

Seventh World Congress of Veterinary Dermatology

Information for Authors on Supporting Original Studies, Free Communications and Posters

Deadlines for receipt of abstracts:

- *Supporting Original Studies, 1 November 2011*
 - *notification of acceptance by 1 December 2011*
- *Free Communications and Posters, 15 December 2011*
 - *notification of acceptance by 15 January 2012*

Abstracts for the Congress may be submitted under either of two categories:

Category 1. Supporting Original Studies:

These are major clinical or basic science research studies with high impact and broad general interest to veterinary dermatology, which match the 6 main themes of the Congress (abstracts do not have to match the focus area, only the main theme):

- allergy,
- immunology ,
- infectious and parasitic diseases,
- therapy,
- skin oncology,
- skin biology.

Supporting Original Studies will be selected by the Programme Committee on a competitive basis.

Fully-paid congress registration, air travel/train tickets and accommodation will be provided to presenting authors (1 per abstract) selected in this category.

Authors of Supporting Original Studies must submit a short (500-word maximum) abstract of their study to the Programme Committee. If the abstract is selected for presentation as a Supporting Original Study, *submission of a full scientific manuscript of publication quality will be subsequently required, by April 30th, 2012.* At the Congress, authors of Supporting Original Studies will present their work in a lecture (approximately 20 minutes duration) during the plenary sessions. The abstract will be printed in the Congress abstract supplement of the journal *Veterinary Dermatology*; the full manuscript will be published in the journal *Veterinary Dermatology* and *Advances in Veterinary Dermatology*, Volume 7, within 12 months.

Abstracts submitted for a Supporting Original Study that are not selected for presentation may, at the author's request, be reconsidered for presentation as a Free Communication or Poster. In this case, author will be asked to submit a shortened abstract (250-word maximum).

Category 2. Free Communications and Posters:

These are clinical or basic science research studies on any theme of more limited scope, or of interest to a potentially narrower audience.

Authors of Free Communications and Posters must submit a short (250-word maximum) abstract for publication in the Congress abstract supplement of the journal *Veterinary Dermatology*; a manuscript is not required. Free Communications are oral presentations of approximately 12 minutes length. No oral presentation is made for Posters, but authors will be expected to attend their poster for a short assigned time period during the Congress to facilitate discussion with other delegates.

Authors of Free Communications and Posters may request a preference for presentation format (i.e., oral or poster presentation) at the time of submission. However, it is anticipated that oral presentation time will be limited at the Congress, and *we cannot guarantee that the author's first choice of presentation formats will be available*. The final decision as to whether an abstract is presented orally or as a poster lies with the Programme Committee.

The Congress regrets it is unable to provide financial support or travel/accommodation expenses to authors of Free Communications or Posters.

Details on Submission of Abstracts

1. **Deadline.** The deadline for the electronic receipt of completed abstracts, is **midnight November 1, 2011 for the Supporting Original Studies and midnight December 15, 2011 for the Free Communications and Posters**. In fairness to other authors and to meet a tight production schedule, we regret that NO EXCEPTIONS will be made to this deadline. All submissions will be acknowledged by e-mail.
2. **Requirement.** For the Seventh World Congress of Veterinary Dermatology, all authors are REQUIRED to submit their abstract on-line **through the Congress web site at www.vetdermvancouver.com**. Abstract submissions may NOT be submitted by diskette, in printed (hard-copy) format, by fax or by e-mail. Instructions for submission are detailed in the Abstract Guidelines, which are also available on the Congress web site at: www.vetdermvancouver.com
3. **Please follow instructions.** Authors are asked to carefully follow the exact guidelines of the abstract submission. All formatting (font, style, etc.) has been pre-set in the abstract document template for each subsection (title, authors, author affiliation, abstract text, and funding). **ABSTRACTS NOT CONFORMING TO THE FORMATTING OR EXCEEDING THE MAXIMUM NUMBER OF WORDS ALLOWABLE WILL NOT BE ACCEPTED.**
4. **Submission.** Abstracts must be submitted through the congress website (www.vetdermvancouver.com)
5. **Withdrawals and revisions.** Submitted abstracts must be complete and are regarded as final. Revisions may only be initiated by the Programme Committee. Abstracts may be withdrawn until January 15, 2012, by notification to the Programme Committee Chair at the e-mail address: chiara.noli@vetdermvancouver.com. No withdrawals are possible after this date. Abstracts may have minor editing by the Programme Committee and authors will not always have an opportunity to review such editing before publication of abstracts in the supplement to *Veterinary Dermatology*. Authors will be informed of any editing that affects the scientific content and interpretation of an abstract, and will have an opportunity to review such editing prior to publication.
6. **Disclosure statement.** The primary author is required to complete and submit the disclosure statement. Please note that **NO ABSTRACT WILL BE CONSIDERED WITHOUT COMPLETION**

AND ELECTRONIC SUBMISSION OF THIS DISCLOSURE STATEMENT, EVEN IF THERE ARE NO DISCLOSURES TO BE MADE.

