**New Zealand Veterinary Journal**

**Instructions for Authors**

(Updated 28 June 2013)

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**Scope and general policy**

The *New Zealand Veterinary Journal* publishes general scientific articles, clinical communications, short communications, reviews and correspondence on all aspects of veterinary science, animal welfare, and animal health aspects of animal science. Submissions from all disciplines are welcomed.

The editorial policies of the *Journal* are in accordance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* published by the International Committee for Medical Journal Editors (ICMJE) at: [www.icmje.org](http://www.icmje.org).

**Publication options**

The *Journal* is published by Taylor & Francis on behalf of the New Zealand Veterinary Association. Accepted manuscripts are published online within three weeks of acceptance and subsequently allocated to issues published bimonthly in January, March, May, July, September and November each year.

**Page charges and fast-track publication**

There are no page charges for the routine publication of articles in the *Journal*. Rapid communications and correspondence are published in the next available print issue.

Provision exists for authors to advance publication of articles that have been refereed and accepted in the usual way, ahead of their scheduled date, upon payment of a $NZ450 base fee plus $NZ225 per page.

**Open access options**

Articles can be made freely accessible by posting the Author Accepted Manuscript in the author’s institutional or subject repository, after an embargo period of 12 months following publication of the Version of Record (i.e. the published article after all proof corrections).

**Green open access**

Articles can be made freely accessible by hosting the *Journal* Accepted Manuscript in the author’s institutional or subject repository, after an embargo period of 12 months following publication of the Version of Record (i.e. the published article after all proof corrections).

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**Specific policies**

**Authorship**

All authors should meet all the following criteria to qualify for authorship, as recommended by the ICMJE:

- Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;
- Drafting the article or revising it critically for important intellectual content; and
- Final approval of the version to be published.

The names and contributions of those involved in the study who did not qualify for authorship may be included in the Acknowledgements section. Further guidance is provided at: [http://www.icmje.org/ethical_1author.html](http://www.icmje.org/ethical_1author.html).

**Notification of sources of funding and financial, conflicting or competing interests**

Submissions must be accompanied by clear disclosures from all authors of their affiliations, funding or financial or competing interests that may have bearing on the submission.

- All authors must disclose all financial holdings, professional affiliations, advisory positions, board memberships, patent applications/holdings, or possible conflicts or competing interests that may bear relationship to the submitted work. The Editor will determine whether any of the material disclosed should be published as part of the article in a section preceding the Acknowledgements entitled, “Declaration of Interest”.
- All sources of funding and financial support pertaining to the submitted research, including support in kind,
must be stated explicitly in the Acknowledgements section of the manuscript.

- Organisational affiliations of all authors including academic, corporate and other commercial affiliations that have any bearing on the study must be listed in the Acknowledgements section, or included in affiliations listed for each author as footnotes on the title page.

- Where funding or support has been provided from a commercial source or a conflict or competing interest exists, the role of the named parties in the experimental design, implementation, analysis, interpretation of results, reporting and decision to publish must be declared.

Failure to disclose all sources of funding and financial, conflicting or competing interests is grounds for immediate rejection or retraction of submitted or published manuscripts, or may result in publication of a notice of undisclosed conflict of interest, at the Editor’s discretion. Conflict of interest may exist whether or not an individual believes it affects his or her scientific judgment, and is best managed by full disclosure.

Animal welfare and medical ethics

All experimental work involving humans and/or animals must comply with the legal and ethical requirements of the institutions at which, and in the jurisdictions under which, the work was done. All experimental work involving animals must also conform with the ethical standards described in the MAF User’s Guide to Part 6 of the New Zealand Animal Welfare Act 1999, published by MAF Biosecurity New Zealand, and in the Good Practice Guide for the Use of Animals in Research, Testing and Teaching, published by the National Animal Ethics Advisory Committee (2002). Research involving the manipulation of live animals conducted in New Zealand since 1999 must have been conducted under and in accordance with approval by an accredited animal ethics committee, in accordance with Part 6 of the Animal Welfare Act 1999.

