

# Guidelines for Preparing Submissions to the *CJHP*

The CANADIAN JOURNAL OF HOSPITAL PHARMACY welcomes original research papers, literature reviews, case reports, drug information notes, descriptions of innovations in pharmacy practice, and letters that will be of interest to pharmacists engaged in institutional practice. Papers will be considered for publication only if they are believed to represent a significant contribution to the literature, have not been published elsewhere, including the Internet, and are not under simultaneous consideration by any other publication.

Manuscripts may be submitted in English or French and must be prepared in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (see <http://www.icmje.org>). Please review and follow these requirements carefully before submitting your manuscript. All manuscripts are subject to review by qualified referees and editing.

Accepted manuscripts become the property of the Canadian Society of Hospital Pharmacists and may not be published elsewhere without written permission from the Journal and the Society.

## GENERAL

The *CJHP* has an online system for the submission and peer review of manuscripts, which authors must use to submit and track their manuscripts. A prospective author must create a user account before submitting his or her first manuscript. To register and log in, please go to <http://cjhp.msubmit.net>. For an overview of the submission system, please read the Authors Instructions (link in the top menu bar) before uploading your manuscript.

All authors must meet the authorship criteria of the International Committee of Medical Journal Editors (see <http://www.icmje.org>): "Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published." Authors must meet ALL of these criteria, and all individuals who meet these criteria must be listed as authors. Individuals who contributed to the study but who do not meet all of these criteria may be listed in the acknowledgements section of the manuscript. Authors must ensure that all persons named in the acknowledgements, excluding those providing financial or technical support, have agreed in writing to be named.

The following electronic versions of manuscripts are acceptable: Word, WordPerfect, EPS, Text, Postscript, or RTF format. Please ensure that the text and tables of the electronic submission are presented in one document or file and that the document is in a "straight text" format, with no headers, footers, or special formatting. Present the references as regular text at the end of the article. Group footnotes, if required, together after the references, also as regular text. Do not use the footnote or endnote feature of your word-processing software. Tables may be set up using the table function of your word-processing software, but special formatting features should not be used. Each figure must be uploaded as a separate file, in high-resolution (line art 800 dpi, combination [line art + halftone] 600 dpi, halftone 300 dpi) TIFF, PPT, JPG, PDF, CDR, XLS, PSD, Postscript, or EPS format. Format the manuscript in no smaller than 10-point font. Number the pages consecutively and include references, figure captions, and tables, in that order, after the text.

All unsolicited submissions must include a covering letter, which must contain the following information:

- The name, degrees and other credentials, mailing address, e-mail address, and phone number of the corresponding author, as well as the names, degrees and other credentials, and institutional affiliations of all coauthors, listed in the order in which they are to be published.
- A statement, worded as follows: "This manuscript is original, is not under consideration by another journal, has not been previously published, and has been approved by all authors."
- A statement that each author meets ALL 3 criteria for authorship and that all individuals who meet these criteria are listed as authors.
- A description of any known or suspected conflicts of interest, including any financial arrangement that any author may have with a company whose product is mentioned in the article or with a company that manufactures or distributes a competing product. If there are no conflicts of interest, include a statement of this fact in the covering letter.
- A statement of copyright transfer, worded as follows: "In submitting this manuscript, the authors hereby transfer, assign, and otherwise convey all copyright ownership to the Canadian Society of Hospital Pharmacists." After publication of a manuscript in the *CJHP*, the authors of the manuscript must obtain written permission from the Canadian Society of Hospital Pharmacists before reproducing any text, figures, tables, or illustrations from the work in future works of their own. In the event that a submitted manuscript is declined for publication in the *CJHP*, all said rights shall be released to the authors. Please note that any forms (e.g., preprinted orders and patient intake forms) used by a specific hospital or other health care facility are exempt from this copyright transfer. The *CJHP* will require a letter from the hospital granting permission to publish the document(s) in print and online.
- If the manuscript is a case report, an indication of whether or not the patient or guardian has given informed consent. If such consent has not been obtained, the authors may be asked to remove potentially identifying information from the article. For further details, see the statement on "Patients' Right to Privacy" at the end of this document.

For textual material that has been previously published, in whole or in part, such as in a newsletter, and that is to be reproduced as originally published, include a letter from the editor or publisher of the original source permitting republication of the material in the *Canadian Journal of Hospital Pharmacy*. When using tables, figures, or graphs originally published in other sources, include with the submission a letter from the copyright-holder of the original work (usually the publisher) granting permission to do so.

