International Journal of Clinical Pharmacy

Manuscript Type Manual

May 2021

Article types and formats

The International Journal of Clinical Pharmacy welcomes papers in the following categories: Review articles, Research articles, Short research reports, Commentaries, ESCP best practice papers (specific call) and Letters to the Editor. Case reports are not considered for publication. All submissions (including Commentaries and, if necessary, Letters) will be peer-reviewed by experts.

Please read through carefully before submitting your manuscript! All authors who wish to submit a

manuscript to the International Journal of Clinical Pharmacy need to comply with the journal's standards and instructions for authors.

Article type	Maximum number of words (excluding Abstract, Keywords, Impact statements, References, Acknowledgements, Funding, Conflicts of interest, References, Figures/Tables)	Structure of main text	Discussion structure	Abstract	Tables/ figures	Impact statements	Reporting checklist required to be uploaded during submission
Review articles (While systematic reviews and systematic scoping reviews are preferred, other forms of review may be considered)	3000	• Abstract • Keywords • Impact statements • Introduction • Aim • Method • Results • Discussion • Conclusion • Acknowledgements • Funding • Conflicts of interest • References • Figures/Tables	• Statement of key findings • Strengths and Weaknesses • Interpretation • Further research	Not exceeding 250 words Structured as: • Background • Aim • Method • Results • Conclusion	Combined maximum of 6 tables or figures	✓	✓
Research articles	3000 Qualitative research articles (including mixed-methods studies) may be 4000 words in length	• Abstract • Keywords • Impact statements • Introduction • Aim • Ethics approval • Method • Results	• Statement of key findings • Strengths and Weaknesses • Interpretation • Further research	Not exceeding 250 words Structured as: • Background • Aim • Method • Results	Combined maximum of 6 tables or figures	✓	✓

		• Discussion • Conclusion • Acknowledgements • Funding • Conflicts of interest • References • Figures/Tables		Conclusion			
Short research reports (giving preliminary or limited results of original research)	1500	• Abstract • Keywords • Impact statements • Introduction • Aim • Ethics approval • Method • Results • Discussion • Conclusion • Acknowledgements • Funding • Conflicts of interest • References • Figures/Tables	• Statement of key findings • Strengths and Weaknesses • Interpretation • Further research	Not exceeding 200 words Structured as: • Background • Aim • Method • Results Conclusion	Combined maximum of 4 tables or figures	✓	✓
Commentaries (conveying thoughts, considerations, opinions or discuss contemporary issues)	2000	• Abstract • Keywords • No specific structure for commentary Acknowledgements • Funding • Conflicts of interest References • Figures/Tables	No specific structure	Not exceeding 150 words; unstructured	Combined maximum of 2 tables or figures	Not needed	Not needed
Letters to the editor (commenting on a published article)	600	• No specific structure for letter • Acknowledgements • Conflicts of interest References • Figures/Tables	No specific structure	Not needed	Combined maximum of 2 tables or figures	Not needed	Not needed

ESCP Best Practice Papers

The ESCP Best Practice Papers are submitted in response to a specific call from ESCP inviting submission of a proposal. The top five selected proposals will be given the opportunity to be converted into full manuscripts of 3,500 words maximum. The proposal should be formatted as a 250-word abstract with the following headings: title, authors' contact details, background, aim (of the practice), setting, development, implementation, evaluation (method and results) and conclusion. Submission of proposals should be made via the following e-mail address: d.stewart@qu.edu.qa.

Further information on the format of the full submission is available by clicking here (Download pdf, 509 kB)

Title of the paper

The title should include the study design (e.g. randomised controlled trial, cross-sectional survey, qualitative interviews), the study population, intervention, comparison(s) (if relevant) and outcomes.

Do not state the country, region or city where the study was conducted in the title unless this is a necessary part of the intervention. Do not use abbreviations in the title and do not include the study conclusion.

Reporting checklists

The EQUATOR (Enhancing the QUAlity and Transparency Of health Research) Network is an international initiative that seeks to improve the reliability and value of published health research literature by promoting transparent and accurate reporting and wider use of robust reporting guidelines.

For Review articles, Research articles and Short research reports, the International Journal of Clinical Pharmacy **requires** the use of an appropriate reporting guideline.

Authors **must submit** a completed checklist for the relevant guideline, indicating the manuscript page on which each checklist item is found. Editable checklists for reporting guidelines can be found on the EQUATOR Network site, www.equator-network.org, which also gives general information on how to choose the correct guideline and why guidelines are important. Using a checklist helps to ensure that the guideline has been used correctly.

At minimum, the article must report the content addressed by each item of the identified checklist or state that the item was not considered in the study and, if relevant, the reason why not (for example, if you did not use blinding, the article should explain this). Meeting these basic reporting requirements will greatly improve the value of the paper, may facilitate/enhance the peer review process, and may enhance its chances for eventual publication.

Checklists are not simply an administrative hurdle. We ask this to be completed to check that all of the important information has been included in your article, and because it helps the editors and reviewers to complete the same check.

Some common study types and the appropriate guidelines are listed below. If you cannot find an appropriate guideline here, search the full EQUATOR database and talk to our editor.

