

## Instructions to Authors

Indian Journal of Pharmacy Practice (ijopp) is official journal of Association of Pharmaceutical Teachers of India (APTI). Indian Journal of Pharmacy Practice, a quarterly publication is devoted to publishing reviews and research articles in the area of Pharmacy Practice. Articles in the areas of clinical pharmacy, hospital pharmacy, community pharmacy, pharmaceutical care, pharmacovigilance, pharmacoconomics, clinical research, clinical pharmacokinetics and other related issues can be sent for publication in ijopp. All manuscripts should be submitted in triplicate along with 'Authorship Responsibility Undertaking', signed by all the authors of the paper to,

The Editor,

Indian Journal of Pharmacy Practice,

Association of Pharmaceutical Teachers of India,

H.Q.: Prof. B.G. Shivananda, Secretary, APTI, No: 620 D, 35<sup>th</sup> Cross, 2<sup>nd</sup> Block, Rajajinagar, Bangalore – 560 010, KARNATAKA

Authors should retain a copy of all materials submitted to the journal; the editor cannot accept responsibility for loss or damage to submitted materials.

Manuscripts will be subjected to peer review process to determine their suitability for publication, provided they fulfilled the requirements of the journal. After the review, manuscript will be returned for revision along with reviewer's and /or editor's comments. One original copy of the final revised manuscript should be submitted for publication within one month after receiving the comments. It is also desirable to submit the final revised manuscript on a CD prepared in MS word version 6.0/95 or a higher version.

**Submission of a manuscript to ijopp for publication implies that the same work has not been either published or under consideration for publication in another journal.**

Author/s publishing results from in-vivo experiments involving animal or humans should state whether due permission for conduct of these experiments was obtained from the relevant authorities /Ethics committee/Institutional Review Board.

### Manuscript preparation:

Manuscripts should be concisely typewritten in double space in A4 sized sheets, only on one side with a 2 cm margin on all sides. The manuscript shall be prepared in Times New Roman font using a font size of 12. Title shall be in a font size 14. All section titles in the manuscript shall be in font size 12, bold face capitals. Subtitles in each section shall be in font size 12, bold face lower case followed by a colon. The pages shall be numbered consecutively with arabic numbers, beginning with title page, ending with the (last) page of figure legends. The length of an Review/ Science Education article should not exceed 25 manuscript pages to include figures, tables

and references. No abbreviations or acronyms shall be used in the Title or Abstract acronyms, except for measurements. All the references, figures (Fig.) and tables (Table) in the text shall be numbered consecutively as they first appear. No sentence shall start with a numeral. Abbreviations like "&" and "etc" shall be avoided in the paper. There shall not be any decorative

borders anywhere in the text including the title page. The entire MS Word document with graphs and illustrations pasted in it shall not exceed 2 MB. Manuscripts must conform to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" <http://www.icmje.org/>.

The Content of the manuscript shall be organized in the following sequence and shall start on separate pages: title page (including author's name, affiliations and address for correspondence), abstract (including atleast 4 key words), text (consisting of introduction, materials and methods, results, discussion, conclusion and acknowledgements), references, figure legends, tables and figures. Titles should be short, specific, and clear. Beginning with the first page of text, each page should be consecutively numbered.

**For the Review Articles**, the author(s) is absolutely free to design the paper. The Abstract section is needed for review articles too. The article should not exceed 15 manuscript pages including figures, tables and references. References, figures, and legends shall follow the general guidelines described below.

**For all other Articles, the following format shall be strictly followed.**

**Title Page.** The following information should appear: title of article (A running title or short title of not more than 50 characters), authors' name, and last name. The author to whom all correspondence be addressed should be denoted by an asterisk mark. Full mailing address with pin-code numbers, phone and fax numbers, and functional e-mail address should be provided of the author for correspondence. Names of the authors should appear as initials followed by surnames for men and one given-name followed by surname for women. Full names may be given in some instances to avoid confusion. Names should not be prefixed or suffixed by titles or degrees.

