

Instructions to authors

Aims and scope of the *Review*

The *Review* is the principal scientific and technical publication of the OIE and it helps to fulfil one of the key objectives of the Organisation, namely: to collect, analyse and disseminate veterinary scientific information.

The *Review* presents a variety of information on veterinary activities, notably those that involve international cooperation in the fields of both animal and public health.

Another objective of the *Review* is to inform readers of the activities of the Organisation and of its Member Countries.

The *Review* is indexed in numerous databases, including *Medline*, *CABI* databases and *Clarivate Analytics Web of Science*.

Content

Two of the three issues published in each volume are devoted to a specific theme. For these two issues, an internationally renowned expert is invited to act as editor, and specialists in the field are asked to contribute papers, thereby providing readers with a comprehensive overview of the topic under discussion.

Issues of the *Review* which do not focus on a central theme (one per year) are generally presented in four sections. A significant part of each of these plurithematic issues is devoted to comprehensive reviews and original articles. The various sections may be outlined as follows:

Reviews

Reviews offer detailed studies on a specific and topical subject, such as the epizootiology, diagnosis, treatment and control of those animal diseases and zoonoses of greatest importance to the international community. Other subjects which may be covered include: the administration of Veterinary Services, legislation, information systems, animal health and economics.

Original articles

These may be papers on research or on the diagnosis, control and treatment of animal diseases, and they should be of interest internationally. Original articles may also cover other issues relating to international cooperation between Veterinary Services.

Communications

The subject matter in this section is identical to that of original articles, but communications are shorter in length or discuss a more limited aspect or area. Furthermore, the content need not be original but may review published work.

Reports

These summarise the proceedings of scientific and technical meetings held by the OIE or other organisations.

Conditions for accepting manuscripts

Contributors to the *Review* undertake to submit articles which have not been published elsewhere, either in part or in full, and which do not require prior authorisation for publication by the OIE. In submitting a manuscript, the authors agree for the copyright of their article to be transferred to the OIE if and when the article is accepted for publication (the Advisory Editorial Board will, however, consider all requests made by authors for permission to reproduce articles). Authors must complete a form indicating that they agree to these conditions and this form must be submitted with their manuscript. The agreement form is available to download from the OIE website (www.oie.int).

Manuscripts may be submitted in any one of the three official languages of the OIE: English, French or Spanish. The Advisory Editorial Board may decide to publish certain articles in all three languages. Authors not writing in their primary language are encouraged to seek professional editorial assistance prior to submitting their manuscript.

The first (or corresponding) author receives immediate notification of receipt of the article. The manuscript is then submitted for appraisal to the Scientific and Technical Committee. The author is subsequently advised of the decision of the Board.

If the article is accepted, it will be revised by a copy editor, who will contact the author about any changes made to the manuscript. A response from authors within a week is essential at this stage.

It is the responsibility of the first author to ensure that all co-authors concur with changes made prior to publication.

Once the edited version of the paper has been finalised and approved by the authors, it will be posted on the OIE website. This document will also be formatted and prepared for printing in a plurithematic issue of the *Review*.

If the article is written in English, the printed version will include summaries in French and Spanish. If it is written in French, the article will be translated into English and will include a summary in Spanish. Similarly, if the article is written in Spanish, it will be translated into English and will include a summary in French.

Referee suggestions: The Editor will consider suggestions from the authors about who could review the article. Authors can propose the names of up to four independent reviewers (please provide complete contact details, including an e-mail address). Ideally, these reviewers should be internationally recognised and come from a variety of different countries and not from the same country as the authors. The journal will take these suggestions into account and try to accommodate the authors' wishes, but the final choice of reviewers rests with the Editor.

Presentation of manuscripts

Authors should send their manuscript by e-mail to: **publications.unit@oie.int**

All pages should be numbered and the various sections should be arranged in the following order:

1. Title, names and addresses of authors
2. Summary and keywords
3. Text
4. Acknowledgements (if applicable)
5. References
6. Tables
7. Figures.

Guidelines are given below for the preparation of manuscripts. For concrete examples, authors are invited to consult a recent issue of the *Review*.

1. Title, names and addresses of authors

The title should be concise (no more than 70 characters) and should not contain abbreviations. Standard terminology should be used in the title to facilitate information retrieval and indexing; for example, 'Epidemiological survey of blackleg in cattle in France' (topic, disease, species, country).

