**General Instructions for Authors**

**68th AAEP Convention**

**San Antonio, Texas**

**November 18-22, 2022**

**ALL papers must be submitted online by March 15, 2022, 3:00 p.m. ET.** To submit a paper, go to <https://s3.goeshow.com/aaep/annual/2022/AAEP_paper_submission.cfm>

The AAEP Proceedings is protected by copyright, and information submitted and accepted becomes the property of AAEP. However, requests for copies or reprints will be honored by AAEP only with the cooperative permission of the presenting author, who by his or her presentation represents all authors. AAEP reserves the right not to accept any submission without further recourse.

Presentations for the AAEP Convention will be selected directly from the review-ready submissions to the AAEP. Submissions may include case series with follow-up data, or the results of experimental or observational studies as scientific papers, as well as “How to” and review papers. Selection will be made by the Scientific Review & Editorial Committee (SREC). The quality of the submission will determine the selection. Missing data or proposed, but not completed, procedures will exclude the submission from consideration. AAEP invites information dealing with any subject germane to equine practice, but special consideration will be given to submissions with practical content or new information. At least one author of a report describing diagnosis, treatment, or the interpretation of medical information should be a veterinarian.

All submissions should strictly adhere to the [Instructions for Authors](http://www.aaep.org/call_4_papers_instructions.htm). Submissions will be ranked using the [AAEP Scoring Criteria](http://www.aaep.org/grading_criteria.htm) and the highest-ranking papers will be selected for the available time.

Authors are expected to acknowledge all sources of funding or support for the work described and to disclose to the SREC any financial interest (including ownership, employment, consultancy arrangements, or service as an officer or board member) they have with companies that manufacture or sell products that figure prominently in the paper or with companies that manufacture or sell competing products. Such an interest will not necessarily influence the decision to accept or reject a submission for the program, but must be included in the Acknowledgments section for the convention Proceedings.

**Guidelines:**

Failure to adhere to the following format will result in non-acceptance. It is the author’s responsibility to convince the SREC of the value of the submission, as well as to portray to the reader the contents of the presentation. **Specific instructions for Scientific papers, “How to” papers, Review papers, 250+ word abstracts, and Business papers can be found in their respective sections.**

**Format:**

* 12 point, Times New Roman font
* Double-spaced
* 1” margins

Proceedings should be written in the third person. Avoid the use of the first person and pronouns such as I, we, my, mine, us, our, ours.

*Example of first vs. third person:*

Rather than stating in the first person: “We concluded from our results that A plus B did not equal C”, use the third person: “The results of the study indicated that A plus B did not equal C”.

Headings should include (but are not limited to) the following:

1.  Take Home Message
2.  Introduction
3.  Materials and Methods
4.  Results
5.  Discussion

6. Conclusion

7. Acknowledgments

 i. Declaration of Ethics

 ii. Conflicts of Interest

8.  References

**Title:**

The title should be 15 words or fewer, at the top and on the first page.

Example:

Upper Respiratory Dysfunction in Horses During High Speed Exercise

**Take Home Message:**

This should be a concise summary of the main conclusion and should be no longer than two or three sentences (approximately 50 words). “How to” papers do not require a take-home message.

Example:

Local anesthetic injected into the coffin joint is not selective for only this joint. Such injections will desensitize much of the navicular bone and its suspensory ligaments.

**Introduction:**

The rationale for the submission should be given briefly and significant published work acknowledged here. The clinical significance should also be included, as well as a clear statement of the objective or purpose of the submission. The statement of objectives is usually found in the last sentence of the Introduction.

**Materials and Methods:**

This section should describe experimental methodology in the case of a didactic study or, in the case of a clinical study, should include a description of the population from which the animals were selected and how they were selected for inclusion in the report.

Data obtained and how they were obtained must be described. A description of the statistical methods used to summarize data, test hypotheses, and characterize the significance of results should also be included.  Normality of the data should be described, and statistical analysis should be appropriate for the distribution of the data (parametric or non-parametric). For weights and measures, metric units should be used. Dosages should be expressed entirely in metric units and with specific time intervals.

