

INSTRUCTIONS TO AUTHORS - RGUHS JOURNAL OF PHARMACEUTICAL SCIENCES

Rajiv Gandhi University of Health Sciences Journal of Pharmaceutical Sciences (RJPS) is the official journal of Rajiv Gandhi University of Health Sciences, Karnataka. It is a quarterly publication presenting the research articles and review articles depicting the present status and trends in Pharmaceutical Sciences and related disciplines including Life Sciences. Articles of particular interest, covering the areas of Pharmaceutical research, practice, teaching & learning, laboratory innovations, education technology, curriculum design, examination reforms, training and other related issues can be sent for publication in RJPS.

All manuscripts should be submitted as MSword.doc or MSword.docx file as attachment, along with another MSword.doc or MSword.docx file containing Check list, covering letter, 'Authorship Responsibility Undertaking' and Copyright transfer agreement, signed by all the authors of the paper in the prescribed form (available online as well as printed in RJPS), by email to rguhsjps@gmail.com

Manuscripts will be subjected to preliminary editorial screening for over all content and format. Defects found in the manuscript shall be communicated to Corresponding author by email for rectification and resubmission within seven days. Manuscript thus received shall be peer reviewed to determine suitability for publication in the journal. After the review, manuscript will be mailed to the corresponding author for revision along with reviewer's and/or editor's comments. The revised manuscript should be submitted by email within **seven** days.

Submission of a manuscript to RJPS for publication implies that the same work or any part thereof has not been either published or submitted for consideration for publication in any other journal. The authors are required to submit 'Authorship Responsibility Undertaking' signed by all the Authors of the paper along with the manuscript in a separate file as detailed above.

Authors publishing results from *in vivo* experiments involving animals or humans must state that due approval for conduct of such experiments were obtained from the relevant authorities/Ethics committee/Institutional Review Board and append scan copy thereof in the covering letter file. Details of the approval letter must be mentioned in the MATERIALS AND METHODS section of the manuscript.

Manuscript preparation :

Manuscripts should be concisely typewritten in 1.5 spacing in A4 size, with a 1" margin on all sides. The manuscript shall be prepared in **Times New Roman** using **font size 12**. The text should be in single-column format. Title shall be in font size 14 bold in Title Case. All section titles in the manuscript shall be in font size 12, bold, capitals. Subtitles in each section shall be in font size 12, bold face sentence case in italic followed by a colon. The pages shall be numbered consecutively with Arabic numbers, beginning with title page, ending with the (last) page of figure legends. No abbreviations or acronyms shall be used in the Title or Abstract except for measurement units. To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor

All the references in the text shall be numbered consecutively as they first appear and must be indicated by Arabic numeral in superscript after punctuation.

Figures cited in the text should be numbered consecutively as they first appear e.g. Fig.1, Fig.2 etc.; Figures inserted in word document should be in square wrapping style with horizontal alignment as center.

Tables cited in the text should be numbered consecutively as they first appear e.g. Table 1, Table 2 etc. Tables inserted in word document should be in tight wrapping style with alignment as center.

If equations are to be included in the text then manuscript must be prepared in MSWord.docx file. Equations should be inserted by applying Insert Equation function.

No sentence shall start with a numeral. Abbreviations like "&" and "etc." shall be avoided in the manuscript. There shall not be any decorative borders anywhere in the text including the title page. The graphs and illustrations in the manuscript must be of very high resolution. The manuscripts must conform to all the above guidelines.

The content of the manuscript shall be organized in the following sequence and shall start with title (should be short, specific, and clear), authors name, affiliations and complete postal address for correspondence including Phone Nos. Fax, and email, followed by running title, **ABSTRACT** not more than 200 word followed by at least 4 key words. Text (consisting of **INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSION**), **ACKNOWLEDGEMENTS, REFERENCES**, tables, figures and figure legends.

