

Formatting Manuscripts in *AJHP* Style

Authors are encouraged to use the accompanying checklist to ensure that their papers comply with the major stylistic requirements of *AJHP*, which generally conform with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org). Exceptions to the Uniform Requirements are noted with an asterisk (*).

1. General

- ___ The manuscript is typed double-spaced in a 12-point font *through-out* (including tables, references, footnotes, figure captions, and author identification) on 8.5 × 11.0-inch pages with margins of at least 1 inch all around.
- ___ Manuscript is not typed in all uppercase letters.
- ___ All pages are numbered consecutively in the upper-right corner, beginning with the title page and including tables.
- ___ Each of the following elements begins on a separate page in this sequence: title page, abstract, text, footnotes, references, appendixes, figure captions, tables, and figures.*
- ___ No drug or chemical names are abbreviated.
- ___ Authors are not identified in the text (including headers and footers).

2. Author ID page

- ___ Includes a separate author ID page to facilitate blinding of the manuscript.
- ___ For each author, includes name, a professional degree(s), job title, contact information, and disclosure of any potential conflicts of interest.
- ___ Specifies the corresponding author.

3. Title page

- ___ Contains a concise, informative title and no other information.*

4. Abstract (not required for Commentaries and Reflections).

- ___ Is no longer than 300 words.*
- ___ For research reports, contains four paragraphs with the following headings: Purpose, Methods, Results, Conclusion.

___ For descriptive reports, review articles, primers, case reports, case studies, and clinical consultations, contains three paragraphs with the following headings: Purpose, Summary, Conclusion.

5. Text

___ When reporting experiments conducted with humans, indicates whether the procedures followed were in accord with the ethical standards of the institution's committee on human experimentation or with the Declaration of Helsinki, as revised in 2000 (*JAMA*. 2000; 284:3043-5).

___ Names of authors, institutions, and patients are not mentioned, except in descriptive reports in which institutional identification is essential to understanding the program.

___ Case Studies are described in the following order: Problem (followed by Background, depending on content), Analysis and Resolution, Discussion, and Conclusion.

___ For Case Reports papers, the patient's age, sex, race, weight, pertinent medical history, and baseline laboratory values are included, as well as generic names, manufacturers, formulations, and routes of administration of all drug products used.

___ Descriptive headings are used to identify major sections of the paper; subheadings also may be used.

___ For stability studies, complies with guidelines for such studies (see *Am J Hosp Pharm*. 1983; 40: 1159-60 and *Am J Hosp Pharm*. 1988; 45:1569-71), including documentation that the assay used is stability indicating.

___ Identifies in the Methods section all statistical tests used and the a priori level of significance; unusual or complex statistical methods are explained briefly or referenced.

___ If more than one statistical test is used, the data evaluated by each test are clearly identified in the Methods section.

___ Mean values for study results are accompanied by some measure of variability or precision (e.g., standard deviations); the use of confidence intervals, when appropriate, is encouraged.

___ Identifies precisely all drugs and chemicals used by generic name (with salt, if applicable). Trade names are used only to identify that a specific brand of drug was used. For reports of clinical research, identification of drugs as being racemic mixtures or single isomers is encouraged.

___ Measurements are reported in the units in which they were made.

- ___ Volume, distance, and weight measurements are expressed in metric units.*
- ___ For commercial products important to the paper, denotes, with footnotes, the trade name or model number; the manufacturer's name, city, and state; and the lot number.
- ___ Every reference, figure, table, and appendix is cited in the text in numerical order. (Order of mention in text determines the number given to each.)
- ___ Footnotes are identified consecutively in the text by superscript, lowercase letters.*
- ___ For software important to the paper, denotes in parentheses or a footnote the version, manufacturer, city, and state.

6. References

- ___ Includes the heading "References."
 - ___ Do not use automatic endnotes or footnotes functions for entering references.
 - ___ Are identified in text, tables, and legends by superscript* Arabic numbers.
 - ___ Are typed double-spaced on pages separate from the text and numbered consecutively as they appear in the text. References that appear in tables or figure captions should receive consecutive numbers based on the placement of the first mention of the table or figure in the text.
 - ___ Do not include any "unpublished observations" or "personal communications." (References to written, not oral, communications may be inserted in parentheses in the text or included as footnotes.)
 - ___ Have been verified by the author(s) against the original documents.
 - ___ Abbreviations of journal titles conform to those used in *Index Medicus* (January issue); they can also be obtained through the National Library of Medicine's website (www.nlm.nih.gov).
 - ___ Include inclusive page numbers.
 - ___ Are in the style adopted by the National Library of Medicine and used in *Index Medicus* with the exception that only the first three authors (last name and two initials, if available) are listed. Examples of this style follow. Note that "Letter," "Editorial," "News," or "Abstract" is added at the end of references to these types of paper.
- (a) Standard journal article, including electronic journal article (list all authors when three or fewer; when four or more, list only first three and add "et al."):*
1. Driscoll DF, Bhargava N, Li L et al. Physicochemical stability of total nutrient admixtures. *Am J Health-Syst Pharm.* 1995; 52:623-34.

