

Guidelines for EVSO-C Submission

Authors can submit published or unpublished clinical cases. After submitting the manuscript for graduation as an EVSO-C member, the author fully retains copyright, intellectual, and artistic rights for all original manuscript content.

However, the author allows EVSO® to publish accepted clinical case manuscript on its website with restricted access to EVSO® members only. In case of refusal, a letter must be sent to EVSO® expressing this refusal when submitting the manuscript.

EVSO® also offers authors a choice in publishing their case reports as posters during EVSO® congresses.

Submitted clinical cases must be of relevant interest in the field of veterinary osteopathy and provide patent demonstration of candidate's ability to treat a pathological case in veterinary osteopathy.

All efforts should be made to respect professional secrecy. Identifying information, including photos, should not be included in the manuscript unless the information is crucial and the copyright owner has provided written consent.

The first author who is the candidate is automatically designated as the corresponding author. The corresponding author is the primary contact for the reviewer committee and the only author able to view or change the manuscript while it is under reviewing consideration.

Conflict of interest

A competing interest statement is provided, even if the authors have no competing interests to declare.

Submission

To be considered during the general assembly, your work should be submitted at least three months before the general assembly takes place. Late submissions would be considered for the following general assembly.

Please submit your article by email at contact@evso.eu If you are an EVSO B member – submit your case report via the website if you are not yet an EVSO member

The EVSO® Checklist & Recommendation for Case Reports

The EVSO® checklist & Recommendation provide authors with tools to write accurate and transparent case reports.

1. Title -Author list – List title, author, and affiliation as first page of manuscript.

In case the case report has several authors, the candidate should be the first author and his contribution to the case quite evident.

The title must be specific, descriptive, concise, and comprehensible to readers outside the field. Titles should be written in sentence case (only the first word of the text, proper nouns, and genus names are capitalized). Avoid specialist abbreviations if possible.

On the title page, write author names in the following order:

- First name (or initials, if used)
- Middle name (or initials, if used)
- Last name (surname, family name)

Each author on the list must have an affiliation including professional address and email address.

If an author has multiple affiliations, enter all affiliations on the title page only.

2. Key Words – Not exceed 5. Clearly identifying the field of the case.

3. Abstract – Not exceed 200 words–Should not include Citations and Abbreviations

The abstract should-Describe the main objective(s) of the manuscript-Explain how the clinical case was dealt with-Summarize the most important results and their significance and/or interest in osteopathic veterinary medicine.

4. Introduction – State the context and the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

5. Patient Information – All relevant data useful for the understanding of the case are given. Data are as anonymous as possible to respect professional secrecy.

6. Anamnesis, status praesens and Clinical examination– Describe history and present state of the animal. Detail clinical examination, additional tests and reasons supporting these tests, differential diagnosis and/or diagnosis. Include osteopathic examination and diagnosis.

7. Treatments and Follow ups – All treatments implemented for healing process must be described. Osteopathic technics are named in a medical way or with a reference to their author. Clinical cases follow up include at least one control examination.

8. Discussion – Discussed topics describe at least :

- Diagnosis and/or differential diagnosis
- Case evolution
- Choice of methods and technics
- Benefit of osteopathic treatment
- Optionally, discuss different treatment options from an osteopathic point of view.

9. Conclusions(optional) – This section may all be separate, or may be combined to create a mixed Discussion/Conclusions section (commonly labeled “Discussion”).

10. Acknowledgments

- Those who contributed to the work but do not meet authorship criteria should be listed in the Acknowledgments with a description of the contribution.
- Authors are responsible for ensuring that anyone named in the Acknowledgments agrees to be named.

11. References – Any and all available works can be cited in the reference list. Acceptable sources include published or accepted manuscripts. Do not cite unavailable and unpublished work, including manuscripts that have been submitted but not yet accepted in the reference list. Include those data as supplementary material. Make sure that all references mentioned in the Reference List are cited in the text, and vice versa. References are listed at the end of the manuscript and numbered in the order that they appear in the text. In the text, cite the reference number in brackets.

File Format – Manuscript files can be in the following formats: DOC or DOCX. Microsoft Word documents should not be locked or protected.

Length – Between 2500 and 5000 words. There are no restrictions on figure numbers, or amount of supporting information. We encourage you to present and discuss your findings concisely.

Font – Use Arial font, size 12 pt.

To add symbols to the manuscript, use the Insert → Symbol function in your word processor or paste in the appropriate Unicode character.

Headings – Limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are clearly indicated in the manuscript text.

Layout and spacing – Manuscript text spacing should be 1.15 pt. Do not format text in multiple columns.

Page and line numbers – Include page numbers and line numbers in the manuscript file. Use continuous line numbers (do not restart the numbering on each page).

Footnotes – Footnotes are not permitted.

If your manuscript contains footnotes, move the information into the main text or the reference list, depending on the content.

Language – Preferred language is English. French, German, and Spanish manuscripts are accepted. To be published on the EVSO website, an English version of the accepted manuscript has to be sent to EVSO's General Secretary at contact@evso.eu by authors.

You may submit translations of the manuscript or abstract as supporting information.

Abbreviations – Define abbreviations upon first appearance in the text. Keep abbreviations to a minimum.

Reference style & management tools – EVSO uses “Vancouver” style, easily loaded from Zotero. EndNote or Zotero as management tools.

Nomenclature – Use correct and established nomenclature wherever possible.

Units of measurement – Use SI units. If you do not use these exclusively, provide the SI value in parentheses after each value.

Drugs – Provide the Recommended International Non-Proprietary Name (rINN).

Figures – Figures must be inserted in the text of the manuscript, immediately following the paragraph in which it is first cited.

Cite figures in ascending numeric order at first appearance in the manuscript file (e.g. Fig 1, Fig 2, Fig 3, etc).

Figure captions must be inserted in the manuscript immediately following the figure.

Captions must include:

- A figure label with Arabic numerals, and “Figure” (e.g. Figure 1, Figure 2, etc).
- A concise, descriptive title.
- A legend as needed.

Tables – Cite tables in ascending numeric order upon first appearance in the manuscript file.

Place each table in your manuscript file directly after the paragraph in which it is first cited.

Tables require a label (e.g., Table 1) and brief descriptive title to be placed above the table. Place legends, footnotes, and other text below the table.

All data should be presented as much as possible in tables.

Supporting Information – Authors can submit essential supporting files and multimedia files along with their manuscripts.

Supporting informations are cited in the text as “Appendix” followed by numeric order at first appearance in the manuscript file (e.g. Appendix 1, appendix 2, etc).

List supporting information captions at the end of the manuscript file.

File number and title are required in a caption.

Species names – Write in italics (e.g., *Felis catus*). Write out in full the genus and species, both in the title of the manuscript and at the first mention of an organism in a paper. In a paper, after the first mention, the first letter of the genus name followed by the full species name may be used (e.g., *F. catus*).

Genes, mutations, genotypes, and alleles – Write in italics. Use the recommended name by consulting the appropriate genetic nomenclature database (e.g., HUGO for human genes). It is sometimes advisable to indicate the synonyms for the gene the first time it appears in the text. Gene prefixes such as those used for oncogenes or cellular localization should be shown in roman typeface (e.g., *v-fes*, *c-MYC*).

Allergens – The systematic allergen nomenclature of the World Health Organization/International Union of Immunological Societies (WHO/IUIS) Allergen Nomenclature Sub-committee should be used for manuscripts that include the description or use of allergenic proteins. Examples of the systematic allergen nomenclature can be found at the WHO/IUIS Allergen Nomenclature site.

