

Author Checklist

This checklist is for quick reference only and is not a substitute for AJPE's more detailed Author Instructions, which can be found here: <https://www.ajpe.org/page/author-instructions>

Manuscript Format

- Should not exceed 4,000 for all components or as indicated in the instructions to authors for your specific article category; pages should be numbered at the bottom
- Must be submitted as a Microsoft Word document—PDFs are not acceptable
- Times New Roman, 11pt, flush left, noncontinuous line numbering, no page breaks

Article Categories. Please ensure that your manuscript fits into one of the following article categories:

Research Articles

- Experimental/observational investigations using formal methods for data collection and reporting of results
- Can also present novel methods for professional/graduate student instruction or information on programmatic and curriculum development
- IRB approval/exemption required
- Word count: maximum of 3,000 words
- Tables and figures: maximum of 5
- References: maximum of 50
- Abstract: brief statements for each of the ff: objective, methods, results, conclusion

Reviews

- Comprehensive, well-referenced descriptive papers on teaching or research topics related to entry-level and graduate or postgraduate education and training or skill development
- Papers on the history of pharmacy education
- Systematic, with all relevant data, not overly influenced by authors' opinions/biases
- Word count: maximum of 3,000 words
- Tables and figures: maximum of 5
- References: maximum of 50
- Abstract: brief statements for each of the ff: objective, findings, summary

Briefs

- Small scale studies/pilot works with limited outcomes data
- New and creative approaches to teaching and learning, curriculum, or evaluation, with limited assessment measures or outcomes data
- Timely and significant
- IRB approval/exemption required
- Word count: maximum of 2,000 words
- Tables and figures: maximum of 3
- References: maximum of 50
- Abstract: brief statements for each of the ff: objective, methods, results, conclusion

Commentaries

- Descriptive, intended to stimulate reflection/dialogue about issues in pharmacy education (includes previous categories of Statements, Special Articles, and Viewpoints)
- Subject to peer and/or editorial review
- Word count: maximum of 2,000 words
- Tables and figures: maximum of 2
- References: maximum of 20
- Abstract: maximum of 150 words, no subheadings

Letters to the Editor

- Express ideas, comments, or critiques on matters of interest relevant to previously published articles in the Journal
- Authors must be identified
- Should not exceed 2000 words

- Word count: maximum of 2,000 words
- Tables and figures: 0
- References: maximum of 5
- Abstract: 0

IRB/Ethics Committee Approval

- Institutional review board (IRB) or ethics committee approval or exemption letters must be included with manuscript
- Statement of IRB approval must be included in the methods section of the manuscript

Reporting Data (follow [guidelines for statistics](#))

Numeric Values

- Should be rounded to reflect the precision of the instrument or measurement
- Numbers that result from calculations, such as means and standard deviations, should be expressed to no more than one significant digit beyond accuracy of instrument
- Means and Standard Deviations should be formatted as M (SD), not $M \pm SD$

P Values

- When possible, report the actual p value ($p=.074$) vs a threshold (eg, $p<.01$)
- Very large and very small p values should always be expressed as $p>.99$ and $p<.001$, respectively

Tables, Appendices, Figure Legends

- Create tables using Microsoft Word table tools; follow guidelines for [table](#) and [figure](#) formatting
- Use Times New Roman, 10pt., single-spaced for tables, appendices, and figure legends
- Footnotes are 9pt
- Capitalize all significant words in the titles
- No visible interior lines in tables

Manuscript Organization

Title page

- Concise and descriptive title (maximum of 15 words)
- Name of each author, academic degree, academic/professional affiliation and city and state where located
- Corresponding author: mailing address, telephone number, fax number (optional), and work email address

Abstract

- 1-3 brief sentences per heading, except for objectives, which should have a maximum of 2 brief sentences
- Structured abstracts should contain appropriate headings (see [Author Instructions](#))
- No p values

Keywords

- 3-5 words keywords for the manuscript, each separated by a comma

Acknowledgments and Disclosures

- Funding/support and any other disclosures should be included in this section
- Appears after Conclusion section

References

- Numbered consecutively in the order in which the referenced publication is referred to in the manuscript
- Studies mentioned in text should be referred to with author(s)' names (eg, "Smith and colleague's study/review"), not with phrases such as "A recent study/review..."
- Follows [AMA style](#)

Figures

- Black-and-white jpegs or tiffs; high resolution; follow [figure guidelines](#)
- Submitted as separate files (not embedded in manuscript)
- Short, descriptive title that would allow the figure to stand alone