

BRAZILIAN JOURNAL OF HOSPITAL PHARMACY AND HEALTH SERVICES
A publication of the Brazilian Society of Hospital Pharmacy and Health Services
(SBRAFH)

The Brazilian Journal of Hospital Pharmacy and Health Services (RBFHSS) publishes manuscripts in English, Spanish or Portuguese. In 2010, RBFHSS replaced the SBRAFH Journal of the Brazilian Society of Hospital Pharmacy and Health Services.

In 2012, the Coordination for the Improvement of Higher Education Personnel (CAPES), a funding agency of the Brazilian Ministry of Education, included the journal in Qualis, a periodical ranking used to evaluate the publication output of graduate programs. This was the first step toward our next great goal, indexing RBFHSS in the Scientific Electronic Library Online (SciELO).

RBFHSS provides scientific publications, systematic reviews and other types of publications to Brazilian and Latin American researchers, cooperating for the advancement of knowledge in the field of Hospital Pharmacy and Health Services. It also reports on conceptual, social, and political tendencies that indicate the general direction of activities in the field of Hospital Pharmacy and Health Services in Brazil and other Latin American countries.

RBFHSS is distributed to health professionals, technicians, researchers, professors and students in Brazil and in other parts of the world.

The RBFHSS website is available at: <http://www.sbrafh.org.br/rbfhss/>, where all its content is available for download.

INSTRUCTIONS FOR SUBMITTING MANUSCRIPTS:

A. CONTENT OF RBFHSS:

RBFHSS welcomes submissions of manuscripts addressing hospital pharmacies and other health services, such as the management of hospital pharmacy and health services, clinical pharmacies and pharmacy care, waste management, risk management and patient safety, oncology, nutritional therapy, pharmacotherapy, pharmacoeconomy, evaluation of health technologies, hospital pharmacotechnology, clinical studies, legislation, stability studies, compatibility studies, quality control, and other related studies.

B. TYPES OF SUBMISSIONS:

Editorials: refer to papers published in the journal and reflect the author's personal opinion. The author may be a member of the editorial board or an independent author. Editorials should always be signed by the author who is invited by the journal's editors.

Original and Review Papers: includes original research reports, literature reviews, or special reports concerning topics of interest for the Latin America. Papers presented in meetings and conferences are not necessarily qualified as scientific papers. Papers previously published, whether in print or electronic media (e.g. internet), in the same or similar format, will not be accepted. Any instance of prior publication must be disclosed when the paper is submitted and the authors must provide a copy of the published document.

Brief communications: these are published when they communicate innovative and promising techniques or methodologies or preliminary results of special interest.

Current Topics: include the description of national and international projects in addition to regional initiatives and interventions in the health field mainly addressing problems in hospital pharmacy and other health services of great importance to the field. Even though, in contrast to papers, manuscripts of current topics do not reflect original investigation, the same rules concerning the publication of papers apply to current topics manuscripts.

Summaries: this section provides briefs abstracts of current publication on various aspects of hospital pharmacy and health services. Authors are invited by the Editor to present summaries of books addressing topics in their field of expertise. Each book summary is limited to 1,500 words and should objectively describe the book's content to address the following essential points: the contribution of the book to a specific discipline (if possible, comparing it with other related books), the book's quality, type, illustration and general format, narrative style, and whether it makes the reading easy or difficult. The author's background and the book's audience should be briefly described.

Letters to the Editor: letters to the editor addressing topics in the field of hospital pharmacy or health services to clarify and/or constructively discuss or comment on ideas expressed in the RBFHSS are welcome. Authors should sign the letters and provide affiliation and address.

C. GENERAL CRITERIA FOR MANUSCRIPT APPROVAL:

The Brazilian Society of Hospital Pharmacy and Health Services (SBRAFH) owns the copyright of the material published in RBFHSS.

The selection of material for publication is based on the following criteria: appropriateness of the topic to the journal, scientific soundness, originality, contribution to the advancement of knowledge and timeliness of information, applicability beyond its place of origin, and compliance with ethical research standards established throughout the region guiding experimentation with human beings and other animals, according to the publication guidelines (see session D). Non-compliance with the previous guidelines will result in the manuscript's rejection.

The authors are the only ones responsible for expressed opinions that do not necessarily reflect the opinion of RBFHSS. The mention of specific companies or commercial products does not imply they are endorsed, recommended, or are preferred over others of a similar nature.

Manuscripts that do not comply with the submission guidelines will not be accepted. We recommend that authors review all criteria to make sure manuscripts follow the RBFHSS's standard format (check list available on the website) as well as to examine one or two papers published in the journal before submitting papers for consideration.

The journal may refuse to publish any manuscript whose authors are not able to answer the editorial questions satisfactorily.

D. CRITERIA FOR MANUSCRIPT SUBMISSION

D.1. Required formatting:

- ✓ Paper size A4 (210 x 297mm);
- ✓ Margins of 2.5cm on each side;
- ✓ Arial 12 point font;
- ✓ Double spacing for the entire document;
- ✓ Tables and charts should be included in the text, consecutively numbered with Arabic numerals in the order they are cited in the text. No internal horizontal and vertical lines should be used;
- ✓ Explanatory notes should be placed at the bottom of the table and not in the header or title;
- ✓ Footnotes: should be indicated by asterisks initiated at each page and kept to a minimum;
- ✓ Figures (including drawings, charts, pictures, etc.) should be drawn, developed, and/or photographed by professionals, in black and white. In the case of pictures, the participants cannot be identified or they must provide written permission for the purpose of scientific publication. Permissions must be sufficiently clear to enable the reproduction of figures in 7.2cm (width of the text column) or 15cm (width of page). The authors must also provide written permission for the reproduction of illustrations extracted from other previously published works. These permissions should accompany the manuscripts submitted for publication. They should be consecutively numbered with Arabic numerals, in the order they were cited in the text. Figures will be included as long as they do not repeat information provided in tables. Symbols, arrows, numbers, letters, and other signs should be identified in the tables and their meanings clarified. Nonstandard abbreviations should be explained in footnotes using symbols such as *, #, †, ‡.
- ✓ Number the references consecutively according to the order in which they are first mentioned in the text (Vancouver style). Identify them in the text by Arabic numbers and superscript without mentioning the authors. When it is a sequential citation, separate the numbers using a dash (e.g. 1-2); use a comma in the case of intercalated references (e.g. 1,5,7).

- ✓ Only the first three authors should be listed and the others should be indicated by “et. al.”. Concerning the format of the references, abbreviations according to the Index Medicus, are the following:

Periodicals: The first three authors' last name(s). The authors must be separated by comma. Title of the paper, Name of the Periodical (in italics), Year, Volume (Issue), Number of pages.

Example: Silva LC, Paludetti LA, Cirilo O. Erro de Medicamentos em Hospitais da Grande São Paulo. *Revista SBRAFH*, 2003, 1(1):303-309.

Books: The first three authors' last name(s). Title of the Book (in italics), Edition, City, Publisher, Year: Pages or last name(s)

Book Chapters: The first three authors' last name(s). Name of the Chapter. “In”: Name of the editor (ed), Title of the Book (in italics), Edition. City, Publisher, Year; Pages.

Internet: Proceed as in the case of a periodical or book chapter, whichever is most appropriate. At the end of the reference add “available at” and the website's complete address and “retrieved on” and date and time of consultation.

Table 1. Formatting required for each type of article:

	Original Papers	Review Papers	Editorial	Case Report	Brief communications	Currents Topics	Summaries	Letters to the Editor
Maximum number of authors	10	6	2	6	8	8	4	1
Title (Maximum number of characters, including spaces)	100	100	80	80	80	80	80	80
Abstract (Maximum number of words)	250	250	---	250	250	250	250	---
Text (Maximum number of characters, including references)	5000	6500	1000	1500	1500	1500	1500	1000
Maximum number of references	25	50	5	10	10	10	10	5
Maximum number of tables + figures	8	6	1	4	4	4	4	1

Observation: The title, abstract and descriptors must be written in Portuguese, English and Spanish.

D.2. Body text:

- ✓ Title: We recommend brief titles including only essential data, avoiding very long titles with scattered data of unrepresentative value. Ambiguous words, jargon, and abbreviations should be avoided. A good title makes it easy to understand what is in the manuscript and facilitates cataloging and classifying it accurately;
- ✓ Authors: The online submission system will record the name, institution and contact information of each author when the manuscript is submitted. This information **must be omitted** from the paper's full text in order to maintain the authors' anonymity during peer review. Only those who directly participated in the study or in the paper's preparation, and therefore, are able to take public responsibility for its content, can be listed as authors. Including other individuals as authors, whether due to friendship, recognition, or other nonscientific motivations, consists of an ethical violation.
- ✓ Abstract: All original papers or reviews should be accompanied by an abstract structured with the following sections: (a) Objectives, (b) Methods, (c) Results, and (d) Conclusions. Abstracts must be written in Portuguese, Spanish and English. Other types of manuscripts should be accompanied by a non-structured abstract, also written in the three languages. The abstract should not include any the information or conclusions that do not appear in the main text. It should be written in the third person and should not include notes or bibliographic references. The abstract should allow readers to determine the paper's relevance and decide whether they will be interest in reading the full text. The abstract is very important because it is the only part of the paper, in addition to the title, that appears in different databases. It is your paper's "business card".
- ✓ Descriptors: the authors must submit from three to six descriptors. These will help indexing papers in the respective languages (Portuguese, English and Spanish). To determine the descriptors, refer to the site <http://decs.bvs.br/> or MESH - Medical Subject Headings <http://www.nlm.nih.gov/mesh/MBrowser.html>. Define key words if you do not find a corresponding descriptor.
- ✓ Abbreviations: use only internationally standardized abbreviations;

- ✓ Participants' testimonies: the testimonies of participants must be presented in italics, Arial font, size 10, in the sequence of the text. E.g. *society is increasingly more violent* (Participant 1).
- ✓ References: we suggest including the references strictly pertinent to the problem addressed and avoiding the inclusion of an excessive number of references in the same citation. *We recommend including contributions to the manuscript's topic already published in RBFHSS and in the Revista Farmacia Hospitalaria of the Spanish Society of Hospital Pharmacy.* The accuracy of references is the responsibility of the authors.

The contributions to the advancement of knowledge in the field of hospital pharmacy and remaining health services should be highlighted in all the manuscripts.

D.4. Manuscript's file:

The paper's file should present the title, abstract, and the descriptors in the first page in the following sequence: Portuguese, English and Spanish.

The authors' names or affiliations or any other information that may identify the authors must not be included.

D.5. Required documentation:

The following documents must be sent through the online system at the time of the manuscript's submission:

- copy of the Ethics Research Committee's approval or Declaration that the study did not involve human subjects;
- Completed and signed individual declaration forms (Appendix 1);

Both documents should be digitalized in JPG format.

Those interested should submit their manuscript via the journal's website: www.sbrafh.org.br/rbfhss

Questions: rbfhss@sbrafh.org.br