**Abstract:** The abstract is limited to 250 words, and should describe the essential aspects of the investigation. In the first sentence, the background for the work should be stated; in the second sentence the specific purpose or hypothesis shall be provided; followed sequentially by summary of methods, results and conclusion. No references should be cited. **Introduction:** A brief background information on what has been done in the past in this area and the importance of the proposed investigation shall be given. Introduction shall end with a statement of the purpose or hypothesis of the study.

**Material and Methods:** This section may be divided into subsections if it facilitates better reading of the paper. The research design, subjects, material used, and statistical methods should be included. Results and discussion shall not be drawn into this section. In human experimentation, ethical guidelines shall be acknowledged. **Results:** This section may be divided into subsections if it facilitates better reading of the paper. All results based on methods must be included. Tables, graphic material and figures shall be included as they facilitate understanding of the results. **Discussion:** Shall start with limited background information and then proceed with the discussion of the results of the investigation in light of what has been published in the past, the limitations of the study, and potential directions for future research. The figures and graphs shall be cited at appropriate places. **Conclusion:** Here, the major findings of the study and their usefulness shall be summarized. This paragraph should address the hypothesis or purpose stated earlier in the paper. **Acknowledgments.** Acknowledgments should appear on a separate page. **Tables.** Each table should be given on a separate page. Each table should have a short, descriptive title and numbered in the order cited in the text. Abbreviations should be defined as footnotes in italics at the bottom of each table. **Tables should not duplicate data given in the text or figures.** Only MS word table format should be used for preparing tables. Tables should show lines separating columns with those separating rows. Units of measurement should be abbreviated and placed below the column headings. Column headings or captions should not be in bold face. It is essential that all tables have legends, which explain the contents of the table. Tables should not be very large that they run more than one A4 sized page. If the tables are wide which may not fit in portrait form of A4 size paper, then, it can be prepared in the landscape form. Authors will be asked to revise tables not conforming to this standard before the review process is initiated. Tables should be numbered as Table No.1 Title..., Table No.2 Title... Etc. Tables inserted in word document should be in tight wrapping style with alignment as center.

**Figures, Photographs and Images:** Graphs and bar graphs should preferably be prepared using Microsoft Excel and submitted as Excel graph pasted in Word. These graphs and illustrations should be drawn to approximately twice the printed size to obtain satisfactory reproduction.

Specification of Legends/values in Graphs Font Arial, size- 10 pt, Italics- None] Diagrams made with Indian ink on white drawing paper, cellophane sheet or tracing paper with hand written captions or titles will not be accepted. Photographs should be submitted only on photo-glossy paper. Photographs should bear the names of the authors and the title of the paper on the back, lightly in pencil. Alternatively photographs can also be submitted as 'jpeg/TIFF with the resolution of 600 dpi or more' images. Figure and Table titles and legends should be typed on a separate page with numerals corresponding to the illustrations. Keys to symbols, abbreviations,

arrows, numbers or letters used in the illustrations should not be written on the illustration itself but should be clearly explained in the legend. The complete sets of original figures must be submitted. Legends should be in the present tense (e.g., 'Illustration shows ...'). Subjects' names must not appear on the figures. Labels should contrast well with the background. Images should be uniform in size and magnification. Illustrations should be free of all identifying information relative to the subject and institution. Written permission for use of all previously published illustrations must be included with submission, and the source should be referenced in the legends. Written permission from any person recognizable in a photo is required. Legends must be double spaced, and figures are numbered in the order cited in the text. Color prints shall be submitted only if color is essential in understanding the material presented. Label all pertinent findings. The quality of the printed figure directly reflects the quality of the submitted figure. Figures not conforming to acceptable standards will be returned for revision. Figures should be numbered as Fig.1, Fig.2 etc.; Figures inserted in word document should be in square wrapping style with horizontal alignment as center.

