Instructions for authors
Pharmeuropa online and Pharmeuropa Bio & Scientific Notes online

February 2013

Before submitting an article for publication in Pharmeuropa online (Readers' tribune) and Pharmeuropa Bio & Scientific Notes, authors are requested to comply with the instructions in the following document.

Aims and scope
Pharmeuropa online and Pharmeuropa Bio & Scientific Notes (Bio & SN) are aimed at providing information on the work of the European Pharmacopoeia Commission and of the Biological Standardisation Programme. They provide feedback from the users of the European Pharmacopoeia, hence they publish papers by individual contributors on any aspect of pharmaceutical quality control. Articles submitted for publication in Pharmeuropa online and Pharmeuropa Bio & SN must have a clear, direct link with the work of the pharmacopoeias, especially the European Pharmacopoeia.

Contributions
It is assumed that the copyright of material submitted is that of the contributor or that the necessary clearances have been obtained and that material submitted has not been offered simultaneously to another publication. Authors are required to state clearly if material has been submitted to another publication.

In submitting an article for publication, it is assumed that all authors of the article have given their consent to publication. Authors alone are responsible for the views expressed in signed contributions. If personal communications are cited in the text, authors must obtain written permission for use of such information from those cited.

Mention of specific companies or of certain manufacturers' products does not imply that they are endorsed or recommended by the European Pharmacopoeia Commission or by the Council of Europe in preference to others of a similar nature that are not mentioned.

Two types of manuscript will be considered for publication:

- **Pharmeuropa Bio & SN**: articles describing one or more methods of analysis applicable to pharmaceutical quality control in the broadest sense or the results of analysis of pharmaceutical products;

- **Readers' tribune**: discussion articles and letters commenting on the policy or decisions of the European Pharmacopoeia Commission or on previously published papers.
Submitting articles

Articles should be sent (for the attention of the Editors of Pharmeuropa online or Pharmeuropa Bio & SN) preferably by e-mail to publications.info@edqm.eu or by post to:

European Directorate for the Quality of Medicines & HealthCare
Publications & Multimedia Department
7 allée Kastner
CS 30026
F-67081 Strasbourg
France

If submitting an article by post, please include an electronic version with the hard copy. Please note that any original material sent by post will not be returned to the author.

An acknowledgement of receipt is sent by e-mail to the author to whom correspondence is to be addressed within 5 working days of receipt of the article.

Preparing the manuscript

Technical requirements

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<td>Figures</td>
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General requirements

Pharmeuropa Bio & SN

Articles are accepted in English (using UK English spelling) or French. However, if the text is written in French it must be accompanied by a comprehensive summary in English. Articles written in French will not be translated. Articles must be well structured, written in a clear, concise and coherent manner and only contain a reasonable number of tables and figures. Poorly written articles will not be considered for publication and will be returned to the author. Authors who are not native speakers of the language they have used for their article are encouraged to have their manuscript checked carefully by a native speaker before submitting the article for publication.

Articles are structured as follows:

- Title
- Sub-title (if necessary)
- Authors (including correspondence details)
- Abstract
- Keywords
- 1. Introduction
- 2. Participants (where applicable)
- 3. Materials and methods
- 4. Results and discussion (may be split into 2 sections if necessary)
- 5. Conclusion
- 6. Acknowledgements (if necessary)
- 7. Participants (listed by country in alphabetical order) (where applicable)
- 8. Abbreviations (if necessary)
- 9. References
- Appendices (if necessary)

