
INSTRUCTIONS FOR AUTHORS AND REVIEWERS

Submission

By submitting the manuscript, the authors guarantee that their article submitted to the *Veterinary Journal of Republic of Srpska* is their original research, that it was not published earlier, that it is not considered for publication elsewhere, and that its publication was approved by all co-authors, if any, as well as responsible authorities, tacitly or explicitly, in the institution where the study was obtained.

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By submitting the manuscript to the *Veterinary Journal of Republic of Srpska*, the authors agree with the terms and conditions of the journal. All correspondence, including notification of the editor's decision and review requests, is by e-mail. The text of the manuscript is written in one of the languages in official use in Bosnia and Herzegovina and in good English (American or British English is accepted, but not a mixture of these). The Editor reserves the right to change the submitted manuscripts in accordance with the standards of formal language which is in official use in Bosnia and Herzegovina, or in accordance with English language. Manuscripts are pre-evaluated by the editorial board to verify that they meet basic publishing requirements and quality standards. They are also checked for plagiarism. Authors will be notified by email of receipt of the submission. Only those manuscripts that are in accordance with the Instructions for authors can be accepted for review. Otherwise, the manuscripts will be returned to the authors with observations and comments.

Review procedure

The Veterinary Journal of Republic of Srpska offers a fast *online* and printed publication for all articles that have not been published elsewhere, and the review is conducted electronically. The author may be asked to provide contact information of three potential reviewers, but the final decision on the selection of the reviewer is made by the editorial board, without any obligation to contact any of the reviewers recommended by the author. The editor appoints at least two reviewers on the recommendation of editorial board members. Submitted manuscripts are sent to reviewers along with Review instructions and accompanied Manuscript evaluation forms. Acceptance of the manuscript is based on the review and on the final decisions of the reviewers regarding the acceptance decision. The reviewer's decision is one of the following: "Acceptable for publication", "Acceptable after corrections" or "Unacceptable for publication". If there is a nonconformity in the decisions between the reviewers, the Editor may send the manuscript to another reviewer for further comment and further decision or the article will be rejected. Reviewers' identity are unknown to the authors and vice versa (the double blind review system). The review process is generally expected to begin within two weeks of submitting the manuscript and that the revised manuscripts will be returned within four weeks. The article is published on the website of the *Veterinary Journal of the Republika of Srpska*, on the website of the Agency DOI Srpska and as a printed copy of the publication.

CATEGORIES AND CONDITIONS FOR MANUSCRIPTS

Read the instructions carefully. A manuscript not prepared in accordance with the Instructions for authors, will not be accepted for consideration. Manuscript must be typed using the Times New Roman 12-point font with both left and right margins fully justified, single-spaced lines on A4 size pages, with 3.0 cm margins (such as MS Word files, .doc). Headings of the text should be typed in capital letters and short subtitles, where necessary, only with the initial capital letter.

The Veterinary Journal of Republic of Srpska publishes articles in the field of veterinary medicine and related fields, that are of wide interest to the target audience.

The categories of manuscripts published by the *Veterinary Journal of Republic of Srpska* are:

- Original research article
- Review article
- Short communication or Working paper
- Case report.

Original research article

Original research article is a article in which the text is published for the first time on the results of own research achieved by applying scientific methods, which are textually described and replicable if necessary, and the established facts are verified. The original research article should be subdivided in the following sections: Title page, Summary, Keywords, Introduction, Materials and methods, Results, Discussion, Conclusion, References. The writing style should be concise but clear enough to allow readers to reproduce the experimental methodology as described. The article must present a clear hypothesis and data expressed according to the appropriate experimental design. The discussion takes into account known data or facts only in relation to the obtained results and provides a basis for drawing conclusions based on the results. The discussion does not include general knowledge of the research topic. An original research article usually contains no more then 4000 words and 30 references.

Review article

A review article summarizes the latest studies in a particular research area in order to summarize, analyze, evaluate or synthesize already published information, and bring new syntheses that also necessarily include the results of the author's own research. Review articles are usually by invitation. Authors who recognize the need and want to submit an article are welcome and are advised to contact the editorial board before writing to make sure that a similar topic has not already been submitted and given to an author. Authors should be experts in the subject of a review article, as evidenced by citing their published scientific papers in the submitted article (at least five scientific papers, which deal with the same topic as the submitted article). The review article should be subdivided in the following sections: Title page, Summary, Keywords, Introduction, Conclusion, References. A review article usually contains no more then 4000 words and 30 references.

