

## **Instructions to the authors**

### **Archiva Zootechnica (ISSN: 1016-4855)**

#### **I. Manuscript preparation (style and form)**

When writing your manuscript please observe the Instructions to Authors. Failure to adhere to the style and form will result in postponing or rejection of the manuscript.

Do not use additional formatting (e.g. headers, automatic chapters, text in columns). However, you can use simple effects such as bold, italics, superscript and subscript, bulleted or numbered lists, etc. Please make sure that the tables and pictures/charts will fit to a maximum printed page width of 12.5 cm. Resizing them during reformatting might cause distortions and errors.

All contributions must be written in English. We strongly recommend that the English of your paper is reviewed by a professional translator or native English speaker.

**Line spacing:** 1 line throughout the document, no page numbers.

**Title.** Concise and informative. Please note that titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. Also refer to animal specie when applicable.

**Author names and affiliations.** Where the family name may be ambiguous, please indicate this clearly (e.g., T. E. Smith; no title, positions, or degrees). Present the authors' affiliation addresses (where the actual work was done) below the names using numbers (1, 2, 3, etc). Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.

**Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.

**Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

**Abstract.** The abstract consists of no more than 2,000 keystrokes (characters plus spaces) in one paragraph and summarizes the pertinent results (with statistical evidence; i.e., *P*-values) in a brief but understandable form, beginning with a clear statement of the objective and ending with the conclusions, with no references cited. Abbreviations in the abstract are not allowed except standard *AZ* abbreviations.

**Key Words.** List up to 6 key words or phrases including the species, variables tested, and the major response criteria. The first letter of each key word is lowercase (unless a proper noun); key words are separated by commas and presented in alphabetical order; and no abbreviations should be used.

**Introduction.** The Introduction must not exceed 2,500 keystrokes (characters plus spaces) and briefly justifies the research, specifies the hypotheses to be tested, and gives the objective(s). Extensive discussion of relevant literature must not be included in the Introduction, rather in the Discussion section.

**Materials and Methods.** A clear description or specific original reference is required for all biological, analytical, and statistical procedures. All modifications of procedures must be explained. Diets, dates of experimental activities if appropriate, animals [breed, sex, age, body weight, and weighing conditions (i.e., with or without restriction of feed and water)], surgical techniques, measurements, and statistical models should be described clearly and fully. Statistical methods commonly used in the animal sciences need not

be described in detail, but adequate references should be provided. The statistical model, classes, blocks, and experimental unit must be stated. Manufacturer name and location should be provided for any proprietary product appearing in materials and methods. Use italics to designate genus and species (*Bos Taurus*) and botanical varieties (*Avena sativa* var. *aristata*). Designations for botanical cultivars should be preceded by cv. or enclosed in single quotes (e.g., *Festuca rubra* cv. Boreal or *Festuca rubra* 'Boreal'). Specify the basis (as-fed or dry matter) for dietary ingredient and chemical composition data listed in text or in tables. Similarly, specify the basis for tissue composition data (e.g., wet or dry basis). Avoid jargon unfamiliar to scientists from other disciplines. E.g. do not use the term 'head' to refer to an animal or group of animals. Instead, use animal, sow, ewe, steer, heifer, cattle, etc. Breed and variety names should be capitalized (Landrace, Hereford).

**Results.** The results are presented in the form of tables or figures when feasible. If data are discussed in the text but not presented in the tables or figures, specify "data not shown" in the text. The text should explain or elaborate on the tabular data, but numbers should not be extensively repeated within the text. Volume of the used primary data, all with some index of variation attached, statistical significance should be presented to allow the reader to interpret the results of the experiment.

**Discussion.** The discussion should interpret the results clearly and concisely in terms of biological mechanisms and significance and also should integrate the research findings with the body of previously published literature to provide the reader with a broad base on which to accept or reject the hypotheses tested. Avoid presenting results and references to tables and figures already described in the Results section. The possible differences from other authors or data inconsistencies must be mentioned and explained.

**Results and Discussion.** In AZ, authors have the option of combining the results and discussion into one section.

**Conclusions.** You should underline, in few phrases, the most important findings of the article, the ones that are supported by your results. Please avoid general statements, on well-known facts. If applicable, try to highlight practical implications.

**Tables.** Number the tables in the order of appearance in the text. Please make sure that the table row width doesn't exceed 12.5 cm. The abbreviations must be spelled out in numbered footnotes placed below the table, so the tables should be self-explanatory. For differences among means within a row or column, superscript letters should be used as appropriate sequentially (e.g., a, ab, b, c, cd) consistently from largest to smallest means.

**Figures, charts, B-W pictures.** AZ accepts only black and white figures; please adapt your illustrative materials accordingly. Number them in the order of appearance in the text. Figures/charts/pictures width should not exceed 12.5 cm. and they should be placed at the end of the manuscript, together with their caption. Each illustrative material should be placed on a separate page (separated by section breaks) and numbered. Author-defined abbreviations should be defined in each caption so the illustrative materials should be self-explanatory.

**Abbreviations. Standard AZ abbreviations** don't have to be defined. Abbreviations that are not standard AZ abbreviations must be defined at first use in the text. Once defined, abbreviations should always be used, except to begin a sentence. Author-identified abbreviations need to be redefined in each table and illustrative material (figures, charts, pictures).

## References

### • Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). No more than 3 references should be given for the same statement. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. However, if these references are included in the reference list they should follow the standard reference style of the

journal and should include a substitution of the publication date with either "Unpublished results" or "Personal communication" Citation of a reference as "in press" implies that the item has been accepted for publication. Web references are not recommended but accepted when no other references are available. As a minimum, the full URL should be given. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

#### • *Reference style*

All citations in the text should have the following format:

1. For single author: the author's name (without initials, unless there is ambiguity) and the year of publication;
2. For two authors: both authors' names and the year of publication;
3. For three or more authors: first author's name followed by "et al." and the year of publication.

