Instructions for Authors
Pharmaceutical Technology in Hospital Pharmacy

Last update: May 2021

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1. Aims and Scope

*Pharmaceutical Technology in Hospital Pharmacy* (PTHP) is an international Open Access journal dedicated to all aspects of pharmaceutical technology in hospitals. This includes pharmaceutical compounding procedure with sterile or non-sterile drug products (chemotherapies, CIVAS, capsules, gels, topical formulations, colloidal carriers, emulsions, eye drops and else), radiopharmaceuticals, sterilization techniques, analytical and biological procedures (stability studies, quality control), monitoring and validation of materials, techniques and environment. It also includes the determination of medical-device performances using technical experiments or modelization. The journal will particularly welcome new pharmaceutical formulations that can benefit hospitalized patients such as infants or aged persons.

2. Editorial policy

Please find detailed information on our Editorial Policy [here](#).

After submission, the Editor-in-Chief (EiC) will first review the paper and assign at least two independent reviewers (double-blind peer-review). The submitted manuscript can be rejected at this stage if of insufficient quality or if not within the scope of the journal. Taking into account the peer-review process, the journal aspires to deliver a decision to authors within 4 weeks after submission. If revisions are needed, the authors are expected to submit their revised paper within 6 weeks. It is the aim of the journal to publish papers promptly online as soon as they have been finally processed.

**Authorship:** Authorship is restricted to those who have made a significant contribution to the conceptual design of the study and/or the execution of the study.

**Unpublished material:** Submission of a manuscript to PTHP implies that the work described is not copyrighted, published or submitted elsewhere, except in abstract form. The corresponding author needs to ensure that all authors approve the manuscript before its submission to PTHP.

**Research funding:** Authors must identify all funding involved and mention grant numbers if applicable.

**Ethical conduct of research:** The authors must describe and confirm safeguards to meet ethical standards. The ethics statements for *Pharmaceutical Technology in Hospital Pharmacy* are based on the Committee on Publication Ethics (COPE) Best Practice Guidelines for Journal Editors (cf. [http://publicationethics.org/](http://publicationethics.org/)) and the "Uniform Requirements for Manuscripts (URM) Submitted to

Where applicable, all authors must confirm in writing that they have complied with the World Medical Association Declaration of Helsinki (cf. https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/) regarding ethical conduct of research involving human subjects and/or animals. In the Materials and Methods Section and the ethical statement (see below), the manuscript should contain a confirmation that the study has been approved by the Ethical Committee of the institution where the study was performed, and that the study subjects, or their legal guardians, gave informed consent for participation in the study. If preclinical studies performed with animals are described, authors must confirm in writing that institutional and national standards for the care and use of laboratory animals were followed (please consult the International Association of Veterinary Editors’ Consensus Author Guidelines on Animal Ethics and Welfare for further guidance).

**Competing interests:** Competing interests, or conflicts of interest, for a given manuscript exist when a participant in the peer review and publication process – author, reviewer, and editor – has ties to activities that could inappropriately influence their judgment, regardless of whether judgment is, in fact, affected. Financial relationships with industry (for example employment, consultancies, stock ownership, honoraria, expert testimony), either directly or through immediate family, are usually considered the most important conflicts of interest. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion. When authors submit a manuscript, they are responsible for recognizing and disclosing financial and/or other conflicts of interest that might bias their work. Any financial support for and financial or personal connections related to the work have to be clearly disclosed in the manuscript. If no specified acknowledgement is given, the Publishers assume that no conflicts of interests exist.

All relevant information must be given in the Template for Ethical and Legal Declarations, which must be customized by the submitting author on behalf of all others and uploaded as a separate Word file. Instructions on how to make these declarations can be found here.

**Acknowledgments (only if applicable): [...]**

**Research funding:** [None declared.]

**Author contributions:** [All authors have accepted responsibility for the entire content of this manuscript and approved its submission.]

**Competing interests:** [Authors state no conflict of interest.]

**Informed consent:** [Informed consent was obtained from all individuals included in this study.]

**Ethical approval:** [The conducted research is not related to either human or animal use.]

Please find more information on our Publication Ethics here.

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**Article Processing Charges:** Each unsolicited article, which is accepted for publication in Pharmaceutical Technology in Hospital Pharmacy is subject to an Article Processing Charge (APC) of 1,650€. There are no submission charges. Please note that the GERPAC society funds the APCs for a limited number of manuscripts per year. When you submit your manuscript via ScholarOne, please indicate if you request APC funding by GERPAC.
3. Preparation of manuscripts

Manuscripts should be submitted in electronic form to our online submission and peer-review system at http://mc.manuscriptcentral.com/pthp. PTHP accepts manuscripts in Microsoft Word format (.doc or .docx). Please do not send a PDF.

All papers will be peer-reviewed independently by at least two different reviewers in a blind manner, thus please make sure that the main document of your manuscript does not contain author(s)'s data and affiliations. Those shall only be indicated on the title page, which will not be included to the peers' review files.

Language: Manuscripts should be written in clear and concise English. Please have your text proofread by an English native speaker before you submit it for consideration. At the proof stage, only minor changes other than corrections of typesetting errors are allowed.

