

## JPPR First Time Author Guide

This guide has been written for first time authors and includes information to assist you preparing, submitting, and revising a manuscript for the *Journal of Pharmacy Practice and Research* (JPPR).

Early Career Pharmacists and Residents are welcome to submit a manuscript for consideration for any article type outlined in the [JPPR Author Guidelines](#) (research article, practice report, review, case report, brief report, letter to the editor). However, Emerging Insight articles have been developed with Early Career Pharmacists and Residents in mind and so, will be discussed in detail here.

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## GETTING STARTED

To begin, familiarise yourself with the Journal. This will give you an indication of the standard and type of content the Journal may be interested in publishing and whether your research would be a good fit.

If you believe your research would be a good fit for the Journal, you can think about what article type you would like to pursue. Understanding the requirements of your article type and the submission processes is important and details can be found in the [JPPR Author Guidelines](#).

The Emerging Insights article type has been developed to encourage and support the research of Early Career Pharmacists and Residents. The requirements of Emerging Insights manuscripts are:

- Must be rigorous and scientific
- Text limit up to 1500 words, reference limit 15, tables/figures limit 3
- Structured abstract (up to 250 words) under headings: Background, Aim, Method, Results, Conclusion
- Structured text under headings: Introduction, Method, Results, Discussion.

Now, you can begin preparing your manuscript.

## PREPARING YOUR MANUSCRIPT

### ***Writing***

Writing a strong research paper requires skills that will develop over time. To give yourself a head start, the SHPA Research Leadership Committee has developed the [Research Toolkit](#) series. Aiming to support members in conducting and publishing their research, this series shares the insights and experiences of SHPA's most research-passionate members.

The *Research Toolkit* series currently contains:

- [‘Writing your first paper: a practical guide for clinicians’](#) by Liu S, et al.
- [‘Writing a systematic review: Part 1’](#) by Liu S, et al.
- [‘Better measurement for better results: A practice guide to strengthening your survey-based research’](#) by Walker J, et al.
- [‘Redcap is when data capture leads to good: An overview and tips for best practice’](#) by Fernandez S and Page A.
- [‘An introduction to linear regression’](#) by Nguyen T.

All the articles in the *Research Toolkit* will help you develop your skills as a researcher. However, the first of the series [‘Writing your first research paper: a practical guide for clinicians’](#) is the best place to start. Authored by Liu S, Mill D, Page A, and Lee K, this article will step you through the entire process of writing your manuscript, including developing your title, explaining your results, and writing your abstract (best done last!).

In addition to the *Research Toolkit*, we've developed a quick checklist to help you identify some of the most common issues that occur in research manuscripts:

- Check your word usage is consistent, correct (i.e., full names rather than colloquialisms) and appropriate (particularly important for multi-authored manuscripts)
- Have tenses been used consistently?
- Are all abbreviated terms explained in full the first time they are used?

- Have you used the headings (abstract and body) required for your article type?
- Remove any headers, footers, footnotes, or automatic referencing
- Do not exceed word limits (abstract and body)

### **Editing**

“Write freely, edit without remorse”.

While often overlooked, editing is critical to developing strong academic writing. When first drafting your manuscript, you may include a lot of detail, description, and discussion that ends up not being essential to the final version. Be direct and concise in your writing. Think carefully about the ‘main research story’ your manuscript is trying to communicate to your reader. Determine if each sentence is required for your manuscript and ask yourself if it helps you develop this research story. If information is not essential, remove it.

Having a colleague or supervisor read your manuscript can be very valuable. Often, a fresh perspective will reveal inconsistencies, errors, or unclear passages in your manuscript.

### **Referencing**

Before submitting your manuscript, take care to ensure your manuscript is correctly referenced and all ideas, words, or findings from other sources have been appropriately attributed. Manuscripts submitted to JPPR will be checked for plagiarism using iThenticate (Turnitin LLC, Oakland, California, USA).

JPPR uses an adapted version of Vancouver style of referencing. Please see the [JPPR Referencing Guide](#) for more details.

## **PREPARING YOUR FILES FOR SUBMISSION**

To submit, you will need a main document, a title page, and any figures or supplemental information needed to support your submission, and a cover letter. All documents (where possible) should be submitted as Word documents.

The **title page** should contain:

- A brief informative title containing the major key words. The title should not contain abbreviations (see [Wiley's best practice SEO tips](#))
- A short running title of less than 40 characters
- The full names of the authors
- The authors’ institutional affiliations where the work was conducted, with a footnote for the authors’ present addresses are different from where the work was conducted.

The **main document** should include:

- A short informative title containing the major key words. The title should not contain abbreviations
- Abstract: Structured abstract (up to 250 words) under headings: Background, Aim, Method, Results, Conclusion
- Body: Text limit up to 1500 words, reference limit 15, tables/figures limit 3
- Body: Structured text under headings: Introduction, Method, Results, Discussion
- Up to seven keywords
- References

- Tables (each table complete with title and footnotes)
- Figure legends: Legends should be supplied as a complete list in the text. Figures should be uploaded as separate files (see below).

The following statements (in order) should also be included in the main document:

- Acknowledgements (must be anonymised for peer review)
- Conflicts of interest statement
- Authorship statement
- Ethics statement (must be anonymised for peer review)
- Data Sharing Statement.

**The main document must be anonymised for peer review. Please redact any identifying information (including hospital names, ethical clearance committee names).**

The **cover letter** is a short letter to the Editor-In-Chief, explaining your research and why you think JPPR is a good fit for your work.

### ***Figures and Supporting Information***

Figures, supporting information, and appendices should be supplied as separate files. You should review the [basic figure requirements](#) for manuscripts for peer review, as well as the more detailed post-acceptance figure requirements. View [Wiley's FAQs](#) on supporting information.