Under the Act, research is defined as any work (being investigative work or experimental work or diagnostic work or toxicity testing work or potency testing work) that involves the manipulation of any animal. Unless the manipulation is carried out on any animal that is in the immediate care of a veterinarian (i) for clinical purposes in order to diagnose any disease in the animal or any associated animal, or (ii) to assess the effectiveness of a proposed treatment regime for the animal or any associated animal, then it must be approved by an animal ethics committee.

All research involving either the participation of humans, or where the research impacts on human individuals, groups or communities, must be approved by an accredited human ethics committee. In New Zealand, committees must be accredited by the Health Research Council Ethics Committee.

Studies using client-owned animals must be performed with informed client consent and demonstrate a high standard (best practice) of veterinary care.

The final decision concerning acceptability of a manuscript on ethical and welfare grounds rests with the Editor.

Copyright and manuscript release

Submission of a manuscript is held to imply that it has not been and, if accepted, will not be published elsewhere in whole or in part without permission of the Editor, and that all parties to the ownership of the intellectual property contained in it agree to its publication. Publication elsewhere in the form of an abstract, extended summary or conference proceedings does not necessarily preclude publication in the Journal, but should be declared at the time of submission.

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All articles accepted for publication become the exclusive copyright of the New Zealand Veterinary Association Inc. (the Publisher), including the right to reproduce the article in all forms and media.

Misconduct

Research misconduct generally refers to mistreatment of research subjects, falsification and fabrication of data, piracy and plagiarism. It does not include honest error or differences of opinion. Authors may not use their own, previously published work without appropriate citation. Please note that the New Zealand Veterinary Journal uses CrossCheck™ software to screen papers for unoriginal material. By submitting your paper you are agreeing to any necessary originality checks your paper may have to undergo during the peer-review and production processes.

Authors suspected of misconduct of any form at any time during the publication process will be alerted and given the opportunity to provide a satisfactory answer. If an author is not able to provide a satisfactory answer their manuscript will be withdrawn and their institution may be notified of the accusation. They may also be prohibited from publishing future work in the Journal for a period of time.

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Peer review

All articles submitted for publication will be independently refereed regardless of source. Referees are selected by the Editorial Board, and may or may not in-
clude individuals nominated by authors. Referees will remain anonymous, unless both the referee and the Editor agree otherwise, and are obliged to keep all unpublished information confidential. Referees are asked to state explicitly whether or not any conflicts of interest that could bias their opinions of the manuscript exist, and to disqualify themselves from reviewing specific manuscripts if they believe it to be appropriate. The final decision concerning acceptability of a manuscript is the responsibility of the Editor. Failure to comply with Journal policy at any stage is grounds for rejection.

Submission of manuscripts

Authors should submit their manuscripts online to http://mc.manuscriptcentral.com/tnzv. All submissions must include an electronic version of the manuscript text (as a MS Word document), and figures (formatted as directed below). Please do not try to upload PDF files of your text. The system will automatically convert your files to a PDF proof.

Authors will be guided step-by-step through uploading files directly from their computers.

Preparation of manuscripts

Authors are urged to consult a recent issue of the Journal and follow the style therein as closely as possible. Manuscripts must be written in English of a high standard and are expected to have been peer-reviewed for scientific content and correctness of language and presentation prior to submission. Manuscripts that conform poorly with editorial requirements and the format of the Journal may be returned without review.

For submissions where the quality of English is assessed as sub-standard, i.e. requiring additional editorial input, authors will be given the option of enlisting the assistance of a professional editor proficient in English.

Classes of articles

General Scientific Articles report new and substantial contributions to veterinary science based on original research. They have the format: Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements and References.

Short Communications are vehicles for valuable but limited or preliminary observations. They generally have the same format as General Scientific Articles but are limited to 3,500 words and a maximum of 4 figures/tables.

Clinical Communications report novel observations from clinical practice. Single case reports will only be considered for publication when of real novelty or potential significance, e.g. a novel putative infectious disease. The format may include Abstract, Introduction, Case History, Clinical Findings, Discussion, Acknowledgements and References. They are limited to 4,500 words and a maximum of 4 tables/figures, unless otherwise agreed at the time of submission.

