

# Instructions to the Authors

## Main Considerations

- JRPS follows ICMJE's Uniform Requirements for Manuscripts Submitted to Biomedical Journals as well as World Association of Medical Editors (WAME).
- Manuscripts should be electronically submitted through [Online Submission](#).
- A covering letter must be included when submitting a paper and must state the novelty of the paper.
- JRPS makes every effort to ensure the accuracy of all the information (the “Content”) contained in its publications. However, JRPS makes no representations or warranties whatsoever as to the accuracy, completeness or suitability for any purpose of the content and disclaim all such representations and warranties whether express or implied to the maximum extent permitted by law. Any views expressed in this publication are the views of the authors and are not the views of JRPS.
- Guaranteed rapid review process.

## Types of Contributions

The JRPS provides a medium for publication of the following articles: Preparation of Manuscripts should be presented as one of the following format:

### ***Full Original Researches***

A full length original research article (up to ~8000 words, including tables, figures and references) presents novel findings relevant to the Aims and Scope of the Journal.

### ***Reviews***

A full length critical Review (up to ~8000 words, including tables, figures and references (100-160)) provides a summary and discussion of the relevant literature about any topic covered within the Aims and Scope of the Journal.

### ***In Focus Reviews***

The In Focus Reviews (up to ~8000 words, including tables, figures and references) present a collection of full papers and/or other article types by different research groups as well as their own opinion as “Expert Opinion” on a theme of interest to the Journal's readership within a special/theme issue.

### ***Minireviews***

Minireviews are sharply focused well-focused, well-documented examinations of timely related issues (up to ~4000 words, including tables, figures and references (50-80)). The issues may be of a controversial nature, or may address a more narrowly focused area than those typically covered in a Review.

### ***Communications***

Communications are preliminary reports (up to ~2000 words, including tables, figures and references).

### ***Spotlights***

A Spotlight is a brief, lightly referenced article (up to ~1500 words, including tables, figures and references) about an outstanding area, newsworthy advance or event showing the biological impacts and consequences.

### ***Perspective***

A Perspective is a lightly referenced scholarly opinion based article (up to ~1500 words, including tables, figures and references) about current or future directions in a field which may impose great Impacts.

### ***Notes***

Notes (up to ~1500 words, including tables, figures and references) are final reports from Articles in that they are limited in scope and present high quality of general interest and of sufficient importance to warrant publication.

### ***Commentaries***

Commentaries present the author's considered opinion (up to ~1000 words limited to one figure/table with four key references) on a scientific or technical subject within the scope of the Journal. If such a Commentary article criticizes an article already published in the Journal, then the authors of the original article will be given a chance to response in the same issue in which the Commentary is published.

### ***Lessons Learned***

Lessons Learned are short articles (up to ~800 words, limited to one figure/table with four key references) which provide authors with a means of informing other scientists about critical issues, experiences and observations (e.g., key insights into an unanticipated manufacturing problem or biological impacts from a preliminary study), the descriptions of which would not be appropriate for any other types of articles. Such an article will be reviewed directly by one of the JRPS' Editors who is expert of such scientific field.

### General Considerations

- There are no page charges for publication in the JRPS.
- Manuscript should be written in good English (American or British usage is accepted, but not a mixture of these).
- In general, manuscripts structure should include subdivision with clearly defined and numbered sections (e.g., 1.1. (then 1.1.1., 1.1.2., ...), 1.2., etc.). Any subsection may be given a brief heading. Each heading should appear on its own separate line.
- All manuscripts must be typed double spaced, single column, in size 12 font and adequate margins should be left.
- No manuscripts submitted to the Journal can exceed 8000 words.
- Submitted manuscripts to the JRPS should not be under consideration for publication elsewhere.
- Review and Minireview articles should be finalized with last section as "Concluding Remarks".
- In Focus Reviews are by invitation only. Authors will be invited by Editor-in-Chief or a "Gest Editor" for contribution in a thematic special issue. These articles should be finalized with last section as "Expert Opinion and Final Remarks".
- Full Original Research Articles
- Full research papers present original high quality primary research that has not been previously published elsewhere.

### Submission

Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files which is used in the peer-review process. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail removing the need for a paper trail.

