

***THE VETERINARY
RECORD
STYLE GUIDE***

A

abbreviations must be written out in full the first time they appear. If defined in an abstract, they must be defined again on first use in the main text of a paper; similarly, they should be defined in figure/table captions even if they have already been defined in the main text. In general do not abbreviate single words.

Abbreviations that can be used without definition are as follows:

AIDS

AUC (area under the curve)

BCG (bacille Calmette-Guérin)

bp (base pairs)

BHK-21 (baby hamster kidney cell line)

cmH₂O (occasionally used as a unit of pressure)

CNS (central nervous system)

CT (computed tomography)

Defra (Department of Environment, Food and Rural Affairs) - also note style with initial capital only

DNA, cDNA

dNTP(s)

EC (European Commission)

EDTA

ELISA (enzyme-linked immunosorbent assay)

epg (eggs per gram [of faeces]) - also note lower case

EU (European Union) (but write in full in article titles)

FITC (fluorescein isothiocyanate)

G (as in needle gauge)

HEPES (buffer)

Ig (all the immunoglobulins, eg, IgG)

LD₅₀

MDBK Madin-Darby bovine kidney cell line

MDCK Madin-Darby canine kidney cell line

MHz

mmHg (millimetres of mercury)

MRI (magnetic resonance imaging)

NSAID (non-steroidal anti-inflammatory drug)

opg (oocysts per gram [of faeces]) - also note lower case

ORF (open reading frame)

PAGE (polyacrylamide gel electrophoresis)

pO₂, pCO₂ (partial pressure of oxygen/carbon dioxide)

PCR (polymerase chain reaction)

PBS phosphate-buffered saline

RNA, mRNA, rRNA, tRNA

RT-PCR (reverse transcriptase-PCR; not to be confused with real-time PCR, where 'real-time' should be written out, so could also have 'real-time RT-PCR'. If doing a search and replace, remember that some people use 'reverse transcription-PCR')

sd (standard deviation)

SDS (sodium dodecyl sulphate)

SDS-PAGE

se (standard error)

T (Tesla: unit of magnetic flux density, used in papers about MRI)

TCID₅₀

TCM-199 tissue culture medium

TUNEL (a cytology technique for identifying apoptotic cells)

UK (but write in full in article titles)

USA (but write in full in article titles)

UV (ultraviolet)

WWF (formerly the World Wide Fund for Nature)

All units except 'litre(s)' and 'second(s)' as a standalone, so g, kg, m, ml, cm, ha, M (molar) and so on

adviser not advisor, but advisory

aetiology not etiology

age write in full if less than 10 (whether days, weeks, months or years), and with hyphens if being used as an adjective, for example, one-year-old dog, 14-year-old dog, BUT: the dog was one year old, the dog was 14 years old

airborne one word

air sac(s) two words

airsacculitis one word

amoxicillin not amoxycillin

and/or is acceptable

Angora goat has a capital letter

antibody/antibodies to not against

anti-inflammatory hyphenated

anti-rabbit, anti-dog etc

artefact not artifact

autopsy do not use; use postmortem examination

axes x and y lower case

adrenaline/noradrenaline exceptions to rINN drug names, use in place of epinephrine/norepinephrine, respectively

ABBREVIATIONS (these must be defined on first use)

Ab antibody (generally do not use as an abbreviation)

ABC avidin-biotin peroxidase complex

Ag antigen (generally do not use as an abbreviation)

AGIDT agar gel immunodiffusion test

ALP alkaline phosphatase

ALT alanine aminotransferase

ANOVA analysis of variance

AST aspartate aminotransferase

B

Baillière Tindall (publisher name)

bar code two words

Battersea Dogs & Cats Home

B cell/lymphocyte no hyphen

bid (dose rate) - do not use, write out in full 'twice a day'

bioMérieux (manufacturer)

blackfaced no hyphen

bluefaced no hyphen

bloodstream one word

body condition scores given in numbers either as whole number or half number, e.g. 3.5. Other scores are given as numerals with no decimal places.