Rapid Communications may be preliminary in nature, and report information of pressing importance. At the discretion of the Editorial Board, these will be published as soon as possible following peer review and should follow the format of General Scientific Articles.

Review Articles provide expert summaries of current knowledge in a particular field and provide new ideas. They should not just be a review of the literature. They have no set format. Authors should consult the Editor before embarking on a review. Submissions of review articles longer than 10,000 words, including references, will not be accepted without prior consultation and approval from the Editor.

Correspondence contains no headings, but may be followed by a short list of references. Correspondence of a scientific nature should follow the usual sequence for scientific articles, and normally contain no more than one table or illustration.

Journal layout

Manuscripts should be printed double-spaced throughout, on one side only of A4 paper, with at least 2-cm margins on all sides. Number all pages consecutively, and every line in the left margin of each page, continuously.

Headings and sub-headings should be typed on separate lines and are not followed by stops. Headings (e.g. “Materials and methods”) should be centred and bold. Only the first letter of headings and sub-headings is capitalised. Primary sub-headings (e.g. “Experimental design”) should be left-justified and bold; secondary sub-headings are left-justified and italicised. Do not use underlining and do not number sub-headings or itemised lists.

Format

Titles should be short, specific and informative. Only the first letter is capitalised. Do not use trade names or abbreviations in the title.

Authors’ names and addresses. Use initials (without stops) and surnames only, separated by commas. The superscript symbols (1,2,3, in that order) should be used after each author’s name to identify their full postal address and the author for correspondence (†) in footnotes at the bottom of the first page. The same symbol should be used for authors from the same address, e.g. AB Smith*, CD Jones† and EF Harris‡.

Abstracts should contain the following internal sub-headings for scientific articles and short communications: Aims, Methods, Results, Conclusions, Clinical Relevance (where appropriate), and Key Words: for clinical communications use Case History, Clinical Findings, Diagnosis, Clinical Relevance, and Key Words. Abstracts should be no more than 400 words in length, brief and informative when read in isolation from the article, include the main results and conclusions of the study, and should not contain abbreviations unless these are defined in the Abstract itself. All non-standard abbreviations should be listed after the Abstract.

Introduction. This should set the study in context by briefly reviewing relevant knowledge, and must contain a clear and concise statement of the study’s aims.

Materials and Methods should contain sufficient detail to allow others to repeat the study. For studies that involve the experimental use of humans or animals, include a statement to the effect that all procedures involving the experimental use of animals were approved by the (registered name) Animal Ethics Committee (city, country).

The generic name, dose and route of administration should be given for drugs, and the manufacturer’s name and location (city, state, and country) of drugs, reagents...
and specialised equipment used should be stated in parentheses on first reference. Thereafter, only generic names should be used. Details of all statistical methods used must be given at the end of this section under the sub-heading “Statistical analysis”, and should include adequate detail to allow readers to determine precisely how data have been analysed and presented. See below for Statistical guidelines.

Results should be presented concisely and logically without discussion or reference to other work. Data presented in tables and figures should not be repeated in text. Actual probability values should be given, to 2 or 3 decimal places, wherever possible (e.g. “p=0.011” rather than “p<0.05”) except where p<0.001.

Discussion should evaluate and interpret the results and relate these to the results and interpretations of other relevant studies. Do not repeat or present new results in this section. Care should be taken to develop the Discussion in a logical and concise manner, and it should end with a statement of conclusions and brief summary of the clinical relevance of your findings, wherever applicable.

Acknowledgements should be brief, and only include people who have made a direct contribution or provided material or financial support. All sources of funding for the submitted research must be stated.

Journal style

Style and spelling follow the New Zealand Style Book (available from GP Publications, Wellington, NZ) and the Concise Oxford Dictionary, except that the verbal suffix “-ise” is used, not “-ize”.

Numbers <10 are written as words, unless followed by an abbreviation or unit of measure. Numbers >9 are generally printed as numerals at the beginning of a sentence. A decimal point must always be preceded by a numeral, e.g. “0.5”, not “.5”; do not use a comma, i.e. not “0,5”.

