

# Manuscript Submission Checklist

## *American Journal of Health-System Pharmacy*

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The corresponding author is required to complete this checklist to ensure that submitted manuscripts comply with the major stylistic requirements of the *American Journal of Health-System Pharmacy (AJHP)*, which generally conform to the International Committee of Medical Journal Editors (ICMJE) "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" ([www.icmje.org/icmje-recommendations.pdf](http://www.icmje.org/icmje-recommendations.pdf)). The checklist applies to all manuscripts.

[PLEASE NOTE: The editors may choose not to consider manuscripts that depart markedly from the specifications in this checklist.]

### Authorship

All persons listed as authors must have:

- Made substantial contributions to the conception or design of the work or the acquisition, analysis, or interpretation of data for the work, and
- Drafted the work or revised it critically for important intellectual content, and
- Provided final approval of the current version, and
- Agreed to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

### Disclosure

*Conflict of interest:* Authors are responsible for recognizing and disclosing any financial or other interests that could be perceived to bias their work, acknowledging all financial support and any personal connections with potential sponsors. Examples of such conflicts include receiving research funds or honoraria, serving on advisory boards, stock ownership, or employment and consulting arrangements. Authors without such connections should clearly state that they have no financial support or personal connections that could be perceived to bias their work. All conflicts of interest should be disclosed on the author identification page of the manuscript.

- No, there is no conflict of interest that I should disclose, having read the above statement.
- Yes, having read the above statement, there is a potential conflict of interest. This has been fully detailed in the author identification page.

*Dual publication:* Have the results/data/figures in this manuscript been published or are they under consideration for publication elsewhere?

- No, the results/data/figures in this manuscript have not been published elsewhere nor are they under consideration (from you or one of your Contributing Authors) by another publisher.
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### General format

- All manuscript pages are numbered consecutively in the upper-right corner, beginning with the title page and including tables.
- A separate author ID page is provided to facilitate blinding of the manuscript.
- The following elements (each beginning on a separate page) are ordered as follows: title page, abstract, text, footnotes, references, key points (if applicable), appendixes, figure captions, tables, figures.
- No drug or chemical names are abbreviated.
- Authors are not identified in the text (including headers and footers).

### Author ID page

- For each author, ID includes full name, academic degree(s), professional credentials, and no more than two institutional affiliations (department or division, full name of institution, city, and state/country)
- For each author, there is disclosure of any potential conflicts of interest.
- The corresponding author is identified.

### Title page

- Contains a concise, informative title and no other information.

**Abstract** (not required for columns or submissions to the Reflections or Pharmacy Abroad sections); see "*AJHP* Sections and Columns" ([www.ashp.org/DocLibrary/AJHP/SectionsandColumns.aspx](http://www.ashp.org/DocLibrary/AJHP/SectionsandColumns.aspx)).

- Is no longer than 250 words.
- For research reports, contains four paragraphs with the following headings: Purpose, Methods, Results, Conclusion.
- For descriptive reports, review articles, primers, case reports, case studies, and clinical consultations, contains three paragraphs with the following headings: Purpose, Summary, and Conclusion.
- Includes up to 6 keywords to assist with PubMed indexing (refer to the MeSH taxonomy for possible keywords; additional terms not included in that taxonomy are allowable).

### Text

- For all manuscripts reporting data from human participants, the Methods section should include a statement indicating formal review and approval, or formal review and waiver or exemption, by an appropriate institutional review board, ethics committee, or

other responsible institutional or national review committee. If no formal review process is available, a statement indicating that the research was conducted according to the principles of the Declaration of Helsinki, seventh revision (*JAMA*. 2013; 310:2191-4), should be included.

