Instructions for Authors
Pharmaceutical Technology in Hospital Pharmacy
Last update: April 2018

1. Aims and Scope

Pharmaceutical Technology in Hospital Pharmacy (PTHP) is an international 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 ahead-of-print 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Unpublished material: Submission of a manuscript to PTHP implies that the work described is not copyrighted, published or submitted elsewhere, except in abstract form.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 should ensure that all authors approve the manuscript before its submission to PTHP.

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/) and the “Uniform Requirements for

Where applicable, all authors must confirm in writing that they have complied with the World Medical Association Declaration of Helsinki (cf. http://www.wma.net/en/30publications/10policies/b3/) regarding ethical conduct of research involving human subjects and/or animals. In the Materials and Methods Section, or in a separate section, the manuscript should contain a statement 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.

**Conflict of Interest:** Conflict of interest for a given manuscript exists when a participant in the peer review and publication process – author, reviewer, and editor – has ties to activities that could inappropriately influence his or her 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.

If you have no conflicts of interest to declare, please insert this statement after the Acknowledgements section:

„Conflict of interest statement: The authors state no conflict of interest. The authors have read the journal’s Publication ethics and publication malpractice statement available at the journal’s website and hereby confirm that they comply with all its parts applicable to the present scientific work”

Please find more information on our Publication Ethics [here](#).

**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.

**3. Preparation of manuscripts**

Manuscripts should be submitted in electronic form to our online submission, peer review and production system at [http://mc.manuscriptcentral.com/pthp](http://mc.manuscriptcentral.com/pthp). PTHP accepts manuscripts in MicrosoftWord. 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 titlepage 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 printers’ 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: Background, Methods, Results, Conclusions.

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, Acknowledgements, Conflict of interest 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), however, with an unstructured text body.

- **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, Acknowledgements, Conflict of interest 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, Acknowledgements, Conflict of interest 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, Acknowledgments, Conflict of interest statement, References. Guidelines are not limited in length.


<table>
<thead>
<tr>
<th></th>
<th>Word count (max.)</th>
<th>Word count in abstract</th>
<th>Number of keywords</th>
<th>Number of Tables &amp; Figures</th>
<th>Number of references</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original article</td>
<td>6,000</td>
<td>500</td>
<td>4-6</td>
<td>12</td>
<td>50</td>
</tr>
<tr>
<td>Short communications</td>
<td>3,000</td>
<td>250</td>
<td>4-6</td>
<td>3</td>
<td>25</td>
</tr>
<tr>
<td>Reviews</td>
<td>8,000</td>
<td>500</td>
<td>4-6</td>
<td>8</td>
<td>75</td>
</tr>
<tr>
<td>Opinion paper</td>
<td>3,000</td>
<td>250</td>
<td>4-6</td>
<td>2</td>
<td>25</td>
</tr>
<tr>
<td>Letter to the Editor</td>
<td>1200</td>
<td>n/a</td>
<td>4-6</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Editorials</td>
<td>1500</td>
<td>n/a</td>
<td>n/a</td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

References: Reference lists have to be written in Vancouver style, please see: [http://guides.lib.monash.edu/citing-referencing/vancouver](http://guides.lib.monash.edu/citing-referencing/vancouver).

The names of journals should be abbreviated according to the *World List of Scientific Periodicals*.

Number the references consecutively in the order in which they appear in the text, including tables and figures. In the body text, identify references by Arabic numerals in round brackets (1). In the references all authors must be included; et al. is not accepted. Do not use italic font in the reference section.

If you use a reference managing program you could apply the *New England Journal of Medicine* style to your manuscript (e.g. [http://endnote.com/downloads/style/new-england-journal-medicine](http://endnote.com/downloads/style/new-england-journal-medicine)).

Examples for references:

**Journal articles**


**Journal articles with 6 or more authors**


**Ahead-of-print journal articles**


**Online only articles**

[Ref. no.] Hassani-Pak K, Rawlings C. Knowledge discovery in biological databases for revealing candidate genes linked to complex phenotypes. J Integr Bioinform 2017;14:20160002.

**Books**

[Ref. no.] Brunton MG. Hospital Pharmacy Practice for Technicians. Burlington: Jones & Bartlett Learning; 2015.

**Chapter in a book**


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.

Please note that if any of the figures you used are copyrighted, you need to obtain permission from the copyright owners to reproduce these figures in PTHP. You also need to document the copyright permission in the respective figure legend. The same holds true for copyrighted tables you use.

**Color figures:** Authors are encouraged to submit illustrations in color if necessary for their scientific content. Publication of color figures is provided free of charge both in online and print editions.

Line drawings and photographs must be of high quality. Please note that faint shading may be lost upon reproduction.

**Figure legends:** Provide a short descriptive title, and (if necessary) footnotes to make each figure self-explanatory on separate pages. Explain all symbols used in the figures. Remember to use the same abbreviations as in the body-text.

4. **Offprints**

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

*Note for authors of NIH-funded research*

Walter de Gruyter Publishers acknowledge that the author of an NIH-funded article retains the right to provide a copy of the final manuscript to NIH upon acceptance for publication or thereafter, for public archiving in PubMed Central 12 months after publication in PTHP note that only the accepted author's version of the manuscript, not the PDF file of the published article, may be used for NIH archiving.

**Please contact the Editorial Office for any further questions:**

Alexandra Hinz  
DE GRIJYTER  
Genthiner Straße 13, 10785 Berlin, Germany  
Tel. +49-30-26005-358 / Fax: +49-30-26005-325  
E-mail: pthp@degruyter.com