Instructions to Authors

Technology Transfer Session and
Research & Development Summaries Session

National Mastitis Council
57th Annual Meeting
January 31 - February 2, 2018
Tucson, Arizona

Deadline: October 20, 2017

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I. Overview

The Technology Transfer Session (TTS) supplements the NMC Annual Meeting program by providing additional information through the use of posters and one-on-one interaction. A limited number of posters are also presented during the Research and Development Summaries Session (oral presentations) as part of the plenary session.

Participation in these sessions requires submission of a two-page manuscript summarizing the information being presented. Accepted manuscripts are published in the National Mastitis Council Annual Meeting Proceedings.

II. Types of Articles

A. Research Article
Includes papers resulting from research related to mastitis control, milking management, udder health and the production of high quality milk. Submissions in this category will describe a hypothesis-driven research project with defined outcomes and a reasonable sample size. (Case reports should not be submitted to this category.)

B. General Interest Article
Includes papers that are of practical and technical interest to NMC members but are not research reports. Examples might include (but not limited to) topics such as new technologies, problem-solving methods, new program development and delivery and outreach programs.
C. Review Article
Submissions in this category are informative papers designed to review known facts or prior research. An example would be a comprehensive or systematic review on the treatment of *Staphylococcus aureus* mastitis.

D. Case Reports
Case reports include work that is primarily observational and may or may not include statistical analyses. For example, a herd was vaccinated with a new product and a decrease in somatic cell count, which may be statistically different from pre-vaccination, was noted over the following 12 months. However, the influence of the vaccine could not be confirmed because an appropriate unvaccinated control population was not included over the same time period.

III. Organization of Articles

A. Research Article
- Title should be as brief as possible and contain no abbreviations or product trade names.
- Text should include the following sections: introduction; materials and methods; results and discussion; conclusions/recommendations; and references. Acknowledgements may be included if applicable.

B. General Interest
- Title should be as brief as possible and contain no abbreviations or product trade names.
- Text should begin with an introduction and then be divided into sections with appropriate headings. Acknowledgements and references may be included if applicable.

C. Review Article
- Title should be as brief as possible, and contain no abbreviations or product trade names.
- Text should begin with an introduction and then be divided into sections with appropriate headings. Acknowledgements and references may be included if applicable.

D. Case Report
- Title: should be as brief as possible and contain no abbreviations or product trade names. The words "Case Report MUST appear in the title.
- Text should begin with an introduction and then be divided into sections with appropriate headings. Acknowledgements and references may be included if applicable.

[Note: All submissions (research articles, general interest/review articles and case studies/reports) must also include an interpretive summary and key words when submitted online. However, these are not included as part of the article.]

IV. Commercialism Policy

The intent of the NMC Annual Meeting is to provide quality sessions focused on educational content, which is free from commercial influence or bias. Manuscripts and posters are not to be used as platforms for commercial sales, promotions and/or advertising. Excessive use of brand names, product names, trade names and/or trademarks is not allowed. Excessive use of brand/product names or logos, failure to substantiate performance claims and failure to objectively discuss alternative methods, processes and equipment are indicators of sales pitches. Restricting commercialism benefits the authors and recipients of presentations. A general guideline is to use proprietary names once and thereafter to use generic descriptors or neutral designations. Trade names are not to be used in the title of a manuscript or poster.
V. Animal Welfare and Medical Ethics

All experimental work involving animals or human subjects must comply with the legal and ethical requirements of the countries and institutions at which the work was performed.

VI. Review Procedure

All submissions will be evaluated by a review committee. Be sure to follow the instructions outlined in this document carefully; failure to do so may result in rejection. The review committee will consider the following:

- the manuscript guidelines and formatting instructions are followed correctly
- the subject matter aligns with NMC’s mission and goals
- the manuscript is based on accepted scientific or educational practices
- the quality of the research or educational approach is satisfactory
- the work reported is complete (manuscripts must include data that will be presented on poster)
- data and statistical validity are presented
- reasonable conclusions are drawn based on the data presented
- the manuscript is written in English, is clear and concise, and without grammatical errors
- the NMC policy on commercialism is not violated

Common reasons for rejecting manuscripts include:

- contains grammatical errors or typing errors
- contains meaningless statements, such as “the results will be presented…”
- presents data without appropriate statistical analyses or measurements of data variability
- includes no data or statements relating to the objectives
- presents opinion or speculation with no demonstrated use in a teaching or extension experience
- does not include any type of conclusion
- results have been published previously by one of the authors
- fails to comply with the submission requirements

NOTE: All decisions by the Review Committee are final. There is not a process for editing and resubmitting submissions that are rejected.

VII. Author Notification

Authors will be sent an e-mail about four weeks after the submission deadline indicating the status (accepted or rejected) of their submission.

