INSTRUCTIONS TO AUTHORS

The *Revista de la OFIL/ Ibero Latin American Journal of Health System Pharmacy,* with over 25 years of experience is a multilingual (Spanish, Portuguese and English) publication that offers a forum for researches with professional expertise in all sectors of pharmacy.

It also incorporates the conceptual trends in regulation procedures and legislation, organizational models in healthcare, including all advanced in clinical practices.

The journal addresses issues related to hospital pharmacy, community pharmacy, primary care, health and social care, training and research, healthcare management and administration and all those related to the pharmacy profession.

Authors submitting a paper, do so on the understanding that the work has not been published before, is not being considered for publication elsewhere, and has been read and approved by all the authors.

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The manuscript should be sent to the email address: publicacion@revistadelaofil.org . The editor of the journal will acknowledge the receipt of all papers and the inclusion in the editorial process will be subsequently notified.

The Editorial Board reserves the right to reject the articles considered not appropriate for publication and may also suggest the authors make changes if required. All original manuscripts will be peer reviewed anonymously, by specialists appointed by the editors.

The journal does not charge authors for article submission, processing or publication.

SUBMISSION OF MANUSCRIPTS

1. COVER LETTER

The corresponding author is responsible for ensuring in a cover letter that the manuscript represents original and unpublished work, except in the form of an abstract and those whose work contributed to the paper are acknowledged as contributing author.

2. ETHICAL GUIDELINES

Author who submit a manuscript accept full responsibility for its content as defined by the International Committee of Editors of Medical Journals (see www.icmje.org).
The research submitted to *Revista de la OFIL/ Ibero Latin American Journal of Health System Pharmacy* should be carried out in accordance with internationally accepted recommendations for clinical investigation (Declaration of Helsinki, in the recently revised version of the World Medical Association; see http://www.wma.net/en/30publications/10policies/b3/index.html).

2.1 Informed Consent

Authors should include a statement that the patient data were obtained after signed informed consent or the reason for lack of consent explained.

2.2 Data protection

Data management must comply with relevant privacy protocols, data protection policy and local requirements to access medical records.

2.3 Conflict of interest

All contributors are required to fill out the form for disclosure of potential conflict of interest (available at: http://www.icmje.org/downloads/coi_disclosure.pdf).

3. SOURCE OF FUNDING

Authors are required to specify the sources of funding of their research when submitting a manuscript.

4. CASE STUDY OF ADVERSE DRUG REACTIONS

In case studies or case series studies of suspected adverse drug reactions (ADRs) authors should take into account:

a) There are guidelines for submitting adverse event reports for publication available on: http://www.aemps.gob.es/vigilancia/medicamentosUsoHumano/docs/guidelines-traducidas-2007.pdf (Spanish version), *Drug Safety* 2007;30(5):367-373 and *Pharmacoepidemiology and Drug Safety* 2007;16:581-587 (English version).

b) ADRs should be reported to the concerned competent authorities via the national reporting system, according to national regulations.

c) The following phrase should be included after the case description: *"This case has been reported to the National Health Authorities".*

MANUSCRIPT FORMAT AND STRUCTURE

1) The word processor is Microsoft Word (versions 6.0 or higher) for windows
   a) Times New Roman, 12-point foint size
   b) Double –spaced
   c) Margins: 2,5 cm

2) The languages of publication are Spanish, Portuguese and English.

3) Beginning with the title page, each page should be consecutively numbered.

4) The title page should contain:

   a. Title of the paper
   b. Author names
   c. Affiliation of the authors
   d. Corresponding author with complete address, including an email address and postal code

5) The second page should contain:

a) The abstract (maximum 250 words) in the same language as the article text (Spanish, Portuguese and English). It should provide a concise summary of the work and in original articles it should describe the objectives, methodology and key results. Papers written in Spanish or Portuguese should also submit an abstract in English. Articles in English should also include an abstract in Spanish.

b) From 3 to 10 keywords are to be appended to the abstract. Keywords should preferably be chosen from the list published by the Medical Subject Headings (MeSH) of the

National Library of Medicine. Available at: http://www.ncbi.nlm.nih.gov/entrez/meshbrowser.cgi.
Keywords are separated by commas.

6) The third page should contain the title, the abstract and all keywords in the English version.

7) The body of the article is presented in the following pages.

TYPES OF ARTICLES

The journal publishes five main types of articles: editorials, original researches, review articles, special contribution, clinical pharmacy case studies and letters to the Director.

Editorials

Articles about scientific or professional opinions, requested by the Editorial Board to leading experts on highly topical subject in pharmacy or related to articles previously published in the journal. The number or authors should not exceed 6, maximum 1500 words, one table or figure and 10 references.

Original Articles

Original research works with the following structure: abstract and keywords in Spanish or Portuguese, abstract and keywords in English, introduction and objectives, material and methods, results, discussion and references.

Abstract: The abstract in Spanish or Portuguese and the English version (maximum 250 words), should be structure in four sections: introduction and objectives, methods, key results and conclusions. Papers in English should include a Spanish version. From 3 to 10 keywords are to be appended to the abstract. Keywords should preferably be chosen from the list published by the Medical Subject Headings (MeSH) of the National Library of Medicine. Available at: http://www.ncbi.nlm.nih.gov/entrez/meshbrowser.cgi.
Keywords are separated by commas.

Text: The text is limited to 3000 words, a maximum of 10 tables or figures (total) and 30 references. The number or authors should not exceed 6.

