

INSTRUCTIONS FOR AUTHORS – 2000

1. **ANIMAL WELFARE** considers: **Original articles**, ie first reports of the author's own work. **Review articles** based largely on other scientists' work. **Short communications** of less than 2000 words. These may be original, interpretative or review papers; factual accounts or field workers' practical experiences in dealing with welfare problems; constructive critiques of other papers, etc. **Technical contributions** from animal keepers, scientists, students, technicians etc, reporting practical methods of improving animal welfare. Letters, on topical issues or material previously published in the journal.

Animal Welfare will not include papers based on work which involves unnecessary pain, distress, suffering or lasting harm.

2. **Manuscripts** should be in English, typewritten, double spaced (**with lines numbered**) on single-sided A4, with generous margins and pages numbered consecutively. Four copies should preferably be submitted to the relevant Section Editor or to the Editor-in-Chief. A computer disk of any IBM or Apple Macintosh compatible package should be submitted with the final version of the manuscript. Two, lettered originals (laser printouts) of each figure, accompanied by a separate sheet of legends, must be submitted with the final version. Articles will be scrutinized by a minimum of two referees before being accepted or rejected.
3. **Contents of articles.** The title page should give the full title of the paper, the name(s) and address(es) of the author(s) and a short running head title. The full postal address, telephone and facsimile numbers of the correspondent should be given. Include an e-mail address, if possible.
4. **Text** should include an **abstract** of not more than 250 words plus **keywords**; an **introduction**; and as appropriate, sections on methods, results, discussion, conclusion, acknowledgements and references. **Animal welfare implications** of the paper should be set out at the end of the text as a subdivision of the discussion or conclusion.
5. **Tables and figures** should all be on separate sheets; and a place marked for them in the text. All lettering on **figures** should be in Helvetica or a similar font. Detailed instructions on presentation of illustrations are available. Black and white photographs are welcomed.
6. **Layout.** The general style of articles should follow those in this issue in respect of headings, paragraphs, use of italics, quotation marks etc.
7. **Numbers one to nine** should be written in words unless they precede units of measurement. Numbers 10 and above should be written as numerals except at the beginning of a sentence. The 24 hour clock should be used for times of day, eg 1400h and if relevant, corrected to standard local time. **Measurements** should comply with the abbreviations in the International System of Units. **Locations** should be given as latitude and longitude. **Per cent** should be used in the main text, except when in parentheses or in tables when % should be used.
8. **References** cited in the text should be carefully checked with those in the reference list and vice versa, particularly to ensure that the spelling of names and the dates match. In the text, references should be cited with the minimum of punctuation, for example:
 - '... carried out by Smith and Jones (1985) ...';
 - '... (Smith & Jones 1985) ...' ie use ampersand when reference is in parentheses;
 - '... (Smith 1985; Jones 1986)...' ie two or more references should be in chronological order;
 - '... (Smith *et al* 1985)...' ie use for three or more authors;
 - '... (Smith 1986a,b; 1988)...' ie by same author in the same and in a subsequent year.

Citations of personal communications and unpublished data should be avoided if possible, but where used should be dated.

References should be listed at the end of the text in alphabetical and chronological order of all authors with the minimum of punctuation. Book and journal titles (including published conference proceedings) should be quoted in full and italicized or underlined to indicate italics. For example:

Boudreau P L and Tsuchitani C 1973 *Sensory Neurophysiology*. Van Nostrand Reinhold: New York, USA
Eaton P 1987 Hygiene in the animal house. In: Poole T B (ed) *The UFAW Handbook on the Care and Management of Laboratory Animals, 6th edition* pp 144-158. Longman Scientific & Technical: Harlow, UK
Ross C 1988 The intrinsic rate of natural increase and reproductive effort in primates. *Journal of Zoology* 214: 199-219

9. **Offprints.** The author will be supplied with 50 free offprints. Further copies may be ordered at a cost.
10. **Copyright.** The copyright of each paper published becomes the property of UFAW and permission must be sought to reproduce any part or whole of the paper. However, UFAW will not put undue limitations on the author to use the material in other works.

Comprehensive Instructions for Authors are available from UFAW

Printed by Halstan & Co Ltd, Amersham, Bucks, UK

Published by
Universities Federation for Animal Welfare
The Old School, Brewhouse Hill, Wheathampstead, Herts AL4 8AN (UK)
Tel: 01582 831818 Fax: 01582 831414