

## **Instructions to Authors**

### **Poster Session Submissions**

**National Mastitis Council  
Regional Meeting  
August 4-6, 2014  
Ghent, Belgium**

**Submission deadline: April 10, 2014**

### **I. Overview**

The poster session supplements the NMC Regional Meeting program by providing additional information through the use of posters and one-on-one interaction. [Details about the poster session can be found online: <http://nmconline.org/regionalmeet/2014/postersession.htm>]

Participation in the poster session requires submission of a 250-word abstract (including title and authors) summarizing the information being presented. Accepted abstracts will be published in the National Mastitis Council Regional Meeting Proceedings.

### **II. Types of Abstracts**

#### **A. Research**

Includes research results related to mastitis control, milking management, udder health, and the production of high quality milk.

#### **B. General Interest**

Includes information that is of practical and technical interest to NMC members, but not research reports. Examples might include (but not limited to) topics such as new technologies, problem solving methods, experiences in the field, and new educational program development and delivery.

#### **C. Categories**

Categories are used to organize the poster session. Categories include: diagnostics and monitoring; mastitis prevention; epidemiology; therapeutics and pharmacokinetics; advances in milking systems; economics; impacts of new technologies; communication and outreach; and case reports.

### **III. Organization of Articles**

#### **A. Research Articles**

The title should be as brief as possible, and contain no abbreviations or product trade names. The text should include purpose or objectives, methods, results and discussion, conclusion or recommendation.

Specific results should include statistical analysis. A statement of “results pending” or “results will be presented” is not acceptable and will result in abstract rejection. Do not use tables or figures. Do not include references.

## **B. General Interest**

The title should be as brief as possible, and contain no abbreviations or product trade names. Text should begin with an introduction or purpose, and include information how the subject matter applies to quality milk production. Ways to measure outcomes and substantiate improvement should be included. Do not use tables or figures. Do not include references.

## **IV. Commercialism Policy**

The intent of the NMC annual meeting is to provide quality sessions focused on educational content, which is free from commercial influence or bias. 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 names, 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 both the authors and recipients of submissions and presentations. A general guideline is to use proprietary names once and thereafter to use generic descriptors or neutral designations. Trade names are not to be used in the title of a poster and/or abstract.

## **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 carefully; failure to do so may result in rejection. The review committee will consider the following:

- the abstract guidelines and formatting instructions are followed correctly
- the subject matter aligns with the mission and goals of the NMC
- the abstract is based on accepted scientific or educational practices
- the quality of the research or educational approach is satisfactory
- the work reported is complete (abstract must include data that will be presented on poster)
- data 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 NMC policy on commercialism is not violated

Common reasons for rejecting abstracts include:

- Contains grammatical errors 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.
- Fails to comply with submission requirements.
- 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.

## VII. Author Notification

Authors will be sent an e-mail by May 20, 2014, indicating the status (accepted or rejected) of their abstract.

## VIII. Meeting Registration Requirements

If an abstract is accepted, at least one of the authors must attend the 2014 NMC Regional Meeting to present the poster. The presenting author must register for the meeting in advance of the print deadline for the proceedings (the specific registration deadline will be provided to authors after abstracts have been accepted). 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.

## VII. Abstract Preparation

### 1. General Information

Abstracts must be in MS Word documents (.doc or .docx). Abstracts 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. Abstracts that conform poorly with content requirements and format will be rejected. Expect editorial corrections without recourse to authors.

Contributions to the NMC regional meeting proceedings and any liabilities arising from them remain the responsibility of the authors, and the publisher will not be responsible for any damages which could be a result of content derived from them.

Please refer to the attached abstract example for formatting requirements which are detailed below. A checklist for authors is also attached to help assure the formatting guidelines have been followed correctly.

### 2. File Name

The file name should be the presenter's last name (ex: Jones.doc). If more than one abstract is submitted, add a number suffix such as 1,2,3, (ex: Jones1.doc; Jones2.doc).

### 3. Length

The complete abstract (including title, authors, affiliations, locations) must be **250 words or less**.

#### 4. Format and Style

**Paper size** should be 8 ½ inches by 11 inches. Please be sure to go into the *page settings* of the software to make this adjustment, if necessary.

**Margins** should be 1 inch on both the left and right. The top and bottom margins should be 1 inch.

**Font:** Use a 12-point “Times New Roman” font (see specific details below).

**Title:** On the first line of the abstract, type the **title of the paper in Times New Roman 12 bold**. The title should not contain more than **two lines**. Use "sentence case" for typing the title (i.e. do not use all capital letters and do not capitalize each word). Do not put a period at the end of the title.

**Authors:** On the next line, type the *names of the authors in Times New Roman 12 italic*. Give the first name and then last name of each author. Do **not** include author's job title or academic degrees. Number the names in superscript (use numbers, not asterisks or any other symbols) to identify their institutional affiliation and location. See example abstract. (If there is only one author, a superscript is not required.)

