EDITORIAL POLICY
Last update: January 2018

*Pharmaceutical Technology in Hospital Pharmacy* (PTHP) endorses editorial policy recommended by the Committee of Publication Ethics (COPE) and the International Committee of Medical Journal Editors (ICMJE).

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1. Authorship

According to the recommendations of COPE and ICMJE the authorship of the work should fulfill the following criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data of the work.
- Drafting the work or revising it critically for important intellectual content.
- Final approval of the version to be published.
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Those who do not meet the all four criteria should be acknowledged. It is the sole responsibility of contributors to determine the authors of the manuscript submitted to the journal.

Addition or Removals of Authors:
The authors’ request for addition or removal of an author should be properly justified. Please note that a change in authorship (order of listing, addition or deletion of a name, or corresponding author designation) after submission of the manuscript will be implemented only after receipt of signed statements of agreement from all parties involved (all listed authors and the author to be removed or added).

2. Submission

Submission of a manuscript to PTHP implies that the manuscript (or one with substantially the same content, by any of the authors) has not been previously published in any language anywhere and that it is not under simultaneous consideration by any other journal. Furthermore all co-authors must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the co-authors of the manuscript status throughout the submission, review and production process.
3. Peer review procedure

All manuscripts are handled online through Thomson Reuter's ScholarOne Manuscripts and will be automatically checked for similarities at the moment of submission.

Submitted manuscripts will be reviewed in a two-step procedure. Firstly, the Editor-in-Chief decides whether the manuscript fulfills the substantive and formal criteria for the further review process. The decision is based on the following criteria:

- Relevance: the content conforms to the scope and goals of PTHP.
- Originality/topicality: the content is sufficiently important and topical to be published in PTHP.
- Formal correctness: the formal criteria have been met.
- Ethical Guidelines: national and international ethical standards for studies with human and/or animal subjects are fulfilled (where applicable).

In case that the criteria have not been met, the manuscript is being rejected without peer review. The authors have the opportunity to resubmit the manuscript after revision.

If all criteria have been met, the manuscript will undergo a double-blind peer review by at least two independent reviewers. The Editor-in-Chief selects and invites reviewers who will make an objective, impartial evaluation of the scientific merits of the manuscript.

Final decisions are made by the Editor-in-Chief on the basis of the reviewers' comments and their judgment of the manuscript's scientific quality. PTHP aspires to notify authors within 4 weeks from the submission date.

In case of missing standards, lacks in scientific precision or other major deficiencies, the manuscript will be rejected. If a manuscript is being considered for publication but in need of improvement, revision of the manuscript is being required. The authors have to follow the reviewer's comments and reply to them. Revised manuscripts must be re-submitted within approx. 6 weeks (extension of deadline is possible per request).

The following decisions are possible: Accepted – Minor revision – Major revision – Rejected

Decision appeal policy: Our appeal procedure provides authors with the opportunity to respond to the editorial decision on their manuscript. Authors have the right to appeal to the editor against any decision taken on their manuscript at any stage; an appeal will be considered at the discretion of the Editor-in-Chief:

- Send a rebuttal letter to the editor via the journal email. Your letter should explain clearly why you disagree with the decision on your manuscript, and should include a detailed response to any reviewers' comments
- The editor will consider your appeal. All appeal requests are handled on a case by case basis and the editor's decision is final.

If your appeal is granted, your manuscript will undergo further assessment by an independent reviewer. Depending on their comments the Editor-in-Chief will make a final decision on your manuscript.

4. Proofreading

Prior to publication, the corresponding author will receive a PDF file with the edited version of the manuscript for final proofreading. This is the last opportunity to review and correct an article before its publication. No changes or
modifications can be made once following publication. Authors are therefore advised to check and compare the edited version against their own manuscript carefully.

The corresponding author should return the list of corrections within 4 days to the production office. At this stage of production changes to content are no longer permitted. Only minor linguistic and typing corrections are possible.

Authors are occasionally asked to provide additional comments and explanations on linguistic or technical aspects to the technical editors.

5. Publication

Manuscripts accepted for publication receive a DOI (Digital Object Identifier) and will be published online ahead-of-print approx. 4 weeks after acceptance. For final publication, the articles are summarized according to year of publication (volumes) and numbers (issues), including consecutive pagination for each volume.

6. Offprints

The electronic files of typeset articles in Adobe Acrobat PDF format are provided free of charge. Corresponding authors receive a notification that their article has been published online with a link to DeGruyter Author Services, where they can pick up their author's copy. Paper offprints can be ordered in addition at the time of submission or at the page proof stage.

7. Correction Notes and Errata

Errors detected in published articles should be reported to the Editorial Office. The corresponding author should send the appropriate corrected material to the Editorial Office. The corrections will, in accordance with the Editors-in-Chief's decision, be published as soon as possible.

8. Copyright

Manuscripts are accepted on the condition of transfer of copyright (for U.S. government employees: to the extent transferable) to the publisher. Once the manuscript is accepted, it may not be published elsewhere without the consent of the copyright holders.

9. Scientific misconduct and other fraud

Scientific misconduct is defined as the fabrication or falsification of research results, intellectual property theft (plagiarism), or other practices that deviate from commonly accepted standards within the academic community for scientific work on the proposal, conducting or reporting of research. In cases where there is a suspicion or allegation of scientific misconduct or fraudulent research in submitted or published manuscripts, the PTHP Editors reserve the right to impose sanctions on the authors. This may include the following measures:

- Immediate rejection of the manuscript.
- Exclusion of author(s) from submitting manuscripts to the journal for a certain period of time.
- Retraction of published manuscripts.
- Informing editors of other journals and publishers.
- Bringing the concerns to the authors' sponsoring or funding institution or other appropriate authority for investigation.

PTHP publishes only original manuscripts and not those previously published, nor under consideration for publication though any other medium. Multiple submission or publication of manuscripts, or redundant publications (repackaging of
data by the same authors with different formulation) will be rejected. Where this is detected only after publication, the journal reserves the right to retract the article and to publish an appropriate Retraction Note.

10. Retraction policy

Serious errors or violation of professional and ethical standards in a published manuscript will result in the retraction of the article. This will occur where the article:

- Is clearly defamatory, or infringes on others’ legal rights.
- Is the subject of a court order, or there is good reason to believe that it will be.
- If acted upon, could pose a serious health risk.

In all of these cases, all co-authors will be informed about the retraction. A Retraction Note, detailing the reasons for retraction, will be linked to the original article.

11. Conflict of interest

To encourage transparency without impeding publication, all authors, reviewers and editors must declare any association that poses a conflict of interest in connection with the manuscript. No contractual relations or proprietary considerations that would affect the content of the publication should exist.

A conflict of interest for a scientific journal is anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, review, or publication of research findings, or of articles that comment on or review research findings. Potential conflicts of interest exist when an author, editor or reviewer has financial, personal or professional interests in a publication that might influence their scientific judgment.

It is the responsibility of the author/s to disclose any funding sources for the project, or other relevant relationships in the manuscript before the Reference section.

The editors must consider whether there are any conflicts of interest relevant to them. Where an Editor believes that the conflict will impair their judgment, they should decline to handle the manuscript.

Reviewers must disclose all conflict of interests or relationships to the author/s. If they feel that they are unable to review a paper objectively because of any competing interest, they should notify the Editor-in-Chief.

Please also refer to our Publication Ethics and Malpractice Statement.

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