



Guide for authors

Original scientific articles and short research communications on animal diseases and parasites, especially in Africa, will be considered for publication in this journal. Such papers should be forwarded to the Editor, *Onderstepoort Journal of Veterinary Research*, Onderstepoort Veterinary Institute, Private Bag X05, Onderstepoort, 0110 South Africa. It will be assumed that papers submitted to the journal are not being considered simultaneously for publication elsewhere.

Initially, two copies of the paper and figures should be submitted. When the paper has been refereed and edited it will be returned for any necessary amendments. Please note that suggestions made by the editorial committee and referees may not be ignored; any objections must be discussed or lodged in writing with the editor.

A copy of the edited manuscript plus two copies of the final manuscript must be sent to the editor. A copy must also be provided on floppy or stiffy disc—preferably processed from Microsoft Word (MSOffice) or WordPerfect.

The originals of figures should be covered with an overlay and carefully packed to ensure that they arrive in perfect condition.

FORMAT

Manuscripts must be prepared in double spacing with a margin of at least 3 cm on the left and at the top of each page. The first line of every paragraph must be flush left (start at the left margin). All paragraphs must be blocked with an extra line space between them.

All headings are flush left, as follows:

- Major headings – **CAPITALS (10 pt bold)**
- First-level subheadings – **Upper and lower case (10 pt bold)**
- Second-level subheadings – *Upper and lower case (10 pt italics)*
- Third-level subheadings – **CAPITALS (8 pt bold/regular)**

All pages must be numbered.

Manuscripts that do not comply with the editorial requirements will be returned forthwith for amendment before they are considered by the editorial committee.

SCIENTIFIC PAPERS

The contents must be presented in the following sequence: Title, name(s) of author(s), abstract, keywords and text.

The title of a paper should, if possible, be short, but must contain enough information to indicate its contents accurately. In the abstract the text should convey the essential results concisely, preferably in not more than half a page (c. 150 words).

The layout of the title and abstract should be as follows:

Single author

Serological differentiation of five bluetongue virus serotypes by indirect ELISA

D.H. DU PLESSIS

*Biochemistry Section, Onderstepoort Veterinary Institute
Private Bag X05, Onderstepoort, 0110 South Africa*

ABSTRACT

DU PLESSIS, D.H. 1992. Serological differentiation of five bluetongue virus serotypes by indirect ELISA. *Onderstepoort Journal of Veterinary Research*,

Multiple authors

Adult *Amblyomma hebraeum* burdens and heartwater endemic stability in cattle

J.L. DU PLESSIS¹, P.J. LOOCK² and C.J.F. LÜDEMANN³

In this case the authors' addresses must be given in a footnote on the first page:

- 1 Onderstepoort Veterinary Institute, Private Bag X05, Onderstepoort, 0110 South Africa
- 2 State Veterinarian, Private Bag X2408, Louis Trichardt, 0920 South Africa
- 3 Mara Research Station, Private Bag X260, Mara, 0934 South Africa

In the majority of papers the text is normally presented under the following main headings:

- Introduction
- Materials and methods
- Results/Observations
- Discussion
- Acknowledgements
- References

INTRODUCTION

The introduction should be a motivation for the article. It should outline the problem and state the object of the research. Reference to previous work is admissible only if it relates directly to the present research. An extensive literature review is generally inappropriate.

MATERIALS AND METHODS

These should be described in sufficient detail to allow repetition of the work. Details of any statistical analyses employed must be included. A literature citation is adequate for methods fully described elsewhere.

RESULTS/OBSERVATIONS

The principal results should be given in the text, with supporting evidence in tables (Table/s) or figures (Fig.). Data given in a table must not be repeated in a figure or *vice versa*. Tables and figures must be numbered in the order in which they are cited in the text. Use arabic numerals for figures.

DISCUSSION

The results obtained must be interpreted in relation to existing knowledge. It is sometimes desirable to combine the results and discussion.