Example:

22 mg/kg, q 12 h, IV (not 10mg/lb, BID, IV)

**Results:**

Actual results with numbers and data must be presented. When possible, quantify findings (mean, median, proportion) and present them with appropriate estimates of measurement error or uncertainty (such as standard deviation (SD), standard error (SE) or confidence interval) in addition to the results of hypothesis testing. If the data can be well represented with a graph or figure, these *are encouraged* if subsequent publication is not anticipated. If numbers and data are not presented due to concerns regarding publication in a refereed journal, indications of relative differences between groups such as odds ratios, % change, and significant differences must be included in the submission to be considered acceptable. In these instances, the authors should submit the data in the form of means, standard deviations, or other descriptions of comparisons among groups in an appendix, which will not be published and only used for review purposes.

**Discussion:**

Important findings documented in the results of the study should be stated. Results should be related to other work which has been done and how the results differ or agree with previously published work and why any differences may have occurred should be discussed. The practical take home message for the equine practitioner should be clearly defined and stated in the summarizing final statement. This statement may be longer, but should be similar in content to the take home message at the beginning of the paper.

The following items must be fully explained in the paper: the number of horses that have been worked on, how many will be affected, and evidence that the procedure works and is safe.

**Recommended Nomenclature:**

Anatomy and anatomic planes should be described using standard nomenclature following the guidelines developed by Nomina Anatomica Veterinaria (<http://www.wava-amav.org/downloads/nav_2012.pdf>)

**Acknowledgments:**

Acknowledgments should include financial and material support for research (e.g., Grayson-
Jockey Club Research Foundation, AQHA Foundation) and technical support for work performed. Authors are expected to disclose the nature of any financial interests (including ownership, employment, consultancy arrangements, or service as an officer or board member) they have with companies that manufacture or sell products that figure prominently in the submission or with companies that manufacture or sell competing products.

*Declaration of Ethics:*

A Declaration of Ethics statement should be included in the paper under the Acknowledgments section. Authors must declare if they have adhered to the Principles of Veterinary Medical Ethics of the AVMA (<https://www.avma.org/KB/Policies/Pages/Principles-of-Veterinary-Medical-Ethics-of-the-AVMA.aspx>)

1. If your paper or presentation references the use of a compounded pharmaceutical, please be certain that you are familiar with the FDA guidelines on the use of compounded pharmaceuticals and that the product you reference is in compliance. See section below regarding papers using compounded medications or medical devices.
2. All submissions should cite levels of evidence-based medicine.

You should plan to include any ethical considerations as part of your oral presentation if your paper is accepted.

*Conflicts of Interest:*

Authors are expected to disclose the nature of any financial interests they have with companies that manufacture or sell products that figure prominently in the submission or with companies that manufacture or sell competing products. (This includes ownership, employment, consultancy arrangements, or service as an officer or board member.) A Conflict of Interest statement should be included in the paper under the Acknowledgments section whether a conflict exists or not.

Example of COI Statement

*Conflict of Interest: Dr. Jane Doe has served as a paid technology analyst for the venture capitalists that initiated the formation of Company ABC and served as a member of the Board of Directors of Company ABC from its inception until 2008. Company ABC is currently commercializing the use of Product XYZ. Dr. Jane Doe has also served as a paid consultant and continues to serve on the Company ABC Advisory Board. Dr. John Doe has no conflict of interest.*

All authors are required to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work.

At the point of submission, the American Association of Equine Practitioners’ (AAEP) policy requires that authors must disclose and describe the nature of any actual or potential financial and/or personal relationships they have with companies that manufacture or sell products that figure prominently in the submission or with companies that manufacture or sell competing products. It is the Submitting author’s responsibility to ensure that all authors adhere to this policy.

1. Any and all authors listed on the paper must disclose any actual or potential conflicts of interest.
2. Any and all authors listed on the paper must disclose if no conflict exists.
3. The nature of the conflict (actual or potential) needs to be described.