Quantities. All measurements should be reported in SI units or their decimal multiples, unless it is normal practice in a discipline to use derivatives, e.g. the international unit and the curie. The New Zealand Standard 6501 (available from Standards New Zealand at www.standards.co.nz), contains the recommended units of measure.

Dates take the form “25 August 2000” in the text, but they may be abbreviated in tables and figures. Use the 24-hour clock for times of day. When used as units, spell in full hours, minutes and seconds.

Nomenclature. Manuscripts should conform to internationally recognised codes of nomenclature (e.g. the International Code of Zoological Nomenclature, International Code of Nomenclature of Bacteria, and the International Code of Botanical Nomenclature). All biota should be identified by their scientific names when the English term is first used, with the exception of common domestic animals. Generic and specific names should be italicised. Names of organisms should be given in full when used in the Title and when first used in the Abstract or text; after first use, generic names should be abbreviated as far as possible without causing confusion. Footnotes (other than for authors’ addresses on the title page) should be used to (a) indicate the address of people cited as personal communications; and (b) to elaborate abbreviations and headings in tables.

Abbreviations. The following abbreviations may be used without definition in the Journal. In addition, all chemical elements, common chemical formulae, SI and units of measure used with a value should be used without definition. Abbreviations are generally not permitted in the Title. Plural abbreviations do not require “s”.

cDNA Complementary deoxyribonucleic acid

cfu Colony forming units

cRNA Complementary ribonucleic acid

DM Dry matter

DNA Deoxyribonucleic acid

DNase Deoxyribonuclease

EDTA Ethylene diamino tetra-acetate

ELISA Enzyme-linked immunosorbent assay

egg Eggs per gram of faeces

H&E Haematoxylin and eosin

Ig Immunoglobulin

IM Intramuscular

IV Intravenous

kb Kilobyte(s)

LD50 Dose killing 50% of exposed population

mRNA Messenger ribonucleic acid

PCR Polymerase chain reaction

PFGE Pulsed-field gel electrophoresis

RIA Radioimmunoassay

RNA Ribonucleic acid

RNase Ribonuclease

rpm Revolutions per minute

rRNA Ribosomal ribonucleic acid

S/C Subcutaneous

Tris Tris(hydroxymethyl)aminomethane

Statistical terms

ANOVA Analysis of variance

CI Confidence interval(s)

CV Coefficient(s) of variation

df Degree(s) of freedom

GLM Generalised linear model

LSD Least significant difference

LSM Least squares means

n Number of samples

OR Odds ratio

r Correlation coefficient

R2 Coefficient of determination

RR Relative risk

SD Standard deviation

SE Standard error

SED Standard error of the difference

SEM Standard error of the mean

χ2 Chi-squared

The use of other abbreviations should be limited as much as possible. They should not be used if they are in any way ambiguous. Non-standard abbreviations should be listed after the Abstract, and their meaning must be clearly evident or explained when they are first introduced. For international units, “U” should be used: “U” should be used for enzyme activity. Units of length, weight and volume should be given in lower case (e.g. kg, mg/L). Abbreviations for chemical elements, SI units, contractions and suspensions in common use (including country names such as USA, UK and NZ, but excluding “e.g.” and “i.e.”) are not followed by stops; other suspensions generally are (e.g. pers. comm.). The abbreviations “e.g.” and “i.e.” are not italicised but “et al.”, “ad libitum” “in vivo”, “in vitro” are.
References

The accuracy of references is the responsibility of authors, and references must be verified against the original article. Please ensure that all articles cited in the text are included in the References list and vice versa. In the text, citations should be listed in parentheses in chronological order, citing authors’ names, and using “et al.” after the first author’s name where there are more than two, e.g. (Jones 1994; Smith and Jones 1996; Smith et al. 2000). When listing more than one publication by the same author just list the years of publication e.g., (Tasker et al. 2003b, 2006a, 2009b) or (Tasker et al. 2006ab). In general, no more than three citations should be included after a statement.

