

**National Wildlife Rehabilitators Association  
Author's Guidelines for Veterinary Student Manuscripts**

Thank you for your interest in writing a paper for the Ed Hiestand Memorial Veterinary Student Scholarship. These guidelines illustrate the format that authors should use in preparing manuscripts. We have tried to keep a complex subject fairly easy, and following the guidelines will simplify the process for not only you, the author, but also for reviewers and editors.

Full-length papers, reports, research notes, and case reports are welcome for the competition, and the winning paper will be published in the *Wildlife Rehabilitation Bulletin* (biannual journal of the NWRA). Winning authors should expect to modify their papers to better convey ideas in their oral presentations at the symposium. Please contact Dr. Miller if you have questions regarding the paper or preparing it for presentation.

### **SUBMISSION**

**Abstracts:** Abstracts should be sent to Dr. Miller (see below) by 15 December. Abstracts should include the title, a list of all authors and their associated affiliations, and a short summary of the paper. The abstract or summary should be no more than 250 words and may include relevant citations. Abstracts can be sent by email as an rtf or doc file in Word Perfect or Microsoft Word. Applicants will be notified by no later than 20 December if the abstract is acceptable or not.

**Papers:** To submit a paper, please send the completed manuscript to Dr. Miller (see below) by 15 January. Manuscripts can be sent by email as an rtf or doc file. Photos and illustrations should be sent as TIF or JPG files: 200 to 300 dpi resolution, image size in the range of 3.5 x 5 to 5x7 inches, jpg file sizes 400KB or larger. If necessary, they can also be sent as hard copy by mail to be scanned by the editor. Please send any tables in Microsoft Excel format.

NWRA requires that manuscripts be original and not previously published or printed elsewhere. If a manuscript is under concurrent consideration by another publication, please notify the appropriate editors and Dr. Miller. All manuscripts submitted are reviewed by the NWRA Veterinary Committee, and authors are contacted for any suggested revisions. The winning submission will be copyrighted by NWRA.

### **BIOGRAPHY**

Please include a short biography of all authors: current job/position or experience pertinent to the paper, and where appropriate, relationship to NWRA (board member, committee member, etc.)

### **OVERALL STYLE OF MANUSCRIPTS**

**1. General format.** Submissions should be typed in Times New Roman or Arial font, size 10-12 point. Single-space lines within a paragraph, and double-space between paragraphs and between sections. Use only a single space after punctuation, including only a single space after the period ending a sentence. Left justify all text (do not use full justification); please avoid using any pre-set tabs.

**2. Style of papers.** All submissions should be written in the scientific style. Articles should include the following major subdivisions: abstract, keywords, introduction, materials and methods, results, discussion, acknowledgments, and literature cited. *Case Reports* should include a synopsis (or abstract), keywords, introduction, summary, and literature cited. When applicable, rehabilitation papers should include natural history, intake procedures, diet, housing, and release criteria and techniques. Avoid the use of the first person within the text.

**3. Title.** The title should be brief, accurate, and clear, and should contain key words. If an organism is mentioned in the title, both the common name and the scientific name (in italics) should be given. All authors should be listed with affiliation, city and state, and advanced academic degrees, where appropriate (PhD, DVM, etc.).

**4. Literature cited.** This is an important source of information a paper provides to wildlife rehabilitators – please contact the appropriate editor for clarification or assistance (editors listed at end). This section follows the main portion of the paper. Complete literature citations (including page numbers) will make information more accessible to the reader. Citing of references *in the text* is done by giving authors' last names and the year of publication in parentheses (see examples below).

For the '**Literature Cited**' list at the end of the paper, references should be listed alphabetically and chronologically by the lead author's last name. Use initials for authors' and editors' first and middle names. The first author's first (and middle) name initials follow the last name. Subsequent authors' first (and middle) name initials precede the last name. Place a period and a single space after each initial. Include the following in this order: author's name(s)[period], year of publication[period], name of article or book[period], editor's name(s) if any[period], name of publisher[colon], city, state where published[period], and page numbers. Write names of periodicals and publishers as they appear on the title page, including articles, conjunctions, and prepositions. Spell out completely all literature citation information.

It is necessary to provide complete reference information. Authors are responsible for the accuracy of the reference list. Ensure that all references cited in the text also appear in the Literature Cited section. References that were used but not cited may be listed in the same format under the heading '**Recommended Reading**'.

Do not list a reference unless it has been published or accepted for publication, so the name of the journal can be given. For further information on compiling this list, see *The Chicago Manual of Style* (The University of Chicago Press: Chicago, IL), available in most libraries, or for purchase at [www.mla.org/style](http://www.mla.org/style).

Do not underline anything in the literature citations. Give first and last pages of journal articles. Indicate the author(s) of the article as well as the editor(s) of the publication. Include the publisher's name, city, state or province, and country, if other than United States. Use the standard two-letter abbreviation for states in the USA.

Examples of reference citation within the text

1. single references (Jones 1988) (Smith and Jones 2002) (Kalien et al 1970)
2. semi-colon between multiple references (Smith 2005; Jones 1988; Smith and Jones 2002)

#### **Examples of style for 'Literature Cited'**

##### Thesis

Costain, D. C. 1978. *Dynamics of a Population of Belding's Ground Squirrels in Oregon*. MS thesis. Oregon State University: Corvallis, OR.

