

# Manuscript Checklist

To expedite the review and publication of manuscripts the corresponding author is encouraged to complete this form. Submissions should be prepared in accordance with the [American Medical Association Manual of Style](#). By completing this form the author(s) will meet the major stylistic requirements of The Journal of the Pharmacy Society of Wisconsin.

## GENERAL

- \_\_\_\_\_ Manuscript is typed double-spaced throughout (including title page, abstract, text, tables, references, footnotes, figure legends, etc.).
- \_\_\_\_\_ Abbreviations are spelled out when displayed for the first time, followed by an appropriate abbreviation. Terms are spelled out in figure legends and footnotes of tables. Conventional units are preferred. International System of Units (SI) units given in parentheses or conversion factors may be included in the text/legends.
- \_\_\_\_\_ Sentences do not start with a number that is not spelled out or with an abbreviation.
- \_\_\_\_\_ All tables and illustrations appear in the order of their citation in the text. Captions should be used to describe the information/data within the table. Citations should be included within the body or caption as appropriate. If a table must be continued, the title is repeated on a second page, followed by "cont."
- \_\_\_\_\_ Figures should be submitted electronically either as an attachment to your email or embedded in the word document. For figures used from a published source, permissions to reprint the figure (or table) must be obtained by the author(s) prior to article submission to JPSW and the permission statements must be sent to JPSW editorial staff with article submission.
- \_\_\_\_\_ Submission is formatted in Microsoft Word with 1-inch margins.
- \_\_\_\_\_ Final manuscript is submitted electronically directly to the editor Amanda Margolis via email (thejournal@pswi.org).

## TITLE PAGE

- \_\_\_\_\_ Title is concise, informative and contains the key points of the work.
- \_\_\_\_\_ Author list contains the first name, middle initial, last name and credentials with highest academic degree of each author in the order to be printed in the publication.
- \_\_\_\_\_ Author list includes each author's institutional affiliation using a superscript number that corresponds to each author.
- \_\_\_\_\_ Corresponding author information includes mailing address, phone and fax numbers and e-mail address.

**ABSTRACT** (Abstract is included when appropriate to guide the reader, while required for inclusion for original research)

- \_\_\_\_\_ On a separate page, following the Title Page.
- \_\_\_\_\_ Is less than 250 words.

## TEXT

- \_\_\_\_\_ Descriptive bold headings are used to identify major sections of the paper, subheadings may also be used. Please capitalize the first letter of each word in the headings and subheadings.
- \_\_\_\_\_ Original research manuscripts include a brief review of the work in the field, intent of the research (hypothesis), methods (including statistical approaches as applicable), results, discussions, and conclusions.
- \_\_\_\_\_ For experimental investigations of human or animal subjects, the “Methods” section includes a statement regarding appropriate institutional review board (IRB) approval of the project. For those investigators who do not have formal ethics review committees, include a statement indicating that the principles outlined in the Declaration of Helsinki were followed.
- \_\_\_\_\_ Drugs and chemicals are identified by their generic name. Trade names should be listed once, unless a specific trade name preparation is being discussed. When brands are displayed the name and manufacturer name is noted in parentheses after the generic name with the symbol “®” or “™” superscripted immediately following the brand name.
- \_\_\_\_\_ For commercial products important to the paper, the following is denoted, in parentheses: trade name or model number; the manufacturer’s name, city, state; and the lot of number if applicable.
- \_\_\_\_\_ Measurements are reported in the units in which they were made. Volume, distance, and weight measurements are expressed in the metric system.
- \_\_\_\_\_ Names of authors and institutions are not mentioned, except in procedural reviews or descriptions of clinical programs where institution identification is essential to understanding the program.
- \_\_\_\_\_ Identifies in the methods section all statistical tests used and the *a priori* level of significance; unusual or complex statistical methods are explained briefly or referenced.
- \_\_\_\_\_ If more than one statistical test is used, the data evaluated by each test are clearly identified in the methods section.
- \_\_\_\_\_ Mean values for study results are accompanied by some measure of variability or precision (i.e. standard deviation or 95% competence intervals).
- \_\_\_\_\_ References, figures, tables, and appendixes are cited in the text in numerical order using superscript citations following AMA standards.