ACKNOWLEDGEMENT/S (optional)

Acknowledgement(s) should be concise, e.g. "I thank Mr S.W. Smith for ...".

REFERENCES

These must always be checked meticulously to ensure that all references mentioned in the text are listed at the end of the paper, and that all references in this list are quoted in the text. Make sure that the spelling of names and the dates in the text tally with those in the reference list.

Citations in the text

References

These must be arranged chronologically, e.g. (Smith 1965; Jones 1973; Brown 1977), but references from the same year must be listed alphabetically, e.g. (Brown 1966; Jones 1966; Smith 1966).

One author

When an author's name and the year of publication do not form part of a sentence, they are given in parentheses and are separated only by a single space (authors please note—no comma), e.g. (Taylor 1931). However, an author's name, and sometimes the year of publication, may form part of a sentence, as follows: "Taylor (1931) showed that ..." or "In 1931 Taylor published this report ...".

Two authors

Both names are quoted, linked by an ampersand (&).

More than two authors

All the authors' names are quoted the first time the reference is mentioned. Thereafter the name of the first author is given followed by *et al.*, typed in italics, e.g. Taylor, Smith & Jones (1931); Taylor *et al.* (1931); (Taylor *et al.* 1931).

Multiple papers

When several papers published in the same year by the same author, or with the same senior author, are cited, they must be distinguished by the suffixes a, b, c, etc., inserted after the year of publication.

Papers "in press"

Papers should not be cited as being "in press" before they have actually gone to press. Then the words "in press" should be inserted in the text instead of the year of publication.

Citations from other publications

When an unseen paper has been quoted from another publication, only the latter should be included in the reference list. Refer to the unseen paper only in the text, e.g.: "Martins (1947, cited by Shepstone 1950) found that ...". In this example only Shepstone (1950) would be included in the reference list.

Personal communications

Provided permission has been received from the person(s) concerned, these communications may be quoted in the text, but not in the reference list, e.g. "Joan B. Smith (personal communication 1966) found that ..." or "... (Joan B. Smith, personal communication 1966)". Such references should be restricted to a minimum.

Unpublished data

Permission must be obtained to refer to any unpublished data received from other people. The observer(s) can then be quoted in the text, but not in the reference list, e.g. "R. Shaw (unpublished data 1972) found that ..." or "... (R. Shaw, unpublished data 1972)". Mention of such data should preferably be avoided.

Reference list

References must be set out according to the Harvard reference method. Components that are essential for compiling a reference list are the following (in this order):

<p>BOOKS</p> <p>Author/editor/compiler Year of publication Title of chapter (if appropriate) Title of book (italics) Edition/editor Place of publication Publisher Numbering and pagination Series (optional, in parentheses)</p>	<p>PERIODICAL ARTICLES</p> <p>Author Year of publication Title of article Title of periodical (italics) Volume Number (only if each volume is paginated separately) Pages of article</p>
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References are listed alphabetically by the name of the first author and set out in the following style:

ABRAHAM, R. & HONIGBERG, B.M. 1965. Cytochemistry of chick liver cell cultures infected with *Trichomonas gallinae*. *Journal of Parasitology*, 51:823–833.

Authors

When several publications by the same author or having the same senior author are included, they must be listed chronologically. If two or more papers having the same senior author are published in the same year, the letters a, b, c, should be added after the year.

Editors

When the name given is that of the editor, not the author, insert "(Ed.)" between the name and the date of publication. If there is more than one editor, use the abbreviation "(Eds)", e.g.:

CODAGEN, J.I.G. (Ed.) 1979. *Organophosphorus reagents in organic synthesis*. London: Academic Press.

When the reference includes both author/s and editor/s, insert the phrase "edited by" after the title of the book, e.g.:

CORREIA, M.A. & BECKER, C.E. 1987. Chelators and heavy metal intoxication, in *Basic and clinical pharmacology*, edited by B.G Katzung. Connecticut: Appleton & Lange: 728–730.

