

Information for Authors (updated in January 2016)

Bulletin of the Veterinary Institute in Pulawy publishes original papers, review articles and short communications on various topics related to veterinary sciences, focusing on all aspects of animal infectious diseases, including zoonoses, food safety, hygiene of feedingstuffs, and veterinary toxicology. Research areas of interest include: bacteriology, virology, parasitology, immunology, molecular biology, pathology, pharmacology, biochemistry, and xenobiotic residues.

General guidelines:

- language of publication: British English,
- manuscript format guidelines: TIMES NEW ROMAN CE font, point 10, format A4, with single space margins: top = 2 cm, bottom = 2.5 cm, left = 2 cm, right = 2.5 cm,
- manuscript length: up to 10 pages, including figures and tables,
- section titles and subtitles in bold, aligned left, *e.g.*:

Material and Methods

Bacteriology. The routine methods were.....

- Latin terms in *italics*,
- the following common abbreviations are used:
s = second (s), min = minute (s), h = hour (s), d = day (s), μ L = microlitre (s), L = litre (s)
- round brackets only,
- tables, figures, and photographs (only in vertical page image) numbered consecutively with Arabic numerals, captions above the tables and under figures, no full stop at the end, in point 8,
- Table (not Tab.) and Fig. or Figs (not Figure [S]) should be used in the text,
- no bold letters and lines in figures and tables,
- tables with essential horizontal lines and figures without frames,
- all figures and tables additionally attached as separate files,
- illustrations of high quality only.

Manuscript structure:

- title (in the centre, bold and lowercase letters, point 16),
- author's/s' full name/s (in the centre, no uppercase letters),
- the affiliation/s and e-mail address (in the centre),
- **Abstract** (up to 12 lines) structured as follows: introduction, material and methods, results, conclusion,
- **Keywords** (up to 5),
- the body of the article structured as follows:
 - a) **Introduction** - short, concise and clear statement on the background, purposes, and significance of the work,
 - b) **Material and Methods** - details regarding the methods used should be written only in the case of new or modified methods,
 - c) **Results** - statements without interpretations or evaluation must be presented; in addition, the statement must include the most significant results presented in tables and illustrations,
 - d) **Discussion** - this section must discuss and evaluate the results obtained and compare them with those presented by others,
 - e) **Conflict of Interest Statement** (obligatory), **Financial Disclosure Statement** (obligatory), **Statement of Animal Rights** (if applicable), **Acknowledgements** (if applicable)
 - f) **References** – preferably recent, limited to 30, listed alphabetically, according to the following scheme:
 11. Astley S.: The European Nutrigenomics Organisation — NuGO.
<http://www.ifr.bbsrc.ac.uk/Science/ScienceBriefs/nugo.html>,
 12. Chmes I., Wilson K.C., Ander G.J.: Clinical and radiological correlation in asbestos - exposed patients. *Am Rev Resp Dis* 1991, 9, 260–267.
 13. De Vitto M.J., Birnbaum L.S.: Toxicology of dioxins. In: *Dioxins and Health*, edited by A.Schechter, Plenum, New York, 1994, pp. 139–162.
 14. Rigotto C., Victoria M., Moresco V., Kolesnikovas C.K., Correa A.A., Souza D.S., Miagostovich M.P., Simoes C.M., Barardi C.R.: Assessment of adenovirus, hepatitis A virus and rotavirus presence in environmental samples in Florianopolis, South Brazil, *J Appl Microbiol* 2010, doi: 10.1111/j.1365-2672.2010.04827.x.
 - English titles of the articles cited in original, others in official translation into English if available,
 - journal titles abbreviated as in *Index Medicus*,
 - in-text citations as reference numbers in parentheses, in ascending order if more than one.

Manuscripts conforming to the above guidelines should be submitted with enclosed Cover Letter via <http://www.piwet.pulawy.pl/bvip/>

Please note that:

- Manuscripts not conforming to the Information for Authors will be sent back for reformatting,
- When the manuscript is accepted for publication, the corresponding Author will be asked to send filled in and scanned statements available below to the following e-mail address: bulletin@piwet.pulawy.pl

List of statements:

- Open Access License,
- Conflict of Interest Statement,

- Author's Contribution to the Article, Ghostwriting, Guest Authorship and Financial Disclosure Statement,
- Animal Rights Statement.

Fees:

- Manuscript publication - 250 euro or 800 PLN,
- Manuscript publication with figures in colour - 350 euro or 1200 PLN,
- Annual subscription rate - 100 euro (25 euro per Volume).

Reviewing procedure:

1. The submitted manuscripts are preliminarily evaluated by Editor-in-Chief. If the article does not fulfil the profile of the journal, the Editorial Office sends the article back to the Author,
2. After the acceptance of manuscript, which fulfils the requirements of the journal, at least two peer reviewers are nominated. Editor-in Chief is responsible for choosing an appropriate reviewer,
3. The reviewing process is performed with maintaining the rules of confidentiality. The manuscript sent to the reviewers lacks the information, which can point out the authors' identification, as well as the Reviewer's remarks sent to authors lack any information with Reviewer's identification („double-blind” review process applies),
4. The review is prepared on a review form, which contains a dozen of questions and the reviewers give a mark in scale from 0 to 5. The reviewer also introduces remarks in writing, by hand or on-line,
5. If the manuscript receives two contradictory reviews, then the article is sent to the 3rd reviewer,
6. The scientific articles are only accepted for printing if the article received positive reviews. Editor-in-Chief makes his final decision as regards the acceptance of the article or its rejection,
7. Once per year, Editorial Office encloses Reviewers List with whom cooperation was conducted.

Other Information:

- Editorial Board of Bulletin of the Veterinary Institute in Pulawy declares that printed version of the journal is its primary version,
- Editorial Board of *Bulletin of the Veterinary Institute in Pulawy* complies with and implements the recommendations of the Polish Ministry of Science and Higher Education (MNiSW) concerning „ghostwriting” and „guest authorship” prevention (https://pbn.nauka.gov.pl/static/doc/wyjasnienie_dotyczace_ghostwriting.pdf).