**Resolution:** Drawings made with Adobe Illustrator and CorelDraw (IBM/DOS) generally give good results. Drawings made in WordPerfect or Word generally have too low a resolution; only if made at a much higher resolution (1016 dpi) can they be used. Files of scanned line drawings are acceptable if done at a minimum of 1016 dpi. For scanned halftone figures a resolution of 300 dpi is sufficient. Scanned figures cannot be enlarged, but only reduced. Figures/Images should be submitted as photographic quality scanned prints, and if possible attach an electronic version (TIFF/JPEG).

**Chemical terminology-** The chemical nomenclature used must be in accordance with that used in the chemical abstracts.

**Symbols and abbreviations-** Unless specified otherwise, all temperatures are understood to be in degrees centigrade and need not be followed by the letter 'C'. Abbreviations should be those well known in scientific literature. In vitro, in vivo, in situ, ex vivo, ad libitum, et al. and so on are two words each and should be written in italics. None of the above is a hyphenated word. All foreign language (other than English) names and words shall be in italics as a general rule.

**General Guidelines for units and symbols -** The use of the International System of Units (SI) is recommended. For meter (m), gram (g), kilogram (kg), second (s), minute (m), hour (h), mole (mol), liter (l), milliliter (ml), microliter ( $\mu$ l). No pluralization of symbols is followed. There shall be one character spacing between number and symbol. A zero has to be used before a decimal. Decimal numbers shall be used instead of fractions.

**Biological nomenclature -** Names of plants, animals and bacteria should be in italics.

**Enzyme nomenclature** - The trivial names recommended by the IUPAC-IUB Commission should be used. When the enzyme is the main subject of a paper, its code number and systematic name should be stated at its first citation in the paper.

**Spelling** - These should be as in the Concise Oxford Dictionary of Current English.

#### **PAGE LAYOUT GUIDELINES Indian Journal of Pharmacy Practice**

<b>Page size</b>	Letter Portrait 8.5" X 11.0"
<b>Margins</b>	All Margins, 1"
<b>Page numbers</b>	Numbered as per the assigned page /absolutely no break or Missed sections
<b>Indent</b>	None, Absolutely, No Tab
<b>Footer/ Headers</b>	None
<b>Title</b>	14pt Times New Roman, bold, centered followed by a single blank line.
<b>Text</b>	12pt Times New Roman, full justification 1.5 line spacing between paragraphs. No indentation
<b>Tables</b>	At the end of context with rows and columns active; tables should have individual rows and columns for each value expressed. All text should be fully justified.

Please put all primary section titles in UPPER CASE letters (Example INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGEMENT, REFERENCES) and subheading in both Upper and Lower Case letters (Italics). Do not number your subtitles (for example, 1.0 Introduction; 2.0 Background; 2.1.1 are not acceptable). Do not use the tab key to indent blocks of text such as paragraphs of quotes or lists because the page layout program overrides your left margin with its own, and the tabs end up in mid-sentence.

#### **References**

Literature citations in the text must be indicated by Arabic numerals in superscript. Each reference separately in the order it appears in the text. The references should be cited at the end of the manuscript in the order of their appearance in the text. In case of formal acceptance of any article for publication, such articles can be cited in the reference as "in press", listing all author's involved. References should strictly adhere to Vancouver style of citing references

**Format:** Author(s) of article (surname initials). Title of article. Journal title abbreviated Year of publication; volume number (issue number):page numbers.

**Standard journal article** (If more than six authors, the first six shall be listed followed by et al.) You CH, Lee KY, Chey WY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980;79:311-4.

#### **Books and other monographs**

**Format:** Author(s) of book (surname initials). Title of book. Edition. Place of publication: Publisher; Year of publication.

#### **Personal author(s)**

Eisen HN. *Immunology: an introduction to molecular and cellular principles of the immune response*. 5th ed. New York: Harper and Row; 1974.

#### **Editor, compiler, as author**

ausser J, Colombani J, editors. *Histocompatibility testing* 1972. Copenhagen: Munksgaard; 1973.