Titles of journals, volume numbers and page numbers

The title of a periodical must be given in full and italicized. When sections of a periodical appear either as supplements or as parts which are paginated separately, indicate this immediately after the volume number. Use arabic numerals to indicate the volume number, e.g. *Experimental Parasitology*, 3:4–11.

When the reference consists of a single page only, just insert a colon before the page number.

When a paper has been accepted for publication, but has not yet been printed, insert the name of the journal followed by "in press". If possible, insert the correct volume and page numbers when you receive your proofs.

Titles of articles

These must be copied exactly, taking special care with foreign spellings, accents and the use of italics for scientific names, e.g. Pferd (in German nouns begin with a capital letter); vétérinaire; São Paulo. Note that titles of articles are NOT underlined or italicized, or placed in quotation marks.

Text books

Titles must be italicized. Note that in book titles capital initial letters are used for the first word and proper names only. Use the abbreviation "ed." for edition and only an arabic numeral to indicate the volume(s) cited. No page numbers are given. List text books as follows:

FINDLAY, G.M. 1951. *Recent advances in chemotherapy*, 3rd ed. 1. London: Churchill.

LATSHAW, W.K. 1987. *Veterinary developmental anatomy*. Toronto & Philadelphia: B. C. Decker.

Abstracts

When only an abstract of an article has been seen, indicate this as follows:

VAN BEKKUM, J.G. 1959. Observations on the carrier state of cattle exposed to foot-and-mouth disease virus. *Tijdschrift voor Diergeneeskunde*, 84:1159–1164. (Abstract, *Veterinary Bulletin*, 30:67).

Articles/chapters appearing in text books

These should be given as follows:

RIEK, R.F. 1968. Babesiosis, in *Infectious blood diseases of man and animals*, edited by D. Weinman & M. Ristic. New York: Academic Press, 2:219–268.

Individual articles appearing in the proceedings of periodic international conferences

These should, if possible, include the serial number of the conference, its venue and the year in which it was held, as well as the pagination, e.g.:

GREGSON, J.D. 1969. Electrical observations of tick feeding in relation to disease transmission. *Proceedings of the 2nd International Congress of Acarology, Sutton Bonington, 1968*: 329–339.

Extracts from annual reports

All extracts should include the year to which the report refers. This is not always the same as the year of publication, e.g.:

LEWIS, E.A. 1949. Heartwater. *Report of the Department of Veterinary Services, Kenya, for 1947*: 51.

Theses

These are listed as follows:

VAN DER MERWE, S.V. 1963. Haematological studies on sheep suffering from schistosomiasis in South Africa. D.V.Sc. Thesis, University of Pretoria.

Pamphlets

Give the name(s) of the author(s), year and title of the article, followed by the name of the institute, organization or society, and the country. If the source forms part of a series, this information is enclosed in parentheses, placed at the end of the description. Note that the number ("no.") within the series is preceded by a semicolon, e.g.:

KLESSER, PATRICIA J. 1965. *Groundnut variety trials of resistance to virus diseases*. [Pretoria]: Department of Agricultural Technical Services, Republic of South Africa. (Technical Communication, no. 42).

Publications in which no individuals are named as either authors or editors

Give the name of the organization issuing the publication in place of that of the author or editor, followed by the date, title and finally the place of publication, followed by the publisher, e.g.:

FAO, WHO or OIE 1969. *Animal health yearbook for 1968*. Rome: Food and Agricultural Organization of the United Nations.

RESEARCH COMMUNICATIONS

These are intended for the publication of smaller items of interest, e.g. a description of a new or modified technique or an unusual record of a parasite. Research communications must include an abstract and be concise (not more than two printed pages, i.e. c. four to five double-spaced typed pages, in length). They need not be subdivided into sections.

