BELGIAN JOURNAL OF HOSPITAL PHARMACY

SUBMISSION GUIDELINES

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Vlaamse Vereniging van
Ziekenhuisapothekers

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SUBMISSION GUIDELINES FOR AUTHORS

The editorial board of the BJHP accepts original articles, literature reviews, short reports (e.g. master theses from hospital pharmacists in training), case reports and letters to the editor, which are written in Dutch or in English. If a Dutch paper is accepted, the author will be asked to additionally write an English abstract. Only manuscripts that are *exclusively* presented to the BJHP can be accepted after editorial and peer review. The manuscripts may not contain any duplicated material that was submitted or published elsewhere.

An overview of guidelines per manuscript type is provided below. Some general guidelines are provided, which apply to all papers being submitted to BJHP.

GENERAL GUIDELINES SUBJECT TO ALL PAPERS

TITLE PAGE
For each submission a title page is provided containing the following sections:

Title

Titles do not exceed 75 characters (including spaces). No numbers, acronyms or abbreviations are used in the title.

Keywords

A minimum of 5 keywords is required. These promote the choice of the most suitable reviewers for your manuscript.

Authors

Please list authors as follows: Name followed by First Name. Separate with commas. If there is a very large number of authors we may suggest that they form a group whose name will appear in the article byline.

Affiliation

Provide at least one affiliation per author according to the following example:

De Rijdt Thomas[1], Desplenter Siska[2], Verhelle Katy[3]

[1]Ziekenhuisapotheek, UZ Leuven, Leuven, Belgium; [2]Ziekenhuisapotheek, UPC KU Leuven, Kortenberg, Belgium; [3]Ziekenhuisapotheek, AZ Groeninge, Kortrijk, Belgium.

Corresponding author

Give name and first name, full address and email address of the corresponding author.

Word count

Provide word count for abstract and for paper separately. References, figures, tables are not included in the word count.

RESEARCH REPORTING GUIDELINES
The editorial board highly recommends compliance to guidelines, which can be downloaded per type of article from the website: http://www.equator-network.org/. To find relevant guidelines for a specific article, a flow chart can be used: http://www.equator-network.org/wp-content/uploads/2013/11/20160226-RG-decision-tree-for-Wizard-CC-BY-26-February-2016.pdf.

POTENTIAL CONFLICT OF INTEREST & FUNDING
The author needs to write a statement in which he or she declares whether or not there is a conflict of interest. This can be financial or other. The author can use one of the following standard sentences:

- The author(s) declare(s) competing (financial) interests: details accompany the full-text of the paper and should include an itemized list of the competing (financial) interests.
- The author(s) declare(s) no competing financial or other interests.

In case of a publication with more than one author, the corresponding author should make a statement on behalf of all authors.

Moreover, the author(s) fill(s) in a form for disclosure of potential conflicts of interest which can be downloaded here.

The author makes a statement in which he or she declares whether or not there has been funding for the study. The author can use one of the following standard sentences:

- The author(s) declare(s) there has been a funding for the study: details of the sponsor(s), grant number(s) (if applicable) and the sponsor's role in the study accompany the full-text.
- The author(s) declare(s) there has been no funding for the study.

STATEMENT OF INFORMED CONSENT AND ETHICAL APPROVAL

For every manuscript being submitted to BJHP, the editorial board expects a statement from the author in which he or she declares that the study has obtained ethical approval (or a statement that it was not required and why), including the name of the ethics committee(s) or institutional review board(s) and the number/ID of the approval(s). Furthermore, if relevant, the author needs to state that the participants gave informed consent before taking part.

REFERENCES

The referred articles are being listed in chronological order. To refer to a source a consecutive number is being placed in square brackets straight after a punctuation mark. When referring to several references, separate individual numerals by a comma or a hyphen for a range greater than two references. For instance: This was first discovered by Jones,[1] and later confirmed by several other groups of investigators.[2,3,5-7]

If there is being referred several times to the same source, the first reference number applies. Use the Vancouver style for all references in the manuscript. A general referring guide can be found following this link:

https://www.nlm.nih.gov/bsd/uniform_requirements.html

REFERENCE EXAMPLES

Journal article

Avau B, Borra V, Vandekerckhove P, et al. The Treatment of Snake Bites in a First Aid Setting: A Systematic Review. PLoS Negl Trop Dis 2016;10(10):149-161. https://doi.org/10.1371/journal.pntd.0005079.

