

# CFER 2017

## Guidelines for the Preparation and Submission of Summaries

A one-page summary allows the reviewers to referee your proposed paper for scientific content, ethics, presentation and relevance. It may be published in the series Advances in Animal Biosciences or British Poultry Abstracts and must be suitable for use as a scientific reference. Submission of a summary is deemed a commitment to present the paper. Previews will not be accepted. Please ensure all authors are in agreement with being identified as being associated with the paper. The summary should be discussed with any co-authors and read critically by a colleague who has not been closely involved. Authors will be asked to rewrite substandard summaries or the summary may be rejected. Changes and corrections in titles and authors after submission, other than those requested, are to be avoided.

For submitted summaries please indicate whether you would like an oral (10 + 5 minutes for questions) or poster presentation.

### COMMERCIAL PRODUCTS

Where results on commercial products are being presented, authors should ensure, before submitting their summary that both their organisation and the commercial company involved give permission to publish.

### CONTENT and FORMAT

Summaries should be complete in themselves. The summary including any tables or figures must fit on to one page. Please refer to the example summary.

1. **Please use the format and layout shown in the example summary**
2. **PLEASE SUBMIT SUMMARY IN Microsoft Word format**

**Please ensure that Tables / Figures are in black and white not colour. The publication is black and white therefore we cannot accept colour figures/tables, graphs or text.**

**Title** The title should be descriptive, specific, and concise. It should state the species concerned. It should replace information otherwise found in the main text. The title should be two lines maximum (Times New Roman 12 lower case Bold font) and not have a full stop (point) at the end. No abbreviations please. Do not type anything above or below the title in the title box (author names and affiliations are added at a later stage).

**Text** The summary may contain graphs and / or tables which complement the text.

The entire text of the summary should be in Times New Roman 10 font with single spacing. Summaries printed in smaller font sizes (including font in graphs and tables) will be returned. Summaries should be justified left and right, not centred on the page

Please ensure that British English spelling is used.

Different sections (implications, introduction, material and methods, etc.) should be separated by one clear line; section headings should be in bold and text should begin on the same line as the heading (see example summary).

**Application** should be a maximum of two lines of text and should explain the expected importance or commercial, economic, environmental and or social impact of the work using language readily understood by a non expert.

**Introduction** should state the background and objectives of the work.

**Material and methods** should describe clearly the methods used, including numbers and types of animals.

**Statistical analyses** Statistical conventions should be those used in Animal. A copy of this can be obtained at [http://www.animal-journal.eu/statistical\\_instructions.htm](http://www.animal-journal.eu/statistical_instructions.htm)

The experimental design and statistical methods must be clear: vague statements such as “the data were analysed using Minitab” are not acceptable. Experiments where treatments and pens (or groups) of animals are confounded are not acceptable.

**Results** obtained, together with relevant statistical analysis, should be presented in sufficient detail to support the conclusions drawn. Treatment means should be presented with appropriate standard errors of means or differences. The minimum number of decimal places required to demonstrate significant differences should be used. Probability values must be presented to support conclusions. Probability levels of  $P > 0.05$  are NOT significant.

The use of percentages should be avoided wherever possible; concentrations or compositions should be expressed as mass per unit mass or mass per unit volume; decimal proportions should be used for common ratios such as digestibilities.

The results of surveys will be accepted if the work has been conducted with the same scientific rigour as designed experiments

**Tables** Please ensure that the font size in a table is Times New Roman 10 (not bold or italics). Only horizontal single lines (equal thickness) should be used in the table (see example). Table titles should be numbered sequentially and presented above the Table.

**Figures** Graphs should be in black and white, with no border on the legend or the graph itself. Figure titles should be numbered sequentially and presented underneath the Figure. All figures and tables must be supplied in black/white or greyscale mode. **We cannot accept figures, tables or text in colour or RGB.**

**Conclusion** should clearly state the author's view of the implications of the results to scientific understanding and practical use. Vague sentences are not acceptable. A discussion is not required.

**Acknowledgements** Please ensure that funders of the work are duly acknowledged

## References

Studies cited in the body of the summary should refer to the Author(s) and the year of the study. The list of references presented at the end of the summary should follow the recommendations of Animal:

Author(s) surname and initials, year, full title of the journal volume, pages. e.g.

Livesey C, Harrington T, Johnston A M, May S A and Metcalf J A 1998. Animal Science. 67, 9-16.

The title of a Journal article or abstract should **not** be included

References should be listed alphabetically by first author surname. No more than 5 references should be given

Before submitting a summary please refer to the check list below

- ✓ Is British English used throughout the summary?
- ✓ Is the complete summary presented in black and white, including graphs and tables?
- ✓ Do the font size and styles conform to summary guidelines?
  - Title: Times New Roman, bold, Font size 12, Lower case
  - Summary: Times New Roman, Font size 10
  - Section headings: Times New Roman, bold, Font size 10, immediately preceding the text of the section
  - Tables and graphs: Times New Roman, Font size 10
- ✓ Do the tables conform to summary guidelines?
  - Font: Times New Roman, Font size 10 (no bold or italic font)
  - Borders: Only horizontal single lined borders used and kept to a minimum
- ✓ Do the graphs/images conform to summary guidelines
  - Font: Times New Roman, Font size 10 (no bold or italic font)
  - Borders: The graph/image should not be framed with a border
  - Colour: Graphs/images are presented in Black and White
- ✓ Do the results comply with the statistical conventions used for Animal?
- ✓ Have the funding organisations that supported the work been acknowledged?
- ✓ Have all authors (and relevant funding bodies and/or commercial) agreed to the submission and publication of this summary in its current form?
- ✓ Has the document been saved as a word .doc or docx

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## Additional Notes for Undergraduate submissions:

Please ensure that the checklist for submitting summaries has been followed, please note the following advice:

- **Application** – this should be the “take home message” relating to your work i.e. what do you want the reader to remember from your study
- **Introduction** should include 1-2 key papers which are relevant to the study as well as introducing the subject
- **Materials and methods** – this should have a good level of detail of what your study involved, how many subjects, treatments involved and how they were implemented. What measurements were taken? Do not feel you have to include everything you did as part of your dissertation, it might well be clearer to focus on the key measurements and outcomes rather than trying to cover everything
  - Statistical methods used should be stated along with the reasons behind selecting the tests used. be specific please
- **Results** – Give the results in a clear format, one table or graph is usually sufficient. Clearly show where statistical difference occur e.g. demonstrate where multiple comparisons are used
- **Conclusions** – state the main findings
- **Limitations and future work** – acknowledge any limitations in the work, how could it be improved, what would you take forward for further research?
- **Acknowledgements**
- **References**

Please note that we appreciate your dissertation may not be an original piece of research but a review of other scientists work so it may not easily fit the headings above.

We are happy for you to amend them to reflect what you did and what you learnt and where they are not relevant to leave them out.

For example methods could be a survey, conclusions could be discussion. If you need advice please email [bsas@bsas.org.uk](mailto:bsas@bsas.org.uk)