

# *Arizona Journal of Pharmacy Submission Guidelines*

## **I. Manuscript Submission**

Submission should be made electronically as Microsoft Word for Windows documents to [education@azpharmacy.org](mailto:education@azpharmacy.org).

Three required documents should be submitted:

1. Cover letter and title page including acknowledgement, conflict of interest, and funding statements;
2. Manuscript including abstract, text, references, and table(s);
3. Assignment of Copyright document from each contributing author.

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 and assignment of copyright documents be separated from manuscript 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. Article category preference (see Section V);
3. Brief explanation of the topic's significance to patient care.

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

## **III. Title page**

The title page must include the following:

1. Title of the manuscript;
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 Manuscript Submission section of AzPA website.

### *Acknowledgment*

Persons who have contributed significantly to the substance of the paper, 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 manuscript.

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 to carry out their research. 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 research 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 research, 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 manuscript to AzPA by using the Assignment of Copyright form found on the Manuscript Submission section of AzPA website. All authors of a manuscript must sign this form and include a scanned copy in their electronic submission.

#### **V. Article Categories**

##### *Research Reports (maximum length: 3,500 words)*

Original research involving medication effectiveness, safety, pharmacoeconomics, pharmacokinetics, pharmacogenomics, interactions, adherence and use, and pharmacy practice. Meta-analyses are also considered research. Limitations of studies must be stated in the text. All reports must include, when applicable, a statement in the Methods section that the work was conducted in compliance with Institutional Review Board/Human Subjects Research Committee requirements.

##### *Review Articles (maximum length: 3,500 words)*

Comprehensive, significant, critical, and analytical reviews that include essential information on a well-delineated subject. Reviews must synthesize and critically evaluate available data rather than simply describing the findings.

##### *Case Reports (maximum length: 1,000 words)*

New or unusual events in one or more patients that expand the knowledge about common disease states or provide significant information about drug safety, adverse reactions, interactions, or usage. Clinical and laboratory data and concurrent medications or diseases should be documented. Before submitting a report of an adverse drug reaction, the Naranjo ADR probability scale (Clin Pharmacol Ther 1981;30:239-45) or other validated and appropriate scale should be used to assess the likelihood that the events were drug-related.

##### *Special Contributions:*

Articles on unusual, topical, or historical subjects concerning the profession of pharmacy. Contact AzPA prior to submission.

#### **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.

### *Informed consent*

Identifying information should not be present in written descriptions or photographs of persons unless considered essential for scientific purposes. In such cases, written informed consent from the person must be obtained by the authors, with documentation included with manuscript submission.

### *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. Manuscript 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.<sup>1</sup>
2. This part of the sentence came from one reference<sup>1</sup>, but this part came from somewhere else<sup>2</sup>.
3. This sentence came from two separate references, but they agreed with one another.<sup>1,2</sup>

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](https://www.nlm.nih.gov/bsd/uniform_requirements.html) for examples and guidance.

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