If there are more than three authors, list the first three and add 'et al'. Write the title and afterwards the abbreviated journal name (according to Medline, these abbreviations can be looked up via https://www.ncbi.nlm.nih.gov/pubmed/). Furthermore, note the year of publication, journal number, issue number and page range. When available, the Digital Object Identifier (DOI) should always be displayed at the end as a full URL link in the form https://doi.org/xx.xxxx/xxxxx. Text formatting (e.g. bold, italics…) should not be used within references.

Journal article (online only)

For online only articles, the above requirements apply, except the pagination where the relevant example should be followed:

- Article with document number in place of traditional pagination:

Williams JS, Brown SM, Conlin PR. Videos in clinical medicine. Blood-pressure measurement. N Engl J Med. 2009;360(5):e6. https://doi.org/10.1056/NEJMvcm0800157.

- Article with unique publisher item identifier (pii) in place of traditional pagination:

Walter J, Haller S, Blank H, et al. Incidence of invasive meticillin-resistant Staphylococcus aureus infections in Germany, 2010 to 2014. Euro Surveill. 2015;20(46):pii=30067. https://doi.org/10.2807/1560-7917.ES.2015.20.46.30067

Book

Kohn LT, Corrigan JM, Donaldson MS. To err is human: building a safer health system. Washington DC: National Academy Press 2000:17-25.

If there are more than three authors, list the first three and add 'et al'. Write the title of the book, the place of publication and publisher, the year of publication and page range.

Electronic citations (other than online journals)

FAGG. Gebruik in schrijnende gevallen - medische noodprogramma's. Available from: https://www.fagg-afmps.be/nl/MENSELIJK_gebruik/geneesmiddelen/geneesmiddelen/onderzoek_ontwikkeling/gebruik_in_schrijnende_gevallen_medische_noodprogrammas [accessed 7th July 2017].

List the author or editor of the web page. Continue with the title. Give the exact webpage and add the date of last access between square brackets.

LIABILITY

The authors are fully responsible for the scientific contribution to the paper.

SUBMISSION OF THE PAPER

The desired format of the paper is MS Office Word. This also applies to the tables. The required formatting style can be found in the enclosed template document. All used abbreviations must be explained. Drugs are named with their generic name, unless a brand name is required to understand the context of the manuscript. Footnotes are not allowed.

The extensions being accepted for figures are: .jpeg, .gif, .tif and .png. Other formats need to be discussed with the editorial board. Names of figures and tables are preceded with "table 1", "figure 1" and so on. All figures and tables need to be accompanied by a title, as well as an eventual source listing. They are set up in the same language as the rest of the article and have a high resolution of at least 300 dpi. Patient or hospital specific data need to be removed from all figures and tables.

Authors are requested to submit their paper electronically on www.bjhp.be.

ORIGINAL ARTICLE

The maximum word count for original articles is 3000, excluding references. Up to 8 figures and tables are allowed. Original articles contain at least the following sections:

ABSTRACT

The summary of the article contains a maximum of 250 words and describes shortly the research question, the methods, the results and the conclusion(s). The abstract doesn't contain any specialist details, abbreviations or any references.

INTRODUCTION

This is a description of the background needed to understand the study. In this part, the aim of the study or the research question(s) are explained.

METHODS

This contains all relevant details to be able to perform the study such as study design, in/exclusion criteria, statistical methods etc. If a clinical trial is being published, it needs to be registered in a recognized database like https://clinicaltrials.gov with the registration number being mentioned in this section.

RESULTS

This section describes the results of the research.

DISCUSSION

The results of the research are positioned in a broader context of relevant, published data. Discuss limitations and strengths of your research and perspectives for the future.

LITERATURE REFERENCES

Maximal 40.

REVIEW

These articles contain a good referenced and balanced review of all aspects of a specific topic. The allowed word count for a review is 4000 words, excluding references. No more than 6 figures and tables can be shown. The text is minimally constructed as follows:

ABSTRACT

With a maximum of 250 words, this abstract describes the main themes of the article in an easily accessible way. The abstract doesn't contain any specialist details, abbreviations or any references.

INTRODUCTION

In this section the author describes the background of the topic. The topics that will be discussed are presented and the importance of the review is highlighted.

MAIN HEADINGS

Main headings are used to break up the text and encourage readability. They shouldn't be longer than 38 characters (including spaces) and should avoid abbreviations.

SUBHEADINGS

Up to two levels of subheadings are permitted, with a maximum of 39 and 80 characters, respectively, including spaces.

CONCLUSION

At the end of the article, the main statements are being summarized. There is also some space to discuss possible future (research or practice) directions.

LITERATURE REFERENCES

Approximately 25 references per 1000 words of article text are recommended.

