



### **AUTHOR GUIDELINES**

Authors are able to register and submit items to the journal directly through the journals web site <https://www.pharmascope.org/index.php/ijrps>. The Author is asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal. The Author is also able to accompany an item with Supplementary Files in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship. The Author is able to track the submission through the editorial process - as well as participate in the copyediting and proofreading of submissions accepted for publication - by logging in, and using the username and password provided.

Single MS Word Document file containing Title page, Abstract, Manuscript (MS Word file) should be submitted with every manuscript to identify the person (with address and telephone number) responsible for correspondence concerning the article. This letter should make it clear that the final manuscript has been seen and approved by all authors. IJRPS and our editors expect that all authors will disclose any commercial associations they have that might give rise to a conflict of interest in connection with the submitted article.

#### **Types of Papers Accepted**

- Review articles
- Research papers
- Short communication

All paper manuscripts must be written in standard grammatical English. All manuscripts should conform to the Uniform Requirements for Manuscripts Submitted to IJRPS.

#### **Checklist of Manuscript Include**

- Title (150 character or shortened title)
- Full name of authors (see Authorship section below)
- Author affiliations: department, institution, city, state, country
- The source of any support received
- Abstract 200-300 words
- 3-8 keywords
- Corresponding author: name, communication address, phone, fax, email
- Double-spacing
- 1 inch margins
- Page numbers
- Clear concise language
- Indicate arrangement of tables and figures
- The preferred electronic format for text is Microsoft Word
- Manuscripts will be accepted in English and in MS Word 2003 & 2007 format.



- Use International Systems of Units (SI) symbols and recognized abbreviations for units of measurement
- Do not punctuate abbreviations eg, et al, ie
- Spell out acronyms in the first instance in the abstract and paper
- Word counts are not specified. In general, 3000 to 10000 words for review, 3000 to 5000 words for research articles, and 1000 to 3000 for technical notes, commentaries and short communications are preferable.
- Generic drug names are used in text, tables, and figures
- Suppliers of drugs, equipment, and other brand-name material are credited in parentheses (company, name, city, state, country)

### **Authorship**

There is a maximum of 8 authors of a manuscript, although all work must have been approved by all co-authors. All persons who have made substantial contributions to the work reported in the manuscript (e.g. data collection, analysis, writing or editing assistance) but who do not fulfill the authorship criteria must be named with their specific contributions in an Acknowledgment in the manuscript.

### **Authorship Criteria**

Credit should be based on the following criteria:

- Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data
- Drafting the article or revising it critically for intellectual content
- Final approval of the version to be published
- Writing assistance from medical writers or agencies must be included in the Acknowledgments section, or should be given appropriate credit as authorship

### **Figures and Tables**

- Table and Figures should be embedded within the body text, do not keep at the end of the manuscript
- Number consecutively
- Provide a descriptive heading / legend
- Place abbreviations and footnotes immediately below the table
- Use superscript a, b, c as identifiers
- Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction (300 dpi or higher, Sized to fit on journal page, JPEG format only).
- Submit multi-panel figures, i.e. with parts labeled a,b,c,d, as one file Submission of Manuscript
- All manuscripts should be submitted via our journal website online submission system.
- By doing so you agree to the terms and conditions of submission



- Keep backup soft copies and hard copies of the material submitted

### **Reference Style Guidelines**

IJRPS follow Harvard style (Parenthetical referencing e.g. Chernin 1988) the origin of this method is attributed to a paper by Edward Laurens Mark, Hersey professor of anatomy and director of the zoological laboratory at Harvard University, who, according to Chernin, may have "adapted" it from the cataloguing system used by the library of Harvards Museum of Comparative Zoology and by other zoological libraries (Chernin 1988).

- Please note that authors are responsible for the accuracy and completeness of their references.
- Text citations: Cite references sequentially in text, tables, and legends. The structure of a citation under the Harvard style is the authors surname, year of publication, and page number or range, in parentheses, as illustrated with example below in this author guideline.
- Reference list: Complete citations are provided in alphabetical order in a section following the text, usually designated as References.
- All citations are in the same font as the main text.

### **Creating a reference list**

All of the sources you refer to in the main body of your assignment need to be listed at the end of the assignment in a reference list. In a reference list, you only need to list those sources from which you have either quoted or paraphrased. For example, you do not have to list books you used for background reading purposes.

When creating a reference list, the sources should be listed alphabetically by authors surname, should be left justified, and the references should never be preceded by a bullet-point or number. Where the author is anonymous or unknown for any one source, insert that source in the alphabetical list using the title of the source instead of the authors name. All sources should be listed together; there should not be separate lists for books versus journal articles versus electronic sources. The reference list should be on a separate page from the rest of the assignment and should be simply titled References or Literature Cited and the title should be in the same font and size as the other headings in your assignment.

