




Merck Veterinary Manual (MVM) - Guide for Authors

EDITING PORTAL	DOCUMENTATION
<p>SITE: portal.vasont.com</p> <p>LOGGING IN: User name is lastname.firstname</p> <p>BROWSER: Chrome or Safari might be the best option.</p> <p>EDITING: Click Edit (not View) to work in chapter.</p> <p>CAVEAT: Save your work often! (Ctrl+S or  button)</p> <p>PASSING CHAPTER BACK</p> <ol style="list-style-type: none"> 1. Save chapter (Ctrl+S or  button) and close file (“x” in upper corner). 2. Click on “Finished - Click to forward to...” and select name in list. 3. Add any notes and click “Yes” to send. 	<p>SOURCES</p> <ul style="list-style-type: none"> ➤ Required for cited studies, reported data, and drug dosages. ➤ Provide complete bibliographic info and URL/DOI. <p>DRUG DOSAGES</p> <ul style="list-style-type: none"> ➤ Provide source citations for specific dosage info or state “as derived from author’s personal experience.” ➤ Provide primary sources (not secondary or tertiary sources like <i>Plumb’s</i>).
CONTENT	
<p>CURRENT PUBLISHED VERSION OF YOUR MATERIAL: View at msdvetmanual.com</p> <p>TEXT</p> <ul style="list-style-type: none"> ➤ WRITING GOAL: Convey foundational knowledge to an international audience of general practitioners. ➤ USE OF ARTIFICIAL INTELLIGENCE (AI): Not permitted. ➤ LINKS: Suggest links to organizations, web materials, and other MVM chapters. Provide URLs. ➤ MAIN TOPICS: Each main topic, indicated by a collapsing down arrow — eg,  Overview of Anemia in Animals — is a single web page with its own subtopics (“For More Information,” “References,” etc). <p>TABLES: Email new tables in Word doc.</p> <p>VIDEOS</p> <ul style="list-style-type: none"> ➤ Email new videos. If too big, ask us how to submit. ➤ No YouTube-hosted videos allowed. 	<p>IMAGES</p> <ul style="list-style-type: none"> ➤ NEW IMAGES: Either add them to the chapter in the portal, or specify where to position them and email the image files (plus title, caption, and credit for each one). ➤ FILE SPECIFICATIONS: <ul style="list-style-type: none"> ■ Formats: AI (Adobe), BMP, EPS, GIF, JPG, PNG, PSD, or TIFF. ■ Provide highest resolution and largest file possible. ➤ IMAGE GUIDELINES: <ul style="list-style-type: none"> ■ Author must own image, or document permission to use it. ■ No faces or identifying info (we can usually blur them out). ■ Hands gloved where procedures require it. ■ Arrows to identify notable features. ■ Indication of scale (eg, ruler for gross pathology, scale bar for micrographs). ➤ TITLE/CAPTION GUIDELINES: <ul style="list-style-type: none"> ■ Name species/type of animal. ■ Give all info needed to interpret image. ■ Describe notable visible features. ■ Identify image orientation. Identify stain type. ■ Explain abbreviations and arrows.
STYLE NOTES	
<p>Important to know and do:</p> <p>BRAND NAMES: Not permitted.</p> <p>UNITS OF MEASURE: Use metric, unless nonmetric units are more commonly accepted, in which case give both.</p> <p>DRUG DOSAGES</p> <ul style="list-style-type: none"> ➤ Provide all info: dose, route of administration, frequency, and duration — eg, 0.2 mg/kg, PO, every 8 hours for 7 days. ➤ Specify extralabel use and note if not approved by FDA. ➤ Provide sources for specific dosage info (see “Documentation” above). 	<p>Some unique features of MVM style:</p> <p>ABBREVIATIONS</p> <ul style="list-style-type: none"> ➤ Some standard abbreviations are not defined. ➤ No periods in the following abbreviations: <ul style="list-style-type: none"> ■ eg, ie, etc, sp, spp, vs ■ Single letters for genus names (eg, <i>E coli</i>) <p>Symbols <, >, ≤, and ≥ are followed by a space.</p> <p>Greek letters are almost always spelled out.</p> <p>Eponymous names are usually nonpossessive forms (eg, <i>Cushing disease</i>, not <i>Cushing’s disease</i>).</p>