

JOURNAL OF

Pharmacy Practice and Research

Journal Overview

INTRODUCTION

The purpose of this document is to describe the structure, function and operations of the *Journal of Pharmacy Practice and Research*, the official journal of the Society of Hospital Pharmacists of Australia (SHPA). It is owned, published by and copyrighted to SHPA. However, the Journal is to some extent unique within SHPA in that it ‘...has complete editorial freedom in terms of content and is not under the direction of the Society or its Council in such matters...’ This statement, originally based on a Role Statement for the Editor-in-Chief 1993, is also based on the definition of ‘editorial independence’ from the World Association of Medical Editors and adopted by the International Committee of Medical Journal Editors.

The Journal is published quarterly in March, June, September and December, and distributed to members of SHPA as well as domestic and foreign subscribers.

The Journal was first published as *The Australian Journal of Hospital Pharmacy* in January 1966 with Fred J Boyd as its editor. The first issue reported on the proceedings of the 1965 Federal Conference held in Adelaide (Figure 1). Subsequent issues of the Journal contained articles and material of a more diverse nature and set the scene for the development of hospital pharmacy practice in Australia.

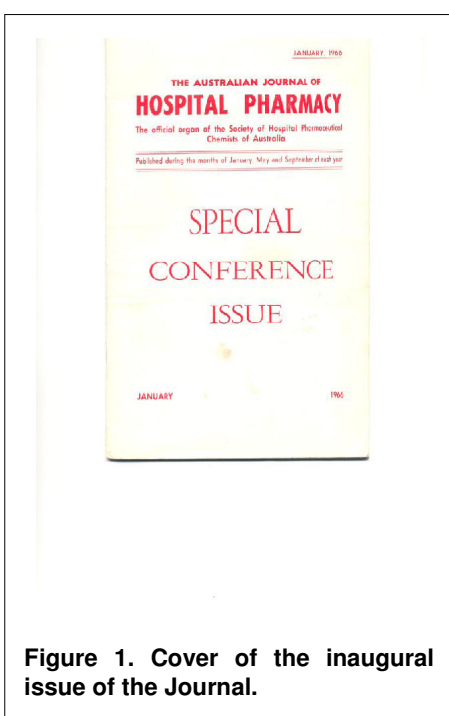


Figure 1. Cover of the inaugural issue of the Journal.

The Journal provides a forum for exchange of knowledge and ideas between pharmacists practising in hospitals and related settings. The Journal has a commitment to science-based articles that assist in the development of the profession and over the last few years has significantly expanded its level of editorial comment. The Journal invites submissions on any aspect of contemporary pharmacy practice. The primary objective of the Journal is to publish original pharmacy research but also welcomes review and pharmacy practice articles on topics of interest or importance to hospital pharmacists. All articles undergo an external peer-review process.

Only original manuscripts are considered and manuscripts accepted for publication have their copyright, including the right to reproduce the article in all forms of the media, assigned exclusively to SHPA.

The Journal complies with the policies outlined in the ‘*Uniform Requirements for Manuscripts Submitted to Biomedical Journals*’ developed by the International Committee of Medical Journal Editors <www.icmje.org>.

The Journal is abstracted and indexed in Biological Abstracts, Cumulative Index to Nursing and Allied Health Literature, Embase, International Pharmaceutical Abstracts, Iowa Drug Information Service, Meditext and Ulrich’s database. Applications for Medline indexing by the National Library of Medicine, USA have not been successful (last

unsuccessful application October 2007). The Journal will be eligible to apply for Medline indexing after October 2010.

The Journal is printed on acid-free paper that is endorsed by the Forest Stewardship Council of Australia.



MANAGEMENT STRUCTURE

The Editor (Professor Jo-anne Brien) is responsible for the overall performance of the Journal.

The Managing Editor (Benafsha Khariwala), with assistance from the Administration Assistant, is responsible for the day-to-day management and operation of the Journal, including manuscript management, subscription and financial management, and the associated office and secretarial functions. The Managing Editor coordinates the activities of the Associate Editors and is responsible for the overall editing standard, style and consistency of all material published.