bodyweight one word

Border disease (virus) capital 'B'

Borna disease (virus) capital 'B'

bovine should only be used as an adjective. The noun is cattle (for a group). (NB 'cow' refers only to an adult female that has had a calf)

bovine viral diarrhoea virus not bovine virus diarrhoea virus

brainstem one word

Britain includes England, Scotland, Wales and the whole island of Ireland (see also Great Britain, UK)

buffaloes plural for buffalo

by-products with a hyphen

ABBREVIATIONS (these must be defined on first use)

BAL bronchoalveolar lavage

BCVA British Cattle Veterinary Association

BEVA British Equine Veterinary Association

BSAVA British Small Animal veterinary Association

BTSCC bulk tank somatic cell count

BHB β -hydroxybutyrate

BRSV Bovine respiratory syncytial virus

C

caeca is plural, the singular is caecum. 'Caecae' is incorrect.

caesarean not caesarian and not with an initial capital

canine should only be used as an adjective. The noun would be 'dog'

carcase/carcases not carcass/carcasses

castrated use 'neutered' unless you are referring to the procedure for neutering a male animal (e.g. open castration)

chemical formulae should be defined on first use, e.g. sodium chloride (NaCl)

chi-squared test no capital letters

chromosomes full size, upper case, not small caps, that is, XX, XY

Coenurus serialis should be referred to as the coenurus cyst stage of *Taenia serialis*

coloration no 'u'

colorimetry no 'u'

compared with/to Avoid using 'compared to' as it should usually be 'compared with' (comparing **x with y** involves looking at **both** their similarities and their differences; comparing **x to y** involves pointing out **only** their similarities). Look out for this as lots of authors get it wrong

Compendium on Continuing Education for the Practicing Veterinarian note spelling of this journal title

cooperate/cooperation not hyphenated

coordinate/coordination not hyphenated

cost-effective hyphenated

Council only capital 'C' for BVA and RCVS

crossbreed/crossbred not hyphenated

cyathostomin is the new name for cyathostome

ABBREVIATIONS (these must be defined on first use)

CFT complement fixation test

cfu colony-forming units (NB lower case)

CK creatine kinase

CLA caseous lymphadenitis

CCN cerebrocortical necrosis

COSHH Control of Substances Hazardous to Health regulations

cpe cytopathic effect (NB lower case)

CVMP Committee for Veterinary Medicinal Products

D

dalmatian not 'dalmation', also lower case

Dalton/kilodalton Da/dDa, not D

data plural, so 'the data are' not 'the data is'

dates month, day, year, for example, January 1, 2001

defecation not defaecation

Diff-Quik stain

different from not different to

discoloration no 'u'

diseases all diseases, unless named after someone or somewhere, should be lower case

diskospondylitis not discospodylitis

dobermann not dobermann pinscher, also lower case

dog breeds generally lower case unless named after someone or somewhere (but labrador begins with a lower case 'l')

doses style as mg/kg rather than mg kg⁻¹ - watch out for this particularly in papers on anaesthesia

downwind one word

drug doses go in as dose first then drug name, not name then dose, for example, 1 mg/kg ivermectin, not ivermectin 1 mg/kg

drug manufacturers should be the manufacturer when work was done/paper written

drug names use the rINN spelling (exceptions are adrenaline and noradrenaline). Lists of the old/new names are readily available online, e.g. at www.mhra.gov.uk/Howweregulate/Medicines/Namingofmedicines/ChangestomedicinesnamesBANstorINNs/index.htm

DT for *Salmonella* types is closed up to number, no gaps, for example, DT41

dust-bath(ing) hyphenated

ABBREVIATIONS (these must be defined on first use)

DAT direct agglutination test

DMEM Dulbecco's minimum essential medium

DPBS Dulbecco's phosphate-buffered saline

dpi days postinfection (NB lower case)

DVM divisional veterinary manager

e.g./eg do not use except inside brackets . Write in full 'for example'

endings -osis for animal parasitic diseases (e.g. fasciolosis), -asis for human diseases. Refer to SNO PAD guidelines on nomenclature (www.waavp.org/node/40)

entire not 'intact' in the context of 'unneutered' only, e.g. an entire male dog.

