

**South Carolina Pharmacy Association  
*Palmetto Pharmacist***

**Publication Guidelines for Continuing Education Articles \***

The *Palmetto Pharmacist* welcomes continuing education (CE) articles from authors on topics of interest to pharmacists and pharmacy technicians. Articles received will be reviewed by practicing South Carolina pharmacists with expertise or experience in the area of focus 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, objectives, abstract, body text, references, tables, figures and captions, and self-assessment questions (including answer key). Page numbers should be included in the bottom right hand corner of each page.

Title Page

All articles should include a title page with the following information: article title, full name(s) of the author(s), degree(s) and credentials, position/employer, address, daytime phone number and email address.

Learning Objectives

Three to five educational objectives must be provided that describe what the participant will learn by participating in the activity. The objectives should be one sentence each and based on the activity content. Indicate which objectives also apply to pharmacy technicians.

Abstract

The abstract is limited to 250 words and should include the following items: objective/goal, summary, conclusion, and key words.

Body Text

The article should be between 3,000 and 6,000 words (not including any tables, graphs, learning objectives, references, or self assessment questions). The text should be divided into sections with headings based upon what is appropriate for the topic. Authors must include an introduction and a conclusion/summary heading.

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

Authors 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).

### Self-Assessment Questions

The author(s) must also submit 8-10 self-assessment questions. The self-assessment questions should be in multiple choice format and include 4 possible answers. Each question should only have one correct answer and the incorrect responses should be plausible responses. The author(s) need to include a separate answer key or indicate the correct answer by bolding or highlighting the correct response. For each question, indicate which learning objective the question addresses and identify the section where the correct answer can be found. Please also include a description on why an answer is correct or incorrect.

### 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 authors 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 [sandy@scrx.org](mailto:sandy@scrx.org). The file should be named using the following format: "PalmettoPharmacist-CEarticle-Yourlastname" (ex. "PalmettoPharmacist-CEarticle-Jones.doc").

Submissions received will be reviewed by at least 2 practicing pharmacists in the state of South Carolina currently serving on the SCPhA Palmetto Pharmacist Editorial Review Board. 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. Authors of articles that have been accepted will be notified and given the reviewers' comments. Authors will then have 2 weeks to revise the article and submit a second draft. The second draft will be reviewed by at least 2 additional pharmacists to determine how long it takes to read through the article and answer the questions. These comments will also be forwarded to the authors for a final revision, if necessary.

### Disclosure

Authors of articles that will be published must complete and sign a Disclosure Form before publication.

approved 11/17/2014 *klb*

\*Guidelines are subject to change based upon ACPE requirements