##### Book

Day, R. A. 1988. *How To Write And Publish A Scientific Paper*. 3rd edition. Oryx Press: Phoenix, AZ.

##### Journal article

Junge, R., and D. F. Hoffmeister. 1980. Age determination in raccoons from cranial suture obliteration. *Journal of Wildlife Management*. 44(4):725–729.

Articles from edited publications [note: provide the volume number followed by a colon (:), no space, then the page numbers; if there is no volume, provide the page numbers (Pp. xx-xx), followed by the word 'in', followed by the publication title]

McKeever, S. 1966. Reproduction in *Citellus beldingi* and *Citellus lateralis* in Northeastern California. In *Comparative Biology of Reproduction in Mammals*, (I. W. Rolands, ed.). Symposia of the Zoological Society of London, Academic Press: London, England. 15:365-385.

Boyer, T. H., and D. M. Boyer. 1996. Turtles, Tortoises, and Terrapins. Pp. 61-77 in *Reptile Medicine and Surgery* (D. R. Mader ed.). W. B. Saunders Company: Philadelphia, PA.

### Electronic Material

#### **CD-ROM**

Porter, S. L. 2001. *Wildlife Under the Microscope* [CD-ROM]. Blue Ridge Community College: Weyer's Cave, VA.

Woltman, S. M. 2001. Induced Hibernation of Aquatic Turtles. In *Wildlife Rehabilitation*, vol. 19, (D. Ludwig, ed.) [CD-ROM]. National Wildlife Rehabilitators Association: St. Cloud, MN.

#### **Journal article on the Internet**

Gosline, A. 2005. Chirpy chickadees signal deadliness of predators. *NewScientist* [Internet news service]. [cited 2005 June 23]. Available from: < <http://www.newscientist.com/article.ns?id=dn7570> >.

#### **Monograph on the Internet**

New England Seabirds – Greater Shearwater *Puffinus gravis* [monograph on the Internet]. Available from: < <http://www.neseabirds.com/sheargreat.htm> >.

#### **Homepage/Web site**

NWRWildlife.org [homepage on the Internet]. National Wildlife Rehabilitators Association: St. Cloud, MN. c2003 [updated 2005 July 22]. Available from: < <http://www.nwrawildlife.org> >.

### Personal communication

Unpublished work or personal communications received by an author should be noted in the text in parentheses as a personal communication and should include the source's name, professional affiliation, city and state/province. Quotation marks usually are not necessary. Personal communications should not be included in the Literature Cited section.

#### **Examples of personal communication**

John Smith (Wild Bird Rescue, Inc., City, ST, personal communication) feels these guidelines are too complicated.

These guidelines are too complicated (John Smith, Wild Bird Rescue, Inc., City, ST, personal communication).

**5. Recommended Reading.** If the author has additional sources of related literature that are not directly cited in the paper but would be of use to the reader, they should be listed under the heading 'Recommended Reading', immediately following the 'Literature Cited'. References listed should follow the same format used in 'Literature Cited' (number 4 above).

**6. Acknowledgments.** Acknowledgments appear at the end of the paper, immediately after the literature cited section, and should be brief. It is appropriate to acknowledge sponsors of research, and any non-authors who contributed to the content of the paper.

#### **7. Non-scientific Style.**

I. *Research Notes and Case Reports.* These are brief accounts detailing treatments, reporting cases, illustrating techniques, and presenting valid research data or observations. They may be divided into some or all of the sections listed above in the overall style of manuscripts section.

II. *Abstracts and Outlines.* Previously published work may be submitted as a detailed abstract supported by a well-referenced bibliography. Procedures or techniques may be presented in expanded outline form supported by a good bibliography. The outline should consist of full, grammatically correct sentences, not merely phrases.

#### **8. Scientific Style.**

I. *Abstract*. The abstract precedes the introduction and conveys the main points of the paper. It should present the objective(s) of the work, meaningful facts (not generalities), and main conclusions. Include a short list of key words at the end of the abstract.

II. *Introduction*. State the topic(s) or problem(s) briefly, describe what is known about the topic or problem, and the reason for presenting findings.

III. *Materials and methods*. Describe general materials and methods once. Materials and methods for a particular experiment should be deferred to the appropriate place. Be clear and explicit about relevant details.

IV. *Results*. Present the results or findings in a logical rather than a chronological order. Use subheadings for clarity.

V. *Discussion and/or conclusions*. If no discussion is needed, do not discuss. If discussion is required, cover the implications of your findings or relate them to major problems or areas in the field. Offer suggestions or conclusions if appropriate.

**9. Winning Papers.** All papers will be reviewed by at least three members of the NWRA Veterinary Committee, and all applicants will be notified of the results by no later than 31 January. The winning author will be asked to present the paper (usually done in a PowerPoint format) in the Veterinary Session of the Annual Symposium, on the Saturday of the week of the symposium. The presentation should last approximately 25 minutes, with a 5-minute period for questions and answers. The paper will then be published in the *Wildlife Rehabilitation Bulletin*. The student will receive free registration to the conference, free attendance to the awards banquet, and a stipend of \$500 to cover expenses for travel and lodging. Correspondence regarding the Ed Hiestand Memorial Veterinary Student Scholarship should be sent to: Erica Miller, DVM, 1250 Corner Ketch Road, Newark, DE 19711 (302) 743-7799  
erica@jfrink.com