- (b) Article from journal paginated by issue:
2. Smith DL. The effect of patient noncompliance on health care costs. *Med Interface*. 1993; 6(4):74-6,78,84.
- (c) Letter, editorial, or abstract:
3. Stiles ML, Allen LV Jr, Prince S et al. Stability of ranitidine hydrochloride during simulated home care use. *Am J Hosp Pharm*. 1994; 51:1706-7. Letter.
- (d) Book—personal author(s):
4. Briggs GG, Freeman RK, Yaffe SJ. *Drugs in pregnancy and lactation: a reference guide to fetal and neonatal risk*. 5th ed. Baltimore: Williams & Wilkins; 1998.
- (e) Chapter or article in a book:
5. Jackson EK. Diuretics. In: Hardman JG, Limbird LE, Molinoff PB et al., eds. *Goodman and Gilman's the pharmacological basis of therapeutics*. 9th ed. New York: McGraw-Hill; 1996:685-713.
- (f) Editor, compiler, or chair as author of book:
6. Barone MA, ed. *The Harriet Lane handbook: a manual for pediatric house officers*. 14th ed. St. Louis: Mosby-Year Book; 1996.
- (g) Government agency publication:
7. National Institute on Alcohol Abuse and Alcoholism. Eighth special report to the U.S. Congress on alcohol and health. Washington, DC: U.S. Department of Health and Human Services, 1993; NIH publication no. 93-3699.
- (h) Package insert:
8. Zofran (ondansetron) package insert. Research Triangle Park, NC: Glaxo Wellcome; 1996 Oct.
- (i) Paper presented at a meeting:
9. Saltiel E, Nishimura LY, Shane R. Pharmacoeconomic analysis of enoxaparin in orthopedic patients. Paper presented at ASHP Annual Meeting. Reno, NV; 1994 Jun 7. (Note: Give date paper was presented, not range of dates of meeting.)
- (j) Electronic sources:
10. Martindale: The extra pharmacopeia [CD-ROM]. Reynolds JEF, ed. Denver: Micromedex; 1988.

11. Food and Drug Administration. Use of investigational products when subjects enter a second institution. IRB operations and clinical investigation information sheet.
www.fda.gov/oc/oha/useofinv.html (accessed 1997 Aug 25).
12. Harrison CL, Schmidt PQ, Jones JD. Aspirin compared with acetaminophen for relief of headache. *Online J Ther* [serial online]. 1992 Jan 2; Doc no. 1.

7. Tables

- ___ Are typed double-spaced, each (complete with title and footnotes) on a separate page (not submitted as photographs).
- ___ Do not contain information duplicated in the text or figures.
- ___ Are in the style used in *AJHP*.
- ___ Do not contain horizontal or vertical rules within the data field.
- ___ Use superscript letters for footnote designations.*
- ___ If data from another published or unpublished source are used, permission is obtained from the source (proof submitted with paper), and the source is acknowledged.

8. Figures

- ___ Figures should be supplied in their original native file format, in a separate file, and not embedded in the text. We accept figure files in Freehand, PageMaker, PhotoShop, or Illustrator.
- ___ Are numbered consecutively as they are cited in the text.
- ___ All abbreviations and symbols used in the figure are defined; when appropriate, the measure of variability or precision represented is identified (e.g., do error bars represent standard deviations or confidence intervals?).
- ___ Are professionally drawn and photographed. (Freehand or typewritten lettering is unacceptable.) Computer-generated figures are acceptable only if produced on letter-quality printers.
- ___ Axis labels appear outside the axes.
- ___ Titles and detailed explanations are in the captions, not in the illustrations themselves.
- ___ If previously published, the original source is acknowledged, and written permission from the copyright holder to reproduce the material is submitted.

9. Flow Diagrams

- ___ We encourage the use of flow diagrams and other visual aids to show the disposition of study participants through clinical trials, clarify treatment algorithms, or show relationships among various components of a program or system.
- ___ For studies reporting cost-effectiveness or decision analyses, a decision tree describing the study model should be included.
- ___ Flow diagrams should be in a separate file, not embedded in the text, and supplied as separate files and in their original native file format such as Freehand, or PhotoShop (.psd).
- ___ If using a flowchart-specific software, export or save the document as Windows Meta File (.wmf).