



AUTHOR'S GUIDELINES

Ethics in publishing

The publication of an article in a peer-reviewed journal is an essential building block in the development of a coherent and respected network of knowledge in any academic field. It is a direct reflection of the quality of the work of the authors and the institutions that support them. ***Romanian Journal of Veterinary Orthopedics & Imagistic (RJVOI)*** and its editorial board fully adhere and comply to the policies and principles of Committee on Publication Ethics (COPE).

Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer and the publisher.

For information on Ethics in publishing and Ethical guidelines for journal publication see [here](#)

Submission declaration and verification

Submission of an article implies that the work described has not been published previously, that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder.

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Authors are required to disclose all sources of institutional, private and corporate financial support for their study. Donors of materials (for free or at a discount from current rates) should be named in the source of funding and their location (town, state/county, country) included.

Other donors will be identified in the text. If no funding has been available other than that of the author's institution, this should be specified upon submission. Authors are also required to disclose any potential conflict of interest. These include financial interests (for example patent, ownership, stock ownership, consultancies, speaker's fee,) or provision of study materials by their manufacturer for free or at a discount from current rates.

Romanian Journal of Veterinary Orthopedics & Imagistic (RJVOI) follows the recommendations by the International Committee of Medical Journal Editors which require that all financial, commercial or other relationships that might be perceived by the academic community as representing a potential conflict of interest must be disclosed. If no such relationship exists,



authors will be asked to declare that the research was conducted in the absence of any commercial or financial relationships that could be construed as a potential conflict of interest.

Please complete and upload the **Conflict of Interest Statement** and **Cover Letter** with your manuscript. Inclusion of this form is mandatory.

Authorship

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

Changes to authorship

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Please submit, in your cover letter to the editor submitted online with the manuscript, the names, affiliations and e-mail addresses of four potential referees. Note that the editor will decide whether or not these reviewers are contacted.

The publisher reserves the right to edit accepted manuscripts to fit the space available and to ensure conciseness, clarity, and stylistic consistency, subject to the author's final approval.



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SUBMISSION PREPARATION CHECKLIST

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines:

The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

The submission file is in PDF, OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.

Where available, URLs for the references have been provided.

The text is 1.5 line-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.

If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

A signed copy of the Conflict of Interest Statement and Author Declaration Form has been added as a supplementary file by email (redactia@innovationinhealth.ro).

Adherence to guidelines

Manuscripts that are not prepared in accordance with these guidelines will be returned to the author before review.



MANUSCRIPT PREPARATION

Language Style

Manuscripts should be submitted in English. Authors are requested to follow American English spelling. For any questions regarding style **Romanian Journal of Veterinary Orthopedics & Imagistic (RJVOI)** recommends authors to consult the Chicago Manual of Style ([see details](#)).

Romanian Journal of Veterinary Orthopedics & Imagistic (RJVOI) will follow as much as possible the recommendations of the International Committee of Medical Journal Editors (Vancouver Group) with regard to preparation of manuscripts and authorship (Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. Ann Intern Med. 1997;126(1):36-47).

Informed Consent

For all manuscripts that include details, or images relating to individual participants, written informed consent for the publication of these must be obtained from the participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript. If the participant has died, then consent for publication must be sought from the next of kin of the participant. Documentation showing consent for publication must be made available to the Editor on request, and will be treated confidentially. In cases where images are unidentifiable and there are no details on individuals reported within the manuscript, consent for publication of images may not be required. The final decision on whether consent to publish is required lies with the Editor.

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Articles sent for publishing

All articles must be up to 3,000 and 4,500 words for meta-analysis (the word count is for the manuscript text only). Letters to the editor must not exceed 400 words of text and 5 references. Letters may have no more than 3 authors. Letters to the editor can be related to an article already published in the journal or can represent original scientific contributions or events news/presentations etc. of interest for the reader.

If, following the peer-review process, the article requires only minor changes (language changes etc.) then the manuscript is accepted for publication in its revised form without further input from the author. In case the changes are considered more important (scientific errors or an incorrect use of the language that can affect the quality of the scientific message) the author will be contacted by a member of the editorial committee and it will only be published after he approves the changes considered necessary by the peer-reviewers. In some cases, based on the written approval of the author(s), the peer-reviewers and the chief-editor or the publisher the article may be published alongside the comments of the reviewer(s).

Writing the article

The article must be written in conformity with the general recommendations of the International Committee of Medical Journal Editors (see details)

Romanian Journal of Veterinary Orthopedics & Imagistic (RJVOI) uses double-blind review, which means that both the reviewer and author name(s) are not allowed to be revealed to one another for a manuscript under review. The identities of the authors are concealed from the reviewers, and vice versa.

To facilitate this, please include the following separately:

Title page (with author details): This should include the title, authors' names and affiliations, and a complete address for the corresponding author including an e-mail address.

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The articles must be sent either as a Microsoft Word 2000 document (*.doc) or as a Microsoft Word 2003 document (*.docx).

The article will be written using Times New Roman font, size 12 for the characters with one and half (1 1/2) spaces between paragraphs. The manuscript must be sent in its final form. The pages will be numbered with the manuscript containing the following sections: title, authors,



abstract, keywords, the text of article, contributions, acknowledgments, references, the figures and the tables legend.