The *Canadian Journal of Hospital Pharmacy* is published in print (ISSN 0008-4123) and online (ISSN 1920-2903) at <http://www.cjhp-online.ca>. The *CJHP* has adopted an "electronic long, paper short" approach whereby, on occasion, supplemental materials (such as descriptive text, figures, tables, or appendices) that are NOT essential to the understanding of the manuscript are published in the electronic version only. Authors are welcome to identify materials suitable for online-only publication by uploading them as "Supplemental Material" during the electronic submission process.

## RESEARCH REPORTS and LITERATURE REVIEWS

**Research Reports** and **Literature Reviews** should consist of an abstract with key words, text, references, tables, and figures. The word limit (excluding abstract, references, tables, and figures) is 3500 for Research Reports and 4500 for Literature Reviews. To protect the identity of the authors during the double-blind peer review process, do not provide any information about the authors or their affiliations in any file (except the covering letter).

**Title, Abstract, Key Words, and Word Counts:** On the first page, provide the title of the article and a structured abstract of no more than 300 words, using the following headings: Background, Objective, Methods, Results, and Conclusions. List 3 to 6 key words or terms after the abstract. Finally, provide a word count for both the abstract and the manuscript text (without the abstract or references).

**Text:** Divide the text of research articles, including meta-analyses and systematic reviews, into the following sections: Introduction, Methods, Results, and Discussion. The headings for narrative reviews will vary with the topic.

**References:** Number references consecutively as they appear in the text, using Arabic numbers enclosed in angle brackets, as <1>. In the reference list, abbreviate the titles of journals according to the style used in Index Medicus (<http://www.nlm.nih.gov>).

Do not include unpublished observations, personal communications, and other non-archival sources, with the exception of Internet citations, in the reference list. Place references to such information parenthetically in the text, identifying the source and date, for example, (J. Hitzler, Director of Pharmacy, The Hospital for Sick Children, personal communication, August 23, 2000).

### Examples of correct formats for references follow:

(a) Standard journal article: List all personal authors when there are 6 or fewer; when 7 or more, list only the first 6 followed by “et al”.

Taylor SAN, Simor AE, Cornish W, Phillips E, Knowles S, Rachlis A. Analysis of spontaneous reports of hypoglycemia and hyperglycemia associated with marketed systemic fluoroquinolones made to the Canadian Adverse Drug Reaction Monitoring Program. *Can J Hosp Pharm* 2004;57(1):12-17.

(b) Journal article in electronic format:

Kerrod E, Geddes AM, Regan M, Leach S. Surveillance and control measures during smallpox outbreaks. *Emerg Infect Dis* [serial on Internet] 2005 Feb [cited 2007 Jan 3];11(2):291-297. Available from: <http://www.cdc.gov/ncidod/EID/vol11no02/04-0609.htm>

(c) Journal supplement:

Ogle BG, McLean WM, Poston JW. The clinical pharmacy services study. A study of clinical services provided by pharmacists in Ontario hospitals. *Can J Hosp Pharm* 1996;49 Suppl 1:S5-S25.

(d) Letter, editorial, or abstract:

Kanji Z. Quinolone hyperglycemia and hypoglycemia [letter]. *Can J Hosp Pharm* 2004;57(3):182.

Ensom RJ, Tierney M. Expanded technician roles versus patient safety: finding the balance [editorial]. *Can J Hosp Pharm* 2004;57(3):145-146.

Tierney M, Corman C, Bédard M. Pharmacist survey to identify and address staff retention issues [abstract]. *Can J Hosp Pharm* 2004;57 Suppl 2:28.

(e) Book with personal author:

Ferguson N. *Osteoporosis in focus*. London (England): Pharmaceutical Press; 2002.

(f) Book with editor, compiler, or chair as author:

MacKinnon NJ, editor. *Seamless care: a pharmacist's guide to continuous care programs*. Ottawa (ON): Canadian Pharmacists Association; 2003.

(g) Chapter or article in a book:

MacKinnon NJ, Zwicker LA. Review of seamless care—background. In: MacKinnon NJ, editor. *Seamless care: a pharmacist's guide to continuous care programs*. Ottawa (ON): Canadian Pharmacists Association; 2003. p. 1-12.