VIII. Meeting Registration Requirements

If a manuscript is accepted, at least one of the authors must attend the 2018 NMC Annual Meeting to present the poster. The presenting author must register for the meeting in advance of the print deadline for the proceedings (the specific registration deadline will be provided to authors after abstracts have been accepted). If the presenting author is not registered for the meeting by the deadline, the abstract will not be published in the proceedings. In addition, the abstract will be removed from the program and will no longer be available for presentation at the meeting.
IX. Manuscript Preparation

1. General Information

Manuscripts must be MS Word documents (.doc or .docx). Manuscripts must be written in English of a high standard and are expected to have been reviewed for scientific content and correctness of language and presentation prior to submission. Manuscripts that conform poorly to editorial requirements and format may be returned to authors or rejected. Expect editorial corrections without recourse to authors.

Contributions to the NMC proceedings and any liabilities arising from them remain the responsibility of the authors and the publisher will not be responsible for any damages that could be a result of content derived from them.

Please refer to the attached example for formatting requirements, which are detailed below. A checklist for authors is also included in this document to help ensure formatting guidelines have been followed correctly.

2. File Name

The file name should be the presenter’s last name. (ex: Jones.doc). If you submit more than one paper, add a number suffix such as 1, 2, 3 (ex: Jones1.doc; Jones2.doc).

3. Length

Manuscripts for Technology Transfer Session/Research and Development Summaries Session are a maximum of TWO pages in length, including tables, images and references. Please do NOT change the font size, margins or font spacing to make the text fit on two pages. Papers that exceed two pages will be rejected.

4. Format and Style

**Paper size** must be 8 ½ inches by 11 inches. International authors: Please be sure to go into the page settings MS Word to make this adjustment.

**Margin** settings are 1 inch on the right, left, bottom and top.

**Font:** Use a 12-point “Times New Roman” font for all the text, except the title (see below).

The **title** should be centered and typed in “upstyle” (i.e. the first letter of all major words is capitalized) in a **14-point bold face font** (Times New Roman).

The **author's name** should be centered two lines below the title (i.e. skip one line after the title). Use the author’s full name and middle initial. Do not include author's position or educational degrees. Author's institutional affiliation should be centered on the next line. City, state (spell out the state name) and country follow on the third line.
example of one author:

Pamela L. Ruegg
University of Wisconsin
Madison, Wisconsin, USA

If there is more than one author, use the full names (with middle initial). Superscript numerals should be used after each author’s name to identify their organization, city, state and country, which should be typed immediately underneath the list of author names.

example of more than one author:

K. Larry Smith¹, Joseph S. Hogan¹, and J. Eric Hillerton²
¹The Ohio State University, Wooster, Ohio, USA
²DairyNZ, Hamilton, New Zealand

Do not include street address, postal code or email address. Names, institutions, city and state should be typed in upper and lower case. Use 12-point Times New Roman font.

The text should begin three lines (i.e. skip two lines) below the author's name(s) and affiliation. Use left justification.

Single space the text within a paragraph, with a double space (i.e. skip one line) between each paragraph. Do not indent the first line of a paragraph.

Primary section headings should begin at the left margin; capitalize the first letter of each word (up-style) and underline the entire heading. Do not use a bold face font. Secondary section headings should begin at the left margin, upstyle and italicized. Skip one line between the heading and the first sentence of the section.

Tables must be vertically oriented and may be placed in the text or at the end of the paper. Captions should be a single sentence, typed at the head of the table; additional explanatory information, including non-standard abbreviations, should appear as numerically ordered footnotes, directly underneath the table. Do not change the margins to make tables and figures fit on a page. Tables should be constructed using the Table function of MS Word, with each entry in a separate cell. Do not make tables using the tab key or by using spaces.

Figures will be reproduced in grayscale in the printed proceedings. Figures must be vertically oriented and be accompanied by a short descriptive caption that contains explanation of all markers, lines and symbols used, but no abbreviations.

Symbols and special characters sometimes change or are lost during electronic transmittal from one system to another. Please limit yourself to the characters that are available in Times New Roman and Symbol fonts. Avoid the use of unusual symbols. You may want to consider spelling out symbols or special characters (such as alpha and beta).

Do not use footnotes at the bottom of pages since this area will be used to add page numbers prior to publication.

Measures should be listed in both U.S. and metric equivalents, if possible. There is no preference as to which is listed first.
References should be cited alphabetically. The citation sequence is: names of authors, year of publication, title, abbreviated name of periodical, volume and page numbers. Include name and address (city, state, country) of publisher for books.

X. Manuscript Submission

A. Online Submission
Files must be submitted electronically via the online collection website, and each manuscript must be a separate submission. Manuscripts will not be accepted via email.

B. Interpretive Summary
When submitting your manuscript online, you will be asked to provide an interpretive summary of 100-150 words. The interpretive summary must consist of the manuscript title and first author’s last name, followed by a summary that reviews objectives and results as concise as possible. The summary should include a sentence or two describing the project’s expected importance and/or impact on the industry. Avoid the use of trade names. Summaries will be used by the review committee and for making information more accessible on the NMC website.