Equine Veterinary Journal Supplement not *Equine Veterinary Journal* xx (Suppl)

et al do not use. Change to 'and others' for references

ethanased not euthanised or put down

experimentally infected no hyphen (when you have an adverb ending in 'ly' there is no need for a hyphen)

etc OK to use instead of 'and so on' if absolutely necessary (prefer to avoid in papers, OK in letters)

ABBREVIATIONS (these must be defined on first use)

EAE enzootic abortion of ewes

EBL enzootic bovine leukosis

EFA European Food Authority

EHEC Enterohaemorrhagic *Escherichia coli*

EM electron microscopy

EMA European Agency for the Evaluation of Medicinal Products

ETEC enterotoxigenic *Escherichia coli*

EEC European Economic Community (now the EU, but 'EEC' appears sometimes in the context of older European directives)

F

faeces, faecal and so on, but defecation

feather pecking no hyphen

feedingstuff one word

feline should only be used as an adjective. The noun would be 'cat'

fetus, fetal and so on, not foetus. Plural is fetuses not feti

figures '(a)', '(b)' in top left hand corner, in brackets, lower case

first then 'secondly', 'thirdly' and so on

follow up no hyphen when used as a verb (to follow up), but hyphenated when used as a noun, (e.g. 'at long-term follow-up')

FMD serotypes A, C, O, Asia1, SAT1, SAT2, SAT3

foodborne one word

footbath one word

footrot one word

formol solution not formal

fractions spell out in full, for example, one-tenth, not 1/10, and so on

free-living hyphenated when used as an adjective. Otherwise it is two words

free-range hyphenated when used as an adjective, for example, free-range eggs.

full-time hyphenated when used as an adjective. Otherwise it is two words

Fusobacter is the new name for *Fusobacterium*

ABBREVIATIONS (these must be defined on first use)

FAO Food and Agriculture Organization (note the 'z')

FAT fluorescent antibody test

FAVN fluorescent antibody virus neutralisation

FAWC Farm Animal Welfare Council

FDA Food and Drug Administration

FMD foot-and-mouth disease

FSA Food Standards Agency

FVE Federation of Veterinarians of Europe

G

g gravity/centrifugal force - in italics, lower case. We use *g* not rpm for centrifuge speeds, always ask authors to convert this if they have given speeds in rpm

G 'gauge' needle size, full size

gall bladder two words

gamebird one word

GenBank

genes are in italics, for example, *ae*

gentamicin not gentamycin

German shepherd dog not German shepherd

gonadotrophin not gonadotropin

Gram-positive/negative bacteria has a capital 'G' and a hyphen

Great Britain includes England, Scotland and Wales only

great dane both lower case

greater than (>) should be written out in full in the text, for example, 'greater than' or 'more than', but the symbol can be used if a figure is given in brackets (exception $P > 0.05$ always)

Greek letters write as the letter rather than as a word. Most are in Symbol font but μ can be typed as alt-M

Grocott's methenamine silver stain

ABBREVIATIONS (these must be defined on first use)

GGT γ -glutamyltransferase

GLDH glutamate dehydrogenase

GnRH gonadotrophin-releasing hormone

GSHPx glutathione peroxidase



H1N9 style for influenza haemagglutinin/neuraminidase types

haem- not hem-

headshaking one word

healthcare one word (NB: change to our previous style)

herpesvirus one word. When the name is written out in full there is no hyphen, for example, equine herpesvirus type 1, but the abbreviation is hyphenated, EHV-1

hilum not hilus

hindleg one word

hindlimb one word

Holstein-Friesian hyphenated

homeopathy not homoeopathy (NB: change to our previous style)

housefly one word

human(s) change to 'human being(s)' in scientific papers when used as a noun. 'Human' is OK as an adjective, e.g. 'human medicine'

hyphens are used to join two names together (e.g. in names of stains or statistical tests) **not** en-dashes