### Manuscript preparation

All manuscripts should be concisely written double-spaced in times new Roman 12-point font, including references, figure legends and tables, on page with margins of 2.5 cm on all sides. The text of the manuscript must be paginated, the first page being the title page. The file formats should be in Microsoft Word for Windows. These are essential to understand the text; the same data should not be presented in both tables and graphs. Abbreviations should be avoided or explained and all data should be identified. Tables or figures should be clearly drawn, headed with a short and descriptive caption and serially numbered in Arabic numerals and provided in separate sheets in manuscript.

Manuscripts should be assembled in the following order:

#### • Title page

1. **Title** - A concise and informative title directed at the general reader. Lengthy systematic names and complicated/numerous chemical formulae should therefore be avoided where possible.
2. **Authors' names** - Full names (First, Middle and Last) for all the authors of an article should be given and specified with superscript number(s) for the affiliation(s) (e.g., Mark Junior Smiths<sup>1</sup>). The name of the corresponding author(s) should be specified with an asterisk after name (e.g., Mark Junior Smiths<sup>\*</sup>). Where the family name may be ambiguous (e.g., a double name), please indicate this clearly.
3. **Affiliation** - Affiliation of all the authors should be given and specified with superscripted number before address (e.g., <sup>1</sup> Faculty of .....).
4. **Running title** - A very short running title should be given.
5. **Corresponding author** - Full address, telephone and fax numbers (with country and area code) and email of the corresponding author(s) should be given.

#### • Abstract Page

1. Abstract should start on a new page after the title page. The abstract should contain a brief account of the question addressed in the research, the main techniques and results, followed by the principal conclusion(s) and must not exceed 250 words. Abbreviations and symbols should be explained in round brackets ( ) on first use. References should be avoided in the abstract.
2. **Keywords:** Authors are requested to assign 3-6 keywords to the manuscript, preferably taken from the Medical Subject Headings (MESH). These keywords should be typed at the end of the abstract.

#### • Introduction

The introduction should give a short and clear description of the background of the problem and the rationale of the research. Only previous works that have direct bearing on the present problem should be cited.

- **Materials and Methods:**

The methods must be described in sufficient details to allow the experiments to be interpreted and repeated by the readers. Published procedures and techniques should be cited unless significant modifications are involved. The methods are presented in sub-sections, usually defined by the experimental procedure. Exact specification of relevant materials and equipments must be given. Chemical terms must conform with IUPAC rules. Material and Methods section must be accompanied by the name of the manufacturer or distributor, location and state or country. This information must be stated in round brackets in the text, and not as a footnote. The last subsection should provide the methods of data analysis and statistical assessments.

- **Results**

The results may be presented in tables, figures or schemes, which must be referred to in the accompanying text, using appropriate numbering. Tables should be numbered consecutively with Arabic numerals and the number should be followed by a brief descriptive caption, occupying not more than two lines, at the head of the table. Each table should be given on a separate page, paginated as part of the paper. Each column should have a heading and the units of measurement should be given in brackets (SI units) in the heading. Figures must be presented on separate pages in consecutive order using Arabic numerals. Each figure should be provided with an instructive title and explanatory information. The legend should be typed separately from the figures. Figures, photographs or computer drawn figures should be original, and of high quality, ready for direct reproduction. Figure legends/captions should be consistent with terminology or nomenclature used in the labeling of the Figures. Tables, figures and legends should not have frame around. Statistical tests of significance should be performed.

- **Conclusions**

The main question of the work should be very concisely stated and the final conclusions of the study may be presented in a short "Conclusions" section, which may stand alone or form a subsection of a Discussion or Results and Discussion section(s).

- **Acknowledgement**

Authors should acknowledge any scientific, technical, statistical and financial supports. Contributors other than coauthors may be very briefly acknowledged in a separate paragraph at the end of the paper. All sources of funding should be declared.

- **Conflict of Interests**

All authors must declare any conflicts of interest. When submitting your manuscript via our website, corresponding author must declare any conflict of interests of contributed authors very briefly in a separate paragraph at the end of the paper. . As submitting author, it is your responsibility to ascertain any conflicts of interest from your co-authors and to highlight these accordingly. If you are unable to declare any conflicts of interest on behalf of your co-authors, all contributing authors will need to write and return following phrase via email to JRPS@kums.ac.ir.

Article Title .....

Author Name .....

