Instructions to Authors

1. Authors may choose to submit a full manuscript or only an abstract. Abstracts should not exceed one or two paragraphs. Full manuscripts should be limited to 5 pages in length (including tables, figures, and references) and must include an abstract at the beginning of the paper. Papers that exceed the page limit in length will be returned to authors for modification.

2. The deadline for abstract/manuscript submission is May 12, 2012

3. Manuscripts should be submitted as a Microsoft Word document through the Omnipress web server.

4. Submissions should be a concise, factual condensation of information to be presented, accompanied by relevant supporting data; avoid including extraneous information. Abstracts less than 250 words in length published in the Proceedings are not considered full publications and thus, full scientific manuscripts on the same topic may be submitted elsewhere for publication. Authors should be aware of the relevant journal policies regarding prior publication and are encouraged to decide for themselves abstract length, and how much information to include in the AAZV Proceedings abstract if they intend to publish subsequently.

5. Full manuscripts that are have been published elsewhere are not acceptable. If your poster or abstract has been presented elsewhere and published previously or is submitted/in press elsewhere, please provide a “reprinted with permission” statement from the other organization.

6. Outlines will not be accepted. Abstracts stating “data will be presented,” or “subject will be discussed,” will not be accepted.

7. Submissions should provide only relevant information. Your audience includes members of the association who may not be in attendance; therefore, critical information should be provided. Of particular interest are drug dosages, anesthetic regimes, and trade names and addresses of product manufacturers.

Format and Style Specifications

The Proceedings format is different from the format of articles published in the Journal of Zoo and Wildlife Medicine. Please refer to the attached example or a recent AAZV Proceedings for examples of format and style. References will follow the format for the Journal of Zoo and Wildlife Medicine. Please follow the attached guidelines. Papers submitted in improper format will be returned.

Format Specific to Proceedings

1. Use single-spaced, 12-point, Times New Roman type.

2. Use one-inch (1”) margins on each side, top, and bottom of each page. Text should be full justified (do not use right and left alignment).
3. Do not number pages.

4. Do not use author’s surname or running title at the top of pages.

5. Title should appear in capital letters, bold print at the top of the first page. Scientific names should be spelled out in italics.

6. Names, academic degrees, and current professional affiliations (no street addresses) of all authors should be listed in italics, bold print, below the title at the top of the first page (see example). Periods are not used in the listing of professional degrees or state abbreviations. Numerical superscripts corresponding to current professional affiliations should appear next to each author’s name. The name of the author presenting the paper should be identified with an asterisk (*).

7. Acknowledgements should be 10-point Times New Roman type, with the heading in all capital letters and bolded.

8. References should be cited in the manuscript text with superscript numbers and the reference list should be arranged alphabetically at the end of the manuscript. All references contained in the reference list must be cited in the text. Citation style is provided below.

9. Tables and figures should fit within a 4 × 6” area and may be imbedded in the word document. All tables and figures will be edited for style and formatted for publication. No photographs or color images will be accepted.

10. Style specifications for tables, figures, abbreviations, and miscellaneous items should follow the Journal of Zoo and Wildlife Medicine format. Instructions to authors are available at: http://jzwm.allentrack.net/cgi-bin/main.plex

11. Guidelines for “Literature Cited” section

The Literature Cited heading is in all capital letters, bolded, and is full justified, 10-point Times New Roman type.

Literature citations should be identified in the text and tables by a superscript number (that follows concluding sentence punctuation). Avoid citing papers or studies in the text by the author’s name. When a series of consecutive references (such as 3,4,5,6) are being cited as a group in one place in the text, these can be presented with hyphenated superscripts ( ).

Citations should be listed in alphabetic order by first author’s surname in 10-point Times New Roman type. When there is more than one paper by authors whose names appear in the same order in each paper, the papers are listed in chronological order. Papers with multiple authors but the same lead author are arranged together, alphabetically by second, and then by third, author, etc. Papers by the same authors in the same year are assigned a letter suffix (e.g., 1 983a).

All citations must have at least one author. In some cases, that author may be the institution that published the work. "Anonymous" cannot be listed as an author. (See examples below)

All authors of a cited paper must be listed in the Literature Cited section (et al. is not used).

Initials only are used for the first and middle names in all citations. Initials are placed after authors’ names only in the case of the first author of each citation. No space between initials. The name of the last author in each reference should be preceded by a comma and the word "and," even if there are only two authors.
The names of editors of sources in which an authored reference is included (textbooks, compendia, etc.) should be given before the name of their cited work but after the author’s name and title of the cited section, using the format "In: Doe, J. (ed.)."

Only the first word and proper nouns in titles of papers begin with a capital letter. For all other types of references (book titles), all major words begin with a capital letter. Inclusive page numbers are given when one reference in a book is cited. Pages are not given when more than one reference in a book is cited. The issue number is indicated in parentheses after the volume number only if the pages of the journal cited are numbered by issue rather than by volume. (The Journal is numbered by volume). Names of journals are spelled out if only one word and abbreviated if more than one word. See the Appendix for standard abbreviations. Improperly abbreviated journal names are a common source of delay in the editing process.

The abbreviation "Abstr." should be used to designate references that are abstracts. Citations of unpublished work, personal communications, and product inserts are listed in parentheses in the text and do not appear with the Literature Cited.

Articles that have been accepted for publication but have not yet been published should be listed in the Literature Cited section with the designation "(In press)" following the author’s name. Articles that have been submitted but not yet accepted by a journal should be listed as unpublished in the text and should not appear with the Literature Cited.

Examples:


EXAMPLE OF PROCEEDINGS FORMAT AND STYLE

FUNGAL KERATITIS IN A CONGO PEAFOWL (*Afropavo congensis*) AND A SATYR TRAGOPAN (*Tragopan satyra*)

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Abstract
Fungal keratitis is an uncommon finding in avian species.1,2 Cases of confirmed unilateral *Aspergillus fumigatus* keratitis were diagnosed in a 12-day-old Congo peafowl (*Afropavo congensis*) and a 1.5-yr-old Satyr tragopan (*Tragopan satyra*). Both animals were treated with oral antibiotics and antifungals. The Congo was treated, in addition, with topical ocular antibiotics and antifungals. The Satyr was initially treated with a temporary tarsorrhaphy and then later with antifungal nebulization. Both animals had moderate to severe leukocytosis characterized by a heterophilia and a monocytosis. Neither case resolved with medical treatment. The Congo peafowl’s affected globe started to collapse during treatment so the bird was immobilized and intraocular natamycin (*Natamycin ophthalmic suspension 5%, Alcon Laboratories, Inc., Fort Worth, TX 76134 USA*) was administered to decrease the chance of fungal invasion of the surrounding tissue as the globe became phthisical. The Satyr tragopan was anesthetized and the affected globe was surgically enucleated. Both animals remained on oral antifungals post-operatively. White blood cells counts normalized rapidly after the intraocular treatment and the enucleation. These cases represent presumptive localized aspergillus infection with leukocytosis but without systemic or neurologic involvement. Treatment of the affected eye with either an intraocular antifungal or enucleation was curative with no negative long term sequela.

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LITERATURE CITED