Sub-sections are numbered accordingly, e.g. 1.1, 1.1.1, 1.1.2, etc., and should not exceed 5 hierarchical levels. Indented paragraphs are preferably listed using bullet points or dashes. If necessary, e.g. if reference is made to the paragraph elsewhere in the text, indented paragraphs are listed using a), b), etc.
<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>It clearly indicates the subject of the article, is as concise as possible, contains important keywords and does not exceed 100 characters (including spaces). A sub-title may be included if necessary.</th>
</tr>
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<tbody>
<tr>
<td><strong>Authors</strong></td>
<td>Authors’ surnames and initials are given with their current postal addresses and, if different, their addresses at the time the article was drafted. The author to whom all correspondence is to be addressed (corresponding author) is indicated. Please supply a full postal address and an e-mail address for the corresponding author and ensure that these addresses are correct.</td>
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<tr>
<td><strong>Abstract</strong></td>
<td>A concise, self-contained summary (around 250 words) of the problem and the principal results, without experimental details, and which does not contain references. The abstract will be available in the PubMed database of the National Library of Medicine.</td>
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<td><strong>Keywords</strong></td>
<td>Authors are required to include not more than 6 keywords and to avoid general words. The keywords used will be available in the PubMed database of the National Library of Medicine.</td>
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<tr>
<td><strong>Introduction</strong></td>
<td>A concise statement of the background of the topic, including relevant earlier work, and the aim. The introduction should indicate why this topic is considered important and outline its relevance to the European Pharmacopoeia.</td>
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<td><strong>Participants</strong></td>
<td>Where applicable, a general overview of the participants involved in the work.</td>
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<td><strong>Materials and methods</strong></td>
<td>Reasonably detailed accounts of experimental procedures, sufficient to allow readers to repeat the work.</td>
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<tr>
<td><strong>Results</strong></td>
<td>A clear presentation of the important results, clarified by tables and figures (see below for further requirements). When a new analytical procedure is being described this section may include experimental details.</td>
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<td><strong>Discussion</strong></td>
<td>The principal conclusions to be drawn from the results and their implications. This section may include comparisons with other relevant studies.</td>
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<td><strong>Acknowledgements</strong></td>
<td>If necessary, contributions from individuals that do not warrant authorship may be acknowledged (for example, technical assistance). Authors are required to obtain written permission from any individuals cited.</td>
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<td><strong>Participants</strong></td>
<td>Where applicable, individual participants involved in the work may be listed in this section and are listed by country in alphabetical order.</td>
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<td><strong>Abbreviations and units</strong></td>
<td>Abbreviations are either defined on first use in the text or, if they are numerous, are compiled in a list containing all abbreviations used in the text. The International System of Units (SI) is used.</td>
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<td><strong>References</strong></td>
<td>Authors are responsible for the accuracy of references and are required to check them before submitting the article. References are numbered consecutively in the order of citation in the text, using numbers in square brackets, and the list is compiled according to the EDQM’s requirements for citing references. All citations in the text appear in the list of references. Reference to personal communications in the text is to be avoided, unless absolutely necessary. If included, authors must obtain written permission from the person(s) cited.</td>
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<td><strong>Figures and tables</strong></td>
<td>They are kept to a minimum and are as clear and simple as possible. Figures and tables are numbered consecutively, each has a title and they do not represent the same information. Wherever possible, the use of figures rather than tables to represent numerical data is encouraged. Axes are labelled using SI units and all symbols and abbreviations are defined. The formatting of tables and figures is consistent throughout the manuscript. Figures containing chemical structures are preferably produced using ChemDraw. Colour figures may be included but the colours used should nevertheless allow the figure to remain comprehensible if printed in black and white. Authors should avoid using bright colours and relying on distinctions between colours that colour-blind readers are unable to make. Authors are responsible for obtaining the necessary permission for reproducing any material that is protected by copyright (this includes any images downloaded from the internet.)</td>
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<td>Only well-contrasted photographs will be accepted, in sufficiently high resolution to allow for good printed reproduction at the size required (a minimum of 200 dpi is required).</td>
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Appendices

Authors are encouraged, wherever possible, to avoid appendices and to include the information in the main body of the text. However, if the text contains, for example, numerous tables that have to be grouped together, authors should present this information in the form of an appendix.

Readers’ tribune

There is no fixed format, but articles should be clear and concise. The technical requirements above and the general requirements for figures and tables apply. Articles are accepted in English (using UK English spelling) or French, but will not systematically be translated into the other language. Articles written in French must be accompanied by a comprehensive summary in English.

Review procedure

Articles are evaluated by the editorial boards of Pharmeuropa online and Pharmeuropa Bio & SN, and are subject to editorial modifications before publication. If the article is accepted for publication, any comments received from the editorial board may be sent to the corresponding author and a revised version of the article may be requested. The revised version is checked by the Editors to ensure that the comments have been taken into account (if necessary, the authors provide appropriate justification if comments have not been taken into account). Proofs of the article with the finalised page layout are sent to the corresponding author along with a release form. Authors may comment on the page layout, although the Editors of Pharmeuropa online and Pharmeuropa Bio & SN reserve the right to make the final decision regarding matters of style (e.g. location of figures or tables). Significant changes to the text are unacceptable at this stage.