(h) Internet citation:

CSHP mission. Ottawa (ON): Canadian Society of Hospital Pharmacists; [no date; cited 2009 May 26]. Available from: [http://www.cshp.ca/aboutUs/ourMission\\_e.asp](http://www.cshp.ca/aboutUs/ourMission_e.asp)

(i) Package insert or product monograph:

Videx product monograph. Montreal (QC): Bristol-Myers Squibb Canada Inc; 1991 Oct 9.

**Tables:** Number tables consecutively with Arabic numerals according to where they are cited in the text. Tables should not duplicate information provided in the text. Tables may be set up using the table function of word-processing software such as Word. Prepare the tables in double-spaced format, starting each table on a new page. Do not use special formatting features. Include a title for each table, and define all abbreviations in a footnote. If a table has been published elsewhere, acknowledge the original source; in this case, a letter from the original publisher, granting permission to reprint, must accompany the manuscript.

**Figures:** Each figure must be uploaded as a separate file. Number figures consecutively with Arabic numerals according to where they are cited in the text. Figures should not duplicate information provided in the text, although the text may highlight the key findings shown in the figures. The figures themselves should be professionally designed, in black and white (with shades of grey as required), not in colour. Do not use background shading, and ensure good differentiation between levels of shading for bar charts. The size of symbols should be large enough to reproduce well when the figure is reduced to fit a journal column. Electronic figures, in high-resolution (line art 800 dpi, combination [line art + halftone] 600 dpi, halftone 300 dpi) TIFF, PPT, JPG, PDF, CDR, XLS, PSD, Postscript, or EPS format are preferred. In the text file, include a caption for each figure, explaining the content and defining any abbreviations. If a figure has been published elsewhere, acknowledge the original source; in this case, a letter from the original copyright-holder, granting permission to reprint, must accompany the manuscript.

## CASE REPORTS and PHARMACY PRACTICE submissions

Follow the guidelines for Research Reports and Literature Reviews, but do not include an abstract or key words. The word limit (excluding references, tables, and figures) is 1500 words for standard Case Reports, 3000 words for Case Reports with a complete review of the literature, and 2000 words for Pharmacy Practice articles.

**Case Reports** should include a brief introduction followed by a description of the patient case, discussion, and references. Please see the section on “Patients’ Right to Privacy” (at the end of this document) for information about obtaining patient consent for case reports.

**Pharmacy Practice** submissions should include an introduction, a description of the practice or program, and references. The Pharmacy Practice section also includes “Practice Spotlight”, a 750-word column that profiles the accomplishments of Canadian pharmacists with unique practices in hospitals and related health

care settings. Submit suggestions for profiles to the editor, Mary Ensom (cjhpedit@cshp.ca).

#### **DRUG INFORMATION NOTES**

Follow the guidelines for Research Reports and Literature Reviews, but do not include an abstract or key words. The word limit (excluding references, tables, and figures) is 1500 words. Omit tables and figures unless they add substantially to the content of the note.

#### **LETTERS**

The Journal welcomes letters that comment on editorials or articles published in previous issues of the Journal or that provide short commentaries on topics of interest to pharmacists. The word limit (excluding references, tables, and figures) is 750 words. Omit tables and figures unless they add substantially to the content of the letter. Letters are typically not peer-reviewed and will be published at the discretion of the Editor.

#### **POINT COUNTERPOINT**

The Point Counterpoint column is designed to engage pharmacists from hospitals and related health care settings in discussion of important topics with a Canadian perspective. The columns (1000 words each for Pro and Con) are prepared by invitation from

the Editorial Board, but suggestions of topics for future issues are welcome.

#### **PATIENTS' RIGHT TO PRIVACY**

Authors of case reports or case series should attempt to obtain informed consent from the patient(s) or their guardian(s) before submission for publication. Documentation of informed consent will be required before photographs of patients are published. If the research ethics board of the authors' institution requires that certain privacy safeguards be in place or that informed consent be obtained from the patient or the patient's guardian before publication of case reports or case series, the authors must indicate either their compliance with these policies or the lack of requirement for informed consent in the text of the manuscript.

If it is not feasible to obtain informed consent, potentially identifying information will not be published in the *CJHP* unless it is important to the message of the paper. In such instances, authors may be encouraged to present aggregate data. Decisions on the requirement for obtaining informed consent from the patient before publication or regarding the method of data presentation will be made by the editors on a case-by-case basis.

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