Short communication or Working paper

A Short communication or Working paper is a concise research article or a preliminary work, which is a summary of the results of the completed original research work or an work in progress. The Short communication or Working paper should be subdivided in the following sections: Title page, Summary, Keywords, Introduction, Materials and methods, Results, Discussion, Conclusion, References. A Short communication usually contains no more then 3000 words and 15 references.

Case report

A case report is an contribution in which the author assesses the regularity/irregularity of a scientific or professional work, criteria, settings or starting point, with special emphasis on the quality of the evaluated work. The Case report should be subdivided in the following sections: Title page, Summary, Keywords, Introduction, Discussion, References. The Case report usually contains no more then 2500 words and 15 references.

MANUSCRIPT LAYOUT, STYLE AND FORMATING

The manuscripts are divided into the following edited sections:

- Title page
 - Summary
 - Keywords
 - INTRODUCTION
 - MATERIALS AND METHODS
 - THE RESULTS*
 - DISCUSSION*
 - CONCLUSION
 - Acknowledgment **
 - Conflict of interest
 - REFERENCES
 - Table titles and/or Figures legends
 - Tables and/or Figures
- * Results and discussion can be in one chapter
- ** Optional

Title page

The title page includes the title of the manuscript, as well as the full names and institutional affiliations of all authors. Corresponding author must be listed.

Title: The title contains no more then 110 characters (including spaces) and is specific to the study. It should be understandable to a wide range of readers.

Authors and affiliations. This includes names, middle initials (if used), surnames and affiliations in the following order: University or Organization/Institution, City and Country for all authors. Superscripts (1,2,3) are used in cases when the authors are from different institutions.

Corresponding author. One of the authors must be marked as a corresponding author (add the symbol * next to the author's name). The name, surname and email of the corresponding author must be stated.

Summary

The summary contains up to 250 words. Sections of the summary should not be separated by titles but only by a new paragraph.

A structured summary is required for an *Original research article* and a *Short communication or Working paper* and is subdivided into the following sections: Introduction, Materials and methods, Results and Conclusion. The methods used must be mentioned without going into methodological details, and the most important findings must be summarized.

The summary for the *Review article* is structured and subdivided into the following sections: Background, Scope and approach, Key findings and Conclusions.

The *Case report* does not require a structured summary, but it does include a summary of the case.

Citations, tables, special abbreviations and significance levels (eg $P < 0.05$) are not included in the summary.

Keywords

Below the Summary, three to five keywords must be listed in alphabetical order, avoiding general, plural and multiple terms (eg "and", "from"). These keywords will be used for indexing.

INTRODUCTION

In this part, the essence of the problem and the purpose of the study should be pointed out. Key aspects of published literature and research should be reviewed to indicate why this manuscript is considered an original contribution to current scientific knowledge. A detailed description of the literature or a summary of the results should be avoided. The last part of the introduction must contain the specific objectives of the study. The introduction contains no more than 400 words.

MATERIALS AND METHODS

This section includes, as appropriate, a description of study design, experimental animals, analytical methods and statistical analyzes. Establish methods and procedures in sufficient detail to enable others to reproduce the study. If the methods are widely known, they are not described, but appropriate references must be given. For novel methods, method protocols should be included. Authors must provide references to established methods, including statistical methods. List any general computer program used. Identify all medications and chemicals used with generic or chemical names, dosages, and routes of administration. Indicate the manufacturer, product number, city and country, where applicable. Provide an Ethical statement on animal welfare if applicable.

THE RESULTS

The results are presented in a logical order and in accordance with the methods (there should be a result for each method), using tables and/or figures without duplicating the results between the two formats. To improve clarity, this section can be divided into subsections, each with a concise subtitle which provides details of the findings needed to support the conclusions of the manuscript.

DISCUSSION

The results should be discussed and linked to other relevant studies and current knowledge where needed. However, discussion is not used to summarize current knowledge. The discussion should clearly identify the main conclusions of the study. The authors should provide a clear explanation

of the importance and relevance of these conclusions. All new information should be distinguished from previous findings and relevant hypotheses can be created.

