

# BSAS Equine Conference 2025

## Guidelines for conference organisers, guest editors and authors

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## Policy, Process and Standards

The expected standard of conference abstracts, summaries, evaluation procedures and peer-review criteria and the authorship policy are given below.

More detailed guidance specific for abstract submissions are given below. The conference organisers accepts abstracts up to 2 journal pages and short papers up to 4 journal pages. A full page in journal format contains about 1000 words. This will be reduced to about 850 words with 2 illustrations (tables and figures).

## Reviewing

Conference Organisers will submit to an allocated individual for approval, the peer review system, the names and qualifications of Guest Editors and any potential conflicts of interest and nominate one of these as the Contact Editor.

The Guest Editors will be responsible for ensuring compliance with the scope, standards, and presentation of the manuscript. Guest Editors should ensure that all authors meet the guidelines and be prepared to edit the manuscripts to ensure compliance. They need to carefully check the references - all references cited in the text should be in the Reference list and vice versa. If discrepancies remain at proof stage, they will be deleted.

A word version of all abstracts in a single file should be submitted to the event organisers. This should contain all abstracts in the correct order and numbered as 1. Title, 2. Title etc. The order of the abstracts cannot be changed after submission and there must not be any missing abstracts.

## Content of the manuscript

### Size of abstract/Word count

When preparing their instructions for the submission of manuscripts, guest editors/conference organisers should consult to agree the style sheet for submission (see later example). This will ensure that articles meet the agreed page estimates. A full page in journal format contains about 1000 words. This will be reduced to about 850 words with 2 illustrations (tables and figures).

### Language

Manuscripts will be accepted in the preferred national language as well as English (British or American but spelling must be consistent throughout). Care should be exercised in the use of agricultural terminology that is ill-defined or of local familiarity.

### Structure

The abstracts should be structured to include text on (although subheadings are optional)

- Full title
- Authors and affiliations
- Introduction
- Material and Methods (including statistical analysis method)
- Results and Discussion
- Conclusion and Implications
- Acknowledgements (if applicable)
- Financial support statement (if applicable)
- Ethics approval (if applicable)
- References

The structure of short papers will be agreed with the event organisers.

### Full title

For manuscripts in languages other than English, the title of the article must also be written in English.

In addition, the titles of articles should be

- Concise and informative.
- Include the animal species on which the study has been carried out.
- Exclude the name of the country or of the region where the study took place.
- Exclude Latin names, if there is a common name.
- Exclude non-standard abbreviations.

### Authors and affiliations

Example

J. Smith<sup>1,a</sup>, P. E. Jones<sup>2</sup>, J. M. Garcia<sup>1,3</sup>, P. K. Martin Jr<sup>4</sup> [initials only]

<sup>1</sup>SRUC, West Main Road, Edinburgh EH9 3JG, UK

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<sup>3</sup>Universidad de Zaragoza, C. Miguel Servet, 177, 50013, Zaragoza, Spain

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<sup>a</sup>Present address: AgResearch, Private Bag 11008, Palmerston North, New Zealand (for any author of the list whose present address differs from that at which the work was done)

Corresponding author: John Smith. E-mail: [John.Smith@univ.co.uk](mailto:John.Smith@univ.co.uk).

This must be the person who will present the paper. Only one corresponding author is acceptable.

If tables and figures are to be included please follow the guidelines below.

### Tables

- Keep tables as simple as possible and only include data referred to in the text.
- Tables are recommended when exact numerical values are important. The same material should not be presented in both tabular and graphical form.
- The animal species and the experimental treatments (or the issue) under study are indicated in each caption.
- When data are analysed by analysis of variance we request that a residual error term such as the pooled standard error, the residual standard deviation (RSD), or the root mean square error (RMSE) is reported in tables and not SE/SD for each treatment. Indeed, anovars are based on the hypothesis of homogeneous variance among treatment groups.
- The number of decimals of *P* values for means and/or the error term should be homogenized or should follow a systematic rule.

