

# Formatting Manuscripts in *AJHP* Style

Authors are encouraged to use the accompanying checklist to ensure that their manuscripts comply with the major stylistic requirements of *AJHP*, which generally conform with the International Committee of Medical Journal Editors (ICMJE) “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals,” also called the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” or simply “Uniform Requirements” ([www.icmje.org/icmje-recommendations.pdf](http://www.icmje.org/icmje-recommendations.pdf)). Exceptions to the ICMJE recommendations are noted with an asterisk (\*).

## 1. General

- \_\_\_ The manuscript text is double-spaced in a 12-point font throughout (including tables, references, footnotes, figure captions, and author identification [ID]) on 8.5 × 11-inch pages with margins of at least 1 inch all around.
- \_\_\_ The manuscript text is not 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, 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 Case Law, Commentary, CPO Perspectives, Informatics Exchange, Management Consultation, New Practitioners Forum, Reflections, and certain other articles).

\_\_\_ Is no longer than 250 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 "World Medical Association Declaration of Helsinki: Ethical Principles for Medical Research Involving Human Subjects," as amended in October 2013 (*JAMA*. 2013; 310:2191-4).

\_\_\_ 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 manuscripts, 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 manuscript; subheadings also may be used.

\_\_\_ For stability studies, the methodology 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 deviation); 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 manuscript, 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 manuscript, 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 double-spaced on pages separate from the text and numbered consecutively as they appear in the text. References that appear only 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 by the National Library of Medicine for MEDLINE indexing ([www.nlm.nih.gov/services/medline\\_titles.html](http://www.nlm.nih.gov/services/medline_titles.html); additional guidance available at [www.nlm.nih.gov/pubs/factsheets/constructitle.html](http://www.nlm.nih.gov/pubs/factsheets/constructitle.html)).
- \_\_\_ Include inclusive page numbers.

\_\_\_\_\_ Are formatted consistently and according to *AJHP* style, as outlined below. For articles with four or fewer authors, list all authors (last name and two initials, if available); if there are five or more authors, list only the first three and add “et al.”). Examples of citation style for various types of references follow.

Standard journal article, including electronic journal article:

1. Seibert HH, Maddox RR, Flynn EA, Williams CK. Effect of barcode technology with electronic medication administration record on medication accuracy rates. *Am J Health-Syst Pharm.* 2014; 71:209-18.
2. Wingard JR, Carter SL, Walsh TJ et al., for the Blood and Marrow Transplant Clinical Trials Network. Randomized, double-blind trial of fluconazole versus voriconazole for prevention of invasive fungal infection after allogeneic hematopoietic cell transplantation. *Blood.* 2010; 116:5111-8.  
[Note: Comma followed by “for the” (as opposed to semicolon) precedes name of study group in author list.]
3. Dager WE. Developing a management plan for oral anticoagulant reversal. *Am J Health-Syst Pharm.* 2013; 70(suppl 1):S21-31.

Article from journal paginated by issue:

4. Toth PP. An update on the benefits and risks of rosuvastatin therapy. *Postgrad Med.* 2014; 126(2):7-17.  
[Note: If page range seems to indicate that the publication is not paginated by volume (as in the example above), list both volume and issue numbers.]

Letter, editorial, news, or abstract:

5. 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.  
[Note: Article type designated at end of citation.]

Textbook or other book-like reference:

6. Brunton L, Chamber B, Knollman B, eds. Goodman & Gilman's the pharmacological basis of therapeutics. 12th ed. New York: McGraw-Hill; 2011:1275-306.

[Note: Provide specific page range for referenced information.]

Chapter or article in a book-like reference:

7. Kantarjian H, Faderl S, Talpaz M. Chronic myelogenous leukemia. In: Devita VT Jr, Hellman S, Rosenberg SA, eds. Cancer: principles and practice of oncology. Philadelphia: Lippincott Williams & Wilkins; 2001:2433-45.

[Note: Provide specific page range for referenced information.]