**References:**

References to published works should be limited to what is relevant and necessary. Number references in the text with superscript numbers consecutively in the order in which they are first cited. Under References, list all authors when there are three or fewer; list only the first three and add “et al.” when there are four or more. The author is responsible for the formatting and accuracy of all reference citations. Since readers frequently depend upon the reference citations to guide them in further reading, it is imperative that the citations are correct so that libraries can locate the papers a reader may wish to obtain.

Examples:

*Journal article:*

Auer JA, Martens RJ, Williams EH. Periosteal deformities in foals. *Am J Vet Res* 1982;181:459-466.

Murphy CJ, Lavoie JP, Groff J, et al. Bilateral eyelid swelling attributable to lymphosarcoma in a horse. *J Am Vet Med Assoc* 1989;194:939-942.

Some common journal abbreviations include: *Acta Vet Scand, Am J Vet Res, Can J Vet Res, Can Vet J, Cornell Vet, Compend Contin Educ Pract, Equine Vet J, Equine Vet J Suppl, J Am Vet Med Assoc, J Vet Diagn Invest, J Vet Intern Med, Prev Vet Med, Vet Clin North Am Equine Pract, Vet Radiol, Vet Rec, Vet Surg.*  Other journal names should be abbreviated in accordance with the National Library of Medicine and *Index Medicus*.

*Book:*

Turner AS, McIlwraith CW. *Techniques in large animal surgery*. Philadelphia: Lea and Febiger, 1982;186-191.

Banks P, Bartley W, Birt LM. *The biochemistry of the tissues 2nd ed*. London: John Wiley & Sons, 1968;24.

Devlin TM, ed. *Textbook of biochemistry with clinical correlations*. New York: John Wiley & Sons, 1982;14-36.

*Chapter in a book:*

Axelrod B. Glycolysis. In: Greenberg DM, ed. *Metabolic pathways, vol 1. 3rd ed.* New York: Academic Press, 1967;112-145.

Kainer RA. Functional anatomy of equine locomotor organs. In: Stashak TS, ed. *Adams’ lameness in horses 4th ed*. Philadelphia: Lea and Febiger, 1987;12-18.

*Proceedings:*

Divers TJ. Acute renal failure in horses and cattle, in *Proceedings*. 3rd Am Coll Vet Int Med Forum 1985;93-95.

Lamb CR, Koblik PD, O’Callaghan MW, et al. Comparison of bone scintigraphy and radiography as aids in the evaluation of equine lameness: Retrospective analysis of 275 cases, in *Proceedings*. Am Assoc Equine Pract 1989;35:359-368.

*Footnotes:*

References to dissertations, theses, abstracts, personal communications and papers submitted but not yet accepted for publication should be footnoted:

Jones CD. The selective advantage of the ABO blood groups [thesis]. Ithaca, NY: Cornell University; 1990.

            Bramlage LR. Lexington, KY. (personal communication) 1996.

Smith AB. Unpublished data. January 1990.

Evans LH. Entrapment of the epiglottis. Am Assoc Equine Pract. In Press 1981.

**Products and equipment should be identified by chemical or generic names or descriptions**.

All products should be footnoted, along with the manufacturer’s full address. A trade name may be included in a lettered footnote along with the name and location (full mailing address including zip code) of the manufacturer when the product or equipment was essential to the outcome of the experiment or treatment.

Example:
All horses were sedated with a combination of detomidine HCLa (10-20 mg/kg IV) and butorphanol tartrateb (0.01-0.02 mg/kg IV).

a. Dormosedan® Orion Corporation, Espoo, Finland.
b. Torbugesic®, Fort Dodge Animal Health, Fort Dodge, IA 50501.

**Figures:**

* The resolution should be at least 300 dpi.
* Figures should be cited in the text in parentheses (Fig. 1) consecutively in the order in which they are first mentioned.
* The figure itself should also be numbered to correspond to the citation in the text.
* Figures must include captions, 40 words or fewer.

**Tables:**

Tables should be self-explanatory and should supplement the text. Provide a concise, descriptive title for each table.

Figures, tables, and text should all be included in the same document.