ABBREVIATIONS (these must be defined on first use)

HA haemagglutination

HACCP hazard analysis and critical control point

HAI haemagglutination inhibition test

Hb haemoglobin (generally do not use as an abbreviation)

HI haemagglutination inhibition

HSC Health and Safety Commission

HSE Health and Safety Executive

i.e./ie do not use except in (). Write in full as 'that is,'

illthrift one word, not ill thrift or ill-thrift

immunoglobulin G (IgG) Abbreviate. Subtypes written as IgG₁ or IgG_a, and so on

inappetence/inappetent not inappetance/inappetant

incidence not incidence rate

inequalities Write out in full in text (but can leave when in brackets), for example, ≤ up to, < less than/below, > more than/above, ≥ at least. However, leave when referring to probability, for example, P<0.01

infection is used for endoparasites (internal) e.g. intestinal worms

infestation is used for ectoparasites (external) e.g. fleas

inoculated on to not into (unless referring to liquid media, in which case 'into' is correct)

inquiry not enquiry

Institute for Animal Health not 'of'

intact do not use in the context of unneutered animals, use entire. For other uses (e.g. to mean 'not broken'), intact is OK to use

internet lower case 'I'

Inset upper case next word in figure captions, for example, Inset: Heart of . . .

in vitro, in vivo roman, not hyphenated

italics for genus (Family names are in roman)

im intramuscular(ly) - **write in full, never abbreviate**

ip intraperitoneal(ly) - **write in full, never abbreviate**

iu (units) lower case

iv intravenous(ly) - **write in full, never abbreviate**

ABBREVIATIONS (these must be defined on first use)

IFAT indirect fluorescent antibody test

IFN interferon - e.g. IFN-γ

IHC immunohistochemistry

IL interleukin - e.g. IL-2

IPMA immunoperoxidase monolayer assay

IPVS International Pig Veterinary Society

IPX immunoperoxidase assay





Journal of the American Animal Hospital Association not Hospitals Association (journal title)

judgement not judgment

K

Kruskal-Wallis test - use hyphen not en-dash



labrador (retriever) lower case 'l'

Landrace, Large White (pig breeds) upper case

larval stages abbreviated to L3, L4, and so on

last last month, last year when talking about a specific one-off time, otherwise use **past**, for example, the past 10 years, past month

Latin names should be written in full first time, then abbreviated, for example, *Staphylococcus aureus*, *Babesia bovis* (first time); *S aureus*, *B bovis* (subsequently). When starting a paragraph with a Latin name do **not** put the first word in capitals if it has already been defined

latin phrases do not italicise, for example, de novo, ad libitum, in vitro, in vivo

LD₅₀

Lea & Febiger (publisher name)

learned not learnt

leishmaniosis not -iasis

Leptospira serogroups are non-italicised with a lower case first letter, for example, interrogans; serovars are non-italicised with upper case first letter, for example, Icte rohaemorrhagiae

less than (<) should be written out in full in the text, for example, 'less than' or 'below' but the symbol can be used if a figure is given in brackets (exception $P < 0.05$ always)

leuco- not leuko- except leukaemia and leukosis

leucopenia no 'a' in 'penia'

life cycle two words

Lippincott Williams & Wilkins (publisher name)

litre write out in full only where on its own, for example, '10 litres of water . . .' (not 10 l of water), otherwise abbreviate to l, e.g. mmol/l

liveweight one word

longhair one word

long-term/short-term hyphenated when used as adjectives, for example, 'a long-term action', but are not hyphenated otherwise, that is, 'the action was long term'. The same goes for part-time, full-time, and so on

ABBREVIATIONS (these must be defined on first use)