### Figures

- Figures are recommended to illustrate trends. The same material should not be presented in both tabular and graphical form.
- The animal species and the experimental treatments (or the issue) under study are indicated in each caption.

More detailed guidance on Figures can be found in Annex 2.

### Abbreviations

- Define non-standard abbreviations at first appearance followed by the abbreviation in brackets.
- Authors should avoid excessive use of non-standard abbreviations.
- No non-standard abbreviation in the (short) titles, in (sub)headings or in keywords.
- Non-standard abbreviations used in tables and figures must be defined either as footnotes or in the caption.
- Do not start a sentence with an abbreviation.

### Presentation of statistical results

- Treatment means are reported with meaningful decimals. For guidance, the last digit of a treatment mean corresponds to 1x10 of standard error (e.g., for a standard error of 1.2, the mean values should be reported as 15).
- In the text, the probability of significance is indicated by the following conventional standard abbreviations (which need not be defined):  $P > 0.05$  for non-significance and  $P < 0.05$ ,  $P < 0.01$  and  $P < 0.001$  for significance at these levels. Exact level of probability (e.g.  $P = 0.07$ ) can also be used.
- In tables, when data are analysed by analysis of variance, a residual error term, is given for each criteria/item/variable/trait in a separate column.
- In tables, probabilities are indicated in a separate column. The *P* values (e.g.  $P = 0.07$ ) are reported or indicated by \*, \*\* and \*\*\* for  $P < 0.05$ ,  $P < 0.01$  and  $P < 0.001$ , respectively.

- In tables, differences between treatments (or comparison of mean values) are indicated using superscript letters with the following conventional standard: a, b for  $P < 0.05$ ; A, B for  $P < 0.01$ .

### Numerals

- In the text, use words for numbers zero to nine and numerals for higher numbers. In a series of two or more numbers, use numerals throughout irrespective of their magnitude.
- Do not begin sentences with numerals.
- For values less than unity, 0 is inserted before the decimal point.
- For large numbers in the text, substitute  $10^n$  for part of a number (e.g.  $1.6 \times 10^6$  for 1600000).
- Do not use a comma separator for numbers greater than 999 (e.g. 100864).
- The multiplication sign between numbers should be a cross (x).
- Division of one number by another should be indicated as follows: 136/273.
- Use numerals if a number is followed by a standard unit of measurement (e.g. 100 g, 6 days, 4th week).
- Use numerals for dates, page numbers, class designations, fractions, expressions of time, e.g. 1 January 2007; type 2.
- Dates are given with the month written in full and the day in numerals (i.e. 12 January *not* 12th January).
- For time use 24-h clock, e.g. 0905 h, 1320 h.

### Units of measurement

The International System of Units (SI) should be used. A list of units is found at

<http://physics.nist.gov/cuu/Units/units.html>.

Recommendations for conversions and nomenclature appeared in *Proceedings of the Nutrition Society* (1972) 31, 239-247. Some frequently used units that are not in the SI system are accepted: e.g. l for litre, ha for hectare, eV for electron-volt, Ci for curie. Day, week, month and year are not abbreviated.

The international unit for energy (energy value of feeds, etc.) is Joule (or kJ or MJ).

- A product of two units should be represented as N·m and a quotient as N/m (e.g. g/kg and not g.kg<sup>-1</sup>).
- When there are two quotients, represent as: g/kg per day (not g/kg/day).

### Concentration or composition

Composition is expressed as mass per unit mass or mass per unit volume. The term *content* should not be used for concentration or proportion.

### References

Keep references to the minimum and only when crucial to introducing or discussing the results.

