

## **Instructions to Authors**

*Formosa Journal of Clinical Pharmacy / Taiwan Society of Health-system Pharmacists*

2015.12.15

Authors submitting papers for publication should adhere to the format described below. Failure to do so may result in return of the paper for revision before review, with inevitable delay in publication.

### **General**

The journal is published quarterly and covers all fields of clinical pharmacy. Papers are accepted based on scientific originality and general interest. Ethical considerations will be taken into account. Only original material will be considered for publication.

The journal accepts original articles, short communications, case reports, review articles and commentaries. Manuscripts must be written in English (or Chinese) and should be displayed as double-spaced A4-size. A Chinese title as well as the authors' Chinese names should be included on a separate page for purpose of the journal's Chinese contents. (For those accepted manuscripts contributed by non-Chinese authors, Chinese translation of the title and authors' name will be rendered by the editorial office of the journal.)

All pages of the manuscript should be numbered, with the title page as page number one.

Numerals should be Arabic, but should be spelled out when used at the beginning of a sentence. All measures should be presented in metric units, and symbols and abbreviations in common use are preferred.

All research on human subjects must have been approved by the institutional review board for human studies and animal studies must have been approved by the institutional animal care and use committee. An appropriate statement to this investigation must be included in the methods section of the paper.

All sources of funding, direct or indirect, must be stated in the acknowledgments of the paper, and any connection with the pharmaceutical industries or for-the-profit organizations should be declared in a cover letter to the Editor.

### **Submission of manuscripts**

All manuscripts must be submitted through the Web site at

<http://aspers.airiti.com/Aspers/webHome.aspx?jnlid=J0051> . Authors: Submit your manuscript according to the author instructions. You will be able to track the progress of your manuscript

through the system. If you experience any problems, please contact Editorial Office, Tel: +886-2-33937736; Fax: +886-2-33937750; E-mail: journal.tshp@gmail.com.

A cover letter must accompany the manuscript. The letter should state that: (a) the submitted manuscript has been read and approved by all signatories, (b) all authors acknowledge that they have exercised due care in ensuring the integrity of the work, and (c) none of the original material contained in the manuscript has been submitted for consideration nor will any of it be published elsewhere except in abstract form in connection with scientific meetings (d) .

### **Format for manuscripts**

Manuscripts must follow the format described in “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” by the International Committee of Medical Journal Editors in Vancouver, Canada, which appeared in *Ann Intern Med* 1997;126:36-47.

The manuscript components should be arranged in the following sequence:

“Original Articles”: Title page, Abstract, **Key words**, Introduction, Methods, Results, Discussion, (Acknowledgments), References, Tables, Legends, and Figures.

“Case Report”: Title page, Abstract, **Key words**, Introduction, Case Report, Discussion, (Acknowledgments), References, Tables, Legends, and Figures ( “Case Report” should use an unstructured format for Abstract).

“Review articles”: Title page, Abstract, **Key words**, Main article, References, Tables, Legends, and Figures.

“Commentaries”: Title page, Abstract, **Key words**, Main article, References, Tables, Legends, and Figures.

“Brief communications”: Title page, Main article, **Key words**, References, Tables, Legends, and Figures.

### **Title page**

The title page should contain the title of the paper (The first letter of the words which appear in the title should be in capitals, except prepositions, conjunctions and definite articles), a short running head of fewer than 45 characters, the full names of all the authors, the authors’ affiliations, the name of the author to which correspondence should be addressed, and a telephone number, fax number, and e-mail address for the corresponding author, all the authors’ e-mail address. Note a Chinese title and authors' Chinese names and affiliations should appear on the last page of the

manuscript for indexing purpose.

### **Abstract**

A structured English abstract of 250 words (Chinese abstract of 500 words) or less should accompany each article, with the following headings: Objective, Methods, Results, and Conclusions. Objective of the study should be addressed in Background. Provide three to five key words at the end of the abstract.

### **Main Text**

For original articles, the main text (double space) for each subheading section, i.e., Introduction, Methods, Results, Discussion, and Acknowledgments, should begin on a separate page.

### **Abbreviations**

Abbreviations should be kept to a minimum, where a term/definition will be continually referred to, it must be written in full, followed by the subsequent abbreviation in brackets, when it first appears in the abstract and text. The abbreviation may be used thereafter.

### **Drug Names**

Unless the trade name of a medicine is directly relevant to the discussion, use the generic name or the Recommended International Non-proprietary Name.

