



Transmissible Diseases Handbook

INSTRUCTIONS FOR AUTHORS

- 1) If you plan to write a fact sheet or a general chapter on a certain topic, please **INFORM THE SECRETARIAT** first. In this way we can avoid that two people work on the same disease/subject at the same time.
- 2) **ONE (OR MORE) AUTHOR(S) SHOULD BE LISTED** on each fact sheet. This author will be the reference/contact person responsible for redaction and corrections.
- 3) Each fact sheet has to be **REVIEWED BY TWO PEOPLE**. Reviewers are not necessarily members of IDWG but should be specialists or at least have a minimal experience with the disease concerned. Both reviewers should be listed on the concerned fact sheet. The author has to find reviewers himself and should **SUBMIT HIS FACT SHEETS TO THE SECRETARIAT AFTER REVIEW**.
- 4) Be short in your descriptions! Each fact sheet should **NOT EXCEED 4 PAGES** (including references and laboratories!).
- 5) **USE THE EMPTY FACT SHEET MODEL** to write your text (write directly in the model). To become the model in an electronic format, please contact the secretariat.
- 6) As a text format, use **ARIAL** standard, size 10.
- 7) Don't forget to send the fact sheets to the IDWG-secretary in an **ELECTRONIC FORMAT** (email attachment or floppy disc).
- 8) **NAME YOUR FILE** according to the following model: "disease name" and "date of the text version". Example: Shigellosis 24.08.01
- 9) **REFERENCE LABORATORIES**: The EU and the OIE established a list of reference laboratories. National laboratories are the official labs recognized by the EU. For diseases which don't need to be notified, no lab is mentioned in the official lists. However, if there is an important lab to recommend for the analysis, it can be mentioned under "Relevant Laboratories".
- 10) The 3 points "Measures required under the Animal Disease Surveillance Plan", "Measures required for introducing animals from non-approved sources" and "Measures to be taken in case of a disease outbreak or positive laboratory findings" are conditional to the adoption of the revised Annex C of the Balai directive. Ask the secretariat for the actual situation before submitting your fact sheet.
- 11) **AVOID LISTING TOO MANY REFERENCES**. It might be more helpful to suggest a few good books for further readings.
- 12) List the **LITERATURE** according to the existing fact sheets. Basically, the presentation follows the **GUIDELINES OF THE JOURNAL OF ZOO AND WILD ANIMAL MEDICINE**.