In the References list, references must be in alphabetical order of the first author and include the names of all authors, except if there are more than 10 author names then put “et al.” after the 10th author and delete the remaining names. When no author is given, use the term “Anonymous” in both text and References list. References with the same first author should be listed in the order: a) single author; b) two authors alphabetically according to the name of the second author; c) three or more authors, chronologically. The letters a, b, c, etc. should be appended to the year for papers published by the same author(s) in the same year.

Authors’ names should be in bold, with no stops between initials. Journal titles and names of books should be in italics, in full (not abbreviated). Do not use stops after the year.

Use the following examples as a guide:

For journal articles:

Pomroy WE, Charleston WAG, West DM. Failure of young goats to acquire resistance to Haemonchus contortus in paddock grazing situations. New Zealand Veterinary Journal 37, 23–6, 1989

For preprint articles with a digital object identifier:


For chapters in a book or an occasional proceedings:


For articles in proceedings published in a regular series:


For theses:


For government acts:


Citation of non-peer-reviewed references, e.g. Anonymous, conference proceedings, text books, theses, is discouraged but not precluded. Authors are specifically discouraged from citing their own publications in non-peer-reviewed sources; such data should be cited as “unpublished” or original data presented. Referees are specifically requested to scrutinise the use of non-peer-reviewed references and make recommendations regarding alternatives or omission.

If non-peer-reviewed references are cited, these should be less than two years old and clearly distinguished as such in the text by qualifying statements such as “preliminary data” or “non-peer-reviewed reports...etc”. In the References list, non-peer-reviewed articles should be preceded by an asterisk before the first author’s name, e.g.

Loth L, Stone M. Weaner pig mortality rates on New Zealand farms affected by PMWS. Surveillance 32 (1), 3–6, 2005

Reference to material on a website is to be avoided in general, unless it is essential to your argument, and providing it does not exist in a printed or published form, in which case it should be cited as a reference in the References list. When referencing a website, the data provided must be substantiated, and you should be personally satisfied that the data are defensible. Please provide the full title of the work, its full URL so that the exact information being referred to can be accessed, last date of accession, and the name of the organisation publishing the website. The authors’ names should be provided wherever possible, else listed as Anonymous, e.g.


Avoid using abstracts as references, and do not use “unpublished data” or “personal communications” unless they exist in written form. If they do, they may be referred to in the text, but must not appear in the References list. A pers. comm. should be a numbered footnote including the author’s initials and last name, followed by workplace name, city and country.

References to papers which have been accepted but not published should be cited as “in press”, whereas papers which have been submitted but not accepted should be referred to as “unpublished data”.

Tables

Tabular material should be kept to a minimum and printed on separate pages after the References. Information in tables must not be repeated in the text. Tables must be numbered consecutively (Arabic numbers) in the order they are referred to, and be understandable without reference to the text. The title should be a single sentence typed at the head of the table; additional explanatory information including non-standard abbreviations should appear as alphabetically ordered footnotes a b cross-referenced to the column entries. If using superscript letters to denote significant differences between means, use superscript letters to denote significant differences between means, use superscript letters and elaborate these in footnotes.

Tables should be constructed using the Table function of a word processor or spreadsheet (MS Word or Excel preferred), with each entry in a separate cell; avoid using tabs or line breaks within cells. Do not use vertical lines.
Use horizontal lines to separate the table from the title and footnotes, and column headings from data. Only the first letter of column or row headings should be capitalised. Unit descriptors should be placed under each column heading in parentheses and chosen to minimise the number of digits in each column. Report zero values as “0”, and any values not tested as “NT”, and identify the statistical measure(s) of variation used in either the title or footnotes.

**Figures**

Figures should be submitted in the highest quality format possible. Failure to comply with the following instructions will result in figures being returned to authors and publication being delayed.

No specific feature within an image may be enhanced, obscured, moved, removed, or introduced. Adjustments of brightness, contrast, or colour balance are acceptable if they are applied to the whole image and as long as they do not obscure, eliminate, or misrepresent any information present in the original. Any digital manipulation must be mentioned in the figure legend. The author(s) must also state in the covering letter that the scientific content of the image has not been altered.

