# Manuscript Submission Guidance:

- Manuscript Website: [http://www.theannals.com/site/misc/author-info.xhtml#article_cat](http://www.theannals.com/site/misc/author-info.xhtml#article_cat) (Accessed June 2013)

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<th>Submission Component</th>
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<tr>
<td>Cover Letter</td>
<td>• Must include: Name of corresponding author (with full mailing address; telephone; fax # &amp; email address); Article category; brief explanation of article significance; explanation if similar work from author is under review or in press or previously presented.</td>
<td>Author Signature Form</td>
<td>• Must be mailed to Editorial Office within 10 days of manuscript submission. • Contains assignment of copyright; criteria for authorship; &amp; acknowledgments.</td>
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<tr>
<td>Assignment of Copyright</td>
<td>• Author must transfer all rights; title; &amp; interest in manuscript to Harvey Whitney Books Company.</td>
<td>Criteria for Authorship</td>
<td>• Identical to criteria spelled out in: “Uniform Requirements for Manuscripts Submitted to Biomedical Journals”. • Credit based on: 1) substantial contributions to conception / design; data acquisition or analysis &amp; interpretation of data; 2) drafting article or revising critically for important intellectual content; 3) final approval of version to be published. • Non-substantive aspect assistance does not justify authorship. • At least one author must be responsible for each section.</td>
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<td>Acknowledgement</td>
<td>• Persons who have contributed significantly but do not justify authorship should be acknowledged. • Technical writer acknowledgement must include funding source. • All acknowledge parties, excluding those providing financial / technical support, must have agreed in writing to be named.</td>
<td>Conflict of Interest Statement</td>
<td>• Authors must report any conflicts of interest including consulting fees; paid expert testimony; employment; grants; honoraria; patents; royalties; stocks; or any other relationships or ethical considerations that may involve subject matter of manuscript / compromise its integrity. • If not conflicts exist, this statement should be made.</td>
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<td>Manuscript Checklist</td>
<td>• Must be completed / submitted within 10 days of manuscript submission.</td>
<td>Rapid Publication</td>
<td>• If requested, justification of need should be provided.</td>
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<td>Duplicate Publication</td>
<td>• Work published / described in an article submitted for publication may not warrant further consideration. • Responsibility of corresponding author to inform editor of all submissions / previous reports describing the same work.</td>
<td>Informed Consent</td>
<td>• 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 person must be obtained by authors, with documentation with manuscript submission.</td>
</tr>
<tr>
<td>Permission to Use Copyrighted Materials</td>
<td>• Written permission (original stamp / signature) from publisher / organization / person who holds copyright is necessary for previously published tables, figures or other copyrighted materials.</td>
<td>Informed Consent</td>
<td>• 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 person must be obtained by authors, with documentation with manuscript submission.</td>
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## Formatting / Style Guidelines:

<table>
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<td>• 12 point type</td>
<td>• 8.5 x 11 in paper (ISO A4 also acceptable)</td>
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<tr>
<td>• Times preferred (Times New Roman or Arial acceptable)</td>
<td>• Double spaced (title page; abstract; text; acknowledgements; references; tables; figures)</td>
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<tr>
<td>• Pages must be numbered</td>
<td>• 1 inch margins</td>
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## Formatting / Style Guidelines (Continued):