The Journal with support from SHPA has adopted a new process for advertising in the Journal. The two Advertising Manager positions were discontinued in early 2010 and incorporated into SHPA industry liaison activities.

The Associate Editors, Dr Manya Angley, Associate Professor Rhonda Clifford, Professor Andrew McLachlan and Dr Jason Roberts, are responsible for the review and editing process of submitted manuscripts.

The Medication Safety Editor (Penny Thornton) collates Australian adverse medication events and provides editorial recommendations.

The Geriatric Therapeutics Editor (Michael Woodward) along with the GT Editorial Group he chairs, choose the topics of articles, decide on the authors, approach potential authors and commission the articles.

The DrugScan Editor (Vaughn Eaton) coordinates the activities of the 10 specialty practitioners who contribute four summaries for each issue of the Journal, then collates and edits the summaries.

The Editorial Advisory Board comprises respected hospital pharmacists and academics with representation from Australia, Canada, USA, UK, Qatar and Singapore, and serves as an advisory body and sounding-board for the Journal's initiatives.

Decisions relating to content, style and development are managed through the Editorial Committee which comprises the Editor, Managing Editor, Associate Editors, DrugScan Editor and Administrative Assistant. The Chief Executive Officer of SHPA and members of the Editorial Advisory Board are also invited to attend Editorial Committee meetings as observers and provide valuable input.

FINANCIAL STRUCTURE

The Journal functions within a zero-based budget with no formal financial assistance from SHPA, although its operations are underwritten by the parent organisation.

SUBMISSIONS

Submissions are invited on any aspect of contemporary pharmacy practice. The following categories are provided by the Journal and although submissions should be directed to one of these categories, the final placement is the decision of the editors.

1. **Research** – Original research articles up to 3000 words (excluding references, figures and tables).
2. **Pharmacy Practice** – Articles up to 2500 words describing aspects of contemporary pharmacy practice.
3. **Reviews** – Articles up to 2500 words.
4. **Case Reports** – Case histories illustrating new or important therapeutic principles and their application to pharmacy practice.
5. **Practice Standards** – SHPA practice standards.
6. **Letters to the Editor** – Brief submissions up to 500 words.

Enforcement of the word limit is important – with few exceptions, major articles can be accommodated within the prescribed 2500-word limit. One of the significant costs of producing the Journal is that of printing, with size influencing this cost.

Other regular features of the Journal that do not rely on voluntary submissions include:

1. **Editorials** – Guest editorials are sought from the Editorial Advisory Board members and local and international opinion makers.
2. **Geriatric Therapeutics** was introduced in 1991 and is managed by the Geriatric Therapeutics Editorial Group under the chairmanship of Associate Professor Michael Woodward, Director, Aged and Residential Care Services, Austin Health. Reprints of Geriatric Therapeutics articles are distributed to members of the Australian Society for Geriatric Medicine, with printing and distribution sponsored by Pfizer.
3. **Medication Safety** is compiled by Rosemary Burke, Chair, Medication Safety COSP and edited by Penny Thornton. It draws on US experience and includes with permission, material from *ISMP Medication Safety Alert!* as well as Australian reports.
4. **DrugScan** is edited by Vaughn Eaton, Director of Pharmacy, Flinders Medical Centre. In this section, summaries of the international literature on 10 therapeutic areas (cardiovascular, emergency medicine, geriatrics, indigenous and population health, infectious diseases, internal medicine, neuropsychiatry, oncology, paediatrics, pharmacy practice) are presented and readers encouraged to explore the original publications in greater detail. Specialist pharmacy practitioners scan major peer-reviewed journals in areas relevant to Australian pharmacy practice and present *precis* on major clinical trials, important pharmacoepidemiology studies, and pharmaco-economic research and provide comment from an Australian perspective in their area of expertise.

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5. **Book Review** – Reviewers are sought by invitation and are allowed to keep the book that was reviewed in return for their efforts.

EDITORIAL PROCESS

All of the submitted manuscripts undergo an extensive external peer-review process that requires a significant amount of active management by editorial staff. Accepted articles are reviewed by two external expert referees. The manuscript management process is detailed in the attached flow chart ‘Manuscript Management Process’ (Appendix 1). There are many steps between submission by the author and receipt by the Journal subscriber and the process can be time consuming and labour-intensive, particularly if there are delays in receiving the reviewers’ comments or the authors’ revision.