Figures should be placed at the end of the manuscript on separate pages and numbered consecutively using Arabic numerals in the order they are described in the text (e.g. “Figure 1”). Figure captions should be listed on a separate page containing an explanation of all markers, lines and symbols used (i.e. the key), as well as all abbreviations. Each caption should contain sufficient information that it stands alone from the text. Authors should consult a recent issue of the journal for examples of the presentation of Figures.

**Figure size.** Figures should be constructed exactly as the authors want them reproduced, at the final size for publication, e.g. single column width (88 mm) or double column width (185 mm).

Font size and line thickness as described below apply to the Figure at final publication size. Do not include a box around, or gridlines within the Figure.

**Font size.** The font for all text within the figure and axis labels should be sans-serif type (e.g. Arial) 7 point.

**Line thickness.** The thickness of all lines including axes, tick marks, whiskers, and connecting lines between datapoints should be 0.2 mm (0.57 point) or 0.53 mm (1.5 point) for arrows should be 0.53 mm (1.5 point) at the final size the figure will be reproduced (e.g. single column width, as above). Any lettering or numbers within a photomicrograph, X-ray or photograph should be lower case sans-serif type (e.g. Arial) 10 point. If figures require cropping or reorienting, this must be done prior to submission.

**File formats.** Figures should be saved as high-resolution files, either EPS or TIFF, with a minimum resolution of 300–600 dpi. Most graphic applications allow files to be saved as EPS files. However, a PostScript printer driver may need to be installed to do this. The file can then be saved using the ‘print to file’ option. PDF files may be acceptable, but only if generated from a digital source, i.e. graphic software, NOT an image or scanned image. See also:

http://journalauthors.tandf.co.uk/preparation/artwork.asp

Files from MS Excel or MS Powerpoint are not acceptable.

Each figure, including each part of a figure, e.g. Figure 1a, Figure 1b, should be saved as a separate file, but do not add the labels (a, b, etc) to the figure. Each figure should preferably not exceed 10 MB per individual file. Authors are required to pay the cost of reproducing colour drawings and photographs at a cost of $NZ540 per page. Please indicate on submission if you require colour reproduction.

**Supplementary Information**

Supplementary information (SI) is non-peer-reviewed material directly relevant to the conclusion of a paper that cannot be included in the printed version for reasons of space. SI is posted online with the article at the time of publication, generally as a single PDF. It must be related to and add to the content of the article. Categories of SI may include: supplementary figure(s) and legend(s); supplementary methods; supplementary table(s); supplementary equation(s); supplementary data, supplementary videos or audio.

Supplementary information should be submitted at the same time as the manuscript and will be subject to peer review and editorial scrutiny. SI is not copy-edited so authors should ensure that it is clearly and succinctly presented, and that the style conforms with the rest of the paper. Authors are responsible for the accuracy and content of all SI. Inclusion of SI is at the discretion of the Editor.

Supplementary tables and figures must have a separate numbering system from that used for tables and figures in the print version e.g. “Supplementary Figure 1”. Each piece of SI should be referred to in the print version of the paper at an appropriate point in the text. Supplementary videos can be submitted as PAL or NTSC format, with a size of 320x240 (PAL) or 360x240 (NTSC). Audios can be submitted as MP4 (h.264) or WMV formats with a maximum file size of 30 MB.

**Statistical guidelines**

**Aims**

Clearly state the aims, objectives or hypotheses tested in the Abstract and at the end of the Introduction.

**Materials and methods**

The following must be clearly described:

**Selection of subjects.** For experiments or field trials, the source and number of subjects (animals, groups, farms) in the study, the process for their selection and specific
criteria for inclusion/exclusion must be stated. Indicate procedures used to determine sample size, preferably considering both the power of the study and level of statistical significance in relation to anticipated biological outcomes.

Surveys. Indicate design (retrospective, cross-sectional, etc.), definition of target and sample populations, sampling methods used, and evidence that the sample population is representative of the target population. Where relevant, describe measures taken to maximise the rate of participation, and validation procedures. A copy of the questionnaire should be provided as Supplementary Information (see above).

Allocation to treatments. Describe the method of randomisation used to allocate subjects to treatment groups. If stratification, blocking, or matching are involved, these should be clearly described and considered in the analysis and results.