Colour images do not attract a fee for publication.

### **SUBMITTING YOUR FILES**

All submissions to JPPR occur via ScholarOne, a peer review and publishing platform developed by Clarivate. The JPPR ScholarOne portal can be found [here](#).

To submit to JPPR, you will need to create an account on ScholarOne. Please see the [ScholarOne Quick Guide](#) for more help with getting started on the platform. A more detailed [guide](#) for ScholarOne has also been provided by Clarivate.

The primary method of communication between JPPR and you as the author will be via email. Please ensure you submit your email address correctly and monitor your inbox for correspondence.

### ***What happens after I submit?***

After you submit, your main document, title page, and accompanying files will be checked to see if all necessary information has been included. If anything is missing, you may be contacted by the JPPR Editorial Office.

If your files are ready for editorial consideration, they will be sent to the Editor-In-Chief (EIC) for initial assessment. At this stage, your manuscript may be returned to you with feedback from the EIC or sent to peer review.

### **PEER REVIEW AND MANUSCRIPT DECISIONS**

Peer review is foundational to research. If your manuscript is found to be suitable for peer review, an Associate Editor will locate two anonymous reviewers to assess your manuscript. Reviewers will access against criteria such as whether your manuscript contains new and significant information, and whether the conclusions are justified by the results.

Peer reviewers will provide written feedback for you as the author. They will also provide a recommendation (accept, minor revision, major revision, reject) to the Associate Editor. The Associate Editor will consider these reviews and, in addition to their own editorial assessment of the manuscript, will give the EIC a recommendation. The EIC, taking into account these recommendations, will make the final decision for each manuscript. This process can take some time to complete. You can check the status of your manuscript using the Author Dashboard on ScholarOne.

Possible decisions are:

- Accept
- Minor Revision
- Major Revision
- Reject

You may also choose to withdraw your manuscript from consideration at any time, for any reason.

### **Accept Decision**

When your manuscript is accepted, it will be processed via 'First Look' on ScholarOne. During the First Look process, you may be contacted by the Editorial Office regarding additional information required. Once your files are complete and ready for production, they will be exported from ScholarOne, copyedited, and you will be contacted for proofing via email.

### **Revision Decisions**

Revision decisions may take the form of a minor or major revision. If you receive a revision decision, your decision letter will contain feedback from the editorial team and peer reviewers that you will need to respond to when submitting your revision.

Receiving feedback can be difficult and it can be normal to disagree with the feedback you have received. **Firstly, give yourself at least 48 hours to absorb the feedback.** Read the peer reviewers and editorial team's comments carefully and re-read your manuscript. Try to understand why you have received the feedback you have. It might be that you haven't explained yourself as clearly and the feedback indicates areas of your manuscript that would benefit from additional work.

If, after 48 hours, you have questions about the feedback you have received or do not understand the feedback you have received, you may ask a colleague or supervisor, or contact Journal Lead Kristy Parker ([kparker@shpa.org.au](mailto:kparker@shpa.org.au)).

When you submit your revision, you will be required to submit a **tracked changes** version of your manuscript (to show the changes you have made) and an **Author Response** that explains the changes you have made (or chosen not to make).

You do not need to make every change a peer reviewer recommends you make to your manuscript. However, if you choose not to make a change, you will need to justify this decision in your Author Response.

A revision decision does not guarantee your manuscript will go on to be published. Your manuscript may receive more than one revision decision (i.e. second revision).

Upon submitting a revision, it is important that your manuscript complies with Journal House Style. Please check your referencing aligns with the [JPPR Referencing Guide](#).

### **Reject Decision**

Receiving a reject decision can be difficult but it is a normal part of academic publishing. All academic authors, no matter how established or successful, have had many manuscripts rejected. Try not to take the decision personally, although this can be hard. Sometimes, your manuscript simply isn't a good fit for the journal and sometimes, editorial assessment or peer review may indicate areas that need improvement or refining.

A good editorial process will make your manuscript stronger, even if publication in the journal is not achieved. You may wish to submit to another journal. If your decision letter indicates a resubmission would be considered, try to engage substantively with the feedback you have received in any resubmission you choose to pursue.

### **RESEARCH REFLECTION MANUSCRIPTS**

If your manuscript is rejected or withdrawn, you may want to consider re-working your manuscript into a Research Reflections manuscript, published by the Society of Hospital Pharmacists of Australia (SHPA). Research Reflections aren't peer reviewed and provide an opportunity to share your experiences as a researcher with the broader SHPA community. Information on Research Reflections can be found [here](#).

You do not have to have first attempted publication in JPPR to submit a Research Reflection manuscript, but you do need to be a current member of SHPA.

### **ADDITIONAL RESOURCES**

Clarivate. *Author Guide: ScholarOne Manuscripts*. Clarivate; 2022. Available from <[https://clarivate.com/webofsciencegroup/wp-content/uploads/sites/2/dlm\\_uploads/2022/05/S1Manuscripts\\_AuthorGuide\\_R1.pdf](https://clarivate.com/webofsciencegroup/wp-content/uploads/sites/2/dlm_uploads/2022/05/S1Manuscripts_AuthorGuide_R1.pdf)>. Accessed 24/1/23.

Society of Hospital Pharmacists of Australia (SHPA). JPPR Referencing Guide. Abbotsford, Vic: SHPA; 2023. Available from <<https://shpa.org.au/publicassets/422dcab0-889b-ed11-9118-00505696223b/JPPR-Referencing-Guide.pdf>>. Accessed 24/1/23.

Research Toolkit. Abbotsford, Vic: SHPA; 2023. Available from <<https://shpa.org.au/workforce-research/research/research-toolkit>>. Accessed 30/1/23.