SYSTEMATIC REVIEW

The editorial board stimulates the writing of systematic reviews according to the PRISMA statement. This checklist can be downloaded from the Equator platform: http://www.equator-network.org/reporting-guidelines/prisma/. The word count is maximal 5000 words, excluding references.

ABSTRACT

With a maximum of 250 words, this abstract describes the main themes of the article in an easily accessible way. The abstract doesn't contain any specialist details, abbreviations or any references.

INTRODUCTION

In this section the author describes the background of the topic. The topics that will be discussed are presented and the importance of the review is highlighted.

METHODS

Refer to the review protocol, describe the study characteristics (eq PICOs), report characteristics (eg years, language considered) and information sources including the date of last search.

Subsequently, describe the process for study selection and the methods for data extraction. Finally, explain how you assessed the risk of bias in individual studies and across studies.

RESULTS

Illustrate the total number of studies screened, number of screened full texts, number of studies included in the review on the basis of a flow diagram and give the reasons for exclusion of studies at each stage.

Present the included studies (characteristics and outcomes).

DISCUSSION

Summarize the main findings including the strength of evidence for each main outcome and consider their relevance to key groups. Discuss limitations and implications for future research.

LITERATURE REFERENCES

No maximum number of references is defined for systematic reviews.

CASE REPORT

In a case report, the author describes in detail which problem, related to a medicine or medical device, has been experienced by one or more patients. The pharmaceutical aspects are being discussed, inclusive the damage or proven advantage to the patient. A pharmacist needs to be involved in the process. A case report doesn't describe an expected event, but adds data to the clinical or pharmaceutical knowledge. If the report describes an identifiable person, a signed permission of the patient is necessary before a case report can be published. A word count of maximal 1500 words is permitted. A case report is build up accordingly:

ABSTRACT

This is a summary of the case presentation and outcome, a maximum of 150 words is allowed. The abstract doesn't contain any specialist details, abbreviations or any references.

BACKGROUND

Briefly explain why this case is unique or important for hospital pharmacy practice.

PRESENTATION OF THE CASE REPORT

Describe all relevant medical, familial and psychological history of the de-identified patient. Had the patient relevant interventions in the past and what are his or her symptoms?

INVESTIGATIONS

What kind of clinical investigations were performed and why?

TREATMENT

How did you or the team decide on the medical option that was chosen? What were the benefits or adverse effects of the medicine or medical device?

RESULTS AND FOLLOW-UP

These can be both from a medical professional perspective as from a patient perspective. Also tell something about the adherence to the treatment (if relevant).

DISCUSSION

What are the strengths and limitations of this case report?

TAKE HOME MESSAGES

What lessons can be learned about this case report?

REFERENCES

Maximal 10.

SHORT REPORT

The format is identical to the format of an original article (see above) and should include an Abstract, Keywords, Introduction, Methods, Results, Discussion, Conclusion and References.

The maximal word count is up to 1500 words, excluding references. As to the abstract, a maximum of 150 words is allowed. The author can include 1 table and 1 figure. Not more than 15 references are accepted.

LETTER TO THE EDITOR

By means of a letter to the editor, an author can comment on topics of particular interest for hospital pharmacists or can submit feedback on a topic in a previous issue. This article can either be opinion based or focus on the facts of a previously published paper.

A letter to the editor has a maximal word count of 500 words and contains not more than 1 table or figure. Up to 5 references are allowed.

POSITION PAPERS

The BJHP accepts position papers from professional bodies or governmental agencies. The paper should reflect the opinion from the organisation on a particular topic, related to the field of hospital pharmacy, with the aim to stimulate debate or new research. Papers reflecting individual opinions are to be submitted as 'Letter to the Editor'. If your organisation wishes to submit a position paper, please contact the editorial board first.

Position papers include published data, should be constructive, and should be written in a logical, professionally sound and convincing way. There are no requirements regarding the structure except a clear introduction, detailing the importance of the topic. The authors remain responsible for gaining their organisation's approval of the contents.

A position paper has a maximal word count of 1500 words, with an abstract of 150 words. Up to 2 tables or figures and 15 references are allowed.

Source listing

http://ejhp.bmj.com/pages/authors/#case. Last accessed on 12/07/2017.

http://www.equator-network.org/. Last accessed on 09/01/2018.

http://www.nature.com/reviews/pdf/review-ps.pdf. Last accessed on 10/07/2017.

http://www.tvg.be Last accessed on 10/07/2017.

http://www.apb.be/SiteCollectionDocuments/CORPORATE%20PART%20DOCU%20PDF/AUTEURS/Richtlijnen-voor-auteurs-FT-2013-11-26.pdf. Last accessed on 10/07/2017.