

## UpFront: Stepping Up to the Plate

by Amanda Margolis, PharmD, MS, BCACP



**T**he Pharmacy Society of Wisconsin (PSW) engages in a number of opportunities for those in the pharmacy profession. These opportunities include, but are not limited to:

- Education offered through home study and at conferences
- Networking opportunities to engage and share ideas across the state of Wisconsin
- Legislative engagement to promote advancement of pharmacy practice
- Resources such as toolkits and manuals

Periodically, it is reasonable to reflect on your professional engagement. I would encourage you to reflect on your current engagement in PSW to see if there are

### Box 1: Topics of Interest

Burnout  
Diversity, equity, and inclusion in pharmacy and health care  
Endocrine and diabetes  
Immunizations  
Innovations in patient care  
Medication safety  
Mental health  
Neurology  
Nutrition and gastrointestinal health  
Population health  
Public health  
Specialty pharmacy  
Telehealth

opportunities where you could step up to the plate and become more involved or involved in a new way. My primary involvement in PSW has always been with *The Journal*. When I was a student, I contributed manuscripts under the mentorship of an advisor. Following residency, I became a peer reviewer, despite *The Journal's* lack of a formalized peer review program at the time. While PSW does a nice job of sharing ways to become engaged on their

### FIGURE 1. Become a Peer Reviewer!

#### Peer Review Information

Peer review is an essential step for ensuring the quality of the manuscripts published in *The Journal*. We use a double-blind peer review process for manuscript review. Peer reviewers consider the appropriateness of the manuscript for *The Journal*, ensure the writing is clear and concise (i.e. figures are consistent with text, key messages are highlighted), and verify that the article is appropriately cited. Peer reviewers also ensure the conclusions from original work are appropriate for the rigor of the evaluation methods.

#### Details:

- Areas of expertise are identified, and articles are assigned based on knowledge and interest of specific article topics
- Peer reviews are assigned every 3 months, 6 months, or annually based on the reviewer's preference
- 1-3 independent peer reviewers are assigned to a manuscript
- Approximately 2-3 hours should be allocated to complete a thorough review and provide written feedback
- Reviewers serve to provide feedback focused on the content of the manuscript

#### Expectations:

- A final review should be returned within 2 weeks
- Manuscripts are confidential and should not be discussed until after the article is published
  - Senior reviewers working with new peer reviewers to foster peer reviewing skills is appropriate and encouraged
- Any potential conflicts of interest should be communicated to the editor, Amanda Margolis [amargolis@pswi.org](mailto:amargolis@pswi.org)
- Reviewers cannot directly contact the writer with exception to their written review
- Recommendations and requests for more information should be submitted to the peer review coordinator
- Reviewers must check that reasonable statistical tests are used and should check totals and tables for accuracy
- A written review with feedback on the document, a completed Peer Review Evaluation Criteria Checklist (linked below), and a recommendation regarding publication must be submitted to the editor

Interested in becoming a peer reviewer? Fill out the survey below:

[https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_ctPcsw1Ai1CPTcG](https://uwmadison.co1.qualtrics.com/jfe/form/SV_ctPcsw1Ai1CPTcG)

Sign-ups are checked monthly; you will receive an email once you are added to the peer reviewer database

Editor: Amanda Margolis [amargolis@pswi.org](mailto:amargolis@pswi.org)

[website](#), and we now have a formalized *JPSW* peer review program that anyone can sign up for (Figure 1), there may be opportunities you are interested in that are not formally posted. In my case, I initially became more involved in *JPSW*, and subsequently PSW, by emailing the editor to offer assistance. Over time, I was asked to join what is now the *JPSW* Editorial Advisory Committee and eventually became the Pharmacist Editor of *The Journal*.

At *JPSW* we have several opportunities for involvement. The least time intensive and easiest to sign up for is to [become a peer reviewer](#) (Figure 1). If you are new to peer reviewing, we have resources posted that explain the peer review process and what to look for when conducting a review. No previous experience is necessary.

We also encourage all members of PSW to consider contributing a manuscript to *JPSW* for publication. Starting in 2023, we are no longer assigning specific issue themes. Instead, we have more flexible topics of interest (Box 1) that potential authors

can review to help guide article topics. Articles are not required to be on those topics, but if you would like to write an article and are unsure of where to begin, reviewing the list in Box 1 may be a starting point. If you are a novice writer, feel free to use the [JPSW Emerging Writers course](#) (Figure 2). Topics include literature searches, writing structure, citations, and avoiding common grammatical errors. Preceptors and residency directors, feel free to share this program with trainees even if they are not planning to write for *JPSW*.

Lastly, there are larger leadership roles within *JPSW*. These include being a series coordinator, a peer review coordinator, or a member of the *JPSW* Editorial Advisory Committee. If one of these roles sounds interesting to you or you have any questions about submitting a manuscript, please don't hesitate to reach out! This may be your opportunity to step up to the plate!

- Amanda Margolis, PharmD, MS, BCACP  
Pharmacist Editor

**FIGURE 2.** *JPSW* Emerging Writers Program

**Pharmacy Society of Wisconsin**

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## Emerging Writers Course

The *JPSW* Emerging Writers series covers foundational writing topics for students, residents, and others interested in publishing. This series is comprised of 20-30 minute videos describing different aspects of writing. The goal of this series is to help authors develop the tools needed to successfully write articles for publication.

### Module 1: Publication Process, Authorship, and Peer Review

Click [here](#) to view the slides. Below is a list of the tools highlighted in this presentation.

- [Narrative Peer Review Checklist](#)
- [Evaluation](#) for this session

### Module 2: JPSW Emerging Writers - Literature Searches & Intro to Citation Managers

Click [here](#) to view the slides. Below is a list of the tools highlighted in this presentation.

- [Evaluation](#) for this session

**Journal Criteria**

- Abstract
  - Is optional but recommended
- Maximum of 5000 words

**YOUR PLAN TO STAY ORGANIZED**

ANSWER: Reference Management Software (more from Dr. Margolis)  
Bare bones expectation if you don't use software: Use your own system with place holders (e brackets with highlights, [Smith 2012]). Do not number superscripts until the very end when using AMA style.