- \_\_\_ Names of authors, institutions, and patients are not mentioned, except in descriptive reports in which institutional identification is essential to understanding the program.
- \_\_\_ For systematic reviews and meta-analyses, authors should follow the PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) checklist, available at [www.prisma-statement.org](http://www.prisma-statement.org).
- \_\_\_ Case Studies are described in the following order: Problem (followed by Background, depending on content), Analysis and Resolution, Discussion, and Conclusion.
- \_\_\_ For Case Reports papers, the patient's age, sex, race, weight, pertinent medical history, and baseline laboratory values are included, as well as generic names, manufacturers, formulations, and routes of administration of all drug products used.
- \_\_\_ Descriptive headings are used to identify major sections of the paper; subheadings also may be used (refer to recently published articles for examples).
- \_\_\_ For stability studies, complies with guidelines for such studies (see *Am J Hosp Pharm*. 1983; 40: 1159-60 and *Am J Hosp Pharm*. 1988; 45:1569-71), including documentation that the assay used is stability indicating.
- \_\_\_ Identifies in the Methods section all statistical tests used and the a priori level of significance; unusual or complex statistical methods are explained briefly or referenced.
- \_\_\_ If more than one statistical test is used, the data evaluated by each test are clearly identified in the Methods section.
- \_\_\_ Mean and median values for study results are accompanied by some measure of variability or precision (e.g., standard deviations, interquartile range); the use of confidence intervals, when appropriate, is encouraged.
- \_\_\_ Identifies precisely all drugs and chemicals used by generic name (with salt, if applicable). Trade names are used only to identify that a specific brand of drug was used.
- \_\_\_ Measurements are reported in the units in which they were made.
- \_\_\_ Volume, distance, and weight measurements are expressed in metric units.
- \_\_\_ In articles referring to pharmacogenomics, current approved gene symbols and nomenclature are used (specific guidance at [www.ashp.org/DocLibrary/AJHP/PharmacogenomicsTerminology.aspx](http://www.ashp.org/DocLibrary/AJHP/PharmacogenomicsTerminology.aspx)).
- \_\_\_ For commercial products important to the paper, denotes, with footnotes, the trade name or model number; the manufacturer's name, city, and state/country; and lot number.
- \_\_\_ Every reference, figure, table, and appendix is cited in the text in numerical order. (Order of mention in text determines the number given to each.)
- \_\_\_ Footnotes are identified consecutively in the text by superscript, lower-case letters.
- \_\_\_ For software important to the paper, denotes in parentheses or a footnote the version, manufacturer, city, and state/country.
- \_\_\_ Text contains up to 6 keywords to assist with PubMed indexing (refer to the MeSH taxonomy for possible keywords; additional terms not included in that taxonomy are allowable); keyword are requested for all articles, not just those with an abstract.

#### Key points (required for all articles with an abstract)

- \_\_\_ Three key points, each written as a complete sentence, are provided; the total word count is 65–85 words.
- \_\_\_ Key points are not written from the first-person (I/we, me/our) or second-person (you, your) perspective.
- \_\_\_ Abbreviations are used sparingly in key points and are defined on first mention unless they are very well known (e.g., HIV, AIDS, NSAID, ASHP, FDA) or spelling out would be awkward or unwieldy, as with certain receptor proteins (e.g., PI3K, VEGF) or genes (*BRAF*, *EGFR*).

#### References

- \_\_\_ Are not entered using automatic endnotes or footnotes functions.
- \_\_\_ Do not include unpublished observations or personal communications. References to personal communications may be inserted in parentheses in the text and should include the contact's name, the name of the contact's company or institution, and the date of communication (year, month, day).
- \_\_\_ Have been verified by the author(s) against the original documents.
- \_\_\_ Are formatted in accordance with *AJHP* style (specific guidance at [www.ashp.org/DocLibrary/AJHP/References.aspx](http://www.ashp.org/DocLibrary/AJHP/References.aspx)).

#### Tables

- \_\_\_ Are typed double-spaced, each (complete with title and footnotes) on a separate page.
- \_\_\_ Do not contain information substantially duplicated in the text or figures.
- \_\_\_ Are formatted in accordance with *AJHP* style (specific guidance available at [www.ashp.org/DocLibrary/AJHP/Formattables.aspx](http://www.ashp.org/DocLibrary/AJHP/Formattables.aspx)).
- \_\_\_ Do not contain horizontal or vertical rules within the data field.
- \_\_\_ Use superscript letters for footnote designations.
- \_\_\_ If data from another published or unpublished source are used, permission is obtained from the source (proof submitted with paper), and the source is acknowledged.

#### Figures

- \_\_\_ Figures are supplied in their original native file format, in a separate file, and not embedded in the text. We prefer figure files created in the following Adobe programs: InDesign, PhotoShop, and Illustrator. In some cases, we will accept figure files created in Microsoft PowerPoint or Excel. We will not accept files that are embedded in any text or graphic presentation document (e.g., Microsoft Word or Rich Text Format [RTF] files, PowerPoint documents).
- \_\_\_ All files in TIFF (.tif) or JPEG (.jpg) formats must be no less than 300 dpi resolution.
- \_\_\_ Are numbered consecutively as they are cited in the text.
- \_\_\_ All abbreviations and symbols used in the figure are defined; when appropriate, the measure of variability or precision represented by error bars (e.g., standard deviations, confidence intervals) is identified.
- \_\_\_ The legend is sufficiently descriptive for the figure to work as a "standalone" item (i.e., can be understood without having to refer to the text of the article).
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