When a manuscript is received, it is assigned by the Managing Editor to one of four Associate Editors. Together, the Managing Editor and Associate Editor assess general suitability of the article. If the article is not of sufficient quality to go through the normal review process or if the subject of the article is not appropriate to the journal scope, the article is rejected with no further processing. On the other hand, if the article is of sufficient quality and falls within the scope of the Journal, external reviews are sought. External review requires the identification of suitable referees who are willing and able to undertake the review within a given time frame. To avoid bias the review process is anonymous, with all details of author(s) and institution(s) deleted from manuscripts before distribution to referees and Associate Editors. External referees are asked to concentrate on the content of the manuscript and its relevance and validity. Referees are usually busy people so ideally 2 to 4 weeks are allowed for review. Peer review can be extremely valuable, particularly for inexperienced authors, and the quality of published articles and the integrity of the Journal are enhanced by this process.

Once the referees’ comments are received by the Managing Editor, they are forwarded to the Associate Editor and then the real work begins. The reviewers submit their reports as well as recommending one of the following actions to the Associate Editor: Accept; Accept with minor revision; Reconsider after major revision; or Reject.

The peer review process is blinded, i.e. the reviewers don’t know who the authors of the article are and the authors do not know who the peer reviewers are. Once the article is published then the peer reviewers are informed of the outcome of the article they reviewed and the authors identified. In the first issue of the year, there is an acknowledgment page where the reviewers of the previous year are listed and thanked for their contribution.

The Associate Editors are busy pharmacy practitioners and academics who do their Journal work in their own time. They are given a two-week turnaround time from receipt of referees’ comments. The Associate Editor assesses the referees’ comments and if substantial revision is required, a letter is drafted to the author outlining recommended changes. Editing is not generally carried out at this stage.

The Associate Editor e-mails a draft letter for the author(s) and edited manuscript (if editing has been undertaken) to the Managing Editor. The Managing Editor undertakes a final check, restores the author identification details to the edited paper and returns it to the corresponding author for revision. The referees’ comments for the authors are also included (unless the Associate Editor advises otherwise). The authors are expected to

revise their manuscripts in accordance with the changes recommended by the reviewers and to submit their revised manuscript in a timely manner.

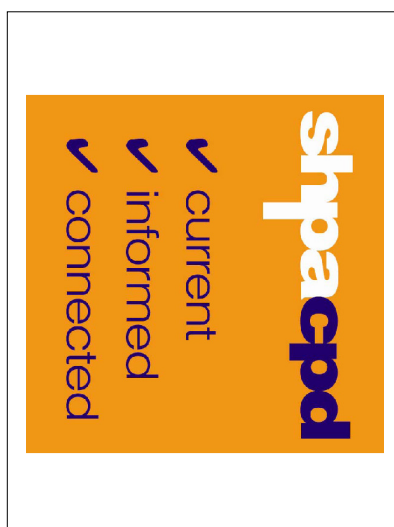
When the revised article is received from the author(s), its suitability for publication is ascertained by the Associate Editor. If the resubmission is deemed suitable for publication, the Associate Editor will edit the manuscript and forward it to the Managing Editor. If the Associate Editor deems that the author(s) have not addressed all of the issues highlighted by the reviewers in their resubmission or have concerns, then the manuscript along with another letter is forwarded to the authors for further finessing.

For manuscripts that have been given the green light by the Associate Editor, the Managing Editor will edit and review the 'final' version of the manuscript and prepare a proof by using the desktop publishing program PageMaker. The Managing Editor will check the proof for any remaining queries and undertake another edit. The Managing Editor will allocate the manuscript to a specific issue of the Journal and advise the author of acceptance of the manuscript and the likely publication date along with the proof for final sign off and the assignment of copyright form.

Not all manuscripts require external review. Some of the shorter practice-related articles can be dealt with in-house. In such cases, much of the editorial process is handled by an Associate Editor and the time between submission and publication is usually shorter. As with the external review process, a rate-limiting step is at the author revision stage.