CONCLUSION

The conclusion consists of a brief integration of the results directly related to the stated objectives of the study and a statement of the practical implications of the results. The conclusions are related to the goal of the study, avoiding unqualified statements and conclusions that are not supported by your data. This section should not exceed one short paragraph. Do not summarize the discussion or current knowledge in this section.

Acknowledgements

The source of funding for the study can be listed in this section. This section may list all those persons who have made significant contributions to the study in terms of design, conducting, analysis or providing/revision of manuscripts, but do not meet the authorship criteria.

Conflict of interest

Conflicts of interest exist when the interpretation of data or the presentation of information may be affected by personal or financial relationships with people or organizations. Authors are required to complete a conflict of interest statement. All reported conflicts of interest will be listed at the end of the published articles. Where the author does not state a conflict of interest, it will state "The author (s) declare that there is no conflict of interest".

REFERENCES

It is necessary to ensure that each reference mentioned in the text is present in the reference list (and vice versa).

It is recommended that references are not older than 20 years and that over 80% of references are from scientific journals, and the rest from other scientific sources.

Citations in the text, such as *personal communications*, *unpublished data* or *in the press* (if there is no DOI number), are not accepted. Articles from scientific conferences can be cited only if they are published in full. Only essential references should be included in the text, and they are limited to the minimum necessary. Include references in the text as author's surname and year in brackets (eg Kovačević, 2014). In the case of two authors, use "and" (eg Stevanović and Nedić, 2015). The abbreviation "et al." must be used in all cases where more than two authors are cited (e.g. Marasas et al., 2016). Several references within parentheses in the text are listed in reverse chronological order (e.g. Stevanović et al., 2016; Golić and Nedić, 2015; Teodorović, 2014). In case the same author has several publications in the same year, additional letter marks are added in addition to the year (Đoković et al., 2008a; Petrović et al., 2008b).

In the case of references to organizations or standards, abbreviations are used (eg EFSA, 2016; ISO, 2017) and in the case of laws and regulations, the term regulation (eg Regulation, 2012).

The list of references is arranged alphabetically (using the A-Z sorting tool on the MS Word Home bar, if necessary) according to the surnames of the first authors.

Examples:

Journals:

Stevanović O., Nedić D. (2019): Clinical presentation of bluetongue and the malignant form of contagious ecthyma in sheep: description of cases. *Veterinarski Glasnik*, 73(1):57-63.

Books, Monographs and Manuals:

Stockham L.S., Scott A. M. (2008): *Fundamentals of Veterinary Clinical Pathology*. Blackwell Publishing, 415.

Тешић М., Недић Д. (2011): Менаџмент ветеринарске праксе. Факултет ветеринарске медицине Универзитета у Београду, 286.

FDA (2006): *Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments*. Food and Drug Administration, U.S. Department of Health and Human Services Food and Drug Administration Center for Food Safety and Applied Nutrition.

Books with author`s chapters:

Marasas W. F. O. (1996): Fumonisin: History, worldwide occurrence and impact. In *Fumonisin in food, advances in experimental medicine and biology*. Eds. L. S. Jackson, J. W. DeVries, L. B. Bullerman, Plenum Press, 118.

Laws and regulations:

Regulation, (2013): Commission Regulation (EU) No 1019/2013 amending Annex I to Regulation (EC) No 2073/2005 as regards histamine in fishery products. *Official Journal of the European Union*, L 282:46-47.

Regulation, (2012): Правилник о микробиолошким критеријумима за храну. Службени гласник Републике Српске, 109/12.

Scientific conferencess:

Vasilev D., Aleksic B., Tarbuk A., Dimitrijevic M., Karabasil N., Cobanovic N., Vasiljevic N. (2015): Identification of lactic acid bacteria isolated from Serbian traditional fermented sausages sremski and lemeski kulen. In the 58th International Meat Industry Conference (MeatCon2015), *Procedia Food Science*, 5:300-303.

Citations with organisations as authors:

EFSA. (2016): Peer review of the pesticide risk assessment of the active substance benzoic acid. *European Food Safety Authority, EFSA Journal*, 14(12):4657-n/a

Web Links:

OIE. (2020): *Animal Diseases*. Available at: <https://www.oie.int/en/animal-health-in-the-world/>. Accessed 31.12.2020.

