Maryland Pharmacist Journal Submission Guidelines
Updated 11.1.2017

The Maryland Pharmacists Association encourages submissions for articles relevant to the profession of pharmacy in the state of Maryland. The *Maryland Pharmacist* Journal is published four times a year and showcases pharmacists’, pharmacy technicians’, and student pharmacists’ involvement in the community to increase access to care, improve patient education, and better the quality of healthcare.

The target audience are the members of MPhA as well as potential MPhA members, including pharmacists, technicians, and student pharmacists. Please email article submissions with a Title/Cover Page to Elizabeth Nelson at enelson@naspa.us. The email subject line should denote: MPhA Article Submission-(Insert Title of Article Here).

The following checklist serves to standardize submissions. Please do not submit your completed checklist

**Title/Cover Page:**
- ____ Name of all authors with professional degrees, job title, contact information (email, contact number, fax number), and disclosure of any conflicts of interest
- ____* For student pharmacists and technicians, name(s) of the reviewing pharmacist(s) formatted as above
- ____* For student pharmacists, your name, year of graduation, and school is included in the following format:
  John Smith, PharmD Candidate 2015, University of Maryland School of Pharmacy
- ____ Title of article
- ____ Article category (defined below)
- ____ All text is Times New Roman, 12-point font

**Article Category:** *Please select all that apply*
- ____ Technician Corner
- ____ Research Reports
- ____ Review Articles
- ____ Case Reports
- ____ Experience (ie. Practice, Personal, Community Service, Student Activities)
- ____ Member Spotlight (Pharmacist or Technician)
- ____ Commentary
- ____ Pharmacy History
- ____ Professional Event Promotion (Date & day of the week is included)
- ____ Other: __________________ (Please contact MPhA prior to submission for appropriateness)

**Disclosure:**

Conflict of interest: Authors are responsible for recognizing and disclosing any financial or other interests that could be perceived to bias their work, acknowledging all financial support and any personal connections with potential sponsors. Examples of such conflicts include receiving research funds or honoraria, serving on advisory boards, stock ownership, or employment and consulting arrangements.
Authors without such connections should clearly state that they have no financial support or personal connections that could be perceived to bias their work. All conflicts of interest should be disclosed on the Title/Cover page of the manuscript.

____ No, there is no conflict of interest that I should disclose, having read the above statement.
____ Yes, having read the above statement, there is a potential conflict of interest. This has been fully detailed in my title/cover page.

**Article Text:**
____ All text is Times New Roman, 12-point font
____ Length is appropriate (500-1000 words for standard, 1500-2000 words for feature, ~3500 for CE)
____ All abbreviations are clearly defined
____ Descriptive headings are used to identify major sections of the paper; subheadings also may be used.
____ Journal names are abbreviated as they appear in PubMed. Those not appearing in PubMed are spelled out.

**Photos and Figures: If applicable**
____ Photos are submitted in high resolution .jpeg, .png, or .tiff format
____ Captions and sources for each photo and/or figure are included after the References section

**Consent:**
____ Consent given for any name, other than authors, appearing in manuscript
____ Consent received from individuals appearing in any photographs
____ Received written permission to use copyrighted material from publisher, organization, or individual with copyright

**References:**
____ Are placed under bolded heading “References”
____ Are formatted in *American Medical Association* style. Examples can be found here: [http://www.biomedicaleditor.com/ama-style.html](http://www.biomedicaleditor.com/ama-style.html)
____ References within text, figures, or tables are noted with superscript Arabic numbers