The family names of authors should be preceded by their initials and followed by a superscript bracketed Arabic number. The corresponding author should be identified with an asterisk and an e-mail address supplied. The full address of each author should be given below the list of names, as follows:

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2. Summary and keywords

The Summary should provide an outline of the entire text, including the principal findings and conclusions. It should be written in the original language and not exceed 250 words. The OIE will have the summaries translated into the other two official languages of the Organisation. Five to ten keywords should be provided after the summary.

3. Text

Manuscripts should not exceed 4,000 words (14 to 16 typed pages). When an author wishes to submit a paper of greater length, agreement should first be sought from the Editor. Unnecessarily long paragraphs should be avoided. In general, paragraphs should not be longer than 200 words (or 20 lines). Experimental work and epidemiological studies should be presented using the following standard layout: introduction, materials and methods, results, discussion, conclusions, and references.

Units of measurement should be expressed using the metric system and, where appropriate, SI units. New diagnostic methods should be described in sufficient detail (e.g. reference standard, nature of the antiserum or antigen, specificity, sensitivity, etc.). Details of well-known methods or those already described in an international journal or review need not be included, but a reference should be provided.

Veterinary drugs, reagents and laboratory materials should be referred to in the text by the generic name (and, only if necessary, the commercial name).

Abbreviations and acronyms should be defined the first time they are used. Footnotes cannot be used; all details should be incorporated in the main text.

Tables and figures should be mentioned in the text at the place where the author wishes them to be included.

Authors are asked to refer to the most recent international nomenclature published by recognised international scientific societies. The names of all species referred to in the text must be followed by their Latin name in brackets and in italics.

Useful reference works include:

Mammal Species of the World, Third Edition, 2005, Johns Hopkins University Press

HBW and BirdLife International Checklist of Birds of the World, 2014, Lynx Edicions

Virus Taxonomy – Classification and Nomenclature of Viruses – The Online (10th) Report of the International Committee on Taxonomy of Viruses, 2016 (talk.ictvonline.org)

List of Prokaryotic Names with Standing in Nomenclature – Available at: www.bacterio.cict.fr

Index of Bacterial and Yeast Nomenclatural Changes, 1992.

4. Acknowledgements

Acknowledgements may be made to persons who have contributed substantially to the article. Authors are responsible for obtaining permission from the persons acknowledged by name.

5. References

Authors can access the OIE reference style using reference management software.

– EndNote

From the list of styles offered by the software, select 'OIE Scientific and Technical Review'.

If the list has not been updated recently, you can download the style here: <http://endnote.com/downloads/style/oie-scientific-and-technical-review>.

– Zotero, Mendeley and Papers

From the list of styles offered by the software, select 'World Organisation for Animal Health – Scientific and Technical Review'.

For Zotero, if the list has not been updated recently, you can download the style here: www.zotero.org/styles/world-organisation-for-animal-health-scientific-and-technical-review.

References to the literature should be made by number and enclosed in brackets. They should be numbered in order of citation. References in tables and figures should be numbered as though the tables and figures were part of the text, i.e. they should continue the sequence of numbers in the text at the point where the table is first mentioned. All published documents that are referred to in the text, tables or figures must be included in the reference list. The numbered references should be listed in order of citation.

For an article on research, it is recommended that the number of references be limited to 50. For review articles, this number may be doubled.

Authors are requested to verify the accuracy of all references before submitting the paper and to check that all of these have been cited in the text. The names of journals and reviews should be abbreviated unambiguously. If in doubt, the full title should be given. For examples of title abbreviations and the bibliographical format used in the *Review*, authors are advised to consult the reference sections of recent issues.

Unpublished data and personal communications should be referred to in the body of the text and not in the list of references. Authors are required to obtain approval from sources quoted as unpublished data and personal communications before the paper is submitted for publication.

References to OIE standards (e.g. the *Terrestrial Animal Health Code*) should be listed under World Organisation for Animal Health (If you are submitting your paper in French or Spanish, OIE references should be listed under Organisation/Organización, for example:

World Organisation for Animal Health (OIE) (2016). – Terrestrial Animal Health Code, 25th Ed. OIE, Paris, France. Available at: www.oie.int/en/international-standard-setting/terrestrial-code/access-online/ (accessed on 23 March 2016).

Each reference should list the names – followed by the initials – of authors, the year of publication, the full title of the article, the journal name, the volume number, the issue number, the page numbers and, when available, the digital object identifier (DOI), as shown in the examples below.