Please state below whether any conflict of interest exists:

- I certify that no actual or potential conflict of interest in relation to this article exists.
- I certify that a conflict of interest in relation to this article exists and I define this conflict below:(please describe financial interest/arrangement with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of this article):

During the peer review process the conflict(s) of interests will be disclosed only to editors and reviewers, who will keep them confidential. If the paper is accepted for publication in JRPS, all disclosures, including statements of no conflict of interest, will appear in the First Edition, final print, and final online versions of the article, in the End of Manuscript.

- **References:**

The references should be cited according to the "[Vancouver Style](#)". Using this system, references are numbered in order that they are cited in the text. For in text citation, Number of references should be inserted in superscript and are listed in numerical order at the end of the paper. Journal names are to be abbreviated as they are in the Cumulated Index Medicus. "In press" references may be used only if the journal that has accepted the manuscript is indicated. Personal communications and other unpublished and nonarchival references should not be included in the reference list. Instead, they should be put as footnotes to the text; the source should be stated, and the item dated. Examples of references are as follows:

- **Articles in Journals**

List the first six authors followed by et al. (Note: NLM now lists all authors.)

[1]. Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002 Jul 25;347(4):284-7.

**As an option, if a journal carries continuous pagination throughout a volume (as many medical journals do) the month and issue number may be omitted.**

[1]. Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002;347:284-7.

**More than six authors:**

[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.

- *Books and Other Monographs*

**Personal author(s)**

[1]. Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

**Editor(s), compiler(s) as author**

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGraw-Hill; 2002.

**Author(s) and editor(s)**

[1]. Breedlove GK, Schorfheide AM. *Adolescent pregnancy*. 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

**Manuscript Preparation**

- **Submission**

1. Authors should ensure that papers conform to the scientific and style instructions given above. In order to accelerate the publication process the Journal requires that manuscripts be submitted online using [Online Submission](#) facility of the journal.
2. JRPS offer a completely digital submission, review, and production process. At the time of submission of a manuscript, thus, it is advised to prepare production-quality files beforehand to speed up the process. It is advised that authors should follow the given guidelines above, unless otherwise the submission will be returned to the authors for additional revision which may decelerate the manuscript evaluation process and hence delay publication. Thus careful attention is fully appreciated by the editorial members of the journal.
3. Authors are required to register to create an account for submission at the [Online Submission](#) site. Authors can also follow on-screen instructions and the system will provide the essential guide through the submission process.
4. After creation of an account, authors are able to exit/re-enter in the account at any stage.
5. All submissions are kept strictly confidential.

- **Proof reading**

Proofs will be sent to the corresponding author for final correction. It is important to ensure that all corrections are sent back as soon as possible in one communication. Subsequent corrections will not be possible. Only typesetting errors may be corrected; no changes in, or additions to, the accepted manuscript will be allowed.

**Ethics in publishing of an article in JRPS**

The publication of a paper in a scientific and academic journal is an essential building block in the expansion of a coherent and respected network of knowledge. It is a direct reflection of the quality of the research study and the institutions that support them. Peer-reviewed scientific papers support and embody the scientific approach applied. It is consequently significant to agree upon standards of expected ethical manners for all collaborative segments involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society of society-owned or sponsored journals.

**Protection of Patients' Right to Privacy**

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1. Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be

uploaded with the cover letter or sent through email to editorial or publisher offices.

2. If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

### **Duties of Editors**

Publication decision

Fair play

Confidentiality

Disclosure and Conflicts of interest

Involvement and cooperation in investigations

### **Duties of Reviewers**

Contribution to Editorial Decision

Promptness

Confidentiality

Standards of Objectivity

Acknowledgement of Source

Disclosure and Conflicts of Interest

### **Duties of Authors**

Reporting standards

Data Access and Retention

Originality and Plagiarism

Multiple, Redundant or Concurrent Publication

Acknowledgement of Sources

Authorship of the Paper

Hazards and Human or Animal Subjects

Disclosure and Conflicts of Interest

Fundamental errors in published works

### **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.

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- **Prior and Repetitive Publication / Plagiarism**

Journal of Journal of Reports in Pharmaceutical Sciences (JRPS) will not consider the manuscripts if:

- large pieces of text have been cut-and-pasted without appropriate referencing and citation;
- paraphrasing and summarizing the others work have not been appropriately attributed;
- duplicate publication or self-plagiarism occurs.

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