## ACKNOWLEDGEMENT

- \_\_\_\_\_ Indicate if an abstract or any portion of the manuscript has been presented at a professional meeting. Include the name of the organization, place, and date on which it was presented.
- \_\_\_\_\_ List all persons who have made substantial contributions to the work reported in the manuscript, but who are not authors when appropriate.
- \_\_\_\_\_ All sources of funding and the role of the funders are declared when applicable.

## DISCLOSURE (CONFLICTS OF INTEREST)

- \_\_\_\_\_ Each author submits a statement that specifies whether he/she has financial or proprietary interest in the subject matter/materials discussed in the manuscript.
- \_\_\_\_\_ Authors list any conflicts of interest pertinent to the content of the manuscript and acknowledge all source(s) or support (e.g., grants, equipment, drugs, or all of these).
- \_\_\_\_\_ When no conflicts are present, the author(s) use the following statement: “The author(s) declare no real or potential conflicts or financial interest in any product or service mentioned in the manuscript, including grants, equipment, medications, employment, gifts, and honoraria.”
- \_\_\_\_\_ Reports containing original data, one author indicates that he/she had full access to all the data in the study and takes responsibility for the integrity of the data and the accuracy of the data analysis.

## REFERENCES

- \_\_\_\_\_ Cited consecutively in the order in which they appear in the manuscript (not alphabetically).
- \_\_\_\_\_ Identified in text, tables, and legends, by superscript Arabic numerals.
- \_\_\_\_\_ References cited in tables and figure legends are also numbered consecutively as they appear in the text.
- \_\_\_\_\_ Reference style is consistent the style adopted by [AMA Manual Style](#) and used in *Index Medicus* with the exception that only the first four authors are listed as further described as follows.

### References to Journal articles:

1. Author(s) (list all authors and/or editors up to six; if more than six, list “et al” after the third name)
2. Article title
3. Journal name as abbreviated in *Index Medicus*
4. Year
5. Volume number
6. Inclusive page numbers—in that order

**Example:** Heim M, Zimmerman E, Rose A. Dabigatran: reversing the irreversible? *J Pharm Soc Wis.* 2016;19(3):44-46.

**Example ahead of print:** Miller L, Smith K, Grant MF, et al. Pharmacist medication reviews to improve safety monitoring in primary care patients [published online ahead of print March 21, 2016]. *Nat Med.* doi:10.1038.nm1024.

### References to books should include:

1. Author(s)
2. Chapter title (if any)
3. Editor (if any)
4. Title of book (italics)
5. City of publication
6. Publisher
7. Year

Volume and edition numbers, specific pages, and name of translator should be included when appropriate.

Web references should include

1. Author(s) (If given - can use organization)
2. Title of specific item cited (if none use the organization)
3. Name of website
4. URL
5. Published date
6. Updated date
7. Accessed date

**Example:** Centers for Disease Control and Prevention. Recommended vaccines for healthcare workers. <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>. Published April 15, 2014. Updated May 2, 2016. Accessed October 31, 2016.

\_\_\_\_\_ Authors(s) have verified the accuracy of cited references against the original documents and have confirmed that each reference appears in the text of the manuscript.

**TABLES**

\_\_\_\_\_ References cited in tables are numbered consecutively as they appear in the text.

\_\_\_\_\_ Tables are electronically submitted in Microsoft Excel or Microsoft Word.

\_\_\_\_\_ If data from another published or unpublished source is used, permission is obtained from the source (proof submitted with paper) and the source is acknowledged.

**FIGURES**

\_\_\_\_\_ Figure legends and footnotes are included on a separate page at the end of the manuscript.

\_\_\_\_\_ Titles and explanations are in the legends, not the illustrations.

\_\_\_\_\_ Figures are noted consecutively as they appear in the text.

\_\_\_\_\_ Figures are sent electronically in digital a format.