Statistical analysis
Describe statistical methods used in a sub-section of Materials and Methods headed 'Statistical analysis'.

Analytical methods should be appropriate for the design of the study, and the unit of analysis (e.g. individual animal, group, farm, etc) and outcome variables stated unambiguously. When several analytical methods are used, clearly state where each method was applied. Two-sided tests are to be used unless a strong argument is presented to justify a one-sided test. Complex procedures should be explained in detail or referenced.

Details of software packages used should be identified by name, version and supplier, e.g. R v2.9.1 (R Development Core Team, 2009: R Foundation for Statistical Computing, Vienna, Austria), SAS v9.1 (SAS Institute Inc., Cary NC, USA 2003, IBM SPSS Statistics v. 19 (IBM Corporation, Software Group, Somers, NY, USA).

Assumptions. Many statistical methods have implicit assumptions (distribution of data, independence of observations, etc). Data should be tested to ensure these assumptions are met. If transformation of data is used to meet the assumptions of a statistical method it should be verified that the required effect has been achieved.

Lack of independence. If measurements are not independent (e.g. repeated measures, animals clustered in pens or flocks), appropriate measures should be taken to account for clustering. Possible correlation between outcome measurements, and co-linearity between explanatory variables in observational studies should be evaluated.

Extreme data points. Observations that are inconsistent with the overall data (‘outliers’) should not be excluded without clear justification, and any omissions should be documented.

Presentation
All items referred to in Materials and Methods should be presented in Results and vice versa.

Descriptive statistics. Measures of central tendency (e.g. mean, median) must be accompanied by measures of variation among individuals (e.g. SD, inter-quartile range) or precision for population estimates (e.g. SEM). For ordered qualitative data that do not approximate to a continuous linear measure, the use of means and SE or SD is invalid, and proportions should be stated. CI must be presented for population parameters, and estimates of effect such as OR and RR. For comparative studies, CI for observed differences should be reported rather than separate CI for each comparison group.

Format. Use the following format: e.g. mean 14.2 (SD 7.4) or mean 14.2 (SEM 1.9) rather than 14.2 ± 7.4. For CI use e.g. mean 14.2 (95% CI=10.2–18.3), OR=0.74 (95% CI= 0.57–0.96), and for range use e.g. median 6 (min 1, max 15).

Probability values are given in the form “p=0.003” (lower case, no spaces, to 2 or 3 decimal places only).

Numerical precision. Numerical results should be presented with appropriate precision. Means should not be presented to more than one decimal place more than the raw data. Percentages should not be presented with decimal places unless n>100, and should always indicate the denominator.

Hypothesis tests. Exact p-values should be reported to two or three decimal places when between 0.01 and 0.05, and to three decimal places when between 0.010 and 0.001. P-values <0.001 should be reported as such. Avoid over-emphasis on p-values to dichotomise significant results. Interpretation of hypothesis tests should consider study power, type-1 error rate (e.g. 0.05), sample size, the size of the effect with CI and biological significance. Biologically meaningful effects may not be statistically significant if sample size is small. Estimation of the size of the effect (with CI) can be helpful in interpretation of test results, particularly if the reported p-value exceeds the defined threshold. Multiple comparisons require the use of an appropriate adjustment to control type-1 error.

Post-hoc power analysis may be helpful in some studies. P-values from post-hoc analyses or modelling of multiple explanatory variables, e.g. in epidemiological studies of risk factors, should be considered as exploratory and not equivalent to tests of pre-specified hypotheses.

Proofs and reprints
Proofs
A typeset copy of each article will be sent to the corresponding author for proof-reading. Authors must proof-read and return the article to the production editor within the specified time, or else the Scientific Editor reserves the right to proof-read the article on an “all care, no responsibility” basis and continue with its publication. Subject to final acceptance, papers are taken to be complete on their arrival at the editorial office, and alterations to the text other than the correction of minor errors at the time of proof-reading may not be accepted. Neither the Editor nor the Publisher accept any responsibility for printed errors which are not noted by authors at the time of proof-reading.

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