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). 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.*
   ___ 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.


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:


   [Note: Comma followed by “for the” (as opposed to semicolon) precedes name of study group in author list.]


Article from journal paginated by issue:

   [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:

   [Note: Article type designated at end of citation.]
   [Note: Provide specific page range for referenced information.]

Chapter or article in a book-like reference:

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

Government agency publication (print or online):

   [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):


Information presented at a meeting:

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

Electronic sources:


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).
   ____ 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.

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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.