Arizona Journal of Pharmacy Continuing Pharmacy Education (CPE) Activity Guidelines

I.   CPE Activity Submission

Submission should be made electronically as Microsoft Word for Windows documents to education@azpharmacy.org.

Three required documents should be submitted:
1. Cover letter and title page including acknowledgement, conflict of interest, and funding statements;
2. Written learning activity including text, references, and table(s);
3. Knowledge assessment

Additional optional documents:
1. Art (figures, photographs) which must be computer-generated or scanned in high resolution. Each figure should be submitted as a separate electronic file.

It is essential that the cover letter/title page be separated from written CPE activity document, as these will be removed during the peer review process to ensure blinding.

II.   Cover letter

All cover letters must include the following:
1. Name of corresponding author with full mailing address, telephone and fax numbers, and email address;
2. Brief explanation of how the topic meets an unmet need for education as provided in the gap analysis (Appendix A).

Please see sample and template located on the CPE Submission Guidelines section of AzPA website.

III.   Title page

The title page must include the following:
1. Title of the CPE activity;
2. Running header (abbreviated title);
3. Name of all authors and affiliations;
4. Name of corresponding author with full mailing address, telephone and fax numbers, and email address;
4. Acknowledgment statement (see below);
5. Conflict of Interest statement (see below);
6. Source of funding (see below).

Please see sample and template located on the CPE Submission Guidelines section of AzPA website.

Acknowledgment

Persons who have contributed significantly to the substance of this written learning activity, but whose contributions do not justify authorship, should be acknowledged. Acknowledgment of technical writers must include their sources of funding. Authors must ensure that all persons named in the acknowledgment, excluding those providing financial or technical support, have agreed in writing to be named.

If no acknowledgements pertain, omit this section from title page.

Conflict of interest statement
Authors must report any conflicts of interest including, but not limited to, consulting fees, paid expert testimony, employment, grants, honoraria, patents, royalties, stocks, or other financial or material gain that may involve the subject matter of the written learning activity.

If there are no conflicts, authors should make a statement of this fact as such: The authors declare that there are no conflicts of interest.

Source of funding
All authors are required to declare what support they received in writing this learning activity. Declaring funding sources acknowledges funders' contributions, fulfills funding requirements, and promotes greater transparency in the research process. Each author must individually declare all sources of funding received for the creation of the learning activity submitted to the journal. This information includes the name of granting agencies, grant numbers, and a description of each funder's role. If the funder has played no role in the creation of the learning activity, this must be stated as well. Authors are not required to provide the complete list of every single grant that supports them if the grant is not related to the research published.

If funding was not provided, authors should make a statement of this fact as such: This research was not funded.

IV.   Assignment of Copyright
Authors must transfer all rights, title, and interest to their written CPE activity to AzPA by using the Assignment of Copyright form found on the CE Guidelines Submission section of AzPA website. All authors of a learning activity must sign this form and include a scanned copy in their electronic submission.

V.   Continuing Education Categories
Knowledge-based CPE activity* (minimum amount of credit 15 minutes or 0.25 contact hours)
These CPE activities are primarily constructed to transmit knowledge (i.e., facts). The facts must be based on evidence as accepted in the literature by the health care professions.

Application-based CPE activity (minimum amount of credit 60 minutes or one contact hour)
These CPE activities are primarily constructed to apply the information learned in the time allotted. The information must be based on evidence as accepted in the literature by the health care professions.

Practice-based CPE activity (previously named certificate programs, minimum amount of credit 15 contact hour)
These CPE activities are primarily constructed to instill, expand, or enhance practice competencies through the systematic achievement of specified knowledge, skills, attitudes, and performance behaviors. The information within the practice-based CPE activity must be based on evidence as accepted in the literature by the health care professions. The formats of these CPE activities should include a didactic component and a practice experience component. The provider should employ an instructional design that is rationally sequenced, curricular based, and supportive of achievement of the stated professional competencies.

VI.   Other requirements

Permission to use copyrighted material
Written permission (original stamp/signature) from the publisher, organization, or person who holds copyright is necessary for use of previously published tables, figures, or other copyrighted material.

Duplicate publication
Work that has been published or is described in an article submitted for publication elsewhere may not warrant further consideration. It is the corresponding author's responsibility to inform the editor about all submissions and previous reports describing the same work.

NOTE: *It is the responsibility of the author(s) to obtain all necessary approvals and permissions regarding article topic/subject matter, especially that of a proprietary nature, including corporate and/or individual subjects.*

VII. Submission Format

Text Formatting
1. Use 12-point Times Roman, double spaced format for text.
2. Use the automatic page numbering function to number the pages.
3. Use tab stops or other commands for indents, not the space bar.
4. Use the table function, not spreadsheets, to make tables.
5. Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Headings
Please use the decimal system of headings with no more than three levels

Abbreviations
Abbreviations should be defined at first mention and used consistently thereafter.

References
Reference citations in the text should be identified by superscript numbers. Some examples:
1. This sentence came from one reference.[1]
2. This part of the sentence came from one reference[1], but this part came from somewhere else[2].
3. This sentence came from two separate references, but they agreed with one another.[1,2]

The list of references should only include works that are cited in the text and that have been published or accepted for publication. The entries in the list should be numbered consecutively as they appear in the text. Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations. See https://www.nlm.nih.gov/bsd/uniform_requirements.html for examples and guidance.

VII. Submission Sections

Subject Selection

Objectives
Each CPE activity should contain statements that describe what the pharmacists and/or pharmacy technician can expect to know or be able to do after completion of the CPE activity. Objectives are preferably written in behavioral terminology (*avoid the terms "learn" and "understand"*) and should suggest outcome measures for an activity's success or effectiveness.

Written CPE Activity
Knowledge-based CPE activities are the most common type of written CPE activity and are primarily constructed to transmit knowledge (i.e., facts). The facts must be based on evidence as accepted in the literature by the health care professions. Information must be presented without commercial bias and drugs should be referenced by their generic names only.

One contact hour is measured as the approximate time it should take the average learner to complete the activity. In terms of word count, an hour-long CPE activity should be approximately 8000-10,000 words.

Knowledge assessment
A standardized set of multiple choice questions with at least four possible answer options should be included. An hour-long CPE activity should contain ten questions that accurately assess how well the learning activity met the stated objectives. An answer key should be included.