For the Review Articles, the author(s) is absolutely free to design the paper. The Abstract section (including at least 4 key words) is needed for review articles too. The article should not exceed 25 manuscript pages including figures, tables and references. References, figures, and legends shall follow the general guidelines described above.

For Research Articles, the following format shall be strictly followed.

Title Page: The following information should appear: title of article in Title Case (when using title case, do not use capital letters for prepositions, articles or conjunctions unless one is the first word. Example: Snow White and the Seven Dwarfs) 14pt Times New Roman, bold, centered Followed by a single blank line. Names of the authors in bold title case and should appear as initials followed by surname. Full names may be given in some instances to avoid confusion. Names should not be prefixed or suffixed by titles or degrees. The author to whom all correspondence be addressed should be denoted by an asterisk (*) mark. Full mailing address with pin-code numbers, phone and fax numbers, and functional email ID of the author for correspondence should be provided. A running title or short title of not more than 50 characters is necessary.

ABSTRACT: The abstract must not exceed 200 words, and should describe the essential aspects of the investigation. In the first sentence the background for the work should be stated; in the second sentence the specific purpose or hypothesis shall be provided; followed by summary of methods, results and conclusion. No references should be cited. At least 4 keywords, each separated by a comma and full stop at the end should be given.

INTRODUCTION: A brief background information on what has been done in the past in this area with exhaustive literature references and the importance of the proposed investigation including justification shall be given. Introduction shall end with a statement of the purpose or hypothesis of the study. The full term for an abbreviation should precede its first appearance in the text unless it is a standard unit of measurement. The reference numbers should be given as Arabic numeral in superscript after punctuation.

MATERIAL AND METHODS: This section may be divided into subsections if it facilitates better reading of the paper. The research design, subjects, materials used, and statistical methods should be included. Results and discussion shall not be drawn into this section. In animal/human experimentation, ethical guidelines shall be acknowledged and ethical clearance certificate reference number and date must be mentioned.

RESULTS: This section may be divided into subsections if it facilitates better reading of the paper. All results based on methods must be included. Tables, graphs and figures shall be included in sequence as they facilitate understanding of the results.

DISCUSSION: It shall start with limited background information and then proceed with the discussion of the results of the investigation in light of what has been published in the past, the limitations of the study, and potential directions for future research. The figures and graphs shall be cited at appropriate places.

CONCLUSION: In a separate section, the major findings of the study and their usefulness shall be summarized. This paragraph should address the hypothesis or purpose stated earlier in the Introduction.

ACKNOWLEDGMENTS: If the research is funded, acknowledge the funding agency with sanction letter number and date. Facilities of instruments availed at laboratories/institutions should also be acknowledged.

REFERENCES: All the references should be in **Vancouver style of citing references** in the order of their appearance in the text. In case of formal acceptance of any article for publication, such articles can be cited in the reference as "in press", listing all authors involved.

Vancouver style examples:

Standard journal article: Author(s) of article (surname initials). Title of article. Journal title abbreviated. Year of publication; volume number (issue number):page numbers.

Example:1. Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of

interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.
(If more than six authors, the first six shall be listed followed by et al.)

Journal Article from a Website

Example: 1. Tasdemir T, Yesilyurt C, Ceyhanli KT, Celik D, Er K. Evaluation of apical filling after root canal filling by 2 different techniques. *J Can Dent Assoc [Internet]*. 2009 Apr [cited 2009 Jun 14];75(3):[about 5pp.]. Available from: <http://www.cda-adc.ca/jcda/vol-75/issue-3/201.html>

Journal Article from an Online Database

Example: 1. Monajem S. Integration of oral health into primary health care: the role of dental hygienists and the WHO stewardship. *Int J Dent Hyg [Internet]*. 2006 Feb [cited 2009 Jun 21];4(1): 47-52. Available from CINAHL with Full Text: <http://tinyurl.com/kudbxw>

Book with One Author or Editor

Example: 1. Mason J. *Concepts in dental public health*. Philadelphia: Lippincott Williams & Wilkins; 2005.
2. Ireland R, editor. *Clinical textbook of dental hygiene and therapy*. Oxford: Blackwell Munksgaard; 2006.

