



# ESDAR MANUAL

## Part Two: Posters and oral communications

Beside invited plenary presentations, free communications on all aspects of reproduction in domestic animals will be presented at the conference. Although most free communication will have to be presented as posters, ESDAR likes to give scientists the opportunity to present their data orally and numerous sessions with short oral communications will be offered. All submitted abstracts will undergo a strict peer-review process (see below). Accepted abstracts will be published in a supplement of "Reproduction in Domestic Animals". Please submit abstracts of your scientific work to be presented at the ESDAR conference 2010 not later than 1<sup>ST</sup> OF FEBRUARY 2010. All abstracts for posters and short oral communications must be submitted as email attachment and be addressed to the programme secretary of ESDAR:

ESDAR-2010@TZV.FAL.DE

**ABSTRACT REQUIREMENTS:** Abstracts have to be written in English language and be prepared according to following instructions for authors.

THE FIRM DEADLINE FOR ABSTRACTS SUBMISSION IS FEBRUARY 1<sup>ST</sup>, 2010.

### INSTRUCTIONS FOR AUTHORS

Abstracts must be written in English. If you are not a native speaker, make sure to edit grammar and style correctly.

Abstracts should contain the purpose of the study, methods used, results, and conclusions. Do not forget to indicate the species within the title.

A maximum of two references (first author, year, journal, volume, pages) of published full papers (no abstracts!) may be included.

FIGURES OR TABLES ARE NOT ACCEPTED.

Abbreviations have to be defined and should be used sparingly. Abstracts without results (e.g.: the results of this study will be presented at the meeting) are not acceptable.

ABSTRACTS are subjected to scientific review by peers. The decision on acceptance/rejection by the programme committee is final.

Use font size 12, preferably Times New Roman:

Title: Bold, NOT capitals...

Authors: Bold, NOT capital....

Affiliation: Italics, NOT Bold, NOT capitals, NO POSTAL ADDRESS.

TEXT: plain text, no indents, ONE SINGLE PARAGRAPH

EXAMPLE:

**Ovarian Function in Postpartum Dairy Cows**

**JW Meier<sup>1</sup>, GS Huber<sup>1</sup> and AW Mueller<sup>2</sup>**

*<sup>1</sup>Veterinary Faculty, Munich, Germany; <sup>2</sup>Dairy Farmer Association, Munich, Germany*

The variations in cholesterol and the relationship to the ovarian resumption of postpartum cows after methionine administration were assessed.

The maximum size of abstracts is limited to **1,800 CHARACTERS** including spaces from the first word of the title through to the last word/character of the text! Count the number of characters before you submit the abstract (e.g. with the built-in software feature of your word processor). This restriction **must** apply due to limitation in the Journal (RDA). No exceptions can be accepted and longer abstracts will be rejected.

ALL AUTHORS ARE OBLIGED TO INDICATE THE NUMBER OF CHARACTERS IN THE BODY OF THEIR E-MAIL!

Files should be saved in a Windows word processor package (IBM-compatible system running under Windows 95 or higher or Mac OSX 10.4 or higher). Word for Windows versions 6.0 or higher, and Word for Mac 2004 or higher are acceptable.

PLEASE USE THE NAME OF THE FIRST AUTHOR AS SUBJECT!

ADDITIONAL INFORMATION: Please give in the body of your e-mail information as to:

- a) Number of characters in your abstract
- b) Preference for oral communication or poster
- c) Candidates for master's, doctoral, or professional degrees (MD, DVM) may indicate that their abstract be entered in the Student Poster Competition
- d) Address of the corresponding author (postal address, e-mail)

By submitting the abstract, the author concedes

(1) that the work has not been published previously and is the work of the named authors, who all agree to be listed as co-authors and

(2) that the experiments have been conducted under the appropriate legal authority.

AUTHORS OF ABSTRACTS ARE REQUIRED TO ACKNOWLEDGE THE COPYRIGHT OF THE JOURNAL. PLEASE COPY THE EXCLUSIVE LICENCE FORM FROM THE ESDAR WEBSITE (SEE MAIN PAGE) AND MAIL THE FILLED FORM TO:

PROF. DETLEF RATH  
INSTITUTE OF FARM ANIMAL GENETICS  
31535 NEUSTADT  
GERMANY

ABSTRACTS CAN ONLY BE REVIEWED AND PROCESSED IF THE LICENCE FORM HAS SUBMITTED .

**PRESENCE AT THE CONFERENCE:** Make sure that author or one of the co-authors is present at the conference and will present the publication either as oral communication or poster.

FAILURE TO PRESENT THE WORK AFTER THE ABSTRACT HAS BEEN PUBLISHED IN THE CONFERENCE PROCEEDINGS MAY RESULT IN REJECTION OF ABSTRACTS FROM THIS PARTICULAR LABORATORY IN THE FOLLOWING YEARS.

### REVIEW OF ABSTRACTS

The abstracts are subjected to a rigorous peer-review process. Firstly abstracts must meet the formal requirements laid down in the information for authors of abstracts. Abstracts exceeding the character limit of 1800 are not accepted and authors are informed immediately upon submission. Abstracts may be re-submitted before the deadline expires. The corresponding author of each submitted abstract will receive a confirmation via e-mail within three days after submission. If not, they should make contact immediately with the program secretary.

Submitted abstracts are then distributed to the reviewers and rated

- a) accepted without revision
- b) accepted after minor revision
- c) major revision necessary
- d) not acceptable

Abstracts rated “not acceptable” will be reviewed by a second reviewer. In case the abstract is rated again “not acceptable”, the abstract will be rejected. In any other case, a third reviewer decides on the abstract.

Abstracts which need a major revision will be returned to the corresponding author with detailed questions/instructions. After resubmission, the abstract is again reviewed by the original reviewer.

Abstracts which need only minor revision will be returned to the author and will be rechecked after resubmission for the requested corrections.

The most important reason for rejection of abstracts is poor scientific quality. e.g. poorly designed experiments with inappropriate statistical analyses, or abstracts containing no data.

Poor language *per se* is not a reason to reject an abstract; however we strongly recommend all non-native speakers to get help from a native speaker. Minor language problems are edited by the reviewers and finally in the editorial office of the publisher.

Abstracts will be rated “major revision necessary” when the abstract contains interesting data but lacks some formalities e.g. description of methods, lack of statistics, lack of conclusion etc. Very often authors claim that they could not include sufficient information

because of the limited characters. However, careful reading of the text usually reveals that there are quite a number of words, phrases or even sentences, which can be omitted without losing information.

All abstracts have a three-digit number. Please use this number when abstracts are returned to the programme secretary or for any other correspondence relating to your abstract.

Please refrain from inquiries about the status of the abstract after submission. The entire procedure will take up to 6 weeks. Authors will be informed by e-mail as soon as the final decision has been taken.

Last updated: December 2010