

Journal of the American Pharmacists Association guidelines for authors

The *Journal of the American Pharmacists Association* (JAPhA) welcomes original research, experience, and opinion articles that concisely report meaningful developments and advances in the drug use process and pharmacy practice. Articles may introduce new information about improving pharmacists' patient care services, medication use, and health outcomes. Also of interest are articles on new medications and emerging therapeutic trends, new technologies, and research methods with applicability to pharmacy practice. JAPhA will only consider articles that have not been previously published, are not accepted for publication, and are not currently under consideration by other

publications. These guidelines serve to maintain and improve the quality of the *Journal*. Questions regarding these guidelines or inquiries can be directed to the JAPhA editorial team.

Preparing the manuscript

Before submission, articles should be reviewed for accuracy, clarity, and completeness. JAPhA will consider papers prepared in accordance with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals.¹ For current recommendations, refer to the International Committee of Medical Journal Editors webpage, available at www.icmje.org. Submitting files that do not meet the requirements detailed below may result in immediate rejection. For guidance in manuscript preparation, refer to the *Chicago Manual of Style*, 16th ed.²; the *American Medical Association Manual of Style*, 10th ed.³; and *Stedman's Medical Dictionary*, 28th ed.⁴ All accepted manuscripts are edited to conform to JAPhA style.

JAPhA articles must be submitted in a single word-processing file as follows (additional detail is provided in the subsequent text):

- Title page (include word counts; see Table 1)
- Abstract
- Key points
- Article text
- References

Tables and figures for all categories of submission should be uploaded as separate files.

Table 2 contains a useful compilation of reporting guidelines on how to report research studies.

Title page

Specific information contained in the title page should include names of authors; corresponding degree abbreviations; job titles; current and past affiliations at the time of the manuscript and/ or project completion; funding support (financial or material); previous presentations of the work (e.g., professional meetings); and any present conflicts of interest. Conflicts of interest may include but are not limited to involvement in peer-reviewed publication and personal or financial interests that may bias the writing. Financial interests consist of grants, employment, gifts, stock holdings, honoraria, consultancies, expert testimonies, patents, and/ or royalties. Potential conflicts of interest must be clearly stated. For guidance on conflicts of interest, authors are referred to the website of the International Committee of Medical Journal Editors.⁵ Correspondence-related information should be provided for one author and should include current mail and e-mail addresses.

Word counts for the abstract and the manuscript should be specified on the title page. These counts allow editors and reviewers to determine whether the information in the submission warrants the amount of space required and if the submitted manuscript fits within the word limits. Table 1 provides detailed information on word count criteria for each section.

Abstracts

Abstracts are limited to 300 words total. Specific subheadings are required in the abstract depending on the section of manuscript submitted (Table 1); if one does not apply, include it and write "not applicable" for that subsection. Abstracts are required with the exception of submissions to the Departments category (i.e., Letters and Viewpoints).

Key points

For manuscripts in the Research, Reviews, Tools for Advancing Pharmacy Practice, Experience, and Commentary sections, authors are required to prepare key points in a bulleted format that describe the article's relevance and contribution to the literature. These are presented as Background and Findings. Two or three key points in each of these categories should be provided that provides the context for the article (what is already known on the topic, other relevant background) and what the manuscript findings adds to existing knowledge on the topic (i.e., relevance).

Article title

Article titles are subject to editing by *Journal* staff after articles are accepted. Although longer titles may sometimes be allowed, authors should make an effort to restrict titles to no more than 95 characters and spaces (approximately 12 words) in length. In addition, use of acronyms in titles should be avoided whenever possible.