**Permissions:**

If you wish to use previously published material, including text, photographs, or drawings, you must acknowledge the original source and submit written permission from the copyright holders (author and publisher) to reproduce the material. Provide this permission when you submit your original manuscript.

**IACUC Approval:**

AAEP is dedicated to the humane use of animals in scientific research in accordance with the Institutional Animal Care and Use Committee (IACUC).

**Compounded Medications or Medical Devices:**

To be considered for selection on the Annual Convention program, papers that include the use of compounded drugs must adhere to the tenets described in the AAEP Equine Veterinary Compounding Guidelines. Specifically, compounded drug or medical devices cannot be used in lieu of an FDA-approved product if the approved product has a label indication for the purpose or condition being evaluated or described in the paper.

An exception to this policy will be made for papers reporting clinical trials conducted in fulfillment of the requirements for the approval of a new drug (FDA) or biologic (USDA).

Submitted papers that use compounded drugs or medical devices will undergo a secondary review by an individual(s) with expertise in this area. The individual(s) will then make a recommendation to the suitability of the submission for potential inclusion in the program.

**Standard of Care:**

The AAEP is sensitized to having people use the term “Standard of Care” from the podium. If you plan to do this, please include this in your abstract or written submitted material so the SREC can confirm its agreement with your statement.

1. A diagnostic and treatment process that a clinician should follow for a certain type of patient, illness, or clinical circumstance. Adjuvant chemotherapy for lung cancer is "a new standard of care, but not necessarily the only standard of care." (New England Journal of Medicine, 2004).

2. In legal terms, the level at which the average, prudent provider in a given community would practice. It is how similarly qualified practitioners would have managed the patient's care under the same or similar circumstances. The medical malpractice plaintiff must establish the appropriate standard of care and demonstrate that the standard of care has been breached.

**Deadline:**

***ALL papers must be submitted online by March 15, 2021, 3:00 p.m. E.T.***; under no circumstances will submissions received after the deadline be considered or reviewed. ALL deadlines must be adhered to in order to have the published Proceedings available at the meeting.

**Review Process:**

To respect the integrity of the Annual Convention program and ensure the fairness of the review process, AAEP has adopted blind reviewing in which the identity of the authors and reviewers are not known to each other. Papers will be reviewed, scored, and selected by the SREC. Please follow the blinding guidelines below.

Blinding Guidelines:

* The title page and/or front matter of the blinded version of a paper should contain no references to any author or to his/her affiliation.
* All unpublished works by an author of the submitted manuscript should be blinded.
* When referring to an author’s publication, the form of third person should be used.
* Any acknowledgments that identify any authors should be removed from the blinded version. Also, please delete any notes that indicate affiliation, conference presentations, grants, author or departmental websites, etc.
* Do not use author name or affiliation in the names of the submitted files.

**Scoring Criteria:**

One goal of the SREC in choosing submissions for the AAEP annual meeting is to combine the best available clinical research with clinical experience and expertise to meet the needs of our patients. The AAEP Scoring Criteria can be requested from cross@aaep.org.

**Pre-Press Approval:**

Authors will have final approval at the page proof stage. Changes/updates in numbers, dosages or inappropriate grammar may be made within one week of receiving page proofs. Final grammatical changes will be the decision of the editors. Substantial changes or removal of any data will result in forfeiture of complimentary registration and travel, and exclusion from the program.

**Honorarium:**

Presenting authors will receive one complimentary registration and a check for $550 to help support travel.

**Mentors for Authors:**

Paper submissions by private practitioners and first-time authors are highly encouraged. The AAEP has a list of members in various areas of expertise who have agreed to volunteer their time to mentor an author who needs guidance. To see this list, email Carey Ross at cross@aaep.org.

**Scientific Papers: Guidelines for Authors**

**68th AAEP Convention**

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Authors who do ***not*** intend to publish in a refereed journal are welcome to submit a Scientific Paper.

