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### Author Guidelines

Ovozoa: Journal of Animal Reproduction is a journal that contains scientific articles on animal reproduction and animal reproductive biotechnology published by the Department of Veterinary Reproduction of Airlangga University together with the Association of the Indonesian Veterinary Reproduction Department (ADERVI) three times per year on April, August, and December. Ovozoa: Journal of Animal Reproduction received manuscripts in the form of original research articles, review articles, and case reports in Indonesian and English. Manuscripts received must be original, current, and have never been published or are being planned to be published in other scientific journals.

Manuscripts must be submitted online through the Open Journal System (OJS) in Word format. The entire text is typed in Times New Roman 12pt double spaced, using line numbers. The title is written with a Sentence case capitalisation (bold, 14pt, centered). The full length of the manuscripts is a maximum of 15 pages of A4 paper with a top margin of 2.2 cm, other margins of 2 cm, and consecutive page numbers. Italicise only for species names or terms that have not been standardised as Indonesian. Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum. Avoid unnecessary duplication of text.

### Original Article

The first page contains full names of all authors without titles and initials (bold, centered), followed by the name and complete address of the respective institution (marked with numeric superscripts) and e-mail of corresponding authors (marked with \*superscript), and must include the ORCID id of at least one of the authors, approval of ethical commission, and acknowledgements if applicable.

The second page forward contains type of article (ORIGINAL ARTICLE, REVIEW ARTICLE, or CASE REPORT), title, abstract and keywords in English and Indonesian, followed by introduction, materials and methods, results, discussion, conclusions, and references.

**Title** should be concise but informative, as far as possible, in no more than 12 words.

**Abstract** written English, do not exceed 250 words, containing elements of background, material and methods, results, and conclusions.

**Keywords** maximum of 6 (six) words or phrases, written after the abstract in each language, alphabetically ordered. As far as possible, avoid using keywords from the title.

**Introduction** should be brief, containing elements of background, problems, objectives, and reference sources that support.

**Research materials** (materials and equipment) do not need to be mentioned separately, but rather integrated into the method used, complete with the brand and catalog number if applicable. Do not include common supplies, such as test tubes, pipette tips, beakers, etc. or standard laboratory equipment. The name and address of the laboratories need not be mentioned.

**Method** must be concise but sufficiently detailed (with reference or modification), so other researchers can repeat research.

**Results** are displayed in a concise but clear narrative with/without tables or figures.

**Tables** are made without vertical lines (use only lines at the top and bottom of the table as well as for separating heading from the main table), with table title placed before the table, numbered in Arabic numerals (Table X), and have to be referred in the text. The description of the table is placed after the table; it must be concise but clear enough so that the table separately can be understood without referring to the text. The table, along with the title and description, are placed after the References.

**Figures** presented are only those that support the findings of the study, and not a restatement of data from tables in the form of figures. When results data in the form of figure is more informative, interesting, or significant, presentation of data in table form is not required. Figure title is placed after the figure, numbered in Arabic numerals (Figure Y), and has to be referred in the text. The description of the figure is placed under the title of the figure; it must be concise but clear enough so that the figure separately can be understood without referring to the text. Image (in JPEG format) is sent in a separate file. The title and description of the figure are placed after the References.

**Discussion** contains the explanation of what is found related to the importance of your study and how it may be able to answer the research question, comparison of results (internally, between research data, and externally, compared with findings from other studies), and cause-effect analysis.

**Conclusion** does not only repeat the results of the study, but summarise the findings into a narrative that impacts

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on the development of science and or practitioners in the field of veterinary reproduction.

**Approval of Ethical Commission** has to be stated (number and institution) if the manuscript is constructed based on research using live animals.

**Acknowledgements** are delivered to the research funders (state the name, number, and recipient name of the grant, if applicable) and to those who have helped carry out the research.

**References** are sorted alphabetically based on the author's last name. The titles of journals should be abbreviated according to the style used by each journal. Eighty (80)% of the references have to be from the last ten years.

**Journals**

Nakamura K, Kusama K, Ideta A, Imakawa K, Hori M. 2020. IFNT-independent Effects of Intrauterine Extracellular Vesicles (EVs) in Cattle. *Reproduction* 159: 503-11.

Windeyer MC, Gamsjager L. 2019. Vaccinating Calves in the Face of Maternal Antibodies:

Challenges and Opportunities. *Review Vet Clin North Am Food AnimPract.* 35: 557-73.

**Books**

Gordon I. 2003. *Laboratory Production of Cattle Embryos*. 2nd Ed. CABI Publishing. UK

**Chapter in books**

Parkinson TJ, Vermunt Jos J, Noakes DE. 2019. Maternal Dystocia: Causes and Treatment. In: Noakes DE, Parkinson TJ, England GCW (Ed). *Veterinary Reproduction and Obstetrics*. 10th Ed. Elsevier, UK. 236-49.

**Thesis/Dissertation**

Utama S. 2012. *Monitoring and Assessment of Nuclear Transfer Pregnancies using Maternal*

*Pregnancy Recognition Proteins*. Ph.D. Thesis. Monash University. Melbourne, Australia.

**Internet**

AkhirN. 2020. Title of an article from the internet. <http://www.link>. Access date.