Two-Six Authors/Editors

Example: 1. Miles DA, Van Dis ML, Williamson GF, Jensen CW. *Radiographic imaging for the dental team*. 4th ed. St. Louis: Saunders Elsevier; 2009.

Example: 2. Dionne RA, Phero JC, Becker DE, editors. *Management of pain and anxiety in the dental office*. Philadelphia: WB Saunders; 2002.

More than Six Authors/Editors

Example: 1. Fauci AS, Braunwald E, Kasper DL, Hauser SL, Longo DL, Jameson JL, et al., editors. *Harrison's principles of internal medicine*. 17th ed. New York: McGraw Hill; 2008.

Organization as Author

Example: 1. Canadian Dental Hygienists Association. *Dental hygiene: definition and scope*. Ottawa: Canadian Dental Hygienists Association; 1995.

No Author/Editor

Example: 1. *Scott's Canadian dental directory 2008*. 9th ed. Toronto: Scott's Directories; 2007.

Government Document

Example: 1. Canada. Environmental Health Directorate. *Radiation protection in dentistry: recommended safety procedures for the use of dental x-ray equipment*. Safety Code 30. Ottawa: Ministry of Health; 2000.

Chapter in a book

Example: 1. Alexander RG. Considerations in creating a beautiful smile. In: Romano R, editor. *The art of the smile*. London: Quintessence Publishing; 2005. p. 187-210.

E-book

Example: 1. Irfan A. *Protocols for predictable aesthetic dental restorations [Internet]*. Oxford: Blackwell Munksgaard; 2006 [cited 2009 May 21]. Available from Netlibrary: <http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=181691>

Websites

Standard Format for Websites:

Author Surname Initials (if available). Title of Website [Internet]. Place of publication: Publisher; Date of First Publication [Date of last update; cited date]. Available from: URL

Website with Author

Example: 1. Fehrenbach MJ. *Dental hygiene education [Internet]*. [Place unknown]: Fehrenbach and Associates; 2000 [updated 2009 May 2; cited 2009 Jun 15]. Available from: <http://www.dhed.net/Main.html>

Website without Author

Example: 1. American Dental Hygienists' Association [Internet]. Chicago: American Dental Hygienists' Association; 2009 [cited 2009 May 30]. Available from: <http://www.adha.org/>

Part / Article within a Website

Example: 1. Medline Plus [Internet]. Bethesda (MD): U.S. National Library of Medicine; c2009. *Dental health*; 2009 May 06 [cited 2009 Jun 16]; [about 7 screens]. Available from: <http://www.nlm.nih.gov/medlineplus/dentalhealth.html>

Conference proceedings: **Example:** 1. Kimura J, Shibasaki H, editors. *Recent advances in clinical neurophysiology*. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

Dissertation: **Example:** 1. Kaplan SJ. *Post-hospital home health care: the elderly's access and utilization [dissertation]*. St. Louis (MO): Washington Univ.; 1995.

Patent: **Example:** 1. Larsen CE, Trip R, Johnson CR, inventors; Novoste Corporation, assignee. *Methods for procedures related to the electrophysiology of the heart*. US patent 5529 067. 1995 Jun 25.

Abbreviations for Journals For More information on medline indexed journals : Download list of medlinejournals: ftp://ftp.ncbi.nih.gov/pubmed/J_Medline.zip

American Journal of Pharmacy- (Amer J Pharm) Analytical Chemistry- (Anal Chem)

British Journal of Pharmacology and Chemotherapy- (**Brit J Pharmacol**)

Canadian Journal of Pharmaceutical Sciences- (**Can J Pharm Sci**) Clinical Pharmacokinetics- (**Clin Pharmacokinetic**) Drug Development and Industrial Pharmacy- (**Drug Develop Ind Pharm**) Helvetic Chimica Acta- (**Helv Chim Acta**) Indian Journal of Medical Sciences- (**Indian J Med Sci**) Indian Journal of Pharmaceutical Sciences- (**Indian J Pharm Sci**).

