

## **Instructions to Authors**

### **1. Type of Manuscripts**

The Journal of the Malta College of Pharmacy Practice publishes the following categories of papers in any field related to pharmacy:

- a. Review articles/update papers. Manuscripts should not exceed 1500 words (excluding references).
- b. Continuing education papers. These should not exceed 5000 words (excluding references). The authors should define 2-3 educational aims per article. Authors should also provide 10 evaluation questions in multiple choice format.
- c. Papers pertaining to local/EU regulatory or policy issues. These papers should be brief and informative.
- d. The Journal will occasionally accept original research papers. These should not exceed 3000 words (excluding references).
- e. The Journal may also publish other material which it deems to be of educational interest.

The authors are encouraged to use figures and tables, however these should not exceed 5 and the number of references should not exceed 50. Authors are encouraged to consult with the Editor-in-Chief if they require an exception to these limits.

Manuscripts will be reviewed by at least two anonymous independent referees. Authors may suggest names of expert reviewers, but selection remains a prerogative of the Editors. Authors may include supplementary material to facilitate the review process. If a paper is cited in press and is required for evaluation of the submitted manuscript, authors should, upon request by the Editor-in-Chief, be able to provide three copies for use by the referees.

Manuscripts will be processed on the understanding that they have not been previously published in any language anywhere and are not under simultaneous consideration by another publisher. Authors are responsible for all statements in their work, including changes made by the copy editor after a manuscript is accepted.

### **2. Manuscript Submission**

Manuscripts should be submitted by electronic mail to

Email: [president@mcppnet.org](mailto:president@mcppnet.org) and cc [maria.cordina@um.edu.mt](mailto:maria.cordina@um.edu.mt) together with a covering letter from the corresponding author.

### **3. Copyright transfer and conflict of interest**

A statement transferring copyright from the authors (or their employers, if they hold the copyright) to The Malta College of Pharmacy Practice will be required before the manuscript can be accepted for publication. The Editors will supply the necessary forms for this transfer.

Every author of each manuscript is responsible for disclosing any commercial or other association that might pose a conflict of interest related to the subject of the review. A statement to this effect is to be signed by each author on an appropriate form.

#### **4. Permission for reproduction of tables and illustrations**

The inclusion of any table or illustration, which has been directly reproduced from another source, should be accompanied by a letter from the original copyright owner, indicating that permission has been granted for publication of this item in The Journal of the Malta College of Pharmacy Practice. If the source comprises material which is still in press, unpublished data or personal communication, permission should be obtained from the main author. The reproduced material should be appropriately labelled 'reproduced with permission', and the relevant source cited. The responsibility of obtaining the relevant permissions remains with the authors of all work submitted to The Journal of the Malta College of Pharmacy Practice.

#### **5. Organisation of Manuscript**

The manuscript should be typed using 12pt font size and double-line spacing on one side only on A4 paper with 2.5cm margins all around. The manuscript should comprise, but not necessarily be limited to, the following sections: Abstract (not more than 100 words), Introduction, Discussion, Conclusion, Acknowledgements, Notation, References, Appendix, Tables, Figure-caption list, and Figures.

Authors must also include 5 practice/key points to emphasise important points that readers should remember.

#### **6. Title Page**

The title page should include (a) the full title of the article, (b) the full name and surname of each author (including qualifications), (c) the affiliation of each author, (d) email address and (e) a suggested running head. The affiliation should comprise the department, institution, city, and state (or country) and should be typed beneath the author's name. The suggested running head should be less than 50 characters (including spaces) and should comprise the article title or an abbreviated version thereof. For office purposes, the title page should include the name and full mailing address, telephone number, fax number, and email address (if available) of the author designated to review proofs.

#### **7. Keywords**

A list of 4-6 key words for indexing purposes is to be provided on the title page.

#### **8. Abbreviations**

Abbreviations should be used sparingly. A notation section, listing all nonstandard abbreviations used, should be provided on a separate page before the references section. The metric system is to be used for all measurements. Metric abbreviations should be expressed in lowercase letters without periods (cm, ml, sec). All symbols used in equations and formulae should be defined. When symbols are used extensively, a list of all symbols in the notation section should be included.

#### **9. Acknowledgements**

All acknowledgements (including those for financial support) should be typed in one paragraph on a separate page.

## 10. References

References should be typed double-spaced on a separate page and numbered consecutively in the order in which they are cited in the text. Citations in the text should be indicated by the appropriate Arabic numeral as superscript following a full stop. References to unpublished personal communications should be avoided. Abbreviations for journal names should conform to those of the United States National Library of Medicine. The style and punctuation of the references should conform to the Vancouver style outlined below (detailed information available at [nml.nih.gov/bsd/uniform\\_requirements.html](http://nml.nih.gov/bsd/uniform_requirements.html)).

### Journal Article

1. Author's surname Author's first name or initial. Title of article. Title of the Journal Year of publication; Volume Number (Issue number): Page numbers of article.

1. Withrow R, Roberts L. The videodisc: Putting education on a silver platter. *Electronic Learning* 1987; 1(5):43-4.

### Book

2. Author's surname Author's first name or initial. Title of the Book. Edition [if not first]. Place of publication: Publisher's name; Year of publication.

2. Groenewegen D. *The Real Thing?: The Rock Music Industry and the Creation of Australian Images*. Golden Square, Victoria: Moonlight Publishing; 1997.

### Contribution to a Book

3. Author's surname Author's first name or initial. Title of chapter. In: Editor's surname Editor's first name or initial, editor. Title of the Book. Edition [if not first]. Place of publication: Publisher's name; Year of publication.

3. Blaxter P. Social health and class inequalities. In: Carter C, Peel J, editors. *Equalities and Inequalities in Health*. 2nd ed. London: Academic Press; 1976.

## 11. Tables

Tables should be numbered and referred to by number in the text. Each table should be presented on a separate sheet, and should not exceed 120 characters per line, including spaces, with column delimiters being counted as 4 characters. The title should be centred above the table, and any explanatory text (indicated by superscript lowercase letters) should be typed below the table.

## **12. Illustrations**

Illustrations (photographs, drawings, diagrams, and charts) should be numbered consecutively in the order in which they are cited in the text. The captions for illustrations should be typed on a separate sheet of paper. Photographs should be glossy high contrast monochrome prints, and will be reduced to fit double column (12 cm) or triple column (18 cm) width. Drawings should be prepared using indian ink, or high quality laser printing. Either the original drawing or good-quality glossy photographic prints are acceptable. The artwork for each figure should be supplied on a separate sheet of paper. Identify illustrations on the back with author's name and number of the illustration marked lightly in pencil. Mark the top part of the figure with the word 'top,' unless obvious.

## **13. Footnotes**

Footnotes should be avoided. When their use is absolutely necessary, footnotes should be denoted using symbols and should be typed at the bottom of the page to which they refer. Place a line above the footnote, so that it is set off from the text. Use the appropriate symbol for citation in the text.