

Author Index

Volume 12 Number 2, August 2023

Abdullah Hasib	68	Nailul Ngizzah	93
Adeyinka Oye Akintunde	59	Nofan Rickyawan	114
Amalia Nadila Faradillah	107	Nusdianto Triakoso	77
Bolatito Adenike Shobo	59	Oladapo Ayodeji Olorunfemi	59
Dian Vidiastuti	114	Olayinka Abosedo Ojo	59
Dwi Wijayanti	77	Olufunso Emmanuel Akinboye	59
Eka Pramytha Hestianah	93	Poedji Hastutiek	93
Galuh Chandra Agustina	107	Rimayanti Rimayanti	68, 85
Ginta Riady	85	Samson Oluwole Oyewumi	59
Hermin Ratnani	68	Sayi Datur Rohmah	68
Ismudiono Ismudiono	85	Shelly Kusumarini	114
Iwan Sahrial Hamid	93	Siti Iqmallisa Nurrill Asrar	85
Karlina Karlina	114	Sri Mulyati	68
Lita Rakhma Yustinasari	93	Sri Pantja Madyawati	68
Lois Chidinma Ndubuisi-Ogbonna	59	Suherni Susilowati	77
Lucky Diba Gitayana	77	Sunaryo Hadi Warsito	68
Maria Gandul Atik Yuliani	85	Suzanita Utama	77
Maslichah Mafruchati	85, 93	Tjuk Imam Restiadi	77
Mofiyinfo luwa Modupe Ladele	59	Wurlina Wurlina	93

Subject Index

Volume 12 Number 2, August 2023

Abortion	114-123	Mastectomy	114-123
Age of the dam	71-80	Moringa	99-106
Albumin	90-98	Mucopurulent discharge	114-123
Blood count test	114-123	Ovariohysterectomy	114-123
Calving interval	71-80	Physiological NaCl	81-89
Days open	71-80	Repeat breeder	81-98
Egg yolk	81-89	Reproductive health	99-106
Endometritis	114-123	Reproductive tract	59-70
Epididymis	59-70	Retained placenta	114-123
Foot and mouth disease	114-123	Sperm motility	81-89
Gender of the calf	71-80	Sperm viability	81-89
Gentamicin	99-106	Spermatogenic	99-106
Globulin	81-98	Spermatozoa	59-70
Holstein Friesian cross	114-123	Sunlight exposure	71-80
Holstein Friesian	90-98	Testes	59-70
Kampung rooster	81-89	Total protein	81-98
Leydig	99-106	Ultrasonography	114-123

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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.

1. Accepted without revisions

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.

3. Rejected

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

3.2. based on the assessment of reviewers stated that

1. originality and novelty in manuscripts for the advancement of science are considered inadequate,
2. data is incomplete to prove the research hypothesis or the methodology used is incorrect,
3. inconsistencies between objectives, research methods, results, and conclusions.

If the manuscript is rejected, the corresponding author will be notified by the chief editor via email through the OJS with a statement of reasons for the refusal.

Deadlines

1. Prequalification to determine the suitability of the format, as well as compliance with the focus and scope is for a maximum of two days
 2. The review process by the peer reviewer is no more than 14 days
 3. Editors make consolidated comments in no later than 7 days
 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.

The time interval from the date the OJS manuscript submits until the decision of being rejected or accepted for

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The Ovozoa Journal publishes scientific articles in the form of original research articles, review articles, and case reports on animal reproduction and animal reproductive biotechnology reviewed by Ovozoa Editorial Team. Published scientific articles expected to meet standards of academic excellence. It is necessary to equate stakeholders' views in an ethical standard to avoid problems in the future. The publication ethics is needed as a reference for Ovozoa Journal policies in publications, including the authors, editors (reviewers), reviewers (peer reviewers), and publisher.

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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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As the publisher of the Ovozoa Journal, Faculty of Veterinary Medicine, Universitas Airlangga, in collaboration with the Association of the Indonesian Veterinary Reproduction, always encourages editors to obey with predetermined scientific writing procedures.

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Research involving experimental animals be carried out following animal ethics and welfare. Experimental animals must be appropriately treated and minimizing the pain that might arise during the treatment. The utilization of experimental animals must be following local, national, and international regulations. The authors must make a statement, including the name of the ethical authority and the consent number; the trial is carried out in compliance with animal ethics and welfare.

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