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
Institutional review board (IRB) or ethics committee approval or exemption letters must be included with the 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 ± 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