

## SCIENTIFIC WORKS, C SERIES – additional guidance for authors

The authors are kindly requested to follow these guidelines.

One communication is made up of the paper with all figures and tables incorporated in the text. The work must be submitted as electronic files only.

The language of the work is English.

### TYPESETTING

Use Microsoft WORD.

Papers must not be longer than 8 pages

Paper should be filed in A4 size page format (21/29.7 cm), margins: right – 4.0, left – 4.0, top – 5.0 bottom - 5.7, orientation: portrait. Insert page number: position - bottom, alignment – centre.

Fonts: Times New Roman

Line spacing: single

Tabs: 1.27 cm, align left

Title and subtitles succession and characteristics:

1. Title: the title should be all caps, bold type, 12p, and centered at the top of the page.

Leave 12p spacing below the title.

2. Authors: all caps, align right, 10 pt., initial of the forename first, and then the name in full. Give the entire forename for women, but not for men.

Give authors' institution (entire name), address and email in lower case, 10 pt, regular type and align right. Use superscripts <sup>1</sup>, <sup>2</sup>... for different locations. (Addresses from Romania do not include country name).

Leave 12 pt spacing below the addresses.

3. Start the next line with **Key words**: align left, lower case, 9 pt., regular. Write maximum five key words. Example:

**Key words**: cholinesterase, nervous system, rabbit

Leave 18 pt below the key words

4. Start the next line with **SUMMARY** title: centered, all caps, bold, 9 p.

Leave 6 pt below the **SUMMARY** title

Start the next line with content of summary: no more than 300 words, 9 pt., justify. The summary must be complete in itself and understandable without reference to the paper.

Leave 12 pt below the summary

5. Start the next line with introduction - no titled, justify, 12 p.

6. Main next headings should be:

**1. MATERIAL AND METHODS,**

**2. RESULTS AND DISCUSSION,**

**3. CONCLUSIONS,**

**ACKNOWLEDGEMENTS** (if appropriate) and

**REFERENCES.**

All these headings should be: centered, in caps, bold type, 10 pt, and no full stop.

Subheadings should be italicized, left justified, in lower case, no full stop and only the initial letter is in capitals.

Leave 12 pt before and 6 pt after each heading.

Body text should be: 12 p., regular, justify, lower case, single line spacing.

Conclusions will be numerated: 3.1., 3.2. etc.

#### ILLUSTRATIONS

The figures (including diagrams, photographs, designs and sketches) will be done in black ink. It is recommended that the width of the figures should be 13 cm. Legends and symbols should be defined in the figure or in the title. Axes should be labeled with units in parenthesis (e.g. mm). The title should be comprehensible without reference to the text. The title should be placed under the figure, centered, regular, lower case, 10 pt. Figures are referred in the text as Fig. 1, etc., and titles begin with Fig. 1, etc.

Leave 6 pt before and 12 pt below the title of the figure.

#### TABLES

Tables should be as simple as few possible. Put the table title upon the table. The title should be sufficiently detailed to allow the table to be understood without reference to the text. The title begins with *Table 1* etc. align right, lower case, italicized, 10 pt, followed on the next line by the content of the title, regular, centered, lower case, 10 pt. Each table should be cited in text (Table 1 etc.) and placed closely to this point as possible.

Leave 12 pt before and 6 pt below the title of the table.

#### REFERENCES

A complete list of references cited in the text must be given in alphabetical order at the end of the paper and preceded by the major headline, REFERENCES. In the list, the author's name should be italicized and the paper's title, name of the journal, volume number, the year of publication, and the first and last page number, should be in lower case, 9 pt, given in this order. The publication's title should be italicized also.

For references overflowing to a second line, use 1 cm indentation at the start of the second line.

All the authors of a work will be written, accordingly with they order.

Journal name should be not abbreviated and in italics, and volume number should be in bold print.

Give both, first and last page number of a paper.

Check that all of the references in the text are in the list of references and *vice versa*. Only papers closely related to the author's work should be referred.

#### Examples

For a thesis:

1. Dojană, N. – *Researches concerning the activity of some digestive enzymes in commercially raised young rabbits*. Thesis, University of Agronomical Sciences and Veterinary Medicine, Bucharest, Romania, 1996.

For a paper in a journal:

2. Fekete, S., I. Hullár, H. Fébel, J. Bokori - The effect of animal fat and vegetable oil supplementation of feeds of different energy concentration upon the digestibility of nutrients and some blood parameters in rabbits. *Acta Veterinaria Hungarica* **38**(3), pp 165-175, 1990.

For a book:

3. Manta, I., M. Cucuianu, G. Benga, A. Hodârnu. - *Methods in biochemistry*, Edition Ceres, Bucharest, Romania, 1976.

For an article in a book:

4. Hafez, E.S.E. – Reproductive behavior. In: *Reproduction in farm animals*. 6<sup>th</sup> edition, Lea and Febiger, pp 237-260, 1993.

In the text, references should be cited by author and year: name of the author and the year for the references containing just one author (example: Patea, 1990), both authors for the references with two authors (example: Parhon and Salageanu, 1984) and the name of the first author and *et al.* for the references with more than two authors (example: Parhon *et al.*, 1984). Multiple references should be mentioned in the text as follows: Wiener *et al.*, 1996 and 2002; Wiener *et al.*, 1984a and b.

Name of the organizations used as authors (e.g. Milk Marketing Board) should be written out in full in the list of references and on first mention in the text. Subsequent mentions may be abbreviated (e.g. MMB).

The earliest work is to be cited first.

References should be cited at the end of the sentence, before the full stop, between round brackets, ( ).

#### Capitals

- a. Initial capitals are used for proper nouns, for adjectives formed from proper names, for generic names, and for names of classes, orders and families.
- b. Names of diseases are not normally capitalized.

#### Italics

Use italics for:

- a. Titles of books and names of periodicals in the text and in the references
- b. Authors' addresses
- c. Subheadings
- d. Titles for tables (but not for figures)
- e. Most foreign words, especially Latin phrases,
- f. E.g. *ad hoc*, *ad libitum*, *et al.*, *in situ*, *inter alia*, *inter se*, *in vitro*, *in vivo*, *per se*, *post mortem* (adverbial), *post partum* (adverbial), *vide*.  
No italics for: corpus luteum, c.f., e.g. i.e., N.B. etc., post mortem, post partum (adjectival), via
- g. Latin names of muscles (but not for bones), e.g. *m. latissimus dorsi*;
- h. name of species: e.g. *Oryctolagus cuniculus*
- i. generic and specific names;
- j. first occurrence of a special term.

Hyphens:

In numerical expressions hyphens should be used:

- a. between numerator and denominator of a fraction when spelled out (e.g. one-third), and in compound numbers (e.g. twenty-four)
- b. in adjectival phrases such as “3-year-old”
- c. do not use hyphens to express a range. The word “to” as in “12 to 15” is preferable.

Standard abbreviations: FSH, LH, ACTH, DNA, RNA, approx., iu (international units), PMSG, vs (versus).