GENERAL INFORMATION

Tables

Each table must be typed on a separate sheet with a brief heading containing enough information to enable the reader to understand the table without consulting the text, e.g.:

TABLE 1 Persistence of IFA test antibody in cattle after withdrawal from exposure to ticks

Additional information should be given as footnotes, indicated by alphabetical superscripts in the heading and body of the table. All column headings should be typed flush left (left to column margins), but keep column alignment, where appropriate, according to dashes, commas or units, e.g.:

Sheep	Phase 1	Phase 2	Phase 3
A	1,41 (0,29)	3,31 (0,47)	3,28 (1,51)
B	1,67 (0,49)	3,96 (0,75)	4,20 (0,61)
C	1,70 (0,73)	4,33 (0,82)	4,13 (0,38)
D	2,08 (0,35)	5,06 (0,48)	5,16 (0,41)
E	1,94 (0,49)	5,63 (0,66)	4,82 (0,73)
F	1,32 (0,39)	5,31 (0,96)	5,13 (1,49)
Mean	1,69 (0,32) ^a	4,60 (0,82) ^b	4,45 (0,65) ^b

Reference to tables in the text must be written as follows: Table 1; Tables 2, 3 and 4; (Table 1). Indicate the approximate position in the text where the tables should be inserted as follows:

INSERT TABLE 1 HERE

Figures

All illustrations are referred to as figures (abbreviated as "Fig."). They should be arranged to fit across one or both columns of the printed portion of an A4 page. The measurements of a single column are 8 cm (width) and 23 cm (depth), while those of a full page are 16,5 cm (width) and 23 cm (depth). Several figures can be put together to form a composite plate in which each individual illustration is numbered; in such cases the plate itself is not numbered. Alternatively, if a plate is made up of a closely related series of small figures, the plate can be numbered and the individual illustrations in it designated A/a, B/b, C/c, etc.

Captions for the figures must be typed separately from the text and should contain enough information to enable the reader to understand the figures without reference to the text. Note that "FIG." is typed in capitals in the captions.

Reference to figures in the text should be as follows: Fig. 12; Fig. 2 and 3; Fig. 1A, B and C; (Fig. 6). Their approximate positions in the text should be indicated thus:

INSERT FIG. 1 HERE

Remember that duplication in the text of information given in tables and figures must be avoided.

Black-and-white photographs

Provide all these photographs as glossy prints, preferably with relatively high contrasts. The individual prints making up a composite plate should be of equal contrast, as a combination of light and dark prints will not reproduce well. Each photograph or plate must be labelled on the back with the author's name and the figure number. Insert the word "top" on the upper margin. Label with care so that the photograph is not dented.

Colour photographs

Reproduction of colour photographs is expensive, therefore they will not be accepted for publication in the Journal unless they are essential for illustrating the particular points shown and are of the highest possible quality. Colour prints must not be mounted. Figures in colour will be accepted only when accompanied by a signed agreement from the author to cover the full cost of publication.

Graphs, histograms and black-and-white drawings

Drawings must be drafted neatly onto a clear white surface. The original figure or a good photomechanical transfer (for printing purposes) plus one photostat (for the editor) must be included. **Photostats are not acceptable for processing for printing.**

When labelling the figures, please allow for any reduction/cropping that may be necessary when they are printed. Either draft labels on computer software or insert them with stencils or dry transfer letters. Alternatively, indicate the lettering on a photostat copy of the figure and forward this with the original figure to the graphic artists for final preparation.

Use of italics

Words to be italicized must preferably be typed in italics. If this is not possible, then underline the necessary words on the manuscript, but NOT on the computer-disc copy. Italics are used for:

- The names of genera, subgenera, species and subspecies of animals, plants and bacteria in titles, main headings, first-level subheadings and the text, but not in second-level subheadings.
- Generic names of viruses.
- The titles of books and journals in the reference list. (Note that the title of an unpublished work is not italicized.)
- Unacclimatized foreign words and phrases (e.g. *in situ*; *in vitro*; *per os*; *vide supra*; *virus fixe*; *ad libitum*).