**REVIEW ARTICLES**

Review articles are usually invited, but authors may contact the editors to propose the review. The review should be on the topics included in the scope of the journal which are of current interest, and must comprise a comprehensive analysis and perspective on the state of the field and where it is heading. Reviews will be subject to the same peer review process as is applied for original papers. The manuscript is arranged in the same way as the original article with an unstructured Abstract (in English and Indonesian, maximum of 250 words), Introduction, Acknowledgements (if there is any), and References. The number of references is limited to 50-70, with 75% of them have to be from the last ten years. The total length should not exceed 20 pages (A4 paper, double spaced 12pt Times New Roman, top margin of 2.2 cm, other margins of 2 cm).

**Case Reports**

Ovozoa received novel, important and impactful case reports with topics included in the scope of this journal. Case reports should provide a significant learning point for other veterinarians or scientists. All reports are peer reviewed by colleagues. The manuscript arrangement is the same as for the original articles, with Abstract (in English and Indonesian, maximum of 250 words), Introduction, and References as the core sections. The number of references is unlimited, with ten of them from the last ten years, and three of them from the last five years.

**PEER REVIEW PROCESS**

The chief editor and editors will evaluate the manuscripts submitted at the prequalification stage based on the format suitability and substance qualifications, and to scan for instances of plagiarism present in manuscripts will be conducted by means of Turnitin software. If there is a format discrepancy, the manuscript will be sent back to the corresponding author to be rewritten under the Ovozoa format. However, if there is a discrepancy in substance qualifications (not included in Ovozoa focus and scope), the manuscript is rejected without further review. The decision will change the status of the manuscript in the OJS. The chief editor will notify the corresponding author about the decision.

The prequalification stage constitutes a swift assessment conducted by the editorial team, focusing on the quality of the submitted manuscripts. This phase is pivotal for screening submissions to ensure they meet the requisite standards of excellence. Manuscripts that pass the prequalification will be evaluated by two or three

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reviewers determined by the chief editor and editors. The chief editor will send the manuscript to reviewers via OJS. The reviewers answer whether they would like to review the manuscript directly via OJS. The reviewers check the manuscript based on predetermined criteria and returns it with recommendations to the chief editor via OJS. If one reviewer recommends being accepted and another reviewer recommends being rejected, then the chief editor will ask the third reviewer or three editors to decide on the acceptance or rejection of the manuscript.

Manuscript reviews for publications in the Ovozoa Journal of Animal Reproduction (hereinafter referred to as Ovozoa) are carried out by peer reviewers in a double-blind review. The double-blind peer review process is a way to ensure impartiality and prevent any bias when reviewing. With a double-blind review, neither the author nor the reviewer knows who wrote the paper. This increases impartiality and prevents potential biases from influencing the reviewer's opinion. The chief editor handles all correspondence with the corresponding author and the reviewer, and leads the final decision on whether the manuscript is recommended to be accepted, rejected, or needs to be returned to the corresponding author for revision. The corresponding author will automatically receive a confirmation email after successfully submitting the manuscript through OJS.

The assessment results from the peer reviewers will be consolidated at least by two editors who match their expertise to make a decision.

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The decision to accept the manuscript will change the status of the manuscript in the OJS. The chief editor will notify the corresponding author by e-mail if the manuscript is declared accepted and send the payment bill. At the same time, the manuscript was passed on to the editors for editing and layout. If payment has been made by the corresponding author, and, the editing and administration process has been completed, the chief editor will send a proof to the corresponding author via email for final correction and approval. Proof which has been approved by the corresponding author is determined to be published online in what volume and number (month and year edition).

**2. Accepted with minor revisions, or major revisions, or must be rewritten.**

The decision to revise the manuscript will change the status of the manuscript in the OJS. Manuscripts that require revision will be returned to the corresponding author via email, and the corresponding author must

resubmit the revised manuscript through the OJS within the specified time period. Next, the chief editor sends the revised manuscript from the corresponding author to the editors to check whether the manuscript has been revised according to the reviewers' suggestions. Editors provide recommendations to the chief editor that the manuscript was accepted, or must be returned to the corresponding author to be revised again, or rejected.

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Manuscripts are rejected if based on consolidated comments it is concluded that

3.1. the corresponding author did not revise the manuscript as suggested by the reviewers and did not respond to the suggestion

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1. originality and novelty in manuscripts for the advancement of science are considered inadequate,
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  2. The review process by the peer reviewer is no more than 14 days
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  4. Revisions by the corresponding author:
    - a. minor revisions: no more than 7 days
    - b. major revisions (must be rewritten): a maximum of 14-28 days.
- Manuscripts that exceed the revision deadline will be canceled. When necessary, the corresponding author can request an extension of time to the chief editor before the revision period ends.
5. Editors assess and determine the revision decision no later than seven days.
  6. The editing and layout process is a maximum of seven days.
  7. Approval of proofreading of the manuscript final version from the corresponding author: a maximum of four days.

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publication varies, depending on the time required for the review and revision process. Decisions at the prequalification stage will be accepted by the corresponding author within two days after submitting through the OJS. Manuscripts that are accepted without revision will receive a notification no later than 37 days after the manuscript submission through OJS. Whereas, manuscripts with minor revisions, the acceptance or rejection will be decided in no later than 58 days, and for manuscripts with major revision in no later than 74 days after the manuscript submission through OJS. The time from submitting the manuscript to publishing is approximately 77 days.

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If the author discovers and is aware of the article's mistakes or errors, they must notify the chief editor to withdraw, clarify, and correct the article. If necessary, the author must be willing to apologize for the mistakes. Requests to reduce, add, or change the author's composition for articles, must be approved by the chief editor and prepared before the article is published.

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