Articles for the Geriatric Therapeutics section are handled by a separate Editorial Group. These articles also undergo a rigorous review process. All of the articles are reviewed by two geriatricians (Associate Professor Michael Woodward and Dr Stephen Campbell), a team of hospital pharmacists (Rohan Elliott, Francine Tanner, Graeme Vernon), a consultant pharmacist (Robyn Saunders) and an external referee who is an expert in the particular medical specialty. Administrative support is provided by the Managing Editor. The process is detailed in the flow chart 'Geriatric Therapeutics Manuscript Management Process' (Appendix 2).

As soon as the Managing Editor has got the requisite articles for an issue, the articles are forwarded to the SHPA Professional Development Co-ordinator who identifies the articles that would be suitable for continuing professional development (CPD) for subscribers. The SHPA Professional Development Co-ordinator informs the Managing Editor of the articles identified as suitable for CPD. The Managing Editor badges the articles for CPD with the SHPA and Australian Pharmacy College logos.



PUBLICATION PROCESS

Some of the most significant changes to the Journal over the last decade have been transparent to subscribers. These changes relate to the publication process. The Journal has invested in digital technology to streamline the publishing process and realise significant economies of production. The entire contents of the Journal (other than the advertising pages) are now prepared using desktop publishing software and delivered to the printer in PDF format via e-mail.

An imposition is provided by the printer so that the articles and advertisements can be placed by the Managing Editor in a manner allowing for most cost-effective printing. Colour printing is expensive so it saves money if the number of sections containing colour advertising can be kept to a minimum. Premiums are paid by advertisers for placement in certain positions (e.g. inside front cover, opposite editorial). It is the Journal policy to place advertising pages at the beginning or end of an article so that the article is not interrupted. Exceptions are letters and book reviews where, if necessary, advertising can be inserted between pages. No advertising should be placed within the Research section. With the current downturn in advertising, special attention is given to the layout so that printing costs are minimised.

A final version of the text is laser printed, checked, corrected, converted to a PDF file and the file e-mailed to the printer along with the contents page and pages list. Hard copies of the advertisements and discs are usually collected by the printer as soon as they arrive from the advertisers, so that they can be checked for compatibility.

Digital proofs are prepared within 3 days and delivered to the office. The Managing Editor checks and signs off the proofs and marks any errors on the proof for updating. Final changes are incorporated. Correction of errors which are our fault ('author corrections') incur a fee, based on the time involved for correction. The complete production of the Journal from supply of material to delivery to the mail house takes around 10 working days.

The Journal is distributed through the printing house, which is responsible for printing envelopes for subscribers/members (database file supplied by the Journal), placing inserts, collating and sealing for distribution through the Australia Post Print Post delivery service. This is a cheap, non-priority postal service so it may take several days for delivery.

FUTURE DEVELOPMENTS

Developments under consideration are to increase the chances of Medline indexing, to move to an electronic manuscript management process, and to further explore electronic publishing.

The Journal has applied for indexing by the US National Library of Medicine four times (1989 when the score on a 5-point indexing priority scale was 1; in 1994 the score improved to 1.5, in 1999 the score was 2; and in 2006 the score stayed at 2). A title must receive a score of 4 or more to be selected for indexing. If a journal has been reviewed twice, a minimum of 4 years is required before that journal will be reconsidered. Journals containing reports of original research are most likely to be indexed and it is in this area that the Journal needs to expand its content to improve its chances of Medline indexing.

The Journal's annual article submission rate is around 60, which isn't busy enough to warrant investment in an expensive online manuscript management platform.

In relation to electronic publishing, the Journal has done little more than acknowledge its existence and recognise that at some point in the not too distant future planning for an electronic form of the Journal should proceed. However, this is a relatively new development in journal publication and how a small journal with its meagre staff resources would manage such a move is a looming future challenge.