Cover Letter: Each manuscript should be accompanied by a cover letter containing a brief statement by the authors describing the novelty and importance of their research.

Nomenclature: Authors are asked to follow the recommendations of the Système International d'Unités (SI).

Title page: Each submission should be accompanied by a title page containing the title and the short title of the paper, names of all authors followed by their affiliations: department, institution, city, country. Full name, mailing address, phone number and e-mail address of the corresponding author.

Abstract and Keywords: The first page of the manuscript should contain the Abstract and the Keywords. The Abstract should be comprehensible to readers before they have read the paper. Below the Abstract, up to six keywords, which are not part of the title, should be given. The abstract of original articles needs to be structured as follows: Objectives, Methods, Results, Conclusions. The structuring of review articles is optional, but should include the sections: Objectives, Content, Summary, Outlook.

Article types and general structure:

- **Original research articles** should describe research that has not been published elsewhere by the same authors or by other research teams. Novelty is a critical point for publication acceptance. Materials and methods should be precisely stated in order to allow other pharmacists to duplicate the procedures. Statistical analysis is mandatory to assess significance of the data. A concise and honest discussion of the findings is expected. Conclusion should be restricted to what has been described in the result without any speculative statement. Original articles should be organized into title page, (structured) Abstract, Keywords, list of non-standard abbreviations, Introduction, Materials and methods, Results, Discussion, Ethical statement, References, Tables and Figure legends.

- **Short communications** are proposed on the model of original research papers. This type of paper is intended to rapidly communicate a focused research study which is of importance for the pharmaceutical field. Short communications require the same components as full-length original articles (see above).

- **Review articles** are expected to be more than just a summary of what has already been published in the field of the paper. The authors should be critical and state future perspectives in the end of their text. Review articles should be very clearly written with a wisely chosen outline. Reviews should contain title page, (structured or unstructured) Abstract, Keywords, text body with subsections, Ethical statement, References.
- **Opinion papers** are short papers focused on a specific problem or aspect of Pharmaceutical Technology. In this kind of article, the authors are requested to give a strong opinion and launch a debate on a subject. No drug device or drug product or company should be attacked directly but a reflection on the strategy to improve the quality of pharmaceutics or pharmaceutical procedure could be proposed. Opinion papers should be subdivided into title page, Abstract, keywords, an introduction stating the question raised, core text, a conclusion stating clearly the opinion of the authors on the question raised in the introduction, Ethical statement, References.

- **Letters to the Editor** (max. 5 authors): can be submitted after previous accordance with the Editor-in-Chief. These letters are reviewed directly by the Editor-in-Chief after submission. This form of communication is intended to state one precise point on a controversy and/or to react after the publication of another paper in PTHP adding value to a controversial discussion.

- **Guidelines**: should be proposed by a scientific association (or group) well known and respected in its field. As other types of articles, guidelines have to fit with the scope of the journal. The point raised should be relevant and explained. As an exception for this journal, guidelines will not be reviewed in a blind manner because in this case the experience and published works of the authors will be taken into account for peer-review. Guidelines typically contain title page, Abstract, Introduction, core text, Conclusion and/or Perspectives, Ethical statement, References. Guidelines are not limited in length.

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**References**

Adhere strictly to the [Vancouver reference style](#). All references mentioned in the Reference list must be mentioned in the text, and vice versa. List and number the references consecutively in the order that they appear in the text, including Tables and Figures.

In the text, identify references by Arabic numerals in [parentheses]. Italic and boldface font type in the Reference section is not allowed. List all authors; if the number is 7 or more, list the first 6 names followed by et al. Identify authors by last name first, followed by up to 2 initials, without periods, indicating the authors’ first name. Only the first name of the title is capitalized, as well as proper names within the title. Journal names are abbreviated as indicated in PubMed and in the Web of Knowledge ([NIH.Linkout.Journals; Web of Knowledge](#)), without periods. After the abbreviated journal name, give the year of publication, followed by a semicolon, volume number (but no issue number), followed by a double colon, and the page numbers, with the last page number in shortened format.

Meeting abstracts may be cited only if published in journals. Unpublished observations and personal communications are cited only in the text. Correct linking of the references depends on strict adherence to Journal style.
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Website: [Ref. no.] Centers for Disease Control and Prevention. Ten Great Public Health Achievements in the 20th Century. Available at: http://www.cdc.gov/about/history/tengpha.html.

Tables: Submit tables on separate pages and number them consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. Refer to tables in the text as Table 1, etc. Use Table 1, etc. in the table legends. Please indicate in the manuscript the approximate position of each table.

Figures: Illustrations will be reduced in size to fit, whenever possible, the width of a single column. Lettering in all figures within the article should be uniform in style, preferably a sans serif typeface, and of sufficient size, so that it is readable at the final size of approximately 2 mm. Uppercase letters A, B, C, etc. should be used to identify parts of multi-part figures. Cite all figures in the text in a numerical order. Indicate the approximate position of each figure. Refer to figures in the text as Figure 1, etc. Use Figure 1, etc. in the figure legends.

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