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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) 3 times per year on April, August and December. Ovozoa 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 capitalization (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. Italicize only for species names or terms that have not been standardized 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.

The first page contains titles in Indonesian and English, followed by 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).

The second page forward contain **ABSTRACT** in English and Indonesian, followed by **INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS, APPROVAL OF ETHICAL COMMISSION, ACKNOWLEDGEMENTS** and **REFERENCES**.

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

Abstract written in Indonesian and 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 languages, 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 in 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.

Method must be concise but sufficiently detailed (with reference or modification) so research can be repeated by other researchers.

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 restatement of data from tables in the form of figures. When resulted 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 have 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 separate file. The title and description of the figure are placed after the References.

Discussion contains explanation of what are found related to **the importance of your study** and how it may be able to answer the research question, comparison of findings (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 summarize the findings into a narrative that impacts on the development of science and/or practitioners in the field of veterinary reproduction.

Approval of Ethical Commission have to be stated (number and institution) if the manuscript is constructed based on a 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.

Authors' Contribution should be state based on The International Committee of Medical Journal Editors (ICMJE) <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Funding Information should be state the source and contract number of funding for the study.

Conflict of interests should be state and uploaded the competing interests/conflict of interests certificate if applicable.

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. Thirty (30)% of the references have to be from publications in the past 10 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 Anim Pract.* 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. PhD. Thesis. Monash University. Melbourne, Australia.

Internet

Akhir N. 2020. Title of article from the internet. <http://www.link>. access date.

Review article

Ovozoa received review articles on topics included in the scope of the journal which are of current interest. Reviews are invited by the editor. The review must be 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 (maximum of 250 words). The number of references is limited to 50-70, with 75% of them have to be from publications in the past 10 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 receives quality and interesting case reports with topics included in the scope of this journal. All reports are peer reviewed as is applied for original articles. All instructions are the same as for the original articles.

PEER REVIEW PROCESS

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 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 chief editor and editors will evaluate the manuscripts submitted at the prequalification stage based on the format suitability and substance qualifications. 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.

Manuscripts that pass the prequalification will be evaluated by two or three 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.

The assessment results from the peer reviewers will be consolidated 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 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 21 days
 4. Revisions by the corresponding author:
 - a. minor revisions: no more than 14 days
 - b. major revisions (must be rewritten): a maximum of 30 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 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 four months.

PUBLICATION FREQUENCY

Ovozoa Journal of Animal Reproduction (Ovozoa J AnimReprod) is published periodically three times a year (April, August, and December) by the Department of Veterinary Reproduction Faculty of Veterinary Medicine Universitas Airlangga in collaboration with the Indonesian Association of Department of Veterinary Reproduction (IADVR).

OPEN ACCESS POLICY

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

PUBLICATION ETHICS

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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The author is required to submit the original work (no plagiarism) and not partially or fully published in other journals until the Ovozoa Journal provides an answer to the eligibility of the article. Each name in the article must have a contribution to the research and the writing of scientific work, such as developing the concept, creating the design, collecting data, analyzing data, interpreting data, and making a conclusion. To those who play an essential role in the research but have no function as an author (example: funders), their names can be embedded in acknowledgments. The corresponding author is responsible for the research and writing of the manuscript.

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As the publisher of the Ovozoa: Journal of Animal Reproduction, 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. The publisher, in collaboration with the authors and editors in charge of maintaining academic integrity throughout the publication process. The publisher also maintains the quality of the journal and provides policies that encourage the development of the journal.

Animal Ethics

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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Article Publication: 0.00 (IDR)

There is no article publication charge. However, this policy will be reviewed annually and will be announced in advance if there are changes.

PLAGIARISM SCREENING

Submitted manuscript will be checked using Turnitin software. The manuscript is passed if the similarity is less than 30%.

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