*It is the author's responsibility to ensure that all references are cited and accurate.*

- All sources must be cited in the text using the author-date system and must have an entry in the reference list.
- Names of organisations used as authors (e.g. Agricultural and Food Research Council) should be written in full in the list of references and on first mention in the text. Subsequent mentions may be abbreviated (e.g. AFRC).
- "Personal communication" or "unpublished results" are not cited in the reference list, but are given in the text in the form (J. Smith, personal communication); please note that written permission must be obtained from the cited person and this approval must be provided at submission.

### In-text citation conventions

Cite references by name(s) of author(s) and year of publication by chronological order.

### List of references

In the reference list, references should be listed in alphabetical order by authors' names. Their formatting and style should be as detailed below.

#### Authors' information and publication year

Author, A., Author, B.A., Author, C.D. Author, E., Year.

#### Source

##### Journal article

Author(s) Year. Article title. Full Name of the Journal Volume, first-last page numbers. DOI

Journal names are given in full, not in abbreviated form.

Issue numbers are not required.

##### Publisher/Conference/University location

Publisher, City, State (2-letter abbreviation) for US places, Country.

##### Book (or official report)

Author(s)/Editor(s)/Institution Year. Book title, volume number if more than 1, edition if applicable. Publisher's name, City, State (2-letter abbreviation) for US places, Country.

#### Book chapter (or part of an official report)

Author(s) Year. Chapter title. In Title of book (ed. Editor, A. and Editor, B.), pp. first-last page numbers. Publisher's name, City, State (2-letter abbreviation) for US places, Country.

#### Proceedings (or Conference papers)

Author(s) Year. Paper title. Proceedings of the (or Paper presented at the) XXth Conference title, date of the conference, location of the conference, pp. first-last page numbers or poster/article number.

Conference dates in the form Day Month Year.

Note, if proceedings are published in a journal, the article should be formatted as for a journal article. If they have been published as chapters in a book, the article should be formatted as for a chapter in a book.

#### Website

Author(s)/Institution Year. Document/Page title. Retrieved on DD Month YYYY (i.e. accessed date) from [http://www.web-page address \(URL\)](http://www.web-page address (URL)).

#### Thesis

Author, A.B., Year. Thesis title. Type of thesis, University with English name, City, State (2-letter abbreviation) for US places, Country (i.e. location of the University).

### **Style sheet**

When preparing their instructions for submission of manuscript, guest editors/conference organisers should consult to agree the style sheet for submission. This will ensure that articles meet the agreed page estimates.

The style sheet should be in Word and the following guidelines for **maximum** word count should be used to inform on abstract / summary length in final print format. ***This includes titles / author list.***

abstract with no tables or figures about **1000 words/ page**

abstract with one figure (average size) about **900 words/ page**

abstract with one table (average size) about **900 words/ page**

abstract with one figure and one table (average size) about **850 words/ page**

An example style sheet is shown below to help meet the guidelines. This is for an abstract that will fit into one published page of the journal. The organisers will agree the style sheet for the conference.

# 1. Full title of paper

J. Smith<sup>1,a</sup>, P. E. Jones<sup>2</sup>, J. M. Garcia<sup>1,3</sup>, P. K. Martin Jr<sup>4</sup> [initials only for first names]

<sup>1</sup>Scottish Agricultural College, West Main Road, Edinburgh EH9 3JG, UK

<sup>2</sup>North Carolina State University, Raleigh, NC 27695-7621, USA

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Corresponding author: John Smith. E-mail: [John.Smith@univ.co.uk](mailto:John.Smith@univ.co.uk).

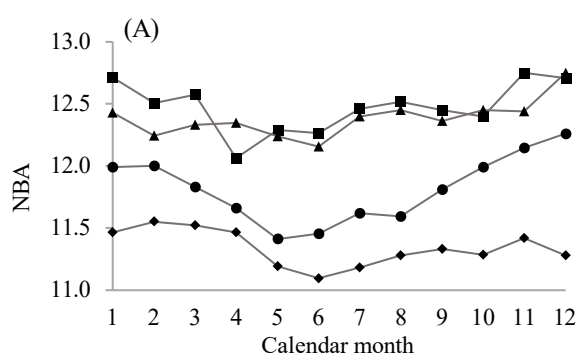
**Note:** The subheadings below are not obligatory and can be modified or not required at all in the case of short abstracts.

