



AMERICAN JOURNAL OF HEALTH-SYSTEM PHARMACY

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://ajhpmsubmit.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).
 - Abstract (prepared in three sections: purpose, summary, conclusion)
 - References (cited in numerical order as they appear in the text, tables, figures).
 - Tables/figures (referenced in the text, uploaded separately from the manuscript).

Disclosures, Conflict of Interest, and Acknowledgements

- Completed [Conflict of Interest Disclosure](#) and submitted to *AJHP* Supplement Editor via email (sellerscomm@mac.com) or fax (417) 885-1272.
- 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 Jill Sellers (sellerscomm@mac.com)

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