Journal of the American Chemical Society, The- (**J Amer Chem Soc**) Journal of Biological Chemistry- (**J BiolChem**) Journal of Organic Chemistry, The- (**J Org Chem**) Journal of Pharmacology and Experimental Therapeutics- (**J Pharmacol Exp Ther**) New England Journal of Medicine- (**N Engl J Med**) Pharmaceutical Journal, The (**Pharm J**)Pharmacological Research Communications- (**Pharmacol Res Commun**).

Tables: Each table should be given on a separate page. Each table should have a short, descriptive title and numbered in the order they are first cited in the text. Abbreviations should be defined as footnotes in italics at the bottom of each table. **Tables should not duplicate data given in the text or figures.** Only MS word table format should be used for preparing tables. Tables should show lines separating columns with those separating rows. Units of measurement should be abbreviated and placed below the column headings. Column headings or captions should not be in bold face. It is essential that all tables have legends, which explain the contents of the table. Tables should not be very large that they run more than one A4 size page. If the tables are wide which may not fit in portrait form of A4 size paper, then, it can be prepared in the landscape form. Tables should be numbered as Table1: legend...., Table 2: legend.....

Figures (Photographs and Images, graphs, bar charts included): should preferably be prepared using Microsoft Excel and submitted as Excel graph pasted in Word. These graphs and illustrations should be drawn to approximately twice the printed size to obtain satisfactory reproduction [**Specification of Legends/values in Graphs – Font – Arial, size- 10 pt, Italics- None**]. Photographs and photomicrographs can also be submitted as '**JPEG/TIFF with the resolution of 600 dpi or more**' images. Figure and Table titles and legends should be typed on a separate page with numerals corresponding to them. Keys to symbols, abbreviations, arrows, numbers or letters used in the illustrations should not be written on the illustration itself but should be clearly explained in the legend. In case of photomicrographs, magnification should be mentioned either directly on them or in the legend. Symbols, arrows or letters used in photomicrographs should contrast with the background. Method of staining should also be mentioned in the legend. The complete sets of original figures must be submitted. Legends should be in the present tense (e.g., 'Illustration shows ...'). Legends must be double spaced, and figures numbered in the order they are first cited in the text. Subjects' names must not appear on the figures. Labels should contrast well with the background. Images should be uniform in size and magnification. Illustrations should be free of all identifying information relative to the subject and institution. Line drawings should be professional in quality. Written permission for use of all previously published illustrations must be included in the covering letter file, and the source should be referenced in the legends. Written permission from any person recognizable in a photo is required. Color prints shall be submitted only if color is essential in understanding the material presented. Label all pertinent findings. The quality of the printed figure directly reflects the quality of the submitted figure. Figures not conforming to acceptable standards will be returned for revision. Figures should be numbered as Fig.1: legend..., Fig.2: legend.....

Resolution: Drawings made with Adobe Illustrator and CorelDraw (IBM/DOS) generally give good results. Drawings made in WordPerfect or Word generally have too low a resolution; only if made at a much higher resolution (1016 dpi) can be used. Files of scanned line drawings are acceptable if done at a minimum of 1016 dpi. For scanned halftone figures a resolution of 300 dpi is sufficient. Scanned figures cannot be enlarged, but only reduced. Figures/Images should be submitted as photographic quality scanned prints, and if possible attach an electronic version (TIFF/JPEG).

Chemical terminology:The chemical nomenclature used must be in accordance with that used in the Chemical Abstract.

