

**South Carolina Pharmacy Association**  
***Palmetto Pharmacist***  
**Student Article Guidelines**

The *Palmetto Pharmacist* welcomes articles from students on topics of interest to pharmacy students, pharmacists and pharmacy technicians. Articles received will be reviewed by practicing South Carolina pharmacists and edited to fit with the magazine's style and format.

Article Preparation

Articles should be sent in an electronic format (MS Word preferred), typed in Times New Roman 12-point font, double spaced, with indented paragraphs. Articles should be in the following order: title page, body text, references, tables, figures and captions. Page numbers should be included in the bottom right hand corner of each page and line numbers should be visible and in consecutive order.

Title Page

All articles should include a title page with the following information: article title, full name(s) of the author(s), school(s) in which author(s) is/are attending as well as expected graduation year, address, daytime phone number and email address.

Body Text

The article should be between 500 and 1,500 words (not including any tables, graphs, or references). The text should be divided into sections with headings based upon what is appropriate for the topic.

References

References should be cited consecutively in the text and identified by superscript numbers. References should be listed in numeric order at the end of the article. All references should follow the ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Sample references can be found at: [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Tables, Graphs, Illustrations

Author(s) are encouraged to include charts, tables and graphs in their article if they help present material of importance to the topic. They should be included in the same electronic file as the article, at the end after the references. They should be properly labeled within the text (i.e. Table 1, Figure 1, etc.). Each table or figure should be on separate pages and include an appropriate title, as well as be referenced appropriately. [*Something similar*]

Copyright

Articles submitted for publication in *Palmetto Pharmacist* should not have been published elsewhere and should not be simultaneously considered for publication by another publisher. All material in *Palmetto Pharmacist* is protected by copyright and may not be published elsewhere without written permission of the South Carolina Pharmacy Association.

If author(s) would like to include copyrighted material or images in their article they must receive written permission from the original owners. The written permission should be submitted along with the article.

#### Submission and Review Process

Submissions are due by midnight February 1<sup>st</sup> and midnight August 1<sup>st</sup> every year. Articles submitted by the February deadline will be considered for publication in the May/June, July/August, and September/October issues. Articles submitted by the August deadline will be considered for publication in the November/December, January/February, and March/April issues. Submissions should be sent to [info@scrx.org](mailto:info@scrx.org). The file should be named using the following format: "PalmettoPharmacist-Studentarticle-Yourlastname" (ex. "PalmettoPharmacist-Studentarticle-Jones.doc").

Submissions received will be reviewed by the Continuing Education Editorial Advisory Board for accuracy and grammatical errors. The reviewers will provide anonymous feedback as well as make a recommendation that the article be: Accepted; Accepted with Minor Revisions; Revised and Sent through First Review Again; or Rejected. Students who are submitting articles on clinical or medication information, including patient care recommendations or management, are required to have a pharmacist adviser and co-author to help ensure accuracy of information. Author(s) of articles that have been accepted will be notified and given the reviewers' comments. Author(s) then have 2 weeks to revise the article and submit a second draft. The second draft will be reviewed by the Educational Advisory Board again to ensure recommendations have been met before publication. These comments will also be forwarded to the author(s) for final revision if necessary.

#### Disclosure

Author(s) of articles that will be published must complete and sign a Disclosure Form before publication.