NOTE: The interpretive summary is not included as part of the manuscript. However, it is required at the time of submission.

C. Key Words
The online submission site will also ask you to provide three to six key words or phrases related to the manuscript, separated by commas.

D. Deadline
Submit the manuscript via the online collection website by October 20, 2017. Do NOT email the abstract. Files that are sent via email will NOT be accepted. After completing the online submission, you will be sent a special link for your submission, which you may access until the deadline.

X. Sample Manuscript
See next page for a sample manuscript that illustrates the formatting requirements.

XI. Checklist for Authors
See last page of the instructions.
Sample Manuscript for the NMC Annual Meeting Proceedings

Author's First and Last Name
Affiliation
City, State, Country

Introduction
This is a sample manuscript for the National Mastitis Council 57th Annual Meeting, January 31-February 2, 2018, in Tucson, Arizona. Please follow the detailed instructions that have been provided. Also, please complete the checklist for authors after your paper is formatted.

International authors who use paper sizes other than 8 ½- x 11-inch paper -- be sure to change your page size settings to 8 ½- x 11-inch paper. Margin settings are 1 inch on the right, left, bottom and top.

Use a 12-point Times New Roman font for the text. Single space the text with a double space between paragraphs. Do not indent paragraphs. The maximum length of manuscripts for the Technology Transfer Session is TWO pages, including the introduction, tables, figures and references. Use a 14-point Times New Roman bold font for the title.

Primary Heading
The first letter of each word in primary heading should be capitalized. Headings should be underlined, but not bold.

Secondary Heading
Secondary headings should be italicized, but not underlined or bold.

All figures and graphs must be incorporated into the Word document. Do not change the margin settings to get a figure or table to fit onto a page. Measures should be listed in both US and metric equivalents, if possible. There is no preference as to which is listed first, as long as both are provided. References should be cited by author.

Once completed, files need to be submitted online via the paper-collection website. Files will not be accepted via email. The file name should be the presenter’s last name (example: Jones.doc). Use your last name when you save your manuscript file (ex: Jones.doc). If you more than one paper is submitted, add a number suffix such as 1, 2, 3, (ex: Jones1.doc; Jones2.doc).

NOTE: When submitting the manuscript online, you will also be asked to provide a 100-150 word “Interpretive Summary” (see instructions for more details) and also key words.

A sample of the references follows on next page.
Sample References


National Mastitis Council Annual Meeting Proceedings
Checklist for Authors – Technology Transfer Session

Be sure to follow the detailed manuscript preparation guidelines outlined in the instructors to authors. Use this after your manuscript has been formatted.

Format
☐ Paper size is 8 ½ inches by 11 inches
☐ Margin settings are 1 inch on the right, left, bottom and top.

Title, Authors, Institutional Affiliations, Locations
☐ Title is 14-point Times Roman, typed in upstyle (first letter of all major words is capitalized), bold and centered
☐ Double space between the title and the first line of author(s) (i.e., skip one line)
☐ Authors are in 12-point Times New Roman font; multiple authors identified by superscripts
☐ The author(s), affiliation(s), city/state/country section is single spaced
☐ Trade names are not included in the manuscript title

Main Text
☐ Main text is 12-point Times New Roman, single spaced, left justification
☐ Text begins three lines below author/affiliation (i.e. skip two lines after last line of authors and beginning of manuscript)
☐ Primary section headings are 12-point Times New Roman, justified left, underlined and up-style
☐ Secondary headings are 12-point Times New Roman, justified left, italic, and upstyle
☐ Each abbreviation is defined at first use (the abbreviation follows the term, in parentheses) and used consistently thereafter
☐ Units of measure are spelled out unless accompanied by a value or if used parenthetically
☐ Proprietary trade names are used minimally; preferably once and thereafter use generic descriptors; manufacturer’s name and location are provided

Numbers
☐ Comma separator is used for numbers greater than 999 (e.g., 1,500)
☐ Zeros precede decimals for numbers less than 1 (e.g., 0.1)
☐ Ordinal numbers less than 10th are spelled out
☐ Measures should be listed in both U.S. and metric equivalents if possible

References
☐ References are listed alphabetically by last names of all authors
☐ Inclusive page numbers are provided for all references
☐ Publisher name and location are given for all books and other non-journal references
☐ All references are cited in the body of the paper

Tables
☐ Tables are created using the table function in Microsoft Word and are vertically oriented
☐ Author-defined abbreviations used in a table are defined
☐ Tables are numbered in the order in which they are first referenced in the text

Figures
☐ Figures are vertically oriented
☐ Figures are numbered in the order in which they are first referenced in the text
☐ Abbreviations used in the figure are defined in the caption
☐ Units of measure, when needed, follow the axis description, in parentheses; e.g., milk yield (lbs/day)

Manuscript Length
☐ Manuscript is no longer than 2 pages, including all tables, figures and references

When submitting paper via the online collection site, be prepared to provide:
☐ Interpretive Summary (100-150 words)
☐ Three to six key words