Symbols and abbreviations: Unless specified otherwise, all temperatures are understood to be in degrees centigrade and need not be followed by the letter 'C'. Abbreviations should be those well known in scientific literature. *In vitro*, *in vivo*, *in situ*, *ex vivo*, *ad libitum*, *et al.* and so on are two words each and should be written in italics. None of the above is a hyphenated word. All foreign language (other than English) names and words shall be in italics as a general rule. Words such as carrageenan-induced inflammation, paracetamol-induced hepatotoxicity, isoproterenol- induced myocardial necrosis, dose-dependent manner are all hyphenated.

General Guidelines for units and symbols:The use of the International System of Units (SI) is recommended. For meter (m), gram (g), kilogram (kg), second (s), minute (m), hour (h), mole (mol), liter (l),

milliliter (ml), microliter (μ l). No pluralization of symbols is followed. There shall be one character spacing between number and symbol. A zero has to be used before a decimal. Decimal numbers shall be used instead of fractions.

Biological nomenclature: Names of plants, animals and bacteria should be in italics.

Enzyme nomenclature - The trivial names recommended by the IUPAC-IUB Commission should be used. When the enzyme is the main subject of a paper, its code number and systematic name should be stated at its first citation in the paper.

Spelling - These should be as in the Concise Oxford Dictionary of Current English.

PAGE LAYOUT GUIDELINES – RJPS

Page size Letter Portrait : A4

Margins: All Margins, 1"

Page numbers : Numbered as per the assigned page / Absolutely no break or Missed sections

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Title: 14pt Times New Roman, bold Title case, centered followed by a single blank line

Primary section titles: 12pt Times New roman in UPPER CASE BOLD

Text: 12pt Times New roman, single spaced, full justification-1.5 line spacing between paragraphs. No indentation.

Subheadings: 12pt Times New roman in bold, sentence case, italic followed by colon

Tables: Tables at the end of text with individual rows and columns for each value expressed.

Do not number your titles/subtitles (for example, 1.0 Introduction; 2.0 Background; 2.1.1 are not acceptable).

Do not use the tab key to indent blocks of text such as paragraphs of quotes or lists because the page layout program overrides your left margin with its own, and the tabs end up in mid-sentence.

CHECKLIST

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2. A MS word.doc or MS word.docx file containing check list, covering letter, 'Authorship Responsibility Undertaking', and Copyright transfer agreement, in the prescribed form duly signed and dated by each author is attached as a separate file in addition to the manuscript file.
3. Another MS word.doc or MS word.docx file of manuscript prepared strictly as per instructions given above.
4. Thoroughly check the article for typographic errors, format errors, grammatical errors, in particular: spelling of names, affiliations, any symbols, equations in the context, and the entire text. Plagiarism must be avoided and authors alone shall be responsible for any counter claim in respect of their article.
5. Provide graphs and figures in excel format, Pictures are required as high resolution images (as detailed in respective section) in the manuscript file.
6. Mail both files as attachment to rguhsjps@gmail.com

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- Reproduction of other's words, sentences, ideas or findings as one's own without proper acknowledgement.
- Text recycling, also known as self-plagiarism. It is an author's use of a previous publication in another paper without proper citation and acknowledgement of the original source.
- Paraphrasing poorly: Copying complete paragraphs and modifying a few words without changing the structure of original sentences or changing the sentence structure but not the words.
- Verbatim copying of text without putting quotation marks and not acknowledging the work of the original author.
- Properly citing a work but poorly paraphrasing the original text is considered as unintentional plagiarism. Similarly, manuscripts with language somewhere between paraphrasing and quoting are not acceptable. Authors should either paraphrase properly or quote and in both cases, cite the original source.
- Higher similarity in the abstract, introduction, materials and methods, and discussion and conclusion sections indicates that the manuscript may contain plagiarized text. Authors can easily explain these parts of the manuscript in many ways. However, technical terms and sometimes standard procedures cannot be rephrased; therefore Editors must review these sections carefully before making a decision.