous literature.

Conclusions: They must be based only on the results presented in the work. Mention can also be made of suggestions for future research.

References: The list must only include documents mentioned in the text., in alphabetical order of the surname of the first author. Follow the examples at the end of this document.

Case Report

Clinical case reports will be considered that add relevant findings for veterinary medicine.

The case reports must always contain TITLE, ABSTRACT, RESUMO, INTRODUCTION, CASE DESCRIPTION, DISCUSSION, CONCLUSION AND REFERENCES. Case reports can have at most eight authors.

Title: In boldface, centered.

Abstract/ Resumo: It must be written in a single paragraph without bibliographical citations. In the direct form and in the past, what was carried out and studied, and the most important results and conclusions. The maximum word limit is 200. At the end, there must be a list of three to five “**Keywords**”.

Introduction: It should be brief, with specific bibliographical citations, but without these assuming main importance, ending with indication of the objective of the work.

Case report: Whenever possible, it must contain the medical history, findings of physical examination and complementary tests used for diagnosis, treatment applied and outcome of the clinical case.

Discussion: The results should be discussed in light of the literature.

Conclusions: They should be based only on the results presented in the work.

References:

The list must only include documents mentioned in the text., in alphabetical order of the surname of the first author. Follow the examples at the end of this document.

Research Note

Research Notes (maximum of 3 pages, including any tables and figures)

They should quickly communicate new techniques or advances in existing techniques.

Research notes should be composed of a running text, possibly divided into paragraphs, in the order TITLE, ABSTRACT, RESUMO, INTRODUCTION, MATERIAL AND METHODS, RESULTS, DISCUSSION, CONCLUSION and REFERENCES.

Title: In boldface, centered.

Abstract:It must be written in a single paragraph without bibliographical citations. In the direct form and in the past, what was carried out and studied, and the most important results and conclusions. The maximum word limit is 200. At the end, there must be a list of three to five “**Keywords**”.

Introduction: It should be brief, with specific bibliographical citations, but without these assuming main importance, ending with indication of the objective of the work.

Material and Methods: This section should present data and describe the methods so that the study can be repeated by other researchers.

Results: This section should present a concise description of the data and findings obtained, supported by tables that are self-explanatory and prepared without superfluous data, always presenting, as applicable, averages of several repetitions. It is convenient, at times, to express complex data by graphs (Figures), when presenting and presenting them in extensive tables.

Discussion: The results should be discussed in light of the literature.

Conclusions: They should be based only on the results presented in the work.

References:

The list must only include documents mentioned in the text., in alphabetical order of the surname of the first author. Follow the examples at the end of this document.

Short Communication

Short Communications (at most 3 pages, including any tables and figures)

They must communicate results quickly and simply.

The short communications should be composed of a running text, possibly divided into paragraphs, in the order TITLE, ABSTRACT, RESUMO, INTRODUCTION, MATERIAL AND METHODS, RESULTS, DISCUSSION, CONCLUSION and REFERENCES.

Title: In boldface, centered.

Abstract/ Resumo: It must be written in a single paragraph without bibliographical citations. In the direct form and in the past, what was carried out and studied, and the most important results and conclusions. The maximum word limit is 200. In the end, there must be a list of three to five “**Keywords**”.

Introduction: It should be brief, with specific bibliographical citations, but without these assuming main importance, ending with the indication of the objective of the work.

Material and Methods: This section should present data and describe the methods so that the study can be repeated by other researchers.

Results: This section should present a concise description of the data and findings obtained, supported by tables that are self-explanatory and prepared without superfluous data, always presenting, as applicable, averages of several repetitions. It is convenient,

at times, to express complex data by graphs (Figures), when presenting and presenting them in extensive tables.

Discussion: The results should be discussed in light of the literature.

Conclusions: They should be based only on the results presented in the work.

References:

The list must only include documents mentioned in the text., in alphabetical order of the surname of the first author. Follow the examples at the end of this document.

Reviews

Literature Reviews (only by invitation).

They should be composed of a text in a free format.

Citations and references style

Citations will not be accepted from monographs, dissertations, theses, summaries and publications of the proceedings or annals of scientific events.

Examples of Bibliographical References

The citations in the running text or between parentheses, and references to articles submitted to BJVM, must follow the current guidelines of the American Psychological Association (APA) ([Reference Examples](#)).

Citations in the text:

- **One author:**

Mitchell (2017) or (Mitchell, 2017)

- **Two authors**

Mitchell and Smith (2017) or (Mitchell & Smith, 2017).

- **Three or more authors:**

Mitchell et al. (2017) or (Mitchell et al., 2017).

Exception:

For works published the same year with slight variation of authors, it will be necessary to include the names of the other authors until indicating the difference:

Kapoor, Bloom, Montez et al. (2017) or (Kapoor, Bloom, Montez et al., 2017).

Kapoor, Bloom, Zucker et al. (2017) or (Kapoor, Bloom, Zucker et al., 2017).

Hasan, Liang, Kahn, and Jones-Miller (2015) or (Hasan, Liang, Kahn, and Jones-Miller, 2015)

Hasan, Liang, Kahn, and Weintraub (2015) or (Hasan, Liang, Kahn, and Weintraub, 2015)

- **Entities as Authors:**

When the author of a reference is an institution, governmental agency or other entity, mention the organization in the relevant sentence or in the citation between parentheses the first time the source is mentioned.

