

## How to submit a manuscript to FELASA 2010 proceeding book

Only manuscripts given to the staff at the Conference registration desk will be considered for publication. Manuscripts should be prepared in accordance with the guidelines below.

All submissions must be in English and of a good grammatical standard. We recommend authors with a first language other than English request an English speaking colleague to review their manuscript prior to publication.

Please bring two hard copies of the text and the illustrations, and additionally all material as files.

### *File formats*

Text files must be saved in .doc, docx or .rtf format. Other suitable formats include .tif for photographic images, .xls for graphs produced in Excel, and .eps for other line drawings.

## 5. How to prepare a manuscript

### *Formatting*

Manuscripts must be submitted using double line-spaced, unjustified and line numbered text throughout, with headings and subheadings in bold case. Press 'Enter' only at the end of a paragraph, list entry or heading.

### *Title page*

The first page should contain the full title of the manuscript, a short title, the initials and last names of all the authors and their and affiliations, the department(s) and the institution(s) where the work was carried out; and the name, postal and email addresses and telephone and fax number of the author responsible for all communications about the manuscript and proofs.

The title should be concise, informative and must not be unnecessarily punctuated. The short title should be no more than six words long.

### *Abstract*

An unstructured abstract of no more than 250 words and a list of up to five key words must accompany the manuscript.

### *Headings*

The first heading after the Abstract (usually Introduction) is omitted. Where appropriate, the remainder of the paper should be arranged under the headings Animals, Materials and Methods, Results, Discussion, Acknowledgements, References.

### *Tables*

Tables must be prepared using the Table feature of the word processor. Tables should not duplicate information given in the text, should be numbered in the order in which they are mentioned in the text, and should be given a brief title. Tables should each appear on a separate page at the end of the manuscript as part of the text file. Vertical rules and/or background shading should not be used. The legend of a table should be concise and enable the reader to understand the data without excessive reference to the text.

### *Figures*

All figures should be numbered in the order in which they are mentioned in the text. All figures must be accompanied by a figure legend. If figures are supplied in separate files, the figure legends must all be listed at the end of the main text file.

Line drawings should be produced electronically and clearly labeled using a sans serif font such as Arial. Graphs may be supplied as Excel spreadsheets (one per sheet). Other line drawings should be supplied in a suitable vector graphic file format (e.g. .eps)

All photographic images should be submitted in camera-ready form (i.e. with all extraneous areas removed), and where necessary, magnification should be shown using a scale marker. Photographic images must be supplied at high resolution, preferably 600 dpi. Images supplied at less than 300 dpi are unsuitable for print and will delay publication. The preferred file format is .tif.

## References

Only essential references should be included. Authors are responsible for verifying them against the original source material. Please use the Vancouver referencing system: references should be identified in the text by superscript Arabic numerals after any punctuation, and numbered and listed at the end of the paper in the order in which they are first cited in the text. Automatic numbering should be avoided. References should include the names and initials of up to six authors. If there are more than six authors, only the first three should be named, followed by et al. Publications for which no author is apparent may be attributed to the organization from which they originate. Simply omit the name of the author for anonymous journal articles – avoid using 'Anonymous'. Punctuation in references should be kept to a minimum, as shown in the following examples:

1. Festing MFW, Overend P, Gaines Das R, Cortina Borja M, Berdoy M. *Reducing the Use of Animals in Research through Better Experimental Design*. London: RSM Press, 2002
2. Francis RCE, Reyle-Hahn MS, Höhne C, *et al*. The haemodynamic and catecholamine response to xenon/remifentanil anaesthesia in Beagle dogs. *Lab Anim* 2008; 42: 338–349

## Abbreviations

Symbols and abbreviations should be those currently in use. Authors should not create new abbreviations and acronyms. The RSM's book [Units, Symbols and Abbreviations](#) provides lists of approved abbreviations. References to animal strains should be in accordance with current nomenclature. For reference, use The International Index of Laboratory Animals, 6th edn (Festing M, 1993); the [Mouse Genome database](#) and the [Rat Genome Database](#).

## Units

All measurements should be expressed in SI units.

## Statistics

If preparing statistical data for publication, please read the [statistical guidelines](#).