Scientific Paper selection will be made by the Scientific Review & Editorial Committee. The quality of the Scientific Paper will determine the selection. Missing data or proposed, but not completed, procedures will exclude the Scientific Paper or other paper from consideration. AAEP invites information dealing with any subject germane to equine practice, but special consideration will be given to presentations by practitioners and material with practical content or new information. At least one author of a report describing diagnosis, treatment, or the interpretation of medical information should be a veterinarian.

Scientific papers should be formatted as described in the [General Instructions for Authors](http://www.aaep.org/call_4_papers_instructions.htm). Scientific papers should be no fewer than 600 words, with no upper word limit.

## The “How to” Paper: Guidelines for Authors

**68th AAEP Convention**

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“How to” papers are presented to describe and explain a technique or procedure used in equine veterinary medicine or the equine industry. The technique should be relatively new or not widely understood or used in practice. The goal of the “How to” paper is to give equine veterinarians the information they need to critically evaluate the pros and cons of the technique and implement it in their practice if they choose.

“How to” papers can be patterned after a modification of the style for a Scientific Paper supporting a scientific presentation. Refer to General Instructions for Authors as you prepare your submission. How to papers should be no fewer than 600 words, with no upper word limit.

The title should begin with “How to …” and clearly identify the technique or procedure that will be presented. A “Take Home Message” is not required for “How to” papers. The Introduction should include why you use the technique. If there is a problem with the traditional methods or if the currently used method can be improved, this should be explained.

The Materials and Methods section should explain exactly how the technique is performed so that another veterinarian familiar with the subject area could follow your example. You may use a step-by-step method for the paper and the presentation. All medications, supplies, and equipment used should be described using generic names. Trade names and addresses of commercial products critical to the technique can be included in a footnotes section.

The Results section should include a summary of what happens when you use this technique. The number of horses treated in this manner and an assessment of the outcome should be included. You may use personal assertions or data to assert its value, but you must explain how you determined that the technique works.

In the Discussion section, you can give your personal views as to why you think the technique works. Discuss the pros and cons of your approach. Explain how the technique has helped you in your practice and why this should be important to your colleagues. The end of the discussion should contain a summary of the technique and its advantages in the take home message. Case selection, case study number, and case follow up should all be included.

## Review Paper: Guidelines for Authors

**68th AAEP Convention**

**San Antonio, Texas**

**November 18-22, 2022**

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Review papers are presented for the purpose of updating the membership on a new subject or for gathering information that may be conflicting. The aim of the paper is to help the membership put the information in perspective, and to make judgments on conflicting information. A review paper will not principally present original data; the goal is to clarify existing knowledge on a subject and help the membership better use the information in their day-to-day practice.

Review papers should generally be formatted as described in the “General Instructions for Authors” except where otherwise noted here. The paper should be titled "Review of Some Subject." The content of review articles should be organized with headings and subheadings that provide a logical flow to the material presented. A “Take Home Message” is required for a Review Paper. The Introduction should define the subject matter and put it in context, explaining why the review is necessary. The purpose of thereview paper should be clearly stated in the Introduction.

Agreement and disagreement within the subject matter should be identified along with the strengths and limitations of the information sources. Reference should be made to the authors who generally support the opinions stated. The author’s perspective, including his/her own interpretation of the information if it is different from previously published opinions, should be included. The end of the discussion should contain a summary and the conclusion that the author has drawn for the audience, based upon the reviewed data. As with a Scientific Paper, a “Take Home Message” should be provided by the author that summarizes the practical application of the information for the practitioner.

An appropriately complete reference list should be included. The format for references is the same as that described in the “General Instructions for Authors.” Review papers should be no fewer than 600 words, with no upper word limit.

Illustrations should be provided in the format described in “General Instructions for Authors”. If previously published material is submitted, including text, photographs or drawings, the author must acknowledge the original source and submit written permission from the copyright holders (author and publisher) to reproduce the material. This permission must accompany the original manuscript at the time of submission.

