



PROCEEDINGS GUIDELINES

Authors will have to submit their selected manuscripts by **February 15, 2018**
Manuscripts that are not received by the deadline will be removed from the programme.

Manuscript format

Please follow the attached sample file (*Proceedings Sample Sheet*) for the preparation of your manuscript.

General requirements

- Use A4 format
- Use 2cm margins on all sides (right, left, top, and bottom).
- Justify your text (flush left and right).
- Single-space your entire manuscript (lines)

Type size and font

- Word Processor type size must be 11 points, use font 'Arial'.
- Utilize the same type size and style throughout your entire manuscript except for the title which should be 12 points

Typing

- Do not use any underscoring in your manuscript - instead use Italics.
- Do not hyphenate words - if possible turn the hyphenation feature of your word processor off.
- Use only one space after a period and before the start of the next sentence.
- Do not indent paragraphs - instead insert one hard return (hit return/enter key) between paragraphs.
- Type references as instructed in sample file.
- Use only tabs for columns, indentions, etc - do not use multiple spaces (the space bar)

Heading formats

- Title: centred, bold, capital letters only, font 'Arial', 12 points.
- Major Headings: flush left, bold, capital letters only, leave one line before and one after the heading
- All Subheadings: flush left, bold, first word only capitalized.

Name(s) of author(s)

- Leave two lines between title and listing of authors.
- Centred, bold, italics, font 'Arial', 12 points.
- List author(s) as follows:
 - o One author: Name of author, degree(s), Diplomate status.
 - o Two authors: Name of author, degree(s), Diplomate status and Name of 2nd author, degree(s), Diplomate status, etc.
- The name of the corresponding author should be marked with an asterisk (*) and the address of that author should be listed at the end of the manuscript.

Affiliations

- Leave two lines between the listing of authors and affiliations.
- Centred, bold, italics, font 'Arial', 12 points.
- List affiliations as follows: From The Raptor Center, University of Minnesota, City, Country.
- The full street and e-mail addresses of the corresponding author should be listed at the end of the manuscript.

Abstract

- Leave three lines between the affiliations and the word 'Abstract'.
- Use a paragraph start with 'Abstract' beginning the paragraph.
- This paragraph summarizes the main points of the paper, and can be compiled by condensing the important statements from the other sections. The Abstract should contain straightforward statements of fact and be completely self-explanatory without reference to the paper. Past tense should be used throughout. Do not use expressions such as 'X is described' and 'Y is discussed'. Omit bibliographic, table, and figure references. Avoid abbreviations in the Abstract, but spell out on the first instance.

Summary style Abstract

- An abstract of up to 250 words with no further text should be used by authors of research studies or case reports who expect to publish their findings in a refereed journal at a later time. These abstracts should include results. If the word limit of 250 is exceeded, it may impact your ability to have your manuscript published in a peer-reviewed journal.

Full papers

- The abstract should be followed by the main text subdivided into sections (e.g. Introduction, Materials and Methods, Results, Discussion).

References

- References are formatted following the VANCOUVER STYLE as proposed by the International Committee of Medical Journal Editors (ICMJE) (www.icmje.org). Please refer to this page for details. Examples for this style are given here.

Reference Citation with Numbers

- References should be listed throughout your paper in the order that they appear. Do not use alphabetical order of authors' names.
Examples: "Aortic aneurysm and secondary rupture has been reported in turkeys,¹ swine,² and humans.³ The derived data were as follows^{4,5};" or "...infections have been reported^{6,7}; subsequent reports suggest alternative etiologies.⁸⁻¹⁰"
- Reference numbers appear as a superscript number following commas and periods. They appear before colons and semicolons.
- References appear in consecutive order, not alphabetical order. If a series of references support a statement, list as follows: "has been reported.^{1,4,6,8-10}"
- Note that there are no spaces and that two consecutive references are listed individually (eg, 4,5), but that three or more consecutive references are written as a range (e.g. 3-5). You may refer to authors' studies as Leider et al.^{4,5}.

Reference Examples

Journal article

1. Samour JH, Naldo JL. Diagnosis and therapeutic management of lead toxicosis in falcons in Saudi Arabia. *J Avian Med Surg.* 2002;16:16–20.

In press journal article

2. Smith TL. Manuscript title. *J Avian Med Surg.* 2003. In press.

Book

3. Heidenreich M. *Birds of Prey: Medicine and Management.* Oxford, UK: Blackwell Science; 1997.

Chapter in a book

4. Smith FM, West NH, Jones DR. The cardiovascular system. In: Whittow GC, ed. *Sturkie's Avian Physiology.* 5th ed. San Diego, CA: Academic Press; 2000:569–596.

Proceedings paper

5. Wilson L. Non-medical approach to the behavioral feather picker. *Proc Annu Conf Assoc Avian Vet.* 1997;3–9.
6. Siedel KB. Keeping buzzards—zoo veterinary review. Paper presented at: European Convention of

Avian

Veterinarians; October 3, 1999; Chicago, IL.

Web site

7. Health Care Financing Administration. 1996 statistics at a glance. Available at:
<http://www.hcfa.gov/stats/statili.htm>. Accessed December 2, 1996.

Tables & Figures

- Refer to associated tables by writing the word "Table" and the accompanying number within parentheses:(Table 1). Refer to associated figures by abbreviating the word "Figure" as "Fig," then provide the accompanying number within parentheses: (Fig 4) or (Figs 2 and 3).

Table Preparation

- Avoid the use of shading in tables, as it does not reproduce well in the printing process.
- Each table should be presented on a separate sheet in 11-point type.
- Number tables consecutively as they are mentioned in the manuscript.
- Titles should be descriptive enough to stand alone and should appear above the Table.
- Separate columns horizontally only.
- Each column should have a heading. Vertically typed headings are not acceptable.
- Data should be presented only once, in one form, and not repeated in another form.
- References to table footnotes are by consecutive superscript letters beginning with "a" and are independent for each table.
- Standard errors of measurement or standard deviations (of observations) may be attached to the means by \pm , although a separate column or row may be used.
- A sample table is provided in the sample manuscript demonstrating some of these guidelines. It is obligatory to follow the format of this sample!

Figure preparation

Figures (graphs, illustrations, etc) should be placed on separate pages and inserted in the manuscript after the references and tables for purposes of pre-publication organization.

- Each figure should be presented on a separate sheet in 11-point type.
- Do not include the figure legend in the figure itself.
- Number figures consecutively as they are mentioned in the manuscript. If there is only one figure, label as "Figure 1" and provide a legend.
- Figure legends should stand alone, providing enough information to understand the data.
- Spell out stains (ie., hematoxylin and eosin) in legends, and state magnification (eg, x30), if applicable.

Example: Figure 3. Photomicrograph of the right kidney of a northern pintail. Cystic tubular remnants (large arrow) are adjacent to a collecting duct (small arrow) (hematoxylin and eosin, x250).