

Publication Submission Guidelines

This outline provides a guideline for submissions to the journal with the proposed incentives for contribution. It is important for us to set a standard for techs to follow when writing and submitting an article for publication. All submissions will be reviewed and edited prior to publication.

Incentive scale:

Incentives are only given to those articles chosen for publication.

Level 1- \$50/free ad space in journal

Level 2- \$35/free ad space in journal

Level 3- \$20

Level 4- \$10

Submissions:

Writers need not be a member of the organization 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 can be e-mailed, or provided on RW-CD. (If neither source is available to the author, a final hard copy can be provided by mail) to communication committee chairperson or journal editor.

Length:

Due to current limited space in the printed journal, submission should not exceed 4 pages. There is no minimum required length, as long as submission follows the guidelines and contains all necessary components for publication. Submissions may be edited for length depending on available journal space.

References:

References will be checked when applicable. They can include but are not limited to textbook, journals, interview (I.e. DVM, CVT, VTS, etc) or Internet text (Wikipedia is not an acceptable reference). All sources must be listed in a bibliography provided with the article. All facts must be cited.

Journals

Author. (year of publication). Title of article. Name of periodical, volume, (issue); page numbers.

1. Smith, John. (2007 feb). Writing articles for publication. San Francisco Globe, 1(2): 3-4.

Books

Author. (year of publication). Name of Book. Publishing city: publisher. Number of pages.

2. Smith, John. (2007). Publication Station. Boston: McGraw-Hill. 345.

Internet

Author. (year). Title of article. Name of periodical if applicable followed by [Internet]; volume(issue): pages. Available from website address.

3. Smith, John. (2007). Writing for the WVTA. Publication Station [Internet]; 1(2):13. Available from www.thewvtarules.com.

Footnotes should be subscripted ₁ in text with numbers or letters that correspond with appropriate information found at the bottom of page. These numbers are separate of those of references, as they are more explanatory or commentary in nature.

Graphics:

Graphics are encouraged and can consist of pictures, graphs, or tables and charts of topic or related procedures or equipment. These should be provided via e-mail or RW-CD disc.

Review:

Please include Name and Address /e-mail address (phone # if no e-mail is available) when submitting an article. This allows us to contact you in a timely manner. Articles submitted for publication will be received by the communications committee chairperson or journal editor. All articles submitted will be subject to editing for content and length. Submissions will not be returned.

If you have questions about the guidelines for submissions, please contact Kristen Hunyady at khunyady@gmail.com.

Level 1: Scientific article

Topics categorized as “scientific” should consist of profession-related information. Examples include; new procedure how-to, a breakdown of disease processes, or common situations encountered (medical or personal/staff related). Outline for articles of this nature will be required to contain some specific information. Procedural articles can be about any procedure that you feel is important for other technicians to know about. This may include procedures such as intra-osseous catheter placement, jugular catheter placement, or a procedure on an exotic species.

Requirements are as follows:

- Reasons for 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 may encompass seasonal issues (such as heat stroke, chocolate toxicity), age considerations (neonatal, pediatric, geriatric), or breed/species specific diseases.

They should include:

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

Staff and personnel article may encompass issues such as professionalism, staff conflicts, burn-out, grief and other related concerns. This type of article should be informative and insightful and should cover how to approach the situation as well as how to resolve it.

Level 2: Special Interests

Talents/additional education

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 are always encouraged.

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 who you volunteered for and what that organization means to you as well as what your experience was like.

Level 3: Editorials

Summary of CE events

Summarize a CE event and share your experience with other members. Please include the date, time, location and topic of attended event. Don't forget to acknowledge the speaker/s!

Personal stories

Personal stories can be all encompassing. They can include things along the lines of amazing clients or amazing pets (this can include your own!). They can also be written to reflect a personal experience you have had with a volunteering, participating disaster relief, travel adventures, etc.

Editorial/Commentary

Express your opinion but please be aware of content and presentation. We are a professional journal, and articles of such nature should reflect that. Respect will be given to articles in this category when presented in the appropriate manner.

Level 4: Miscellaneous

Tech tips, Random announcements, comics, crosswords, fun facts, and bits of information and humor are welcome. Product and book reviews are additional ideas, as well as information on resources that technicians and staff can pass along to clients.

**Categories in outline are suggested, and may be interchangeable based on the topic and presentation/quality of information provided. All submissions are subject to editing. Final categorization of submissions will be based on content and format, and will be determined by the Communications committee.*