Publication

Pharmeuropa Bio & SN

Articles are first published online in individual PDF format at the earliest possible date and then assigned for publication in the next cumulative issue of Pharmeuropa Bio & SN (a cumulative issue is published once a year at the end of each year). A PDF of the article, with the pagination that will be used in the cumulative issue, is sent to the corresponding author when the article is first published online. The publication date given for each article is that of its first publication online. Articles published in a cumulative issue of Pharmeuropa Bio & SN are indexed (abstract and keywords) in the PubMed database of the National Library of Medicine.

Readers’ tribune

Articles are published online in individual PDF format at the earliest possible date and a PDF of the article is sent to the corresponding author as soon as the article is published.
Checklist for authors of scientific notes

1. For articles submitted by post, are the hard copies and electronic copies identical?

2. For articles written in French, is a summary in English included?

3. Are the corresponding author’s full postal address and e-mail address correct and clearly indicated?

4. Is the title concise (fewer than 100 characters, including spaces) and does it contain important keywords?

5. Does the text include an abstract?

6. Is a list of keywords included?

7. Is the text correctly structured using numbered sections and subsections?

8. Do all figures and tables have a legend with figure axes correctly labelled using SI units?

9. Are all figures and tables referenced in the text?

10. Are all graphics supplied in an acceptable format?

11. Have the necessary clearances been obtained for publication of any material protected by copyright?

12. Are all references cited in the text listed in the references section according to the EDQM’s requirements for citing references?

13. Has permission been obtained for use of personal communications and from individuals cited under Acknowledgements?

Uniform requirements for reference citing

Introduction

The following real and fictitious examples are given as a guide to the citation style to be used in Pharmeuropa online (Readers’ tribune) and Pharmeuropa Bio & SN. The style has been adapted from the ‘Vancouver’ citation style to meet the requirements of the EDQM. References are indicated in the text using square brackets, and are numbered in the order of citation. References are listed in the reference list at the end of the article. Punctuation forms an integral part of the reference; the style used in the examples below must be carefully copied.
Print documents

Journals

Cite the names and initials of all authors unless there are more than 3, when only the first 3 should be given followed by ‘et al’. The authors’ names are followed by the title of the article, the title of the journal abbreviated according to the style of Index Medicus, the year of publication, the volume number, and the first and last page numbers.

Scientific note in Pharmeuropa


Article in Pharmeuropa Scientific Notes


Article in Pharmeuropa Bio


Article in Pharmeuropa Bio & Scientific Notes (identifier from database may be added)


Journal article with a Digital Object Identifier (DOI)


Standard journal article


Article with more than 3 authors


Article with no author given


Material accepted for publication but not yet published

Volume with a supplement

Issue with a supplement

Volume with a part

Issue with a part

Issue with no volume

No issue or volume

Type of article/source indicated as required

Books and monographs
Cite author’s name and initials, full title, edition, place of publication, publisher, year of publication, and page numbers if necessary. Do not repeat digits unnecessarily. Page numbers are not cited for the European Pharmacopoeia because it exists in both English and French versions, with different pagination. Furthermore, the monograph title and number are sufficient to lead the reader to the specified monograph/chapter.

Monograph in Pharmeuropa

Monograph in the European Pharmacopoeia

General chapter in the European Pharmacopoeia

Monograph in the USP
General chapter in the USP


Monograph in the JP


General chapter in the JP


Standard book with personal author(s)


Editor(s), compiler(s) as author


Organisation as author and publisher


Book with series title and individual volume


Chapter in a book


Chapter as part of an edited/or translated work


Book title in a language other than English/French


Electronic documents

The basic format for electronic sources follows the same principles as for printed references. The URL address and the date the information was accessed are included at the end of the reference.

Journal article

Monograph in Pharmeuropa online

Monograph in Pharmacopeial forum online

CD-ROM/DVD

Website

**Citation of miscellaneous sources**

Conference proceedings

Conference paper

Poster

Dissertation

EMA Guideline
Note for guidance on dry powder inhaler (DPI) for use in chronic asthma: chemistry, manufacturing, and in-house controls: chemistry, manufacturing, and controls documentation [guideline]. Ref: CPMP/QWP/2845/00. EMEA; 2000 Nov.

ICH guideline
WHO guideline

Horowitz B, Minor P, Morgenthaler JJ. Guidelines on viral activation and addition procedures intended to assure the viral safety of animal blood plasma products. WHO Expert Committee on Biological Standardization; 2003 Dec 26-30.

WHO report


WHO technical report series


EU law documents


International standard


ISO standards