Review articles:

These articles are an objective and critical analysis of the relevant available research and non-research literature on the topic being studied. The maximum word-length is 3000 words and 15 tables or figures (total). The number or authors should not exceed 6. References are not limited.

Special articles

This section includes articles on topics of particular interest or relevance that do not fit into any of the other categories and requested by the Editorial Board. Authors should contact the Director of the journal if not requested.

Clinical Pharmacy Case Study

Descriptive research of one or more clinical cases in which pharmacists are involved. The text is limited to 1500 words, a maximum of 2 tables or figures and 10 references. The number or authors should not exceed 4.

Letter to the Director

This section includes comments related to works recently published in the journal. The maximum word-length is 1000 words, no more than 1 table or figure and 8 references. The number or authors should not exceed 4.

REFERENCES

The references list appears at the end of the text enumerated consecutively in the order in which they are first mentioned in the text by numbers in superscript. Only references that contribute substantially to the subject of the study should be enumerated to avoid exhaustive lists (with the exception of the Reviews). Journal titles should be abbreviated according to the Index Medicus available at http://www.nlm.nih.gov. The style for references is based on the reccomendation of the International Committee of Medical Journal Editors (ICMJE) available at http://www.nlm.nih.gov/bsd/uniform_requirements.html
Sample references typically used by authors of journal articles are provided below.

1. Articles in journals

List the first six authors, when there are more than six, only the firs six followed by the expression “et al” should be cited.

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. Brain Res. 2002;935(2):40-6.

2. Organization as author

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. Hypertension. 2002;40(5):679-86.

3. Volume with supplement

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. Headache. 2002;42 Suppl 2:S93-9.

4. Books and other monographs

Personal author(s)
Jiménez Murillo L, Montero Pérez FJ. Clinical Medicin. 2ª ed. Madrid: Elsevier; 2005.

Author(s) and Editor(s)

Norman IJ, Redfern SJ, editores. Mental health care for elderly people. Nueva York: Churchill Livingston; 1996.

Chapter in a book

Phillips SJ, Whisnant JP. Hypertension and stroke. En: Laragh JH, Brenner BM, editores. Hypertension: pathophysiology, diagnosis, and management. 2.a ed. Nueva York: Raven Press; 1995. p. 465-78.

5. Conference paper

Publications in a journal of abstracts are cited as an article. If it is published in an abstract book are cited as a chapter in a book.

6. Scientific or technical report

Yen GG (Oklahoma State University, School of Electrical and Computer Engineering, Stillwater, OK). Health monitoring on vibration signatures. Final report. Arlington (VA): Air Force Office of Scientific Research (US), Air Force Research Laboratory; 2002 Feb. Report No.: AFRLSRBLTR020123. Contract No.: F496209810049.

7. Dissertation

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

8. Legal material

- *Veterans Hearing Loss Compensation Act of 2002, Pub. L. No. 107-9, 115 Stat. 11 (May 24, 2001).*

- *Official Journal of the European Union. Directive 2001/83/EC on the Community code relating to medicinal products for human use. OJEU No L 348, 31.12.2010.*

9. Newspaper articles

Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. The Washington Post. 1996 Jun 21;Sect. A:3 (col. 5).

10. In press or forthcoming

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. Proc Natl Acad Sci USA. In press 2002.

11. Electronic material

Electronic journal article

Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis.1995;1(1). [cited 1996 july 9]. *Available from: http://www. cdc.gov/ncidod/ EID/eid.htm.*

Article published on the Internet ahead of the print version

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. Blood. 2002 Nov 15;100(10):3828-31. Epub 2002 Jul 5.

Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: http://www.nap.edu/books/0309074029/html/.

Homepage/Web site

American Medical Association [Internet]. Chicago: The Association; c1995-2002 [cited 2002 Aug 12]. AMA Office of Group Practice Liaison. Available from: http://www.ama-assn.org/ama/pub/category/1736.html.

Database on the Internet

Who's Certified [Database on the Internet]. Evanston (IL): The American Board of Medical Specialists. [cited 2001 march 8]. Avaliable from: http://www.abms.org/newsearch.asp

TABLES

Arabic numerals are used to number the tables in the order of their appearance in the text. Each table is presented on a separate sheet. The title appears at the top and abbreviations in alphabetical order at the bottom. The content is self explanatory and information is not repeated in the text or in figures.

FIGURES

Figures are designated by Arabic numerals ordered as they appear in the text. Each figure is presented on a separate sheet. Line drawing or graphs should preferably be sent in JPG format with a high quality and resolution. Figure legends are provided on a separate sheet. At the end of each legend, abbreviations are identified in alphabetical order. Figures include no information that would allow a patient or hospital to be identified. Patient photographs must be taken in a way that ensures anonymity, or the consent of that patient must also consent.

ACKNOWLEDGEMENTS

All contributors who do not meet the criteria for authorship should be listed in this section.

REPORTING GUIDELINES FOR SPECIFIC STUDY DESIGNS

The *Revista de la OFIL/ Ibero Latin American Journal of Health System Pharmacy in an attempt to* ensure the quality and transparency of published research, recommends that authors and reviewers adhere to the reporting guidelines of the EQUATOR network (http://www.equator-network.org/):

- **STROBE** for reporting observational studies (cohort, case-control, cross-sectional).
- **CONSORT** for reporting randomized trials.
- **PRISMA** for reporting systematic reviews and meta-analyses
- **CARE** for clinical case reports.
- **STARD** for reporting of diagnostic accuracy.
- **CHEERS** for economic evaluations of health interventions