LAT latex agglutination test

LDH lactate dehydrogenase

LVI local veterinary inspector

M

Mac/Mc are full size in authors' names in the reference list

MacConkey's agar not MacConkey or McConkey

magnification 'x' lower case, same font as the rest of the text

Mann-Whitney U test with a hyphen not an en-dash

Marfan's syndrome not Marfan

May-Grünwald-Giemsa stain (note use of hyphens not en-dashes)

meticillin not methicillin (rINN style)

microorganism one word

mid- hyphenated, for example, mid-March, mid-1990s

miosis (constriction of the pupil) not myosis. Not to be confused with meiosis (cell division) or myiasis (fly infestation)

ms millisecond

muscles Use English name, not Latin (ask authors if you can't find this in a reference), and not italic

Mycobacterium avium subspecies paratuberculosis abbreviate to MAP

ABBREVIATIONS (these must be defined on first use)

mAb monoclonal antibody

MAT microagglutination test

MBM meat and bone meal

MEL maximum exposure limit

MEM minimum essential medium

MHS Meat Hygiene Service

MIC minimum inhibitory concentration

MRL maximum residue limit

MRSA meticillin-resistant *Staphylococcus aureus* (note rINN spelling 'meticillin')

MZN modified Ziehl-Neelsen

N

National Farmers' Union not National Farmer's Union

necropsy do not use - use 'postmortem examination'

nematodirosis

neuron not neurone

neutered not 'castrated' unless referring to the actual procedure of castrating a male animal

non- words are hyphenated

none this is singular, it should be followed by 'was' not 'were'

number do not use No as an abbreviation. 'n' is acceptable as a column heading in tables.

'One' to 'nine' are written out in words in the text, 10 and onwards as figures.

Numerals are used when referring to animal 1, dog 3, cow 7, day 1, week 5, and so on, and quantities, for example, 4 cm, 5 ml, 2 mg, 6 per cent, but not for ages under 10 (days, weeks, months or years)

'Number' also tends to be used in the singular, ie 'the number of dogs used in the experiment was 17', the plural is used occasionally, ie, 'the numbers of dogs in the three groups were 12, 15 and 17, respectively'

For numbers below 10,000, keep digits together: 4356, 7241. Only above 10,000 add comma

Write out numbers at the beginning of sentences (it is acceptable to do this rather than needing to edit the sentence so the number does not appear at the start).

Use hyphens on compound numbers from twenty-one to ninety-nine: one hundred and forty-five

Use hyphens on fractions: two-and-a-half

First, second, third . . . up to ninth, then 10th, 11th, 12th . . .

ABBREVIATIONS (these must be defined on first use)

NADIS National Animal Disease Information Service

NEFA non-esterified fatty acid

NOAH National Office of Animal Health

O

oedema not edema

oestrous adjective to describe the whole of the ovarian (oestrous) cycle

oestrus noun to describe the state of sexual receptivity, i.e. 'at oestrus'

orthopoxvirus one word

ostertagiosis

ABBREVIATIONS (these must be defined on first use)

ODA Overseas Development Administration

OIE World Organisation for Animal Health (OIE)

OTMS over-30-months scheme

OVS official veterinary surgeon

P

page numbers 'p' if one page, 'pp' if a range of pages

parapoxvirus one word

parity in numbers, not words, for example, parity 1

past is used for a period of time, for example, the past 4 months, past 10 years (not last, which refers to a specific time – last week, last month)

periodic adic-Schiff stain (note use of hyphen not en-dash)

prevalence use without 'rate' after (like mortality, incidence and morbidity)

-penia no 'a' - leucopenia, neutropenia, pancytopenia

per cent written out, two words. Symbol can be used in tables/figures

plurals singular and ending in s: 's (for example, James's), plural and ending in s: s' (for example, members')

po oral(ly) - write in full, never abbreviate

polydipsia

polar bear lower case 'p'

pre-, post- all 'pre' and 'post' words are one word, for example, pretreatment, premovement, postexposure, postinoculation.