Checklists are available for a number of study designs, including:

- Systematic reviews and meta-analyses (PRISMA)
- Systematic scoping reviews (PRISMA-SCR)
- Randomised trials (CONSORT)
- Observational studies (cross-sectional, cohort, case controlled studies) (STROBE)
- Qualitative research (SRQR) and (COREQ)
- Intervention development (TIDIER)
- Clinical practice guidelines (AGREE) and (RIGHT)
- Quality improvement studies (SQUIRE)
- Economic evaluations (CHEERS)

You may need to use more than one guideline, depending on your research. For example, if you randomly assigned participants to one of two interventions, then conducted unstructured interviews with each participant, you will need to use CONSORT, COREQ, and TIDIER together.

Keywords

Provide four to six keywords which can be used for indexing purposes. Use MESH headings where possible. Keywords are entered directly on the submission system.

Ethics approval

If patients or professionals have been the direct subject of the study, it is a requirement that ethics approval was obtained before conducting the study. For research articles and short research reports, the approval should be stated in a section 'Ethics approval' before the Method. State the name of the ethics committee, the approval reference number and the date of approval. Avoid using statements such as 'Ethics approval was not required' etc. Please explain why ethics approval was not required stating the name of any committee giving the exemption and/or cite references to justify the exemption. For studies that rely on the internet as a data source for research using human participants, please refer to and cite the 'Ethics Guidelines for Internet-mediated Research' of the British Psychological Society, available at https://www.bps.org.uk/news-and-policy/ethics-guidelines-internet-mediated-research-2017

Acknowledgements

Acknowledgements, if any, should be as brief as possible and placed in separate section after the conclusion.

Funding

A funding statement should be inserted after acknowledgements, giving the research funder and the grant number; state if no funding was obtained.

Conflicts of interests

Conflicts of interest should be inserted after funding; state if there were no conflicts of interest.

References

References to books, journal articles, articles in collections and conference or workshop proceedings, and technical reports should be listed after author contributions in numbered order.

- Reference citations in the text should be identified by numbers in square brackets before the punctuation. For example, "Negotiation research spans many disciplines [3]."; "This effect has been widely studied [1-3, 7]."
- If there are more than 3 authors, give the first 3 then 'et al'
- Always use the standard Index Medicus abbreviation of the journal title
- If a journal carries continuous pagination throughout a volume, the month and issue number may be omitted
- Only give the DOI if manuscript has not yet been published in a journal issue
- Please insert the ISBN number for report and book references
- The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text (e.g. T Moore, personal communication).

Please check a recent issue of the journal for guidance and follow these examples.

Journal article

Stewart D, Klein S. The use of theory in research. Int J Clin Pharm. 2016;38:615-9.

Stewart D, Paudyal V, Cadogan C, et al. A survey of the European Society of Clinical Pharmacy members' research involvement, and associated enablers and barriers. Int J Clin Pharm. 2020;42:1073-87.

Journal article by DOI

Elliott RA, Camacho E, Jankovic D, et al. Economic analysis of the prevalence and clinical and economic burden of medication error in England. BMJ Qual Saf 2020. DOI: 10.1136/bmjqs-2019-010206.

Book

Blenkinsopp A, Duerden M, Blenkinsopp J. Symptoms in the pharmacy: a guide to the management of common illness. 8th ed. Oxford: Wiley-Blackwell; 2018. ISBN 978-1-119-31800-2.

Book chapter

Kaae S, Traulsen JM. Qualitative methods in pharmacy practice research. In: Babar Z, editor. Pharmacy Practice Research Methods. Singapore: Springer; 2020. 31-54.

ISBN 978-981-15-2992-4

Online document

Royal Pharmaceutical Society. The pharmacy contribution to antimicrobial stewardship. 2017. https://www.rpharms.com. Accessed 10.09.2019.

Figures

Figures (photographs, graphs and diagrams) should be inserted after the references.

- Refer to the figure in the text and indicate its approximate location as 'Insert Figure X here'
- Multi-part figures should be labelled with lower case letters (a, b, etc.)
- For each figure, give an explanatory title (without abbreviations) at the bottom of the figure. The title should allow the figure to stand alone from the text
- Identify any previously published material by referencing the original source at the end of the figure title
- Insert keys and scale bars directly in the figures
- Relatively small text and great variation in text sizes within figures should be avoided as figures are often reduced in size. Figures may be sized to fit approximately within the column(s) of the journal
- Footnotes are preferable to long explanatory material in either the title or body of the figure. Footnotes should be indicated by superscript lower-case letters and included beneath the table body.

Tables

Tables should be inserted after the figures.

- Refer to the table in the text and indicate its approximate location as 'Insert Table X here'
- For each table, give an explanatory title (without abbreviations) at the top of the table. The title should allow the table to stand alone from the text
- Identify any previously published material by referencing the original source at the end of the table title
- Footnotes are preferable to long explanatory material in either the title or body of the table. Footnotes should be indicated by superscript lower-case letters (or

asterisks for significance values and other statistical data) and included beneath the table body.

Supplementary material

- Supplementary material (e.g. very large tables) should be submitted as electronic supplementary material and indicated in the manuscript as 'See electronic supplementary material X'.
- Supplementary material should be used sparingly and not to present the main data of the study. Supplementary material is available in the online version of the journal only and is published as received from the author without any conversion, editing, or reformatting.

Additional information

- Double space the abstract and the main body of the article
- Lines in the manuscript should be numbered throughout, beginning with the abstract and continuous throughout the entire document
- First-, second-, and third-order headings should be clearly distinguishable but not numbered. Do not use more than third-order headings
- Numbers should be written as Arabic numerals unless they occur at the beginning of a sentence
- Always use internationally accepted signs and symbols for units (SI units).