

AJHP Supplement Submission Checklist

Before uploading your submission, please check to see that all of the following have been completed.

Table of Contents

- List title of supplement.
- List all articles in order of presentation.
- Indicate source(s) of financial support for supplement.
- Identify the city/state and full date of presentation on which supplement is based (if applicable).

Learning Objectives

- Indicate what participants will learn from these articles (2–3 objectives per article).

Manuscripts

- All manuscripts should be double-spaced in 12-point font.
- Completed *AJHP* Manuscript Checklist as appropriate and applicable.
- Submit manuscripts via <http://ajhpsubmit.net>.

Manuscripts should include:

- Title page.
- Author identification page (includes academic degrees, preferred credentials, position title, name of employer, city and state) and complete contact information (mailing and email addresses). All conflicts of interest should also be disclosed on this page.
- Abstract (prepared in three sections: purpose, summary, conclusion)
- References (cited in numerical order as they appear in the text, tables, figures). Please format all references according to *AJHP* style (see *AJHP* Manuscript Checklist)
- Tables/figures (referenced in the text, uploaded separately from the manuscript). Please follow *AJHP* style when creating tables and figures (see *AJHP* Manuscript Checklist or review published *AJHP* articles).

Disclosures, Conflict of Interest, and Acknowledgements

- Completed Conflict of Interest Disclosure and submitted to *AJHP* Managing Editor via email (mmmohassel@ashp.org) or fax (301) 634-5728.
- Conflict of interest(s) resolved.
- Appropriate acknowledgements made with each manuscript.

Continuing Education (CE) Posttest

- Prepare 15 questions for each 1 hour of CE. (Questions will be subject to revision.)
- Provide an answer key at the end of the list of questions.
- If CE is cosponsored, then provide the name of cosponsoring organization.

Supplement Overruns

- Submit number of desired overruns (See chart of quantities and prices).
- Provide shipping/contact information (no P.O. boxes).

Miscellaneous items to submit to Maryam Mohassel (mmmohassel@ashp.org)

- Name of primary contact for supplement (with contact information).
- Guest editor name (if applicable).
- Names of people to receive full galley.
- Signed Letter of Agreement with ASHP for cosponsored CE (if applicable).
- Name and contact information of person to whom invoices should be issued.



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