preventive not preventative

prior to do not use, use 'before'

probability upper case P, no gaps before =, < and so on, for example, $P < 0.05$, $P = 0.1$

program only use in connection with computer software, otherwise always use programme

proper names (of institutes, etc) should have initial caps when given their official titles, for example, Department of Parasitology – parasitology department; Institute for Animal Health – animal health institute; University of Bristol Veterinary School – Bristol veterinary school

PrP 'prion protein' so should not be used as 'PrP protein'. Style PrP^{Sc} and PrP^{res} with superscripts

protozoa this is the plural. The singular is 'protozoon' and the adjectives are 'protozoan' and 'protozoal'

pruritus not pruritis, but pruritic

psittacine should only be used as an adjective, the noun is psittaciform

ABBREVIATIONS (these must be defined on first use)

PCV-2 porcine circovirus type 2

PDNS porcine dermatitis and nephropathy syndrome

PEDV porcine epidemic diarrhoea virus

PETS Pet Travel Scheme

PFGE pulsed-field gel electrophoresis

PGE parasitic gastroenteritis

PI3 parainfluenza virus type 3

PI Committee Preliminary Investigation Committee

PML pharmacy merchants list

PMWS postweaning multisystemic wasting syndrome

POM prescription-only medicine

PPH pruritus-pyrexia-haemorrhage (syndrome)

ppm parts per million (NB lower case)

PPV porcine parvovirus

PRRS(V) porcine reproductive and respiratory syndrome (virus)

Q

q (meaning 'every') - **do not use, write out in full**, e.g. q12h = 'every 12 hours'

raccoon not racoon

record-keeping with a hyphen

references should be in alphabetical order in the reference list, but by date order in the text when in a group. However, they should be referred to by the order they appear in the reference list if written by the same/similar group of people in the same year, that is, 1983a and b. They may be out of order in text.

regimen not regime, for example, feeding regimen, treatment regimen, and so on. Regime is used only in a political context

resistant to not against

restriction enzymes are written as, for example, *EcoRI*, *BamHI*

Revue Scientifique et Technique – Office International des Epizooties journal title

rose bengal lower case

ruminal not rumenal

Reference styles:

Papers:

NAMES, A., SURNAMES, B. C. & OTHERS, D. (Year) Title of paper. **vol**, full page ange

For example: YANG, P. C., CHU, R. M., CHUNG, W. B. & SUNG, H. T. (1999) Epidemiological characteristics and financial costs of the 1997 FMD epidemic in Taiwan. *Veterinary Record* **145**, 731-734

Books:

NAMES, A., SURNAMES, B. C. & OTHERS, D. (Year) Chapter title if applicable. In Title of Book. Vol X. 3rd edn. Ed(s) R. S. Editor, (T. U. Writer). Publisher. pp x-y/p z

For example: MORRIS, J. A. & SOJKA, W. J. (1985) *Escherichia coli* as a pathogen in animals. In The Virulence of *Escherichia coli*. Reviews and Methods. Ed M. Sussman. Academic Press. pp 47-77

Conference proceedings:

NAMES, A., SURNAMES, B. C. & OTHERS, D. (Year) Title of paper given at the proceedings. Proceedings title. Eds (if applicable). Town, Month date a to b, Year. p/pp (if applicable)

For example: MILLER, W. (1976) A state-transition model of epidemic foot-and-mouth disease. Proceedings of an International Symposium: New Techniques in Veterinary Epidemiology and Economics. Reading, July 12 to 15, 1976. p 56

Papers published online where there is a doi number but no print reference:

NAMES, A., SURNAMES, B. C. & OTHER, D. (Year) Title of paper. *Journal Title* doi: 10.1136/vr.c1234

Websites:

NAMES, A., SURNAMES, B. C. & OTHER, D. (Year) Title of page. Website address. Date accessed

For example: DEFRA (2001) Explanation of Foot and Mouth Restrictions. www.defra.gov.uk/animalh/diseases/fmd/disease/restrictions/explanation.asp. Accessed August 24, 2001

