

# IVTA Newsletter Publication Submission Guidelines

The Indiana Veterinary Technician Association (IVTA) will provide incentives for the contribution of articles for the IVTA newsletter. The following provides guidelines for article submission and specifies the incentives that will be paid out when a submitted article is included in a publication of the IVTA newsletter. It is important for us to set a standard for veterinary technicians to follow when writing and submitting an article for publication. All submissions will be reviewed and edited prior to publication.

## Incentive Scale

Incentives will be given only for articles that are selected for publication in the IVTA newsletter.

Level 1 - \$60

Level 2 - \$40

Level 3 - \$15

## Submissions

Writers do not have to be IVTA members in order to submit an article. Submissions chosen for publication will be required to include specific information and follow the suggested general format. Topics can be of the author's choosing, but must be of pertinent content. Submissions should be emailed to the newsletter editor (Josh L. Clark – [clark19@purdue.edu](mailto:clark19@purdue.edu)) as an attached Microsoft Word document.

## Length

Submissions should not exceed 4 pages (single-spaced, Times New Roman font, including references). As long as submissions follow the guidelines and contain all of the necessary components for publication, there is no minimum required length. Submissions may be edited for length or split into two parts published in consecutive editions of the newsletter depending on the space available.

## References

References must be included for level 1 submissions and are encouraged for level 2 submissions if applicable. References can include but are not limited to textbooks, journals, websites (Wikipedia and About.com or **not** acceptable references), and personal interviews (e.g., DVM, RVT, VTS, etc). All sources must be listed in a bibliography provided with the article. All facts must be cited.

The following are examples of how entries should be created in your bibliography.

### Journal article

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

### Journal article accessed on the Internet

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

**NOTE:** If the article appears in its final form (i.e., the information is not likely to be updated or changed at a later day), then no retrieval date is necessary. Also, if the article appears as a printed version as well (e.g., citing a JAVMA article that you retrieved from the Internet but is also available in the printed version of JAVMA), then a URL is not required. Use "Electronic version" in brackets after the article's title.

### Internet Website (i.e., Nonperiodical Web Document, Web Page, or Report)

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved month day, year (only if the text may potentially change over time), from <http://Web address>

**NOTE:** When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

### Book

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

### Book Chapter in an edited book (i.e., chapters have different authors)

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

In text citations should use the author-date method. This means that the author's last name and the year of publication for the source should appear in the text, e.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper. A few examples would be:

- According to Jones (1998), equine strongyles are.....
- Among the large strongyles, *S. vulgaris* is usually the cause of the most severe disease (Jones, 1998).

### **Graphics**

Graphics are encouraged and can include pictures, graphs, tables or charts that are related to the topic. Any graphics included should be labeled (e.g., "Image 1" or "Table 2", etc.) and referenced in the article (e.g., "image 1 shows a typical strongyle egg").

### **Review**

The articles will be submitted to the newsletter editor but will be reviewed by a committee consisting of the newsletter editor and IVTA Board members. All articles submitted will be subject to editing for content and length. Submission will not be returned.

If you have questions about the guidelines for submissions, please contact Josh Clark ([clark19@purdue.edu](mailto:clark19@purdue.edu)).

### **Level 1**

Topics categorized as "scientific" should consist of profession-related information. Examples include: new procedure how-to, a breakdown of a disease process, or common situations encountered (medical or personnel/staff related). Procedural articles can be about any procedure that you feel is important for other technicians to know about. However, it would be best if the procedure was somewhat new or an improved version of the procedure. Articles written on performing commonly performed procedures such as placing a cephalic IV catheter or performing a cystocentesis will not be considered. Examples of procedures that would be acceptable include placing an intraosseous catheter, a procedure on an exotic species, taking intraoral radiographs, or performing physical therapy. Requirements for procedural articles include the following :

- Reasons for the procedure
- Equipment used
- Step by step directions including set up, restraint requirements/recommendations, the procedure itself, and follow-up monitoring if applicable

Disease process articles can include anything from seasonal issues (e.g., heat stroke, chocolate toxicity), age considerations (neonatal, pediatric, geriatric), or breed/species specific diseases. Articles covering disease processes should include the following:

- Description of the disease
- Presenting signs
- Diagnostics recommended +/- why
- Treatment course
- Technician's role
- Inpatient/outpatient
- Follow-up requirements, common/expected outcome(s)

Staff and personnel articles can cover issues such as professionalism, staff conflicts, burn-out, grief and other related topics. Other practice management topics can also be covered such as marketing, setting and collecting fees, managing inventory, and client communication.

### **Level 2 – Special Interests**

Special interest articles are a way for technicians to share their knowledge about subjects that are of special interest to them. Some examples would be animal massage, acupuncture, behavior, nutrition, and exotics. This information may be based on experience but references must be included when applicable.

Level 2 can also include articles about volunteer experiences. Submit an article about your volunteer experience and get other techs motivated to volunteer their time for a good cause. Tell us about the organization you volunteered for and what that organization means to you as well as what your experience was like.

### **Level 3 – Editorials**

This level can include several different things. First, you can summarize a CE event and share your experience with other members. Please include the date, time, location and the topic of attended event. Don't forget to acknowledge the speaker(s).

Personal stories can be included in level three as well. These can include stories about amazing clients or amazing pets (including your own!), or can be written to reflect on a personal experience you have had related to volunteering, travel adventures, or something you experienced on the job.

You may also submit editorials/commentaries. This is an opportunity for you to express your opinion(s), but please be aware of content and presentation. This is a professional newsletter and articles of such nature should reflect that. Respect will be given to articles in this category when presented in the appropriate manner.

***\*All submissions are subject to editing. Final categorization of submissions will be based on content and format, and will be determined by the article review committee.***