Use an asterisk ( \* ) to identify the person who will be presenting the poster. Place the asterisk before the numbered superscripts. (see example)

**Affiliation and location:** On the next line, *type the institutional affiliation, city, state, and country for each author in Times New Roman 12 italic*. (Note: United States should be abbreviated USA.) Do not include the complete mailing address. Use superscripts in the same manner as has been done in the sample abstract.

**Main Text:** Skip one line and type the entire text of the abstract in Times New Roman 12 with **single line spacing in a single paragraph**.

Use “**full justification**” for the text (the left edge of the paragraph is flush with the left margin and the right edge of the paragraph is flush with the right margin).

Do not use **tables or graphs** in the abstract.

Do not include **reference citations** in the abstract.

### VIII. Abstract Submission

#### A. Online Submission

Files must be submitted electronically via the online collection website. Each abstract must be a separate submission. Files will not be accepted via email.

#### B. Key Words

The online submission site will also ask you to provide three to six key words or phrases related to the manuscript, separated by commas.

## C. Deadline

**Submit the abstract** via the online collection website by **April 10, 2014**. Do NOT email the abstract. Files that are sent via email will NOT be accepted. You will be sent a special link for your submission, which you may access until the deadline.

## IX. Sample Abstract

Maximum 250 words, including title, authors, affiliation, location.

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### **Motivations of Dutch farmers to invest in an automatic milking system or a conventional milking parlour**

*Henk Hogeveen\*<sup>1,3</sup>, Kees Heemskerk<sup>1</sup> and Erik Mathijs<sup>2</sup>*

<sup>1</sup>Wageningen University, Wageningen, the Netherlands, <sup>2</sup>Catholic University Leuven, Leuven, Belgium,

<sup>3</sup>Current address: Utrecht University, Utrecht, the Netherlands

Besides business economics other motivations might also play an important role in the adoption of new technology. The objectives of this research were to gain insight in the motivation and background of farmers who choose an automatic milking (AM) system compared to those who choose a conventional milking (CM) system. In total 120 randomly selected farmers (60 who recently invested in an AM-system and 60 who recently invested in a CM-system) entered the study. The farmers answered a questionnaire with questions on motivation to invest in the milking technology, farm structure, personal circumstances and reduction in labour. The five most important motivations for the farmers to invest in an AM-system instead of a CM-system were: less (heavy) labour, increased flexibility, the possibility to milk cows more than twice a day, the leaving of an employee and the need for a new milking system. The five most important motivations for a farmer to invest in a CM-system instead of an AM-system were: lower costs, being standby for 24 hrs per day, lower operational security of the AM-system, less flexibility with increasing farm size and higher expenses with increasing farm size. On average, farmers who invested in an AM-system were of the same farm size as farmers who invested in a CM-system.

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**Note: Please follow the instructions to authors carefully. Abstracts that do not meet the formatting requirements will be rejected.**

**National Mastitis Council  
Regional Meeting Proceedings**

**Checklist for Authors – Poster Session**

Be sure to follow the detailed abstract preparation guidelines outlined in the instructors to authors.

**Format**

- Paper size is 8 ½ inches by 11 inches
- Margins are 1 inch on both the right and the left
- Margins are 1 inch on both the top and bottom

**File Name**

- File name is the author's last name

**Abstract Length**

- Abstracts may be not more than 250 words INCLUDING the title, authors, affiliations, locations.

**Title, Authors, Affiliations, Locations**

- Title is 12-point Times Roman Bold font, typed in sentence-style (capitalize only the first letter of the first word in the title)
- The next line is the author(s) first name and last name
- Authors are in 12-point Times New Roman italic font (not bold)
- Multiple authors are identified by superscripts (use numbers)
- The institutional affiliation(s), city/state/country for each author begins on the next line, single spaced, italicized (not bold)

**Main Text**

- Main text is 12-point Times New Roman, single spaced, full justification
- Text begins two lines below the last line of institutional affiliation and location (i.e. skip one line)
- Each abbreviation is defined at first use (the abbreviation follows the term, in parentheses) and used consistently thereafter
- Units of measure are spelled out unless accompanied by a value or if used parenthetically
- Proprietary trade names are used minimally; preferably once and thereafter use generic descriptors; manufacturer's name and location should be provided
- Reference citations are not to be included

**Numbers**

- Comma separator is used for numbers greater than 999 (e.g., 1,500)
- Zeros precede decimals for numbers less than 1 (e.g., 0.1)
- Ordinal numbers less than 10th are spelled out
- Measures should be listed in both US and metric equivalents if possible

**Tables and Figure**

- Tables and figures are NOT included in the abstract

**Abstract Submission**

- The abstract is submitted to the online collection site (not emailed)
- Three to six key words are required when submitting the abstract