The following are **not** italicized:

- The names of phyla, classes, orders and families.
- When italicized words (e.g. generic, specific and subspecific names of animals, plants and bacteria and generic names of viruses) are used in second-level subheadings, then they must be typed in the regular font.
- Foreign words and phrases that have passed into common use, e.g. *post mortem*, *vice versa*.
- The title of an unpublished work.

Biological nomenclature

A taxonomic article must be in accord with the relevant rules in the International Codes of Nomenclature for animals, bacteria and plants. The rules governing viral nomenclature are given in Fenner (1976). Alternatively, you can seek the advice of a professional taxonomist or a member of the editorial committee, or consult a reference such as Jeffery (1977).

The following brief notes on nomenclature are intended for general guidance only.

Animals, bacteria and plants

The codes governing the nomenclature of organisms in these three groups have many basic features in common, but differ somewhat

in detail. In all these groups the name of a species is binomial, i.e. it consists of the generic name, which begins with a capital letter, followed by the specific name, which is peculiar to the organism concerned and (except in a few special cases governed by the Bacteriological and Botanical Codes) begins with a small letter, e.g. *Bos taurus*. In some cases the generic and specific names may be followed by a subspecific name and, in Botany only, by a variety name. All these names are printed in italics.

The first time an organism is mentioned in the text, its generic and specific names must be given in full, e.g. *Babesia bigemina*, *Taenia ovis*. When it is mentioned again, its generic name can usually be abbreviated to the initial letter, e.g. *B. bigemina*, *T. ovis*. If, however, the generic names of two organisms mentioned in a paper have the same initial letters, and in addition these organisms have identical specific names, their generic names must always be written out to avoid confusion, e.g. *Taenia ovis* and *Trichuris ovis*.

In a taxonomic article, in addition to the full scientific name of each organism mentioned, the author(s) must be given the first time it is cited. The date on which the original description of the organism was published is often, but not always, given. The rules governing the ways in which authors and dates are quoted differ somewhat in the three International Codes of Nomenclature. For a zoological organism the generic and specific (and, where necessary, subspecific) names are followed by the name(s) of the author(s), then—should one wish to cite the date—by a comma and the date, e.g. *Babesia bigemina* Smith & Kilbourne, 1893. With bacteria there is no comma between the name(s) of author(s) and the date, e.g. *Pasteurella haemolytica* Newsom & Cross 1932. In the case of plants the author's name is often abbreviated, e.g. *Grewia robusta* Harv. The names of authors and dates must not be enclosed in parentheses or brackets at whim. Such punctuation marks have precise meanings in taxonomic literature, as do words such as *in*, *ex* and *sensu* when they are used in connection with the names of organisms. See the appropriate code or Jeffery (1977) for further details.

In the zoological, bacteriological and botanical kingdoms the names of taxa above the rank of genus, i.e. phyla, classes, orders and families, and their subdivisions, are not italicized. These names begin with capital letters when they are used scientifically, e.g. "Mammalia", but with lower case letters in common usage, e.g. "mammals".

Viruses

The nomenclature of viruses is unique in some respects. Family names all begin with a capital letter and end with the suffix "-viridae", e.g. Picornaviridae. Generic names, which also begin with a capital letter, end with the suffix "-virus" and are printed in italics, e.g. *Orbivirus*. Viral nomenclature is not binomial, and latinized specific names are not used. A species epithet often consists of a single word, e.g. reovirus, rotavirus. An epithet derived from the name of a disease, however, is written as two or more words, e.g. blue-tongue virus, foot-and-mouth-disease virus, and it may be combined with letters, e.g. influenza types A and B virus. An epithet derived from a place name begins with a capital letter and is also written as two or more words, e.g. Bunyamwera virus; Nairobi sheep-disease virus.

See Fenner (1976) for further details.

Geographic names

The initial letters of geographic names are capitalized, e.g. South Africa, but use southern Africa, south-western Free State, eastern Gauteng.

Units of measurement

Use metric units (SI, *Système International d'Unités*) throughout. Exceptions are ℓ (litre = keystroke Alt + 0181) and mℓ (millilitre) which are non-S.I. units accepted for general use. The symbol is the same for both singular and plural forms.