### **Units**

Please use Systemic International (SI) units for all hematologic and clinical biochemistry tests, except blood pressure which is reported in mmHg. Please use metric system for the expression of length, height, weight, mass, volume and area. **For examples:** cm, mm, m,  $\mu$  L, dL, L, kg, g, mg,  $\mu$  g, ng, pg, fg, kcal,  $^{\circ}$ C, msec, mm, %, mol, mol/L, mg/dL, Ci, mCi, Hz.

### **References**

References should begin on a separate page and be numbered sequentially as superscripts in order of their appearance in the text. Refer to the List of Journals Indexed in Index Medicus for abbreviations of journal names, or access the list at <http://www.nlm.nih.gov/tsd/serials/lji.html>. References should limit to published work; unpublished data or personal communications should be indicated parenthetically in the text.

The format should conform to the examples listed below with all authors' names listed. We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting. EndNote reference styles same as those of New England Journal of Medicine can be searched for here: <http://www.endnote.com/support/enstyles.asp> and Reference Manager reference styles can be searched for here: <http://www.refman.com/support/rmstyles.asp>.

#### References to a journal (list all authors)

Chang JB, Chi WM, Lee WH. Study of quality improvement in creatinine analysis. *J Med Sci* 1999;20:13-20.

#### References to a book

Levinsky NG. Fluid and electrolytes. In: Thorn GW, Adams RD, Braunwald E, eds. *Harrison's Principles of Internal Medicine*. 8th ed. New York: McGraw-Hill, 1977:364-375.

#### References to proceedings and other publications

- (1) Adams JH. Central pontine myelinolysis. In: *Proceedings of the 4th International Congress of Neuropathology, 1961, Munich, Vol 3*. Stuttgart: Thieme, 1962:303-308.
- (2) Allen N, Burkholder JD, Molinari GF. Clinical criteria of brain death. *NINCDS Monograph No. 24, NIH publ No. 81-2286*. Bethesda: National Institutes of Health, 1980:77-147.
- (3) Cairns RB. *Infrared spectroscopic studies of solid oxygen [Dissertation]*. Berkeley, California: University of California, 1965:156.
- (4) Eastman Kodak Company. *Eastman Organic Chemicals*. Rochester NY, Catalog No. 49, 1977:187.

#### References to worldwide web

Gostin LO. Drug use and HIV/AIDS [JAMA HIV/AIDS Web site: <http://www.ama-assn.org/special/hiv/ethics>]. June 1, 1996.  
(<http://www.writescienceright.com>)

#### **Disclosure**

All authors are responsible for recognizing and disclosing any conflict of interest that could be perceived to bias their work, making known all financial support and any other personal

connections. This includes, but is not limited to: funding, such as salaries, equipment, supplies, reimbursement for attending symposia, etc, from organizations that may gain or lose financially through the publication of the paper; personal financial interests, such as stocks and shares in companies that may gain or lose financially from publication, consultation fees or forms of remuneration from organizations that may gain or lose financially, or patent and patent applications whose value may be affected; and, employment, whether recent, present or anticipated, by an organization that may gain or lose from publication of the paper. Such relationships will be reviewed, and further clarification may be requested if deemed necessary by the editors or reviewers.

This information should be included in the title page and in the article under the heading "Disclosure." This section should appear after the main text (below Acknowledgments, if any). If you have no conflict of interest to declare, please state so in the "Disclosure" section.

### **Acknowledgments**

This should include sources of support, including federal, industry, and philanthropic support.

### **Tables and Figures**

Create tables using the table creating and editing feature of your word processing software (e.g., Word, WordPerfect). Do not use Excel or comparable spreadsheet programs. Group all tables in a separate file. Cite tables consecutively in the text, and number them in that order. Each table should appear on a separate sheet and should include the table title, appropriate column heads, and explanatory legends (including definitions of any abbreviations used). Acceptable formats for figures are JPEG (RGB), GIF, PostScript (PS, EPS or PRN), PDF, TIFF and PowerPoint only. Figures should be prepared at the size you would expect them to appear in JMS. Cite figures consecutively on the site, and number them in the order in which they are discussed. Include legends for all figures. They should be brief and specific, and they should appear on a separate manuscript page after the references.

### **Copyright**

The article, once published, is copyrighted by the Journal. No part of the article may be reproduced without written permission from the Journal.

### **Proofreading and page charges**

Proofs will be sent to the corresponding author. No page charges will be levied to authors. There is no charge for color plates if the Editor decides that color is essential for the clarity of the figure.