Abstracts 250+ Words: Guidelines for Authors

*For those who intend to publish in a refereed journal*

**68th AAEP Convention**

**San Antonio, Texas**

**November 18-22, 2022**

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To encourage submission of the newest scientific information for inclusion in the AAEP Annual Convention program and simultaneously not jeopardize future publication of this material in a refereed journal, the following criteria have been developed for these submissions of Scientific Papers that will be published in the AAEP Proceedings.

The AAEP welcomes as much information as the author can provide but also understands the author’s need to publish their paper in a refereed journal and recognizes the limited amount of information that can be submitted to the AAEP.

Many journals are different in what they consider to be “prior publication”. 250-words and fewer are generally considered safe. However, some journals may allow an author to publish up to 1000 words before they consider it previously published material whereas other journals may automatically deem papers over 500 words as previously published.

***It is up to the author to check with the journal they plan to publish the full paper in to make sure they are not jeopardizing future publication.***

The published abstract can be 250+ words. However, these “abbreviated abstracts” should follow a structured format with the same subheadings (Take Home Message, Introduction, Materials and Methods, Results and Discussion) as the full-length scientific paper. Please be aware that the Take Home Message is included in the total word count. The abbreviated abstract does not need references, but appropriate acknowledgments should be included. Note that this abbreviated abstract format does not apply to Review, How to, or In-depth Papers. **A 1500-word long paper** conforming to the General Instructions for Authors must also be submitted to allow the reviewers to assess the experimental design, materials and methods, statistical analyses, results (with graphs, tables, charts, etc.) and a discussion of the results as it pertains to interpretation and conclusions (**see specific guidelines below for full papers**). Submitted abbreviated abstracts should be identified with the words “RESEARCH ABSTRACT” at the end of the title. The submitting author must include a statement that only the short abstract can be published in the AAEP Convention Proceedings. It remains the author’s responsibility to preserve their right to publish in a refereed journal by contacting the respective journal to discuss their prior-publication criteria so that an accepted abbreviated abstract will not jeopardize publication in a refereed journal. If the journal allows the author to publish 250+ words in an abstract, then the submission to AAEP can also exceed this word count.

**Guidelines for Full Papers**

* 1500 words
* 12-point font
* 1” margins
* When submitting online, please put both papers in one document; the 250+-word abstract should be first, followed by the full-length scientific paper.

**A full paper must be included with all 250+ word abstracts in order for the abstract to be considered for the program.**

## Business of Practice Papers: Guidelines for Authors

**68th AAEP Convention**

**San Antonio, Texas**

**November 18-22, 2022**

**ALL papers must be submitted online by March 15, 2022, 3:00 p.m. ET.** To submit a paper, go to <https://s3.goeshow.com/aaep/annual/2022/AAEP_paper_submission.cfm>

The general theme for the 2022 Business of Practice Sessions is “Increasing Profitability in Your Practice.” Several potential topics are listed below, and practitioners with expertise or experience in these areas are encouraged to submit papers to be considered for presentation. Please keep in mind that all submissions must follow the guidelines as outlined below and that accepted papers are allotted a total speaking time of 20 minutes (15 minutes presentation time + 5 minutes questions). The following topic suggestions are intended to spark ideas that relate to the theme; however, we also welcome paper submissions on any topic pertaining to the Business of Practice.

Potential Topics:

* Billing and Collection Strategies
* Inventory Management/Purchasing Strategy
* Understanding Practice Finances from the Associate's Perspective
* How to Motivate Staff (veterinarians, techs, office)
* Employee Retention (wellness component)/How to Foster a Team Environment
* Getting the Most from Your Staff (having the right people in the right roles)
* How to Delegate Services That Do Not Require a License
* Increased Online Presence (telehealth/virtual visits)
* How to Add Ancillary Services (things that are typically referred out(
* Opportunities in Technology: Billing Management Software (pay through patient portal, payment plans); Scheduling Systems/Patient Appointment Efficiency

The AAEP Proceedings is protected by copyright and information submitted and accepted becomes the property of AAEP. However, requests for copies or reprints will be honored by AAEP only with the cooperative permission of the presenting author, who by his or her presentation represents all authors. AAEP reserves the right not to accept any submission without further recourse. All submissions should strictly adhere to these [Instructions for Authors](http://www.aaep.org/call_4_papers_instructions.htm).