First citation:

World Health Organization (WHO, 2019) or (World Health Organization [WHO], 2019)

Subsequent citations:

WHO (2019) or (WHO, 2019)

- **Two or more works in the same set of parentheses:**

For cases of two or more works mentioned in the same set of parentheses, list them in alphabetical order and separate them with a semicolon.

Example: Various studies (Jones, 2012; Smith, 2009)

Authors with the same surname: use the initials of the first names with the surname to avoid confusion.

Example: (B. Smith, 2009; J. Smith, 2006).

- **Two or more works with the same authorship and year:**

When there are two references by the same author(s) published in the same year, use lowercase letters (a, b, c) with the year to order them in the reference list.

Example: This is explained in the study of Smith (1999a).

[Note my slight changes in Capitalization of the items below. The main words in book titles should all be capitalized (other than after a colon), according to what I learned in school. However, that was 50 years ago, so if the style has changed, I stand corrected.]

References by type

- **Books (without DOI and with DOI): Do not include the place of publication.**

Jones, A.F & Wang, L. (2011). *Spectacular Creatures: The Amazon Rainforest* (2nd ed.). My Publisher.

Gilovich, T., Griffin, D., & Kahneman, D. (Eds.). (2002). *Heuristics and Biases: The psychology of intuitive judgment*. Cambridge University Press. <https://doi.org/10.1017/CBO9780511808098>.

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A Guide to Citation*. My Publisher.

Note that the names of books and periodicals must appear in *Italics*.

- **Book Chapters: Do not include the place of publication.**

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The Psychology of High Performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A Guide to Citation Rules* (2nd ed., pp. 50-95). Publishers

- **E-Books and Audiobooks**

Cain, S. (2012). *Quiet: The power of introverts in a world that can't stop talking* (K. Mazur, Narr.) [Audiobook]. Random House Audio. <http://bit.ly/2G0Bpbl>.

Chistian, B., & Griffiths, T. (2016). *Algorithms to Live by: The computer science of human decisions*. Henry Holt and Co. <http://a.co/7qGBZAk>.

- **E-Book Chapters:**

Tafoya, N., & Del Vecchio, A. (2005). Back to the future: An examination of the Native American holocaust experience. In M. Goldrick, J. Giordano, & N. Garcia-Preto (Eds.), *Ethnicity and Family Therapy* (3rd ed., pp. 55-63). Guilford Press. <http://a.co/36xRhBT>.

- **Articles Published in Periodicals**

With long DOI

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>.

With short DOI (to use a short DOI, it is necessary to utilize the service on the homepage <http://shortdoi.org/>. It will provide the short DOI).

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <http://doi.org/dk9j>.

Without DOI:

Anderson, M. (2018). Getting consistent with consequences. *Educational Leadership*, 76(1), 26-33.

- Class Entities or Governmental Agencies

American Heartworm Society. (2020). *Current Canine Guidelines for the Prevention, Diagnosis and Management of Heartworm (Dirofilaria immitis) Infection in Dogs*. https://d3ft8sckhmqim2.cloudfront.net/images/pdf/2020_AHS_Canine_Guidelines.pdf?1580934824.

National Cancer Institute. (2018). *Facing Forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>.

In preparing the text, the following rules must be observed:

Footnotes must be indicated with superscript Arabic numerals after the word, expression or sentence prompting the note. This numbering will be continuous and the notes will appear at the bottom of the respective page.

Figures and table style

Figures

All types of visual exhibits that are not tables are considered to be figures. Common types of figures are line graphs, pie graphs, bar graphs, dispersion graphs, flow charts, designs, maps, photographs, infographs and other images/illustrations. **The figures must be located at the end of the manuscript, with each figure on a separate page with corresponding title and legend.** For reproduction of X-rays, digitized test results and other diagnostic images, as well as images of anatomopathological specimens or photomicrographs, separate high-resolution photographic files must be sent (TIFF or EXIF format). The figures should be self-explanatory. Titles and detailed explanations should be placed in the legend, not on the figures or images themselves.

Photomicrographs must contain scale markers. The symbols, arrows or letters used in photomicrographs should have high contrast with the background. It is necessary to explain the scale applied and identify the staining method. The figures must be numbered sequentially in the order they are cited in the text. When symbols, arrows,

numbers or letters are used to identify parts of images or illustrations, these must be identified and clearly explained in the legend.

The formatting of figures must follow the style available at the homepage of the American Psychological Association (APA) ([sample figures](#))

Tables

The tables should be self-explanatory and placed at the end of the text (and can also be sent in a separate file). The tables must be numbered sequentially in the order they are cited in the text using Arabic numerals (e.g., Table 1, Table 2, etc.). The titles of the tables should be as short as possible, while also being self-explanatory, containing the necessary information to allow readers to understand their content, without the need to refer back to the text. All the tables must be mentioned in the text. Explanatory notes must be included in the legends, not in the titles. Explain all non-standardized abbreviations/acronyms in the legends and use symbols to explain information when necessary. Statistical metrics such as standard deviation and standard error of the mean must be identified.

Additional tables with supporting data too extensive for publication can be deposited in one of the repositories listed at the Scielo website.

The formatting of tables must follow the style indicated at the homepage of the American Psychological Association (APA). ([sample tables](#))