Merck Veterinary Manual (MVM) - Guide for Authors

EDITING PORTAL

SITE: portal.vasont.com

LOGGING IN: User name is **lastname.firstname**.

BROWSER: Best to use Chrome or Safari.

EDITING: Click **Edit** (not **View**) to work in chapter.

CAVEAT: **Save your work often!** (Ctrl+S or 🖫 button)

PASSING CHAPTER BACK

1. Save chapter (Ctrl+S or 🖫 button) and close file ("✕" in upper corner).
2. Click on "Finished - Click to forward to..." and select name in list.
3. Add any note and click "Yes" to send.

DOCUMENTATION

SOURCES

➢ Required for cited studies, reported data, and drug dosages.
➢ Provide complete bibliographic information and URL/DOI.

DRUG DOSAGES

➢ Provide source citations for specific dosage information or state "as derived from author's personal experience."
➢ Provide primary sources (not tertiary sources like *Plumb's*).

CONTENT

CURRENT PUBLISHED VERSION OF YOUR MATERIAL: View at **msdvetmanual.com**

TEXT

➢ **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 — such as ▽ **Overview of Anemia in Animals**) is a single web page with its own subtopics (eg, "For More Information," "References").

TABLES: Email new tables in Word doc.

VIDEOS

➢ Email new videos. If too big, ask us how to submit.
➢ **No YouTube-hosted videos allowed.**

IMAGES

➢ **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:**
  ▪ Formats: AI (Adobe), BMP, EPS, GIF, JPG, PNG, PSD, or TIFF.
  ▪ Provide highest resolution and largest file possible.
➢ **IMAGE REQUIREMENTS:**
  ▪ Author owns image, or documents permission to use it.
  ▪ No faces or identifying information.
  ▪ Hands gloved where procedures require it.
  ▪ Arrows to identify notable features.
  ▪ Scale bar in micrographs.
➢ **TITLES AND CAPTIONS:**
  ▪ Name species/type of animal.
  ▪ Give all information needed to interpret image.
  ▪ Describe notable visible features.
  ▪ Identify image orientation. Identify stain type.
  ▪ Explain abbreviations and arrows.

STYLE NOTES

Important to know and implement:

BRAND NAMES: Not permitted.

UNITS OF MEASURE: Use **metric**, unless nonmetric units are more commonly accepted, in which case give both.

DRUG DOSAGES

➢ Provide all information: **dose, route of administration, frequency, and duration** — eg, 0.2 mg/kg, PO, every 8 hours for 7 days.
➢ Specify **extra-label use** and note if **not approved by FDA**.
➢ Provide sources for specific dosage info (see "Documentation" above).

Some unique features of MVM style:

ABBREVIATIONS

➢ Some standard **abbreviations** are not defined.
➢ No periods in the following abbreviations:
  ▪ eg, ie, etc, sp, spp, vs
  ▪ Single letters for genus names (eg, *E coli*)

Symbols <, >, ≤, and ≥ are followed by a space.

Greek letters are almost always spelled out.

Eponymous names are usually nonpossessive forms (eg, *Cushing disease*, not *Cushing's disease*).