

British Mastitis Conference 2011

Guidelines for the preparation of manuscripts

FORMAT of MANUSCRIPTS

You have been asked to prepare a full manuscript for inclusion in the conference book. This will be made available to all delegates and published on the conference website approximately 6 months after the conference. In preparing your manuscript, we would be most grateful if you would adhere to the following guidelines wherever possible. See example enclosed – an electronic MS-Word 2007 template is available from Brian Pocknee on request (see contact details on letter)

- ❖ Inform the organisers of which software program and versions were used to prepare your manuscript. Ideally use MS-Word 2007.
- ❖ All text will be in Bookman Old Style font.
- ❖ Manuscript titles will be in Bookman Old Style - 14 point bold, upper case.
- ❖ Author(s) names should be on a separate line in Bookman Old Style 12 point sentence case (bold), with the name of the presenting author underlined.
- ❖ Organisation names & addresses should be on a separate line in Bookman Old Style - 10 point sentence case (not bold) and appropriately identified to author using superscript numbers as reference.
- ❖ Major section headings should be in Bookman Old Style 12 point upper case (bold) and minor section headings should be 12 point sentence case (bold).
- ❖ Major section headings should be separated from the paragraph above by two lines and minor section headings by one line.
- ❖ The text should be in Bookman Old Style 12 point sentence case (not bold), single line spaced and justified.
- ❖ Paragraphs should be separated by a single line.
- ❖ Page margins should be: 2.54cm top; 2.54cm left; 2.54cm right; 2.54cm bottom.
- ❖ Pages should **not** be numbered.

CONTENT of MANUSCRIPT

- ❖ Manuscripts may include tables and graphs.
- ❖ **Do not** embed graphics in the text. Save graphics files as separate and appropriately numbered/identified documents so that these can be added to the manuscript by the Organisers.
- ❖ Ensure graphics, tables *etc.* are suitable for **black & white** printing.
- ❖ Major section headings as follows are for guidance only and are not mandatory: summary, introduction, materials & methods, results, discussion, conclusion, references, acknowledgements. Other, more relevant, section headings may be given.
- ❖ A summary should be included at the start of the manuscript. This should be no more than 1/3 of an A4 page long and should include all the salient points of the presentation.
- ❖ Tables of data should be included wherever relevant. These must be numbered sequentially in the order in which they appear in the text.
- ❖ References should be indicated in the text by means of a number in parenthesis. These should be quoted in alphabetical order in full and according to convention at the end of the full paper, as per the example.
- ❖ Scientific names should be italicised and written in full when first used, but on repetition, the genus name should be abbreviated with the first letter of the genus only.

SENDING YOUR MANUSCRIPT

- ❖ Email your manuscript to Brian Pocknee (bovines@ntlworld.com), ideally as an attachment in Word 2007 format.
- ❖ Alternatively, please send a copy of the full manuscript on a CD or DVD (ideally in Word 2007 format).
- ❖ One paper copy of the full manuscript, or pdf version, should also be supplied (to allow a check to be made to ensure that symbols *etc.* open correctly).

Remember to inform the organisers of which software program and versions were used to prepare your manuscript.

SUBMISSION DATE

- ❖ The full final manuscript **must** arrive by **3 October 2011** at the absolute latest, please.