**Guidelines:**

Failure to adhere to the following format will result in non-acceptance. It is the author’s responsibility to convince the Scientific Review & Editorial Committee (SREC) of the value of the submission, as well as to portray to the reader the contents of the presentation. You may request examples of previously accepted Business papers from cross@aaep.org.

Headings may include (but are not limited to) the following:

1.  Take Home Message (not required for “How to” papers. See section at the end of this document for ‘How to” paper guidelines).
2.  Introduction

3. Solution
4.  Results
5.  Discussion

6. Acknowledgments

 i. Declaration of Ethics

 ii. Conflicts of Interest

7.  References

**Title:**

The title should be 15 words or fewer, at the top and on the first page.

Example:

Breaking the Silence: Disclosing Medical Errors

**Take Home Message:**

This should be a concise summary of the main conclusion and should be no longer than two or three sentences (approximately 50 words). “How to” papers do not require a take-home message.

Example:

In circumstances where a medical error results in an adverse outcome, a thoughtful response on the part of the veterinarian, staff, and practice is required. This paper will review communication techniques for constructively responding to these difficult situations.

**Introduction:**

Significant published work should be acknowledged here. A clear statement of the business challenge, or the objective or purpose of the submission, should be included. The statement of objectives is usually found in the last sentence of the Introduction.

**Solution:**

A description of a single or multiple business solutions are explained in detail.

**Results:**

Any results should be presented in this section. If the data can be well represented with a table or figures, these *are encouraged.*

**Discussion:**

Important findings documented in the solution or results of the study should be stated. Solutions or results can be related to other work that has been done and how the results differ. The practical take home message for the equine practitioner should be clearly defined and stated in the summarizing final statement. This statement may be longer, but should be similar in content to the take home message at the beginning of the paper.

**Conclusion:**

The conclusion is the final opportunity for the author to emphasize to the reader what the most important part of their study was, and impress upon them a particular recommendation, idea, or assertion.

**Acknowledgments:**

Acknowledgments should include financial and material support for research and technical support for work performed. Authors are expected to disclose the nature of any financial interests (including ownership, employment, consultancy arrangements, or service as an officer or board member) they have with companies that manufacture or sell products that figure prominently in the submission or with companies that manufacture or sell competing products.

*Declaration of Ethics:*

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1. If your paper or presentation references the use of a compounded pharmaceutical, please be certain that you are familiar with the FDA guidelines on its use of compounded pharmaceuticals and that the product you reference is in compliance. See section below regarding papers using compounded medications or medical devices.
2. All submissions should cite levels of evidence-based medicine.

You should plan to include any ethical considerations as part of your oral presentation if your paper is accepted.

*Conflicts of Interest:*

Authors are expected to disclose the nature of any financial interests they have with companies that manufacture or sell products that figure prominently in the submission or with companies that manufacture or sell competing products. (This includes ownership, employment, consultancy arrangements, or service as an officer or board member.) In addition, if the author provides veterinary business consulting services, or earns income through veterinary business educational offerings, this should be disclosed. A Conflict of Interest statement should be included in the paper under the Acknowledgements section whether a conflict exists or not.

Example of COI Statement

*Conflict of Interest: Dr. Jane Doe has served as a paid technology analyst for the venture capitalists that initiated the formation of Company ABC and served as a member of the Board of Directors of Company ABC from its inception until 2008. Company ABC is currently commercializing the use of Product XYZ. Dr. Jane Doe has also served as a paid consultant and continues to serve on the Company ABC Advisory Board. Dr. John Doe has no conflict of interest.*

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1. Any and all authors listed on the paper must disclose any actual or potential conflicts of interest.
2. Any and all authors listed on the paper must disclose if no conflict exists.
3. The nature of the conflict (actual or potential) needs to be described.