References to ProMed:

style as INTERNATIONAL SOCIETY FOR INFECTIOUS DISEASES (2010) ProMED-mail archive numbers: 20061015.2969, 20061024.3046, 20060925.2735, 20060910.2571. www.promedmail.org. Accessed July 2, 2010

- **Supplements:** (Suppl) - goes after volume number, before page numbers, not in bold
- **'Accepted for publication':** reference goes in reference list in above format except '(In press)' is added after the journal title instead of the volume and page number(s). Ideally get these updated if the reference is published in time
- **'Submitted':** reference does not go in the reference list. Instead, list all authors (surnames + initials) with 'unpublished observations': (F. Jones, T. Bloggs, unpublished observations)
- **ANON** references always go first (even if out of alphabetical order)
- **MAC, MC** both treated as MAC for alphabetical order, **ST** treated as Saint
- **Jr/III** keep like this in authors' names after last initial, for example, KING, S. W., Jr, JONES, A. T., III
- 'Adams 1980a, 1980b' in the text is written as 'Adams 1980a, b'.

- Smith and others 1987, Jones and others 1992, Smiths and others 1998..... in the text should be written as Smith and others 1987, 1998, Jones and others 1992....
- Keep style as in original title with respect to capital letters, for example, upper case for names of dogs, Thoroughbreds, and so on if this is the case in the original, but change to lower case after a colon (for example, Part 1: the stomach . . ., not Part 1: The stomach)
- Reports should be styled as for books as far as possible
- Thesis: 'PhD thesis, . . . University, Country

ABBREVIATIONS (these must be defined on first use)

RBC red blood cell

RCVS Royal College of Veterinary Surgeons

RBT rose bengal test

RSV respiratory syncytial virus

RVC Royal Veterinary College

RT-PCR reverse transcriptase-PCR

RUMA Responsible Use of Medicines in Agriculture

S

S-100/S100 protein hyphenated, antibody not hyphenated

salmonella In general on first use, give the genus and serotype, e.g. *Salmonella* Dublin, styled as shown here, which can then be abbreviated to *S* Dublin. A similar system applies to *Leptospira*.
On occasion (e.g. in a paper about *Salmonella*) the authors might use the full formal name, e.g. *Salmonella enterica enterica* serotype Dublin

sanguineous (note the 'e')

sarcoma plural is sarcomas

sc subcutaneous(ly) - **write in full, never abbreviate**

scoring systems all scores are given as numerals. Only body condition scores are given to one decimal place

scour should be changed to diarrhoea (scour is not a scientific term) in scientific articles (but term is acceptable in surveillance reports from VLA and SAC etc)

sea lion two words

sensitive to not against

Shiga toxin

shorthair one word, for example, domestic shorthair

short-term hyphenated when used as an adjective

sid (dose rate) - do not use, write out in full 'once a day'

side effects no hyphen

south-east hyphenated

sp/spp do not use as an abbreviation, write 'species' in full always

stillbirth/stillborn one word

Student's *t* test

sub words are not hyphenated, e.g. subcutaneous

supplement Suppl in references

symptom **do not use when referring to animals.** Change to 'clinical signs' or just 'signs'

syncytial two 'y's and one 'i'

ABBREVIATIONS (these must be defined on first use)

SARSS Suspected Adverse Reaction Surveillance Scheme

SAT serum agglutination test

SCOPS Sustainable Control of Parasites in Sheep initiative

SEAC Spongiform Encephalopathy Advisory Committee

SEERAD Scottish Executive Environment and Rural Affairs Department

SNT serum neutralisation test

SPF specific pathogen-free

SOPs standard operating procedures

SPVS Society of Practising Veterinary Surgeons

SRM specified risk material



tables footnote symbols to be used are in the order: *, †, ‡, §, ∞, #, Δ

Teflon do not use. Use polytetrafluoroethylene (PTFE)

tendonitis not tendinitis

thrombocytopenia no 'a' in 'penia'

tid (dose rate) - do not use, write out in full 'three times a day'

time 24-hour clock is used, that is, 09.00 and 21.00, not 9 am and 9 pm

titres use 1:100, not 1/100

top-up hyphenated when as an adjective, e.g. top-up fees

tradenames use generic names in text but put (tradename; manufacturer) after first occurrence. In addition, do not include TM, (R) or Co, Ltd in manufacturer's names

tumour stages are scored in Roman numerals

ABBREVIATIONS (these must be defined on first use)