Standards:

ISO. (2017): *Microbiology of the food chain - Horizontal method for the detection and enumeration of Listeria monocytogenes and of Listeria spp. - Part 1: Detection method*. International Organisation for Standardization, ISO 11290-1.

ISBIH. (2018): Microbiology of the food chain – Horizontal method for the detection and enumeration of Enterobacteriaceae – Part 2: Colony-count technique. Institute for standardization of Bosnia and Herzegovina, BAS EN ISO 21528-2.

Requirements:

The Veterinary Journal of Republic of Srpska recommends the use of accurate and established units, abbreviations, formulas and nomenclatures whenever possible.

Units. All specifications must be listed in accordance with the International System of Units (SI). If other units are mentioned, indicate their equivalent in SI. Symbols for divisible units are given as negative exponents (eg 10 g L⁻¹; 250 V cm⁻²).

Abbreviations. All abbreviations of chemical, biological, medical or other terms should be used only if it is certain that they are internationally known. Abbreviations are not used in the summary and must be defined in parentheses when first used in the main text. Do not start a sentence with an abbreviation.

Math formulas. Submit mathematical equations as editable text, not as images. Present simple formulas in accordance with normal text, where possible, and use forward slash (/) instead of a horizontal line to separate terms (e.g. A / B). Sequentially number all equations that must be shown separately from the text (if they are explicitly stated in the text).

Nomenclature and taxonomy. All medical, chemical, biological or other terms should be used in accordance with the latest recommendations of the relevant international nomenclature. Names of genera and species of microorganisms and zoological names are in italics (e.g. *Aeromonas hydrophila*). Where the genus appears in the title, it should be written in full. In the main text, the genus should be mentioned first, and then abbreviated (eg *A. hydrophila*). Authors must ensure that there is no confusion with other genera mentioned in the text. Spelling and taxonomy of names should follow internationally accepted nomenclature. Bacterial names must be in accordance with the latest edition of Bergey's Manual of Systematic Bacteriology and/or opinion in the International Journal of Systematic and Evolutionary Microbiology, and viruses should be given the classification and names recommended by the International Committee on Taxonomy of Viruses. Enzymatic potencies are given in I.U. (International Units) and by enzyme nomenclature. Genes, mutations, genotypes and alleles are in italics and the authors should consult the appropriate databases of genetic nomenclature. Proteins are not usually in italics. The recommended International Nonproprietary Name (rINN) should be provided. Commercial names of other products should be used only where there is no other appropriate term for the product. In such cases, the name, city and country of the manufacturer should be given in brackets when the product is first mentioned.

Tables and figures

Figures must not be integrated into the main text, but are submitted as an additional document (each figure separately).

Tables are submitted at the end of the Manuscript, as editable text (each table on a separate page).

Tables and figures are numbered consecutively using Arabic numerals (Figure 1, Figure 2, Figure 3, Table 1, Table 2, Table 3, etc.). Capital letters A, B, C, etc. should be used to identify parts of a multi-part figure. Images must be at a resolution of 300 dpi. Allowed formats are JPG, TIFF. Scales with appropriate units must be provided for microphotographs. Symbols, arrows or letters used in images should contrast with the background.

Results that can be described in the text as short statements are not shown as figures or tables. Data must not be copied into tables and figures.

Titles and legends help to make tables and figures understandable without the reader having to refer to the main text. However, they also need to be summarized and not used to re-describe the methodology. The corresponding numbers and titles of the tables, as well as the numbers, titles and legends of the figures are listed in a new line and placed next to the relevant text in the Article.

Each table is prepared on a separate page and appropriately numbered with the short descriptive title of the table set out above. Tables can contain footnotes below the table and explain all abbreviations. Use Arabic numerals (1, 2, 3, etc., in the correct order of reading the table, from top left to bottom right) to link each footnote to the corresponding item in the table that requires explanation.

Figure legends do not appear in figures. When submitting figures, it is necessary to ensure that the files are properly identified as Figure 1, Figure 2, etc. Figure legends include the number and title of the figure and explanations of any symbols, lines or markings used, and are placed in the appropriate place within the main text.

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