A. Title Page

The first page should include the title of the article and the name, degrees, job title, professional affiliation, and full address of all authors. If the paper was presented before an organized group, the name of the organization, location, and date should be included.

The title of the manuscript will have a maximum of 100 characters without spaces, written in title case, centered capitals, and in 12 point bold Times New Roman font at the top of page.

The title should be concise, omitting terms that are implicit and, where possible, be a statement of the main result or conclusion presented in the manuscript. Abbreviations should be avoided within the title.

The author(s) will send their full name(s) and surname(s), the highest academic position, their full titles and their affiliations. All names are listed together and separated by commas. Provide exact and correct author names as these will be indexed in official archives. Affiliations should be keyed to the author's name with superscript numbers and be listed as follows: Laboratory, Department, Institute, Organization, City, State abbreviation (USA, Canada, Australia), and Country (without detailed address information such as city zip codes or street names).

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The abstract can have a maximum of 250 words. After the abstract, the author(s) must mention a maximum of 5 keywords. Keywords must be selected from Medline Mesh.

The abstract for Original Scientific Articles should be no more than 250 words using the following structure: Introduction; Methodology; Results; Conclusion.



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Except for special names (e.g. GABAergic), capitalize only the first letter of headings and subheadings. Headings and subheadings need to be defined in Times New Roman, 12, bold. You may insert up to 5 heading levels into your manuscript (not more than for example: 3.2.2.1.2 Heading title).

For original articles:

Introduction – a presentation of the most important aspects in the studied domain without doing a review of the literature. The purpose of this part is to present and backup the hypothesis on which the study was based.

Material and Methods – this section will include all required information so that the reader can verify the validity of the study including, but not limited to, subjects, measurements, statistics and ethics. The methods used should be discussed (why the methods have been chosen, which the limitations/advantages). A paragraph about the statistical analysis is required as well.

Results – the results of the study will be presented in a descending order of importance.

An interpretation of the results will not be done in this section.

Discussion – the authors will present the way the results backup the original hypothesis, as well as the way in which the results are backed up or contradicted by the published literature. A paragraph must be dedicated to presenting the limitations of the study.

Conclusion – The conclusion presents the implications of this latest work. In addition, authors may consider discussing future plans or recommendations for future research etc.

For all other types of articles we recommend the use of a clear structure based on sections and sub-sections.



D. Author Contributions

The Author Contributions section is mandatory for all articles, including articles by sole authors. If an appropriate statement is not provided on submission, a standard one will be inserted during the production process. The Author Contributions statement must describe the contributions of individual authors and, in doing so, all authors agree to be accountable for the content of the work. Please list only 2 initials for each author, without periods, but separated by commas (e.g. AC, AS). In the case of two authors with the same initials, please use their middle initial to differentiate between them (e.g. AEC, ASC).

Each author must be able to prove his active participation in the study by contributing to the concept, protocol, data gathering or analysis, their interpretation or by critically revising the manuscript. Any other persons who have contributed to the paper, like study participants or colleagues, will be mentioned in the “Contribution” section.

E. Acknowledgments

Acknowledge persons who have made substantive contributions to the study. Specify grant or other financial support, citing the name of the supporting organization and grant number.

F. References

The references will be written using the Vancouver style (see here).

The references will be numbered, in the order they appear in the text as such: “ (1).

All sources found in the text must be present in the bibliography and all the papers mentioned in the bibliography must appear in the text. For references with more than 6 authors, list the first 3 authors followed by “et al.”

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– For books: author(s), title, city, publishing house, year. Example: Rosenstiel SF, Land MF, Fujimoto J. *Contemporary Fixed Prosthodontics*. Fourth ed. St. Louis, MI: Mosby Elsevier; 2006.

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– For websites: Author(s) (if known). Webpage name [internet]. Year [date of last change, date of citation]. Exact web address. Example: Atherton, J. Behavior modification [Internet]. 2010 [updated 2010 Feb 10; cited 2010 Apr 10].

Available from: http://www.learningandteaching.info/learning/behaviour_mod.htm

Theses and Dissertations: Example: Yen PM. A comparison of fospropofol to midazolam for moderate sedation during outpatient dental procedures. Master of Science thesis. Columbus (OH): Ohio State University; 2012.

F. Curriculum Vitae – Ultra Short version

Following the references please also provide a brief presentation of the first author and his contribution in the field, of maximum 130 words, with a 3.5×4.5 cm color photo.



G. Illustrations

Figure Submission

File Format: All figures/images should be submitted separately in TIFF, JPEG or EPS format in either grayscale or colour.

Image File Specifications

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Figures: All figures (abbreviated to Fig(s).) should clarify the text and their number be kept to a minimum. Details must be large enough to retain their clarity after reduction in size.

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Micrographs should be designed to be reproduced without reduction, and a linear size scale incorporated. Line drawings should be professionally drawn; half-tones should exhibit high contrast. Please ensure that figures or photographs are not embedded in Word or PowerPoint files but are individual files at a high resolution of 300 pixels.

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TIFF: Combination of bitmapped line/half-tone (color or grayscale) – a minimum of 600 dpi.

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