#### **Organisation as author and publisher**

Institute of Medicine (US). *Looking at the future of the Medicaid program*. Washington: The Institute; 1992.

#### **Conference proceedings**

Kimura J, Shibasaki H, editors. *Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology*; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

#### **Dissertation**

Kaplan SJ. *Post-hospital home health care: the elderly's access and utilization [dissertation]*. St. Louis (MO): Washington Univ.; 1995.

#### **Patent**

Larsen CE, Trip R, Johnson CR, inventors; Novoste Corporation, assignee. *Methods for procedures related to the electrophysiology of the heart*. US patent 5529 067. 1995 Jun 25.

#### **Chapter or article in a book**

**Format:** Author(s) of chapter (surname initials). Title of chapter. In: Editor(s) name, editors. Title of book. Place of publication: Publisher; Year of publication. page numbers.

#### **Electronic journal article**

Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis [serial online]* 1995Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>

#### **World Wide Web**

**Format:** Author/editor (surname initials). Title [online]. Year [cited year month day]. Available from: URL: World Wide Web page McCook A. Pre-diabetic Condition Linked to Memory Loss [online]. 2003 [cited 2003 Feb 7]. Available from: URL: [http://www.nlm.nih.gov/medlineplus/news/fullstory\\_11531.html](http://www.nlm.nih.gov/medlineplus/news/fullstory_11531.html)

**Abbreviations** for journals for more information on medline indexed journals: Download list of medline journals: [ftp://ftp.ncbi.nih.gov/pubmed/J\\_Medline.zip](ftp://ftp.ncbi.nih.gov/pubmed/J_Medline.zip)

American Journal of Pharmacy- (Amer J Pharm)  
Analytical Chemistry- (Anal Chem)  
British Journal of Pharmacology and Chemotherapy- (Brit J Pharmacol)  
Canadian Journal of Pharmaceutical Sciences- (Can J Pharm Sci)  
Clinical Pharmacokinetics- (Clin Pharmacokinet)  
Drug Development and Industrial Pharmacy- (Drug Develop Ind Pharm)  
Helvetica Chimica Acta- (Helv Chim Acta)  
Indian Journal of Medical Sciences- (Indian J Med Sci)  
Indian Journal of Pharmaceutical Sciences- (Indian J Pharm Sci)  
Journal of the American Chemical Society, The- (J Amer Chem Soc)  
Journal of Biological Chemistry- (J Biol Chem)  
Journal of Organic Chemistry, The- (J Org Chem)  
Journal of Pharmacology and Experimental Therapeutics- (J Pharmacol Exp Ther)  
New England Journal of Medicine- (N Engl J Med)  
Pharmaceutical Journal, The (Pharm J)  
Pharmacological Research Communications (Pharmacol Res Commun)

#### **AUTHOR'S CHECKLIST FOR SENDING PROOFS TO EDITORIAL OFFICE**

In order to maintain quality and consistency in Indian Journal of Pharmacy Practice, we ask you to perform the following items prior to submitting your final proof for publication:

- Include the original, hard copy of Author's Transfer of Copyright signed by each author.
- Thoroughly check the article for typographic errors, format errors, grammatical errors, in particular: spelling of names, affiliations, any symbols, equations in the context, etc.
- Provide graphs and figures in excel format, Pictures are required as high resolution images (300 dpi).
- Provide laser printed hard copies of all figures and graphics in black and white or scanned copies can also be sent to [ijopp@rediffmail.com](mailto:ijopp@rediffmail.com)
- Submit a proof corrected with RED INK ONLY.
- List out the corrections made in typed format in a separate page with the proof.

Authors can send the corrected proof, copyright transfer form, with covering letter in a single envelope to the following address.

Authors are required to send their contributions or manuscripts through post or courier services.

**Dr. Shobha Rani R Hiremath**

**Editor-in-Chief,**

Indian Journal of Pharmacy Practice (ijopp).

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