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BERN



BOLFA
Biology of Lactation
in Farm Animals

ICFAE
International Conference on
Farm Animal Endocrinology



Guidelines for the preparation and submission of abstracts for the BOLFA & ICFAE meeting, Bern, August 28-30, 2024

A one-page abstract allows the reviewers to referee your proposed paper for scientific content, ethics, presentation and relevance. Submission of an abstract is deemed a commitment to present the paper. Preliminary drafts will not be accepted. Please ensure all authors are in agreement with being identified as being associated with the paper. Authors will be asked to rewrite substandard abstracts or the abstract may be rejected. Changes and corrections in titles and authors after submission, other than those requested, are to be avoided.

ABSTRACT SUBMISSION DEADLINE: April 30th 2024.

SUBMIT ABSTRACTS PER EMAIL TO: bolfa-icfae.vetsuisse@unibe.ch AND THE **TOPIC AREA** where your abstract fits to:

- Importance of milk for gut microbiome and human health
- Mammary gland – technology interactions in dairy and non-dairy species
- Transition from pregnancy and to lactation
- Regulation of lactation and milk secretion
- Endocrine regulation of development, growth, and disturbances in metabolism
- Endocrine regulation of reproduction
- Free communications

Abstracts can only be submitted as poster presentations! Individual abstracts will be selected for oral presentations by the scientific committee.

CONTENT and FORMAT

Abstracts should be complete in themselves. The abstract including any tables or figures must fit on to the one page template. Please refer to the example template for the correct layout.

Do's and don'ts

1. Please do not alter the template or margins in any way.
2. Please use the format and layout shown in the example abstract
3. PLEASE PREPARE THE DOCUMENT IN Microsoft Word format ONLY
4. Please ensure that Tables / Figures are of sufficient quality.

Title, authors & affiliations The title should be descriptive, specific, and concise. It should state the species concerned. It should replace information otherwise found in the main text. The title should be two lines maximum and not have a full stop (point) at the end. No abbreviations please. Add authors and affiliations as shown in the template below the title.

Text The abstract may contain graphs and / or tables which complement the text.

The entire text of the abstract should be in written with single spacing. Summaries printed in smaller font sizes than given in the template (including font in graphs and tables) will be returned. Abstracts should be justified left and right, not centered on the page.

Please ensure that American English spelling is used.

Different sections (Introduction, material and methods, etc.) should be separated by one clear line; section headings should be in bold and text should begin on the same line as the heading (see template).

Introduction should state the background and objectives of the work.

Material and methods should describe clearly the methods used, including numbers and types of animals. The experiments should follow approved animal welfare legislation standards. The experimental design and statistical methods must be clear: vague statements such as “the data were analyzed using Minitab” are not acceptable.

Results obtained, together with relevant statistical analysis, should be presented in sufficient detail to support the conclusions drawn. Treatment means should be presented with appropriate standard errors of means or differences. The minimum number of decimal places required to demonstrate significant differences should be used. Probability values must be presented to support conclusions. Probability levels of $P > 0.05$ are NOT significant.

Discussion of the results is not mandatory but allowed in this section.

Tables Please ensure that the font size in a table is Times New Roman 10 (not bold or italics). Only horizontal single lines (equal thickness) should be used in the table (see example). Table titles should be numbered sequentially and presented above the Table.

Figures Graphs should be of sufficient size and quality. Figure titles should be numbered sequentially and presented underneath the Figure.

Conclusion should clearly state the author’s view of the implications of the results to scientific understanding and practical use.

References

Studies cited in the body of the abstract should refer to the Author(s) and the year of the study. References should be listed alphabetically by first author surname. No more than 3 references should be given.

AFTER SUBMISSION

After submission of abstracts the corresponding author will receive a confirmation per email with an abstract number identifying the contribution. Until the deadline of abstract submission (30th April 2024), changes can be made by submitting a revised abstract with respective identifying number to bolfa-icfae.vetsuisse@unibe.ch. Abstracts will be reviewed by expert reviewers in the respective fields. Abstracts can only be submitted as poster presentations. The scientific committee will select individual abstracts for oral presentation.

Authors will be informed about acceptance of abstract, and form of presentation (oral or poster) at the latest by the end of May 2024. **After acceptance of the abstract, at least one author presenting must be registered for the BOLFA & ICFAE meeting at the latest by June 15, 2024.** Otherwise the abstract will be removed from the proceedings.