

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. Authors must adhere to the 'Policy on studies involving live animals' as stated in the comprehensive Instructions for Authors*.

2. **Manuscripts.** Authors **must** consult the comprehensive *Instructions for Authors**. Submissions 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** must be as specified in the comprehensive *Instructions for Authors** and follow the style of 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, 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

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