– Article from a journal or review:

Narrod C., Zinsstag J. & Tiongco M. (2012). – A One Health framework for estimating the economic costs of zoonotic diseases on society. *EcoHealth*, 9 (2), 150–162. doi:10.1007/s10393-012-0747-9.

Morse S.S. (2004). – Factors and determinants of disease emergence. In Emerging zoonoses and pathogens of public health concern (L.J. King, ed.). *Rev. Sci. Tech. Off. Int. Epiz.*, **23** (2), 443–451. doi:10.20506/rst.23.2.1494.

– Article in press:

de La Rocque S., Caya F. [...] & Chungong S. (2019). – One Health within the International Health Regulations Monitoring and Evaluation Framework. In Successes and remaining challenges within the One Health approach (C. Barton Behravesh & J.R. Sinclair, eds). *Rev. Sci. Tech. Off. Int. Epiz.*, **38** (1) (in press). doi:10.20506/rst.38.1.2962.

– Chapter of a book or conference report (for conference reports, please include the name and location of the publisher as well as the dates and location of the conference):

Read P., Cousins C. & Murray R. (1992). – Assessment of the immunogenicity of different strains of *Bacteroides nodosus*. In Proc. 4th Symposium on sheep diseases (P. Morris & G. Roberts, eds), 12–14 February 1991, Paris. Vigier, Paris, France, 894–897.

– When citing information obtained from the Internet, authors are requested to include a DOI. If no DOI exists, please include a link to the webpage where the document can be consulted and include the date on which the information was accessed. Internet references should refer to a particular document or to specific data. (NB: Website addresses provided for general information should be included in the body of the text, not in the reference section.) References to webpages must include a publishing date:

World Organisation for Animal Health (OIE) (2016). – Risks associated with the use of antimicrobials in animals worldwide. OIE, Paris, France. Available at: www.oie.int/en/for-the-media/editorials/detail/article/risks-associated-with-the-use-of-antimicrobials-in-animals-worldwide/ (accessed on 20 April 2016).

– References to electronic versions of paper publications should, where possible, be treated as any other paper publication and include the usual publishing details in addition to the Web address:

European Commission (EC) (2006). – Commission Decision of 14 November 2006 concerning minimum requirements for the collection of information during the inspections of production sites on which certain animals are kept for farming purposes *Off. J. Eur. Union*, **L 314**, 39–47. Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:314:0039:0047:EN:PDF> (accessed on 15 March 2017).

6. Tables

Tables should be given titles and assigned Roman numerals. Each table should be presented on a separate page at the end of the text. All columns should be headed, with individual values replaced, as far as possible, by mean values and standard deviations. Notes, comments or explanations relating to numerical values should be indicated using superscript letters (e.g. ^(a), ^(b), ^(c), ^(d)) and table footnotes. Abbreviations which are not widely used should be explained. Tables should illustrate, not duplicate, information in the text.

7. Figures

The use of figures is strongly encouraged if they provide additional information not already contained in the text. Graphs, diagrams, drawings, maps and photographs are all considered figures. They should be numbered using Arabic numerals in the order in which they are cited in the text.

Graphs must be submitted in Excel® or PowerPoint® format (giving the data used to create the figures as well as the figures themselves). Diagrams, drawings and maps should be submitted in a format which allows for the figures to be edited, i.e. .eps, .ai (Illustrator®) or .fr (Freehand®). Digital photographs should be sent in one of the following formats: .jpg, .tiff or .eps. They should be between 455 and 2,055 pixels wide (8.35 cm – 17.4 cm) and have a resolution of no less than 300 dots per inch (dpi).

Each figure should be sent in a separate file and the corresponding title should be presented on a separate page at the end of the manuscript. Titles should be self-explanatory and legends must fully explain the figure, so that the need to refer back to the text is minimised. The subject, site and date should be given, where possible. This information can be completed by providing units, sources and explanatory notes. Maps should include the scale.

Dissemination of *Review* articles

A copy of the final article, for the author's personal use, will be e-mailed to him or her once the issue in which it is included has been finalised.

One month after publication, details of *Review* articles (e.g. authors, title, summary, keywords, DOI) will be available on the OIE's documentary database (<http://doc.oie.int/dyn/portal/index.seam;jsessionid=882019259e687597c4ce110325b8>) and PubMed.

Full articles will be freely available for download 12 months after their publication from the OIE documentary database and PubMed.

Complimentary copies of the *Review*

The first three authors, and the person whose name appears last in the list of authors, will receive a complimentary copy of the issue in which their paper is published.