Government agency publication (print or online):

8. National Heart, Lung, and Blood Institute. The seventh report of the Joint National Committee on Prevention, Detection, Evaluation, and Treatment of High Blood Pressure. Bethesda, MD: National Institutes of Health; 2003 Dec. NIH publication no. 03-5233.
9. Food and Drug Administration. Guidance for industry: safety considerations for product design to minimize medication errors (December 2012). [www.fda.gov/downloads/Drugs/Guidances/UCM331810.pdf](http://www.fda.gov/downloads/Drugs/Guidances/UCM331810.pdf) (accessed 2013 Oct 31).
10. ClinicalTrials.gov. Prevention and treatment of chemotherapy-induced peripheral neuropathy in subjects with advanced colorectal cancer. <http://clinicaltrials.gov/ct2/show/NCT00380874> (accessed 2013 Sep 26).

[Note: Provide date of publication, if it can be ascertained, in parentheses after document title, as in example 9.]

Drug package insert or prescribing information (print or online):

11. Jakafi (ruxolitinib) package insert. Wilmington, DE: Incyte Corporation; 2011 Nov.
12. Teflaro (ceftaroline fosamil) prescribing information. St. Louis: Forest Pharmaceuticals; 2010 Oct. Revised 2013 May.
13. Schering Corporation. Victrelis (boceprevir) prescribing information. [www.accessdata.fda.gov/2011/202258lbl.pdf](http://www.accessdata.fda.gov/2011/202258lbl.pdf) (accessed 2013 Jan 30).
14. GlaxoSmithKline. Zofran (ondansetron hydrochloride) prescribing information. [http://us.gsk.com/products/assets/us\\_zofran.pdf](http://us.gsk.com/products/assets/us_zofran.pdf) (accessed 2014 Jan 27).

Information presented at a meeting:

15. MacKay MW, Jones K, Holley M et al. Using electronic refractive index for testing glucose concentration in pediatric parenteral nutrition. Abstract presented at ASHP Midyear Clinical Meeting. Orlando, FL; 2008 Dec.

[Note: Designate method of communication (e.g., abstract, poster, presentation) as appropriate.]

Electronic sources:

16. Trastuzumab [monograph]. In: Micromedex Drugdex [online database]. Greenwood Village, CO: Truven Health Analytics (accessed 2014 Mar 21).
17. Redbook Online [online database]. Greenwood Village, CO: Truven Health Analytics. (accessed 2014 Feb 28).
18. Erythromycin [monograph]. In: Lexicomp Online [online database]. Hudson, OH: Lexi-Comp (accessed 2014 Jun 16).
19. Warfarin [monograph]. In: Lexi-Drugs, version 1.13.0 [mobile application]. Hudson, OH: Lexi-Comp (accessed 2014 Nov 2).

## 7. Tables

- \_\_\_ Text and data are double-spaced, with each table (complete with title and footnotes) on a separate page.
- \_\_\_ Do not contain information duplicated in the text or figures.
- \_\_\_ Are formatted per *AJHP* style (see “Guidelines on Formatting Tables in *AJHP* Style” at [www.ashp.org/DocLibrary/AJHP/Formattables.aspx](http://www.ashp.org/DocLibrary/AJHP/Formattables.aspx)).
- \_\_\_ 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 manuscript), and the source is acknowledged.

## 8. Figures

- \_\_\_ Figures are supplied in their original native file format, in a separate file, and not embedded in the text. We prefer figure files created in the following Adobe programs: InDesign, PhotoShop, and Illustrator. In some cases, we will accept figure files created in Microsoft PowerPoint or Excel. We will not accept files that are embedded in any text or graphic presentation document (e.g., Microsoft Word or Rich Text Format [RTF] files, PowerPoint documents).
- \_\_\_ All files in TIFF (.tif) or JPEG (.jpg) formats must be no less than 300 dpi resolution.

- \_\_\_ 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?).
- \_\_\_ Axis labels appear outside the axes.
- \_\_\_ 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 Adobe Illustrator or PhotoShop.
- \_\_\_ If using a flow chart-specific software, export or save the document in PDF (.pdf) or TIFF (.tif) format.
- \_\_\_ All JPEG or TIFF files must be no less than 300 dpi resolution.