



How to Prepare a TIME-BITE for VIN

Time-Bites are historical mini-stories about specific aspects of veterinary medicine published online exclusively by the Veterinary Information Network (VIN). This project was begun by the American Veterinary Medical History Society in 2006 to educate and inform practicing veterinarians, students, and other animal health professionals about their rich heritage.

AVMHS retains rights to the unformatted content; VIN has exclusive rights to the completed Time-Bites once they have been formatted for publication on the VIN community Web site.

Preparing Time-Bites can be a rewarding and enjoyable, short-term project that requires careful thought and sometimes intense concentration. The purpose is to educate while telling an interesting story.

General Procedure:

- Writer submits topic with proposed content by email to the Time-Bite Coordinator for review and approval to avoid duplication.
- Writer researches the topic, composes the text, identifies illustrations, and prepares a draft of the Time-Bite.
- Draft is submitted to the Coordinator and then forwarded to the Editor for review and editing.
- Facilitator forwards final manuscript to VIN and keeps records of activity.
- VIN identifies recent content related to the topic and publishes the Time-Bite under its Library.

Proposals and drafts may be submitted on an ongoing basis at any time. There is no monetary compensation for Time-Bite preparation or publication, but authors can claim publication credit.

Time-Bite Format:

<Date(s) (mm/dd/YY) of drafts as prepared for tracing purposes>

<Title in bold>

- Title should be descriptive and concise yet somewhat catchy to stimulate interest.

<Geographic location, country and year or approximate date associated with the topic>

<Text content> Topic selection should focus on identifying a single, interesting aspect. Look at completed Time-Bites regarding format and content for suggestions for new topics and submission requirements.

- Should be as brief as necessary to tell the story adequately, but concisely.
- Resist the urge for including too much peripheral material.
- Use less than about 700-1000 words (max), but the shorter the better.
- Use double-spacing in MS Word in any readable 12-pt font (ie, Arial, Calibri, Times New Roman)
- Topics should be substantive and sufficiently important to warrant the time and effort involved.
- Show importance or relationship to the practice or understanding of veterinary medicine.

- Indicate changes over time, if possible.
- Be informative and entertaining, like a brief educational “mini-story.”
- The writing style should be readable and engaging yet also be quickly browsed by readers.
- Validate the accuracy of the content with reputable source material; include footnotes as needed.

<Illustrations> Images can significantly enhance and complement Time-Bite content.

- Include 1 (to 3) images, illustrations, photos or drawings in jpg format (300dpi preferred)
- Black/white or color.
- Indicate source and if permission to use has been granted. Public domain or image commons are preferred.

<Source(s)> Proper documentation of secondary and other source material is very important for the accuracy and authoritativeness of Time-Bites, and for any readers who wish to obtain the original source materials for further information.

- Include citations to one or more sources used for the Time-Bite.
- Supplementary references (i.e., source material directly related to the topic, but not consulted in the preparation of the Time-Bite) for further reading may be included if significant.
- If cited as footnotes, arrange citations in footnote order.
- If general sources, arrange bibliography in alphabetical order by author.
- Include complete citations in AMA style (or include complete information in any style which will be reformatted during the editorial process.)

<Keywords>

- Choose several key words for subjects, species, persons, etc.

<Authorship signature>

- Prepared by <final publication date to be supplied later> by <name of author(s) with degree credentials>

Time-Bite Project Contact:

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Published Time-Bites:

Completed Time-Bites can be viewed at <http://www.vin.com> (access is limited to VIN members and registered veterinary students only, otherwise contact the Facilitator.)

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