T₃ thyroid-stimulating hormone (note use of subscript)

T₄ thyroxine (note use of subscript)

TGEV transmissible gastroenteritis virus

TNF tumour necrosis factor

TRT turkey rhinotracheitis (virus)

TVI temporary veterinary inspector

U

U (units) - capital

underrate not hyphenated

under-report hyphenated

units should always be SI unit (convert, or get the author to convert, if conventional [e.g. mg/dl, °F] or imperial [e.g. inches, acres] units are used), with gap between the 'number' and the unit, for example 10 cm, 4 kg, and so on. EXCEPT there is no gap for molarity, that is, 10M, 1mM, 1μM and so on, or temperatures: 25°C not 25 ° C. Do not spell out 'litres' or 'seconds' when used as part of a compound unit, e.g. 10 mg/l, 2 m/s, but do if used by itself

unpublished references use initial and surnames of all people involved in the work, then add either 'personal communication' or 'unpublished data' as appropriate

up-to-date hyphenated when used as an adjective, for example, 'an up-to-date chapter' but not in 'the chapter is up to date'

UK United Kingdom: this includes England, Scotland, Wales and Northern Ireland. Write in full in titles but abbreviate undefined in text

USA not US. Does not need to be defined

V

vaccinate against not 'vaccinate for'. Also, prefer to state that vaccination is against a pathogen, not a disease

venepuncture not venipuncture

vectorborne one word

versus can be abbreviated to v when in brackets, tables and if used a lot of times in the text

vertebrae when referring to vertebrae, use C/T/L, etc, followed by the number. All full caps, no subscripts

Veterinary Clinics of North America: Small Animal Practice/Equine Practice note style of journal title

vitamins Capital letter followed by subscript, for example, vitamin B₃

VLA Centres Use the style 'Veterinary Laboratories Agency – Weybridge' or (after defining VLA) 'VLA – Weybridge'.

vowels double vowels are usually hyphenated (anti-inflammatory, atlanto-occipital) except coordinate/coordination, cooperate/cooperation

ABBREVIATIONS (these must be defined on first use)

VI virus isolation

VIDA Veterinary Investigation Diagnosis Analysis (the VLA's database)

VIO veterinary investigation officer

VLA Veterinary Laboratories Agency

VMAT vaginal mucus agglutination test

VMD Veterinary Medicines Directorate

VN virus neutralisation

VPC Veterinary Products Committee

VPIS Veterinary Poisons Information Service

VRC Veterinary Residues Committee

VTEC verocytotoxin-producing *Escherichia coli*

W

waterborne one word

website one word, lower case

wellbeing one word

white paper lower case

worldwide one word

weightbearing one word

Wilcoxon rank-sum statistical test

ABBREVIATIONS (these must be defined on first use)

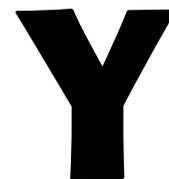
WBC white blood cell

WHO World Health Organization (note the 'z')



x axis lower case 'x'

x-ray lower case 'x' and use only in the context of the radiation itself; otherwise refer to radiography/radiograph as appropriate



y axis lower case 'x'

yolk sac two words

youngstock one word

Z

'z' in words change to 's', for example, generalized should be generalised, categorize should be categorise, and so on

Ziehl-Neelsen stain (note use of hyphen not en-dash)

ABBREVIATIONS (these must be defined on first use)

ZN Ziehl-Neelsen

ZST zinc sulphate turbidity test