

1 **The Mansoura University - Animal Care and Use Committee (MU-ACUC) requires that**
2 **the proposal submitted to it should be prepared according to the following format:**
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4 **A. Writing style**

- 5 - **Font type:** Times New Roman
- 6 - **Font size:** 12-14
- 7 - **Line spacing:** 1.5 cm

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9 **B. Cover Page (Prepared as [template on the MU-ACUC website](#))**

10 - All submissions must have a separate cover page stating all the relevant
11 information. The cover page should be prepared in English language.

12 - The cover page should include the following

13 **I. Title:**

14 - The title should be brief, concise, and descriptive. It should not contain any
15 literature references or compound numbers or non-standardized abbreviations.

16 **II. Authors and Affiliations:**

17 - Supply given names, middle initials, and family names for complete identification.
18 (In English).

19 - Use superscript lowercase letters to indicate different affiliations, which should be
20 as detailed as possible and must include department, faculty/college, University,
21 city with zip code or P.O. Box and country.

22 **III. Corresponding Author:**

23 - Should be indicated with an asterisk, and contact details (Tel., e-mail address and
24 telephone number) should be placed in a footnote.

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28 **C. Proposal items (as the following template)**

29 **N.B. PLEASE MAKE SURE THAT YOUR NAME AND NAMES OF CO-AUTHORS**
30 **DO NOT APPEAR IN THE PROPOSAL, SO AS YOUR IDENTITY IS NOT KNOWN.**

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I. Title of the proposal

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- Should be concise, informative, no abbreviations, capitalized as sentence

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36 **II. Introduction**

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- In this section the applicant(s) should provide an adequate background, avoiding a detailed literature survey or a summary of the results & should define the problem addressed by the proposed research, its importance and impact.
- The introduction should not normally be more than two pages.

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55 **III. Aim of the work**

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- 57 • List your research's objectives, avoiding the use of redundant or vague statements.

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59 **IV. Materials & Methods**

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- 64 • Should provide the following information:

65 a) Site (place) of carrying out the research work.

66 b) Expected time to start, and the expected duration of the experiment.

67 c) Species and breed (strain) of animals.

68 d) Study design & sample size.

69 e) A clear and concise sequential description of the procedures involving the use of
70 animals.

71 f) Housing systems and regular management and care of the animals.

72 g) Specifications, nature and suppliers of any materials, chemicals, or drugs applied on
73 or given to the animals.

74 h) Conduct of surgical procedures including multiple operative procedures (if apply)

75 i) Post-procedural (surgical) care and observation (if apply).

76 j) Methods of sample collection (blood, tissue, organs, body fluids etc.).

77 k) Methods of pain control - if needed.



78 **I) Guide to infection control and biosafety in research work in laboratories.**

79 The applicant(s) has to provide details of measures of infection control and biosafety in research work
80 in laboratories. Alternatively, the authors can state that "all practical work and laboratory procedures of the
81 work will consider the procedures of infection control and biosafety for research work in laboratories" and
82 mention a reference for this.

83 e.g.

84 **Alderman, T.S. Carpenter, C.B. McGirr, R. 2018.** Animal Research Biosafety. Applied Biosafety, 23 (3),
85 130-142.

86 **Burt, J. Brashier, M. Epperson, B. Gardner, A. Khoo, L. McLaughlin, R. et al. 2014.** Infection control
87 manual. Animal Health Center, College of Veterinary Medicine, Mississippi State University, Wise Center,
88 P.O. Box 6100.

89 **McCormick-Ell, J. Connell, N. 2019.** Laboratory safety, biosecurity, and responsible animal use. ILAR
90 Journal, 60 (1), 24-33.

91
92 **m) Methods of hygienic disposal of dead animals & used hazard chemicals and**
93 **materials - if applicable.**

94 The applicant(s) has to provide details of hygienic disposal of dead animals, waste and hazardous
95 materials, chemicals and washed materials. Alternatively, the authors can state that "dead animals and all
96 hazard chemicals and materials will be disposed off hygienically" and mention a reference for this.

97 e.g.

98 **National Research Council 1995.** Prudent Practices in the Laboratory: Handling and Disposal of Chemicals.
99 Washington, DC: The National Academies Press.

100
101 **n) Methods of euthanasia (humane killing) - if used.**

102 Protocols presenting studies that will employ anesthesia or euthanasia methods inconsistent with the
103 commonly accepted norms of Veterinary best practice (e.g. chloral hydrate and chloroform) will not be
104 considered. We recommend that authors consider the **American Veterinary Medical Association (AVMA)**
105 **Guidelines for the Euthanasia of Animals (2020)**, as a comprehensive resource for guidance on Veterinary
106 best practice for the anesthesia and euthanasia of animals.

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11 **V. Statistical Analysis (Optional)**

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14 Data analysis (The name of the statistical test for analyzing data should be specified)

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17 **VI. References**

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- 20 • Order the reference list entries alphabetically.
- 21 • The reference list should be up to date (at least 80 % in the last 10 years)- if possible
- 22 • Harvard (author name, year) Style, For example:

23 **Yun, S. and Kwon, Y.S. 2016.** Effects of Acepromazine in dogs under constant rate
24 infusion with alfaxalone. Korean Journal of Veterinary Service, 39 (2), 93-99.

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