7. **Clinical case reports.** Authors are advised that case reports describing only one animal (rather than a case series) are unlikely to be selected for oral presentation, but will be welcome as submissions for the poster session.
8. **English.** Abstracts will not be accepted unless written in clear English. It is strongly recommended that international authors have their submissions checked and read for clarity by an individual who speaks English as a primary language.
9. **Original material only.** Abstracts submitted for any type of presentation must be unpublished, original material that has not been previously presented, in part or in complete form, as a short communication or poster at national or international veterinary, medical, or scientific meetings.

Abstract Guidelines

Authors are asked to carefully follow the exact guidelines of the abstract submission. All formatting (font, style, spacing, etc.) has been pre-set in the abstract document template for each sub-section (title, authors, author affiliation, abstract text and funding). **ABSTRACTS NOT CONFORMING TO THE FORMATTING OR EXCEEDING THE MAXIMUM NUMBER OF WORDS ALLOWABLE WILL NOT BE ACCEPTED.**

When the abstract document template is received as an attachment following registration, the document should be saved by the author as a Word document (.doc). Each subsection of the abstract must be completed by clicking on the heading and entering the necessary information – do not change the formatting. The abstract text may be entered free style or using “cut and paste” functions. Once the author has completed the abstract document template, the abstract is submitted as per the instructions in 5 above.

The following information describes the format and style that have been pre-set in the abstract document template:

- Font: 12 pt Arial or other sans serif font only, single space
- Heading - centred at the top
- Title: bold, no capital letters except for product names or proper names. Add space line.
- Authors: not bold: Initials and last name only, no degrees. Add space line.
- Affiliations: not bold: Name of department, School/Institution, City, Country: Do not include addresses. Add space line.
- Abstract text: The body of the abstract should contain the study objective, a brief statement of methods, statement of results, and conclusions, as separate paragraphs. Results stated in the abstracts must be complete (though concise) and final. It is not acceptable to state “results will be discussed.” Results presented at the Congress in oral or poster format must match those presented in the abstract. Spell out any abbreviation in full on the first mention, followed by the abbreviation in parentheses.
- Do not use carriage returns (Enter key) at the ends of lines within a paragraph ... use the software’s word-wrap feature. If your software has a hyphenation feature, turn this option OFF.
- Where products are mentioned, include the manufacturer’s name and address e.g. ciclosporin (Atopica: Novartis Animal Health, Greensboro, NC)
- Drug doses should be given as mg/kg; once or twice daily
- Laboratory data is reported in IU units
- Breed names are adjectives not nouns, so it is Siamese cat, not “Siamese” or Labrador retriever, not

Labrador

- Breed names are capitalized only if they are proper names, e.g. German shepherd dog not German Shepherd Dog, mixed breed dog not Mixed Breed Dog
- Numbers up to and including 10 are spelled out unless associated with time (days, weeks, months, etc.)
- It is acceptable to summarize data as follows, to conserve text: 3/9 dogs
- Use the following abbreviations: h for hours, min for minute, sec for seconds.
- Funding: Use *Italics* (e.g. *Funding Klmnop Corporation, University of Stuvw, Self-funded*). Do not use acronyms for funding bodies – give the full title of each funding body.
- When finished with your abstract, count the words to ensure you have not exceeded the prescribed limit. Abstracts may not exceed 500 words if submitted as Supporting Original Studies or 250 words if submitted as Free Communications and Posters (EXCLUDING title, author list, and affiliations). Abstracts exceeding these limits will not be accepted by the program.
- Take care not to use “l” (ell) for “1” (one), “O” (capital O) for “0” (zero), or “ß” (German esszett) for “β” (Greek beta).
- We regret that figures, graphs, tables, illustrations and references are not permitted in the abstract due to space constraints