Table 1. Description of and requirements for submission to *Journal* sections

Journal sections	Description ^a	Word counts ^{b,c,d}	Text subheadings	Abstract subheadings ^e
Research	Hypothesis-driven and generalizable studies with sufficient power to show statistical significance that are based on scientific method and scholarly investigations	5,000 words plus up to 5 tables/figures	<i>Required:</i> Introduction, Objectives, Methods, Results, Discussion, Limitations, Conclusion	Objectives, Design, Setting, Patients or Participants, Intervention, Main outcome measures, Results, and Conclusion
Research Notes	Concise but complete accounts of preliminary or focused original research	2,500 words and up to 2 tables/figures	<i>Required:</i> Introduction, Objective(s), Methods, Results, Discussion, Limitations, and Conclusion	Objectives, Methods, Results, and Conclusion
Reviews	Systematically driven, comprehensive, and reproducible summaries of current research in primary pharmacy and biomedical literature on clinical, administrative, legal, humanistic, or economic topics; may be evaluated quantitatively (e.g., meta-analysis) or qualitatively based on objective criteria (see reference 13)	5,000 words plus up to 5 tables/figures (inclusion of a flowchart showing search strategies and study selection is encouraged)	<i>Suggested:</i> Introduction, Objectives, Methods (subheadings may include Search strategy [search terms, databases], Study selection [selection criteria], Data extraction [how selected studies were reviewed]), Results, Discussion, Limitations, Conclusion	Objectives, Data sources, Study selection, Data extraction, Results, and Conclusion
Tools for Advancing Pharmacy Practice ^g	Information about experience with emerging methods, measures, instruments, theories, or frameworks; analysis of “tools” that pharmacists can use in daily practice or for practice-based research; emphasis is on adaptations of research and novel ideas that can be developed into useful tools for pharmacy practice or practice-based research	5,000 words plus up to 5 tables/figures	<i>Suggested:</i> Objectives, Setting, Practice description, Practice innovation, Interventions, Evaluation (impact of innovation), Results, and Conclusion	Objectives, Setting, Practice description, Practice innovation, Interventions, Evaluation (impact of innovation), Results, and Conclusion
Experience	Experientially based descriptions of innovations in pharmacy practice (e.g., clinical case reports, care systems, or administrative idea) or other topics considered germane to advances in pharmacy practice; may report experience in a single pharmacy location or care site; should describe in sufficient detail how to develop and evaluate the innovative practice in such a way that another pharmacist could implement it	3,500 words plus up to 5 tables/figures	<i>Suggested:</i> Objectives, Setting, Practice description, Practice innovation, Evaluation (impact of innovation), Results, Discussion, Conclusion	Objectives, Setting, Practice description, Practice innovation, Evaluation, Results, and Conclusion
Commentary	Informed (supported by referenced citations) personal opinions about events, trends, and/or developments in pharmacy or health care	2,000 words plus up to 2 tables/figures	<i>Suggested:</i> Objectives; Data sources (if applicable); Summary; Conclusion	Objectives, Data sources (if applicable), Summary, and Conclusion
Viewpoint ^f	Brief, informed (supported by referenced citations) personal opinions about events, trends, and/or developments in pharmacy or health care	750 words plus 1 brief table/figure	Not applicable	Not applicable
Letters ^f	A forum for APhA members and other readers of <i>JAPhA</i> to discuss current events in pharmacy and health care and comment on material previously published in this <i>Journal</i>	250 words plus 1 brief table/figure	Not applicable	Not applicable

^a*Journal* articles should link science with pharmacy practice in these general content areas: pharmacists' patient care services, medication use, pharmacy services, health outcomes, new medications, emerging therapeutic trends, new technologies in health care, and research methods with applicability to pharmacy practice. Other content areas relevant to pharmacy practice will be considered.

^bCare should be taken by the author to include sufficient methodological information to evaluate the quality of the research.

^cAs applicable, the word count includes the title page, abstract, article relevance and contribution to literature, text, and references.

^dSurvey instruments, data sets, and data-heavy tables not necessary for interpretation of study results should be included in the submission and cited in the text as online-only supplemental content (e.g., “the survey instrument is in Appendix 1, available on JAPhA.org as supplemental content”).

^eThe specified number is the sum of the number of tables plus the number of figures. A table is a series of columns and rows displaying numeric and/or textual information; it is usually provided in a Word file and is edited to and displayed in *JAPhA* style. A figure is an image that is reproduced largely without change; it is usually accompanied by a caption informing the reader of what is in the image. The images may be column, bar, pie or other displays of numeric data or photographic displays in the form of a JPEG, TIFF, or PNG file.

^fSubmissions to this section are handled by Contributing Editors David A. Mott, PhD; Jean V. (Kelly) Goode, PharmD; and Jon C. Schommer, PhD, under the guidance of Editor-in-Chief Andy Stergachis and Executive Editor L. Michael Posey.

^gUnsolicited contributions to other *JAPhA* departments (i.e., Association Report, Vaccine Update, New Drugs, and Science Updates) are not accepted as these are written and/or coordinated by *Journal* Contributing Editors.

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