When you use the Harvard System, you are only usually required to produce a reference list. However, some lecturers and tutors may want you to produce a bibliography instead of a reference list. In cases where you are asked to produce a bibliography, you must list all sources you have consulted, regardless of whether you cited from them or not. Also, some lecturers or tutors may ask you to produce an annotated bibliography or reference list. This simply means that after each source listed, you write a couple of sentences that appraise the books usefulness in relation to the topic.



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- Neilstoolbox
- Harvard Referencing Generator

The following is a guide to how to list references in a reference list. If you have an example that is not covered by the list below, please check with your tutor or the Student Support Officer regarding the correct technique.

### **Some sample references follows,**

#### **Book with one author**

Adair, J. *Effective time management: How to save time and spend it wisely*, London: Pan Books, 1988.

#### **Book with two authors**

McCarthy, P. and Hatcher, C. *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin, 1996.

#### **Book with three or more authors**

Fisher, R., Ury, W. and Patton, B. *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business, 1991.

#### **Book – second or later edition**

Barnes, R. *Successful study for degrees*, 2nd edition, London: Routledge, 1995.

#### **Book by same author in the same year**

Napier, A. *Fatal storm*, Sydney: Allen and Unwin, 1993a.

Napier, A. *Survival at sea*, Sydney: Allen and Unwin, 1993b.

#### **Book with an editor**

Danaher, P. (ed.) *Beyond the ferris wheel*, Rockhampton: CQU Press, 1998.

#### **If you have used a chapter in a book written by someone other than the editor**



Byrne, J. Disabilities in tertiary education, in Rowan, L. and McNamee, J. (ed.) Voices of a Margin, Rockhampton: CQU Press, 1995.

**Books with an anonymous or unknown author**

The University Encyclopedia London: Roydon, 1985.

**Written course material, for example distance learning unit material**

Dhann, S. CAE0001LWR Unit 5: Note taking skills from lectures and readings, Exeter: Department of Lifelong Learning, 2001.

**OR, IF THE AUTHOR IS UNKNOWN**

Department of Lifelong Learning, CAE0001LWR Unit 5: Note taking skills from lectures and readings, Exeter: Author, 2001.

(NB – Author at the end means that the publisher is the same as the author)

**Government publications**

Department for Education and Employment (DfEE), Skills for life: The national strategy for improving adult literacy and numeracy skills, Nottingham: DfEE Publications, 2001.

**Conference papers**

Hart, G., Albrecht, M., Bull, R. and Marshall, L. Peer consultation: A professional development opportunity for nurses employed in rural settings, Infront Outback – Conference Proceedings, Australian Rural Health Conference, Toowoomba, 1992 pp. 143 – 148.

**Newspaper articles**

Cumming, F. Tax-free savings push, Sunday Mail, 4 April, 1999 p. 1.

**OR, IF THE AUTHOR IS UNKNOWN**

Tax-free savings push, Sunday Mail (4 April 1999), p. 3.

**Journal article**

Muller, V. Trapped in the body: Transsexualism, the law, sexual identity, The Australian Feminist Law Journal, vol. 3, August, 1994 pp. 103-107.

**Journal article with both volume and issue number**



Muller, V. Trapped in the body: Transsexualism, the law, sexual identity, The Australian Feminist Law Journal, vol. 3, no. 2, August, 1994 pp. 103-107.

### **Journal article from CD-ROM, electronic database, or journal**

Skargren, E.I. & Oberg, B. Predictive factors for 1-year outcome of low-back and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy, Pain [Electronic], vol. 77, no. 2, 1998 pp. 201-208, Available: Elsevier/ScienceDirect/ 0304-3959(98)00101-8, [8 Feb 1999].

### **Electronic mail (e-mail)**

Johnston, R. Access courses for women, e-mail to NIACE Lifelong Learning Mailing List, (lifelong-learning@niace.org.uk), 22 Aug. [24 Aug 2001].

OR

Robinson, T. Re: Information on course structure, e-mail to S. Dhann (s.dhann@exeter.ac.uk), 12 Jul. [13 Jul 2001].

### **Discussion list**

Berkowitz, P. April 3, Sussys gravestone, Mark Twain Forum [Online], 3 Apr, Available e-mail: TWAIN-L@yorkvm2.bitnet [3 Apr 1995].

### **World Wide Web page**

Young, C. English Heritage position statement on the Valletta Convention, [Online], Available: <http://www.archaeol.freeuk.com/EHPositionStatement.htm> [Accessed: 24 Aug 2001].

### **Proofs**

- You will receive a copy of the edited manuscript and, later, page proofs
- Check amendments made by the editor have not rendered the material inaccurate
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- Ensure your corrections are minimal and absolutely necessary
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