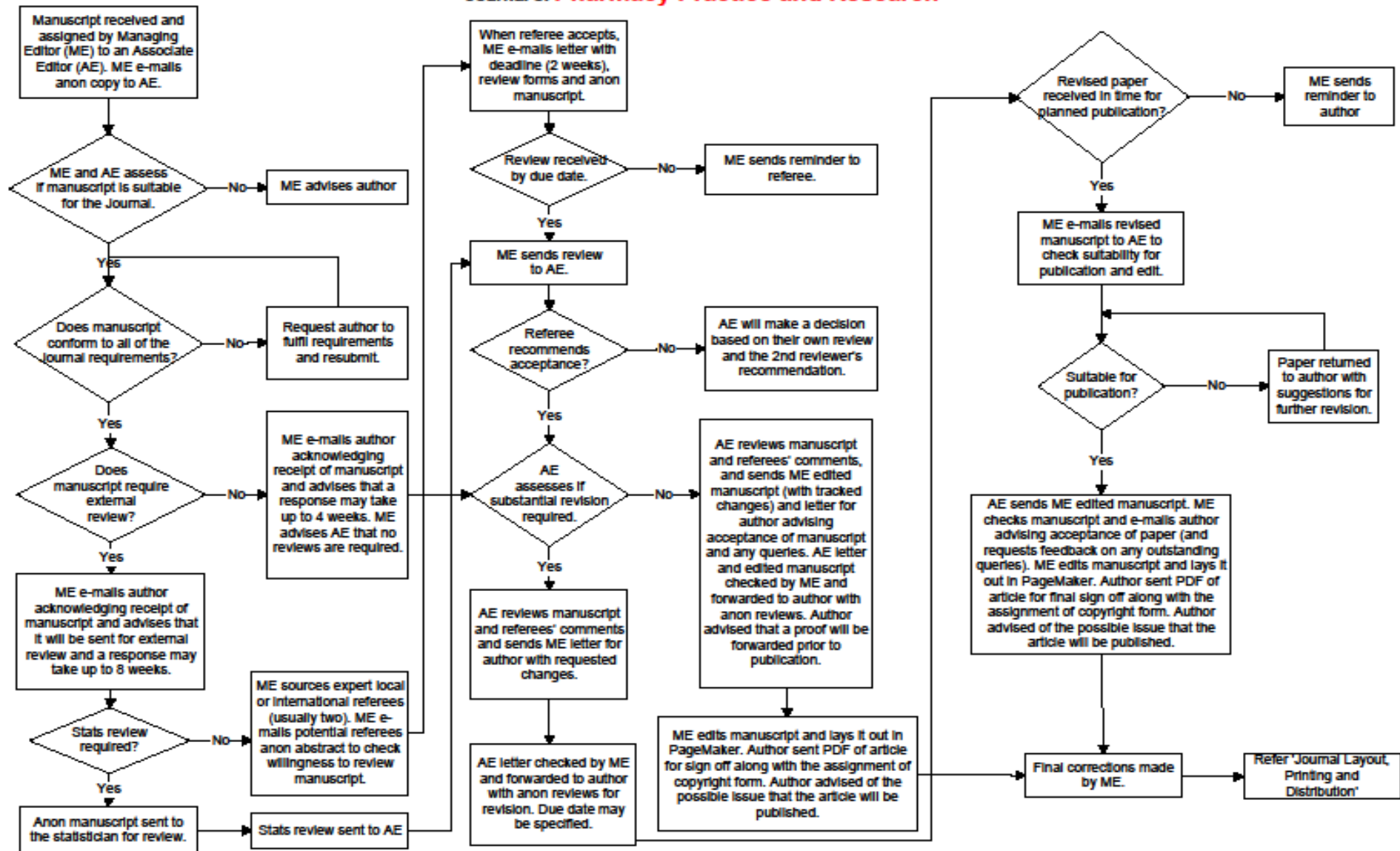
Professor Jo-anne Brien
Editor

Revised: Jenny Johnstone, 30 June 2002

Revised: Rosie McKew 20 November 2002, 7 August 2003

Revised: Benafsha Khariwala 5 January 2005, October 2006, January 2008, January 2009, April 2010, July 2011, January 2012

Appendix 1. Manuscript Management Process
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Appendix 2. Geriatric Therapeutics Manuscript Management Process
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