<table>
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<th>Component</th>
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| **Title Page**     | • Contents should include:  
1. Article title (concise & indicates main focus)  
2. Name of each author  
3. Highest academic degree; position title; & / or appointment of each author  
4. Names of departments / institution with which each author is affiliated  
5. Name; address; telephone / fax; & email address of corresponding author  
6. Statement pertaining to funding / conflict of interest  
7. Information about presentation of work as abstract / poster (if applicable)  
8. Word counts of abstract / main text.  
9. Key words for purposes of indexing / searching.  
• Authors desiring anonymity during peer review must request in cover letter & provide separate copy of manuscript with all identifying information removed & title page with items 1, 6, 7, 8 & 9. | **References**     | • Must appear in text & be cited consecutively.  
• References in text, tables, & figure legends should be denoted with superscript Arabic numerals.  
• Personal communications (i.e. unpublished data) may not be used as numbered references.  
  o Insert in parentheses within text & include contact person’s name / academic degree / affiliation / date of communication.  
  o Must obtain signed permission letters from quoted sources & provide to Editorial Office.  
• Abstracts / Letter to Editor used as references must be identified as such in citations.  
• Inclusive pagination must be provided.  
• Reference articles cited “in press” must include title of journal accepting the paper.  
• Author Listing:  
  o List all when there are 6 or fewer.  
  o When 7 or more, list the first 3 followed by et al.  
• Citation of article published online prior to print:  
  o Cite date published online (Epub date) in addition to full print information.  
  o Examples available on website |
| **Structured Abstract** | • Should be no more than 300 words.  
• Structured Abstract Example / Guideline available on manuscript submission website.  
• Reference citations should not be used within the abstract. | **Appendices**     | • Should be used to present lengthy or detailed surveys; descriptions of extensive mathematical calculation; itemized lists (some published online only).  
• Place (with legends) following reference list. |
| **Text**            | • Appropriate headings & subheadings should be used liberally throughout the text.  
• Abbreviations must be defined upon first use in text.  
• Use of abbreviations should be limited to, for example, length terms; the majority of drug names should not be abbreviated.  
• USANs or, when appropriate, chemical names must be used for all drugs.  
• Manufacturers’ code numbers should be used only when a generic name is not available.  
• Trade names should be used only to distinguish between different trade preparations, for some combination drugs, or in review of drugs that have been recently approved by the FDA. | **Tables**         | • Double-space on separate pages.  
• Provide brief title for each table.  
• Use explanations / terms for abbreviations alphabetically below table body.  
• Statistical measures of variation should be identified in footnotes (using a, b, c, etc.).  
• Units of measure used for all data in a column should be indicated.  
• Do not use internal horizontal / vertical rules.  
• Avoid duplication of text / tables.  
• Do not use tabs within table or extra tables to separate information. |
| **Figures**         | • Must be computer generated, photographed; professionally drawn / imbedded in Word.  
• Unacceptable figures: PowerPoint; Freehand; Typewritten lettering  
• Other acceptable: sharp laser copies of line art.  
• Must have clear, uniform, large & drake enough to be legible in size if figure reduced to fit column width in Journal.  
• Titles / detailed explanations should appear in legends rather than in figures.  
• Bar graph / pie charts should be in black / white only.  
• Distinctive fillings should be used (e.g. white or solid black; horizontal, vertical or slanted stripes; cross-hatching; dots).  
• Dotted lines / decimal points should be dark to aid in reproduction.  
• Background horizontal / vertical lines should not be used.  
• Figures should have labels on margins indicating file number / figure number / corresponding author at top of figure  
• Top should be designated on back if figure lacks distinguishing features  
• Legends: double-spaced; define abbreviations / symbols. |
# Article Categories:

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| **Research Reports**           | • Original research involving medication effectiveness; safety; pharmacoconomics; pharmacokinetics; pharmacogenomics; interactions; adherence / use; & pharmacy practice.  
• Meta-analyses also are considered research.  
• Well-designed prospective studies are given highest acceptance priority.  
• Limitations of studies must be stated in text.  
• Must include (when applicable): statement in Methods section that work was conducted in compliance with IRB / Human Subjects Research Committee requirements.                                                                                                                                 |
| **Case Reports**               | • New / unusual events in one or more patients that expand the knowledge about common disease states or provide significant information about drug safety, adverse reactions, or interactions.  
• Clinical / laboratory & concurrent medications or diseases should be documented.  
• Case reports describing adverse events should adhere to the International Society for Pharmacoepidemiology and International Society of Pharmcoveiligance Guidelines for submitting an adverse event report for publication.  
• Before submitting a report on an adverse reaction the Naranjo ADR Probability Scale or other validated / appropriate scales should be used to address likelihood that events were drug-related.  
• For reports of drug interactions, the DIPS scale or another validated scale should be applied.  
• Ranking from scales used must be included in abstract & text.  
• Priority given for cases for which the scores indicate a probable / definite association.                                                                                                                                 |
| **Commentary**                 | • Commentaries are viewpoints on diverse, controversial, or topical subjects.  
• Specific Commentary Guidelines are available on manuscript website.                                                                                                                                                                                                                                                                                      |
| **Letters / Comments**         |                                                                                                                                                                                                                                                                                                                                                                     |
| **Special Contributions**      | • Articles on unusual, topical, or historical subjects that are of unique interest or importance.  
• Contact the Editorial Office prior to submission.                                                                                                                                                                                                                                                                                                      |