

Instructions to Authors

European session of SNGTV congress May 21 & 22, 2026; Dijon, France

Deadline: December 31, 2025

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I. Overview

All topics relative to farm animals can be addressed.

Submissions must be original work that has not yet been published or presented at another conference. As usual, you will have the opportunity to submit your proposals for a poster format or for an oral communication.

II. Types of articles

A. Research articles

Submissions in this category will describe a hypothesis-driven research project with defined outcomes and a reasonable sample size (case reports should not be submitted to this category).

B. General interest articles

Includes papers that are of practical and technical interest to farm practitioners.

C. Case reports

Case reports include work that is primarily observational and may or not include statistical analyses.

III. Organization of articles

A. Research article

- Title should be as brief as possible and contain no abbreviations or product trade names.
- Text should include the following sections: introduction, materials and methods, results and discussion, conclusions/recommendations, and references.
Acknowledgements may be included if applicable.

B. General interest

- Title should be as brief as possible and contain no abbreviations or product trade names.
- Text should begin with an introduction and then be divided into sections with appropriate headings. Acknowledgements and references may be included if applicable.

C. Case report

- Title: should be as brief as possible and contain no abbreviations or product trade names. The words “Case Report” MUST appear in the title.
- Text should begin with an introduction and then be divided into sections with appropriate headings. Acknowledgements and references may be included if applicable.

IV. Commercialism policy

The intent of the 2026 European session of SNGTV Congress is to provide quality sessions focused on educational content, which is free from commercial influence or bias. Manuscripts and posters are not to be used as platforms for commercial sales, promotions and/or advertising. Excessive use of brand names, product names, trade names and/or trademarks is not allowed. Excessive use of brand/product names or logos, failure to substantiate performance claims and failure to objectively discuss alternative methods, processes and equipment are indicators of sales pitches. Restricting commercialism benefits the authors and recipients of presentations. A general guideline is to use proprietary names once and thereafter use generic descriptors or neutral designations. Trade names are not to be used in the title of a manuscript or poster.

If **ANY** author(s) is affiliated with a company, SNGTV will charge that company the corresponding fees for partners.

V. Animal welfare and medical ethics

All experimental work involving animals or human subjects must comply with the legal and ethical requirements of the countries and institutions at which the work was performed.

VI. Review procedure

All submissions will be evaluated by a review committee. Be sure to follow the instructions outlined in this document. Failure to do so may result in rejection. The review committee will consider the following:

- the manuscript guidelines and formatting instructions are correctly followed
- the manuscript is based on accepted scientific or educational practices
- the quality of the research or educational approach is satisfactory
- the work reported is complete (manuscripts must include data that will be presented on poster) and statistical validity is presented
- reasonable conclusions are drawn based on the data presented
- the manuscript is written in English, is clear and concise, and without grammatical errors
- the SNGTV policy on commercialism is not violated

Common reasons for rejecting manuscripts include:

- contains grammatical and/or typing errors

- contains meaningless statements, such as “the results will be presented...”
- presents data without appropriate statistical analyses or measurements of data variability
- includes no data or statements relating to the objectives
- presents opinion or speculation with no demonstrated use in a teaching or extension experience
- does not include any type of conclusion
- results have been published previously* by one of the authors
- fails to comply with the submission requirements

*Abstracts based on work that has been accepted for publication or previously published will not be accepted.

NOTE: All decisions by the Review Committee are final. There is not a process for editing and resubmitting submissions that are rejected.

VII. Author notification

Authors will be sent an e-mail about four weeks after the submission deadline indicating the status (accepted for oral communication or poster display or rejected) of their submission.

VIII. Meeting registration requirements

If a manuscript is accepted, at least one of the authors must attend the 2026 European session of SNGTV congress in person to present the communication or the poster (Authors may not be added to papers after the manuscript has been accepted). The presenting author must register for the meeting in advance of the print deadline (**March 31, 2026**) for the proceedings. If the presenting author is not registered for the meeting by the deadline, the abstract will not be published in the proceedings. In addition, the abstract will be removed from the program and will no longer be available for presentation at the meeting.

IX. Manuscript Preparation

1. General Information

Manuscripts must be MS Word documents (.doc or .docx). Manuscripts must be written in English of a high standard and are expected to have been reviewed for scientific content and correctness of language and presentation prior to submission. Manuscripts that conform poorly to editorial requirements and format may be returned to authors or rejected. Expect editorial corrections without recourse to authors.

Contributions to the 2026 European session of the SNGTV congress proceedings and any liabilities arising from them remain the responsibility of the authors and the publisher will not be responsible for any damages that could be a result of content derived from them.

Please refer to the attached example for formatting requirements, which are detailed below. A checklist for authors is also included in this document to help ensure formatting guidelines have been followed correctly.

2. File Name

The file name should be the first author's last name. (example: Jones.docx). If you submit more than one paper, add a number suffix, such as 1, 2, 3 (example: Jones1.docx; Jones2.docx).