<i>Time:</i>	s (second/s), min (minute/s), h (hour/s), but spell out day/s, week, month and year
<i>Distance and area:</i>	µm, mm, cm, m, km, ha, etc.
<i>Mass:</i>	µg, g, etc.
<i>Volume:</i>	µℓ, mℓ, ℓ (litre), etc.
<i>Temperature:</i>	°C
<i>Geographical co-ordinates:</i>	34°03'S, 20°30'E
<i>Percentage:</i>	%

Dates

Dates in the text should preferably be written as follows: 31 January 1995. Nevertheless, to avoid possible repetition of the months in long lists of dates, the following style can be used: 1995.01.31.

In tables the months should, where necessary, be abbreviated to the first three or four letters, e.g. Sept., Oct.

Abbreviations

Abbreviations, e.g. CSF (cerebrospinal fluid), and acronyms should be used only if they have to be repeated frequently. They must be defined when mentioned for the first time, both in the abstract and in the text.

Numerals

Numbers from one to ten must be written as words and not as numerals. Numerals must be used for numbers above ten, except in the titles of papers and at the beginning of sentences, in which case the number and unit must be written as words. Leave a space between numerals and units, e.g. 5 m (not 5m); 2 h (not 2h); 5 % (not 5%); 5 °C (not 5°C).

Trade names

Chemical compounds

Use the international non-proprietary name for pharmaceuticals, as determined by the World Health Organization (WHO), and the common name for pesticides, as determined by the International Organization for Standardization (ISO). The first time such a name is mentioned in the text, give its South African trade name (in quotation marks and starting with a capital letter), followed by the name of the manufacturer or seller in parentheses.

The full chemical name should be used only when no non-proprietary or common name has been given to a compound.

Equipment

When referring to equipment by a trade name, give the name of the manufacturer in brackets immediately after the trade name.

Copyright

Copyright law requires that you obtain written permission from the copyright holder to reproduce published material. If the author is not the copyright holder it is courteous to request the author's permission also. The source of any material used must be acknowledged in the paper and, where appropriate, the full reference must be included in the list of references.

Further information on this subject is given in O'Connor & Woodford (1976).

Proofs

Final page proofs are submitted to the author who should read and correct them meticulously, according to the original manuscript, using the appropriate symbols in blue ink. No author's corrections (in the original manuscript) will be accommodated at this stage since it will

influence page layout and escalate printing costs. Particular attention should be paid to illustrations since they will have been processed by the graphic artists to comply with the uniform style of the journal.

Aids to writing

Spelling

ALLEN, R.E. (Ed.) 1990. *The concise Oxford dictionary of current English*, 8th ed. Oxford: Clarendon Press.

English usage

ANON . . . *The Oxford writers' dictionary*. Oxford: Clarendon Press.

CHRIST, G.E. (Ed.) 1943. *The Nuttall dictionary of English synonyms and antonyms*, 2nd ed. London: Frederick Warne.

FOWLER, H.W. 1965. *Modern English usage*, 2nd ed., revised by Sir E. Gowers. Oxford: Clarendon Press.

KIRKPATRICK, B. (Ed.) 1987. *Roget's thesaurus of English words and phrases*. Harlow: Longman.

Writing scientific reports

DAY, R.A. 1979. *How to write and publish a scientific paper*. Philadelphia: ISI Press.

MENZEL, D.H., JONES, H.M. & BOYD, L.G. 1961. *Writing a technical paper*. New York: McGraw-Hill.

O'CONNOR, MAEVE & WOODFORD, F.P. 1976. *Writing scientific papers in English*. Amsterdam: Elsevier/Excerpta Medica/North-Holland.

Biological nomenclature

FENNER, F. 1976. The classification and nomenclature of viruses. *Journal of General Virology*, 31:463–471.

JEFFERY, C. 1977. *Biological nomenclature*, 2nd ed. London: Edward Arnold.