Citations may be made directly or in parenthesis. Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Smith, 1996a, 1996b, 1999; Smith and Jones, 1995). Ridley et al. (2000) have recently shown ...."

#### • *Reference List:*

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

#### *Examples:*

*Reference to a journal publication :*

Dänicke, S., Swiech, E., Buraczewska, L., Ueberschär, K.H., 2005. [Kinetics and metabolism of zearalenone in young female pigs](#). *J Anim Physiol Anim Nutr (Berl)*. 89, 268-276.

*Reference to a book:*

Delves, P.J., Martin, S.J., Burton, D.B., Roitt, I.M., 2006. *Roitt's Essential Immunology*. Eleventh ed., Blackwell Publishing, Massachusetts .

*Reference to a chapter in an edited book:*

Mettam, G.R., Adams, L.B., 1999. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281-304.

#### *Journal abbreviations source*

Journal names should be abbreviated according to established standards, e.g.:

1. List of serial title word abbreviations: <http://www.issn.org/2-22661-LTWA-online.php>;
2. Index Medicus journal abbreviations: <http://www.nlm.nih.gov/tsd/serials/lji.html>;
3. CAS (Chemical Abstracts Service): <http://www.cas.org/sent.html>.

## **II. Procedures and policies of AZ**

### ***Submission of manuscripts***

Manuscripts should be submitted as an attachment to [archiva@ibna.ro](mailto:archiva@ibna.ro). The authors registered to the yearly International Symposium for Animal Biology and Nutrition who opted for publication in AZ will also follow the review procedure described below.

## **Copyright Agreement**

Authors shall complete the *License to Publish* form for each new manuscript submission. The **Licence to Publish** refers to copyright, conflict of interests, ethical and animal care issues, etc. and **must be completed by all authors before publication can proceed**. The corresponding author is responsible for obtaining the signatures of co-authors. The form is available online at [www.ibna.ro](http://www.ibna.ro), Archiva Zootechnica section.

Likewise, authors of AZ manuscripts who include material (e.g. tables or figures) taken from other copyrighted sources must secure permission from the copyright holders and be able to provide evidence of this permission at the time the manuscript is submitted to AZ for review. Tables or figures reproduced from the work of others must include an acknowledgment of the original source in a footnote or legend.

## **Review of manuscripts**

**General Procedures.** The suitability of all manuscripts for publication in AZ is judged by the reviewers and associate editors, division editors, and by the editor-in-chief. All communications regarding a submitted manuscript should maintain confidentiality. The associate editors handle correspondence with the author and promptly advise the division editor whether a manuscript should be rejected or accepted. The division editor's decision to reject or accept is based on the associate editor's recommendation and his or her own review of the manuscript. The division editor forwards document files for accepted manuscripts to the editor-in-chief for further review and editing, after which the editor-in-chief forwards the document file(s) to the technical editors. The editor-in-chief is the final arbiter regarding acceptance or rejection of manuscripts submitted for publication.

Please note that it is not unusual that the manuscripts are first returned to the author for revision (requested by the reviewers) and for additional changes (requested by the division editor) before final acceptance.

**Rejections.** There are 3 main grounds for rejection of manuscripts.

1. The manuscript doesn't fit in the AZ research topics and is suitable for publication elsewhere.
2. The manuscript does not meet AZ standards: the text is unclear, not concise, incoherent, poor English. Other reasons are: the work is incomplete (lack of discussions, conclusions, etc.), conclusions are not supported by the results, the experimental approach is poorly conceived, the work repeats established facts or represents no advance to the existing knowledge.
3. Failure to respond to reviewers' observations.

**Appeals.** If a manuscript is rejected, as a first course of action the author may discuss the matter with the associate editor or division editor responsible for the manuscript. Decisions must be appealed to the editor-in-chief if the author(s) believe(s) that the judgment was erroneous or unfair. A letter presenting the reasons for the appeal should be sent to the editor-in-chief.

The editor-in-chief will review the author's reasons, as well as all materials related to the manuscript and, after consulting with the editors who managed the manuscript, will render a decision whether to accept or deny the appeal. A rejected manuscript may be resubmitted in AZ only after major revision.

**Revisions.** Many manuscripts that are eventually published are returned to the author(s) for revision. The authors must reply punctually to all observations/comments from reviewers (by mentioning the line specified by the reviewer e.g. *Line 183: text changed into "...", as requested*); if they don't agree with the observations/comments from reviewers they must properly argue why.

Authors should highlight in text (different background colour or use of Track changes) the corrections requested by the authors, so they can be easily noticed. Normally, the revised manuscript must be returned to the associate editor, as attachment, by e-mail, **within 6 wks from the date of receipt by the author**. Extenuating circumstances must be communicated to the technical editing staff, who will consult with the editor-in-chief before granting an extension.

**Care and use of animals.** Only investigations that have followed high standards for the humane care and use of animals in research will be published in *AZ*. As mentioned before, all manuscripts submitted to *AZ* must be accompanied by the *License to Publish* form certifying that any research that involves animals observed the established standards / regulations for the humane care and use of animals for experimental purposes

**Commercial Products.** The articles describing studies on commercial products are accepted for publication provided they meet the scientific standards and observe the following rules:

- no trademark in the title, but identification of the nature of product, active substance, vegetal species (case of plant extracts), source, etc.
- no trademark in the tables with results
- introduction of the trademark is to be done in Materials and Methods, together with the manufacturer name and location (city and state if in the United States; city and country otherwise) or a website address
- the company name appear with the affiliation of the authors (e.g. if they work for the company), as for any other institution