3. Length

Manuscripts are a maximum of 8000 signs spaces included (approximately 1200 words).

4. Format and Style

Font: Use a 12-point “Times New Roman” font for all the text, except the title (see below).

The **title** should be centered and typed in a 14-point bold face font (Times New Roman).

The **author’s name** should be centered two lines below the title (i.e., skip one line after the title). Use the author’s full name and middle initial. Do not include author’s position or educational degrees. Author’s institutional affiliation should be centered on the next line. City, state (spell out the state name) and country follow on the third line.

example of one author:

Pamela L. Ruegg
Michigan State University
East Lansing, Michigan, USA

If there is more than one author, use the full names (with middle initial). Superscript numerals should be used after each author’s name to identify their organization, city, state and country, which should be typed immediately underneath the list of author names.

example of more than one author:

K. Larry Smith¹, Joseph S. Hogan¹, and J. Eric Hillerton²
¹The Ohio State University, Wooster, Ohio, USA
²DairyNZ, Hamilton, New Zealand

Do not include street address, postal code or e-mail address. Names, institutions, city and state should be typed in upper and lower case. Use 12-point Times New Roman font.

The **text** should begin three lines (i.e., skip two lines) below the author’s name(s) and affiliation. Use left justification.

Single space the **text** within a paragraph, with a double space (i.e., skip one line) between each paragraph. Do not indent the first line of a paragraph.

Primary section headings should begin at the left margin; underline the entire heading. Do not use a bold face font. Secondary section headings should begin at the left margin and italicized.

Abbreviations should be described on first use and should not be in bold font.

Tables must be vertically oriented and may be placed in the text or at the end of the paper. Captions should be a single sentence, typed at the head of the table; additional explanatory information, including non-standard abbreviations, should appear as numerically ordered footnotes, directly underneath the table. Do not change the margins to make tables and figures fit

on a page. Tables should be constructed using the Table function of MS Word, with each entry in a separate cell. Do not make tables using the tab key or by using spaces.

Figures will be reproduced in grayscale in the printed proceedings. Figures must be vertically oriented and be accompanied by a short descriptive caption that contains explanation of all markers, lines and symbols used, but no abbreviations.

Symbols and special characters sometimes change or are lost during electronic transmittal from one system to another. Please limit yourself to the characters that are available in Times New Roman and Symbol fonts. Avoid the use of unusual symbols. You may want to consider spelling out symbols or special characters (such as alpha and beta).

Do not use **footnotes** at the bottom of pages since this area will be used to add page numbers prior to publication.

Measures should be listed in both U.S. (imperial system) and metric equivalents, if possible. There is no preference as to which is listed first.

References should be cited alphabetically. The citation sequence is: name(s) of author(s), year of publication, title, abbreviated name of periodical, volume and page numbers. Include name and address (city, state, country) of publisher for books.

X. Manuscript Submission

A. Online Submission

Files must be submitted electronically via the online collection website and each manuscript must be a separate submission. Manuscripts will not be accepted via e-mail.

B. Deadline

Submit the manuscript via the online collection website by **December 31, 2025**. Do NOT e-mail the abstract. Files that are sent via e-mail will NOT be accepted. After completing the online submission, you will be sent a special link for your submission, which you may access until the deadline.

See the next page for a sample manuscript that illustrates the formatting requirements.

Sample Manuscript for the 2026 European session of SNGTV congress Proceedings

Author's First and Last Name

Affiliation

City, State, Country

Use a 12-point Times New Roman font for the text. Single space the text with a double space between paragraphs. Do not indent paragraphs. The maximum length of manuscripts for the Technology Transfer Session is TWO pages, including the introduction, tables, figures and references. Use a 14-point Times New Roman bold font for the title.

Primary heading

Headings should be underlined, but not bolded.

Secondary heading

Secondary headings should be italicized, but not underlined or bolded.

All figures and graphs must be incorporated into the Word document. Do not change the margin settings to get a figure or table to fit onto a page. Measures should be listed in both U.S. (imperial system) and metric equivalents, if possible. There is no preference as to which is listed first. References should be cited by author.

Once completed, submit files online via the paper collection website. Files will not be accepted via e-mail. The file name should be the first author's last name (example: Jones.docx). Use your last name when you save your manuscript file (example: Jones.docx). If more than one paper is submitted, add a number suffix, such as 1, 2 (example: Jones1.docx; Jones2.docx).

Sample References

Bramley, A.J., R.G. Kingwill, T.K. Griffin, and D.L. Simpkin. 1976. Prevalence of *Corynebacterium bovis* in bovine milk samples. Vet. Rec. 99:275.

Eberhart, R.J. 1982. New infections in the dry period. Proc. 21st Annual Meeting of the National Mastitis Council, pp 101-111.

Harmon, R.J., W.L. Crist, R.W. Hemken, and B.E. Langlois. 1986. Prevalence of minor udder pathogens after intramammary dry treatment. J. Dairy Sci. 69:843.