**Key words** Times New Roman 9 point heading in bold italics and then body text in 9 point, commas between key words.

**Introduction** Times New Roman 9 point heading in bold italics and then body text in 9 point.

**Material and methods** Times New Roman 9 point heading in bold italics and then body text in 9 point.

**Results and Discussion** Times New Roman 9 point heading in bold italics and then body text.



**Figure 1.** Least squares means for (A) number born alive

**Table 1.** Farrowing house performance (mean  $\pm$  SEM) of multiparous sows fed a lactation diet with (Enzyme) or without (Control)

	Control Standard	Control Coarse	Enzyme Standard	Enzyme Coarse	<i>P</i> value		
					Grind	Enzyme	Interaction
Pre-foster mortality	1.2 $\pm$ 0.2 <sup>a</sup>	0.6 $\pm$ 0.1 <sup>c</sup>	0.8 $\pm$ 0.1 <sup>b</sup>	1.0 $\pm$ 0.2 <sup>a</sup>	0.32	0.80	0.008
Liveborn mortality <sup>1</sup>	2.2 $\pm$ 0.3 <sup>a</sup>	1.7 $\pm$ 0.3 <sup>b</sup>	2.0 $\pm$ 0.3 <sup>ab</sup>	2.3 $\pm$ 0.4 <sup>a</sup>	0.31	0.032	0.012
Sow ADFI <sup>3</sup> (kg)	7.6 $\pm$ 0.3	8.2 $\pm$ 0.3	8.0 $\pm$ 0.3	7.5 $\pm$ 0.3	0.63	0.85	0.061

<sup>a,b</sup>Means within a row with different superscripts differ significantly ( $P < 0.05$ ); mortality expressed as pigs/litter; <sup>1</sup>pre- and post-foster mortality; <sup>2</sup>born dead, pre- and post-foster mortality; <sup>3</sup>average daily feed intake (ADFI).

**Conclusion and implications** Times New Roman 9 point heading in bold italics and then body text.

**Acknowledgements** Times New Roman 9 point heading in bold italics and then body text. If none state None.

**Financial support statement** Times New Roman 9 point heading in bold italics and then body text. If none state None.

**References** Times New Roman 9 point heading in bold italics and then body text.

Kiarie, E.G. and Mills, A., 2019. Role of feed processing on gut health and function: Conundrum of optimal particle size and hydrothermal regimens. *Frontiers in Veterinary Science* 6, 19-23 <https://doi.org/10.3389/fvets.2019.00019>.  
 Martin, C., Morgavi, D.P., Doreau, M., 2010. Methane mitigation in ruminants: from microbe to the farm scale. *Animal* 4, 351-365 <https://doi.org/10.1017/S1751731109990620>.

## **Annex Detailed Guidance on Figures**

Ensure

- The font size is large enough to be clearly readable at the final print size (should not be less than 8 point, or 2.8 mm, after reduction).
- Figures should be provided as TIFF or EPS files. Other formats, such as MS Word, MS Excel, MS PowerPoint, AI and layered PSD (up to CS5), are permitted, provided that figures have been originally created in these formats and that the embedded artwork is at a suitable resolution. If your drawing/graphics application does not provide suitable 'export' options, then copy/paste or import the graphic into a Word document.
- Resolutions for TIFF figures at the estimated publication size must be:
  - For line figures (e.g. graphs) – 1000 dpi (3600 px for 1 column, 7500 px for 2 columns).
  - For figures with different shadings (e.g. bar charts) – 500 dpi (1800 px for 1 column, 3800 px for 2 columns).
  - For halftone images (e.g. photographs) – 300 dpi (1100 px for 1 column, 2300 px for 2 columns).