**References:**

Submissions may include references. References to published works should be limited to what is relevant and necessary. Number references in the text with superscript numbers consecutively in the order in which they are first cited. Under references, list all authors when there are three or fewer; list only the first three and add “et al.” when there are four or more. The author is responsible for the formatting and accuracy of all reference citations. Since readers frequently depend upon the reference citations to guide them in further reading, it is imperative that the citations are correct so that libraries can locate the papers a reader may wish to obtain. Reference examples can be found in the General Instructions for Authors.

**Footnotes:**

References to personal communications and papers submitted but not yet accepted for publication should also be footnoted:

**Figures:**

* The resolution should be at least 300 dpi.
* Figures should be cited in the text in parentheses (Fig. 1) consecutively in the order of which they are first mentioned.
* The figure itself should also be numbered to correspond to the citation in the text.
* Figures must include captions, 40 words or fewer.

**Tables:**

Tables should be self-explanatory and should supplement the text. Provide a concise, descriptive title for each table.

**Permissions:**

If you wish to use previously published material, including text, photographs, or drawings, you must acknowledge the original source and submit written permission from the copyright holders (author and publisher) to reproduce the material. Provide this permission when you submit your original manuscript.

**Deadline:**

***ALL papers must be submitted online by March 15, 2021, 3:00 p.m. E.T.***; under no circumstances will submissions received after the deadline be considered or reviewed. ALL deadlines must be adhered to in order to have the published Proceedings available at the meeting.

**Review Process:**

Papers will be reviewed, scored, and selected by the SREC. Since the presentation ability of business speakers is crucial, the review for these papers requires a two-step process: 1. Initial acceptance of the paper while the author is blinded. 2. The process becomes un-blinded before final selections are made.

This two-step review process was implemented to protect the association from selecting speakers whose presentations may have a strong commercial bend.

Blinding Guidelines:

* The title page and/or front matter of the blinded version of a paper should contain no references to any author or to his/her affiliation.
* Any acknowledgments that identify any authors should be removed from the blinded version. Also, please delete any notes that indicate affiliation, conference presentations, author or departmental websites, etc.
* Do not use author name or affiliation in the names of the submitted files.

**Scoring Criteria:**

The subject matter is relevant to the business operations of a veterinary business. How-to cases should be based upon personal experience in a veterinary business. Papers describing a business process should be applicable to an equine veterinary business and should be supported by references from business publications.

**Pre-Press Approval:**

Authors will have final approval at the page proof stage. Changes/updates may be made within one week of receiving page proofs. Final grammatical changes will be the decision of the editors. Substantial changes or removal of any data will result in forfeiture of complimentary registration and travel, and exclusion from the program.

**Reimbursement:**

Presenting authors will receive one complimentary registration and a reimbursement of $550 to help support travel.

**Mentors for Authors:**

Paper submissions by private practitioners and first-time authors are highly encouraged. Please email Carey Ross (cross@aaep.org) to request a list of members in various areas of expertise who have agreed to volunteer their time to mentor an author who needs guidance.

**“How to” Paper Submissions for Business of Practice Sessions:**

“How to” papers are presented to describe and explain a technique or procedure that relates to the business of practice. The goal of these papers is to give equine veterinarians the information they need to critically evaluate the pros and cons of the technique and implement it in their practice if they choose.

“How to” papers should follow the same guidelines in this document, except where otherwise noted below.

The Title should begin with “How to …” and clearly identify the technique or procedure that will be presented.

A “Take Home Message” is not required for “How to” papers.

The Introduction should include why you use the technique. If there is a problem with the traditional methods or the currently used method can be improved, this should be explained.

The Materials and Methods section should explain exactly how the technique is performed so that another veterinarian familiar with the subject area could follow your example. You may use a step-by-step method for the paper and the presentation.

The Results section should include a summary of what happens when you use this technique. You may use personal assertions or data to assert its value, but you must explain how you determined that the technique works.

In the Discussion section, you can give your personal views as to why you think the technique works. Discuss the pros and cons of your approach. Explain how the technique is helpful and why this should be important to your colleagues. The end of the discussion should contain a summary of the technique and its advantages in the take home message. Case selection, case study number, and case follow up should all be included.