

## INSTRUCTIONS FOR AUTHORS

FARMACÉUTICOS COMUNITARIOS follows standards and recommendations for the periodical publications (ISO 8:1997 and ISO 215:1986 "Presentation of periodicals" and "Presentation of contributions to periodicals and other serials," respectively). The journal adheres to the uniform requirements for manuscripts submitted to biomedical journals established by the International Committee of Medical Journal Editors. [Vancouver Guidelines or Style](#) (International Committee for Medical Journal Editors. Uniform requirements for manuscripts submitted for publication in biomedical journals: [www.icmje.org](http://www.icmje.org)).

It is also recommended that authors follow the checklists or guidelines available for the different types of studies, such as [EQUATOR](#) (Library for Health Research Reporting), CONSORT (for randomized clinical trials), QUORUM (metaanalysis of RCT), TREND (nonrandomized interventions studies), or MOOSE (observational studies).

Manuscripts submitted for publication will be reviewed by at least two independent reviewers external to the Editorial Committee, appointed *ad hoc* by the head of the journal's scientific committee. These reviewers will be highly regarded professionals in the field of each article, with experience in scientific writing and reviewing (peer review). The review process will be double-blind, such that the reviewers do not know the identity of the authors and vice-versa. Authors will be notified of the outcome of the evaluation within one month and will have a maximum of two weeks to make the required changes. The Editorial Committee reserves the right to reject any manuscripts it considers unsuitable for publication in the FARMACÉUTICOS COMUNITARIOS journal. Submitted materials will not be returned to the authors. The evaluation questionnaire used by reviewers and the review criteria can be consulted in: [Evaluation questionnaires](#).

### OBJECTIVES OF THE JOURNAL

FARMACÉUTICOS COMUNITARIOS is a peer reviewed periodical publication, the organ of communication of the Sociedad Española de Farmacia Clínica, Familiar y Comunitaria (SEFAC).

As such, its objectives are to encourage, promote, strengthen and disseminate quality research on pharmaceutical care among community pharmacists and other healthcare professionals in Spain and Latin America and to present other related topics of interest to readers.

Therefore, it publishes works that contribute to meeting all of our objectives:

- Research and practice in professional pharmacy services within the scope of community pharmacy.
- Promotion and dissemination of health education.
- Studies on the use of medicinal products, pharmaco-economics, and pharmacovigilance.
- Works that contribute to the inclusion of community pharmacists in multidisciplinary medical teams. Consensus.
- Current professional debates
- Reviews, protocols, clinical case studies, etc.

Interesting works may also be accepted from professionals in medicine and nursing that contribute knowledge, experiences, and developments in the field of pharmacological care and pharmacotherapy as long as they are of interest in the field of community pharmacy.

Works that stand out for their originality, quality, and scientific interest will be given priority.

### GENERAL GUIDELINES

Authors must submit all the required documentation through [the platform enabled for it](#). Any questions can be consulted at: [revistasefac@sefac.org](mailto:revistasefac@sefac.org).

The Editorial Committee will acknowledge receipt of submitted works and assign a code to them. All correspondence during the pre-publication process must include the code assigned to the manuscript.

Papers should be structured to follow the specific rules for the corresponding section. The following items must be submitted:

#### 1. Cover letter, authorship, and conflict of interest statement

The model available at [this link](#) should be used.

It is addressed to the Editor of the Journal, requesting the evaluation of the manuscript for subsequent publication. It must include:

- Title of the work
- Details of the corresponding author, who assumes responsibility for the manuscript.
- Any comments addressed to the editor. These comments will not be published.
- Financing of each of the authors, if any. It will be published on the first page.
- Additional information (presentations at congresses, awards, etc.) will be published on the first page.
- Acknowledgements to persons or entities, if any. The reason for the acknowledgement must be specified. They should be published at the end of the manuscript text, before the bibliography.
- List of authors indicating name and surname, ORCID and/or IdPublons, affiliation, conflict of interest and contribution to authorship. A maximum of 6 authors is recommended. However, more will be admitted as long as their participation in the work is justified..
- International search engines use by default the last surname. It is advisable to indicate a single surname or the union of the surnames with a hyphen.

## 2. Manuscript

It will constitute a separate file, which will be sent to the reviewers and, therefore, must be anonymous.

The text should be sent in DIN-A4 size, double-spaced, Times New Roman or Arial font, size 12 CPI, with four 2.5 cm margins. The word processor should be MS Word® 97 or higher.

It will consist of (in this order):

- Title in English and Spanish
- Abstract

In English and Spanish. Structured and with the maximum length according to the type of article.

- Keywords

A minimum of three and a maximum of ten keywords must be provided in both Spanish and English. They should preferably be among those included in the Medicus/Medline Medical Subject Headings (MNeSH) index, available in English at: [www.nlm.nih.gov/mesh/meshhome.html](http://www.nlm.nih.gov/mesh/meshhome.html). You can find their Spanish equivalents ("Descriptores en Ciencias de la Salud," DeCS) at: <http://decs.bvs.br/E/homepagee.htm>

Following the keywords, there shall be a list of all the abbreviations used in the text with their explanations.

## Text

- The writing should be clear and concise. The structure of the text must be logical, with the ideas perfectly ordered and not causing confusion.
- Structured according to the type of article
- Each section conveniently identified.
- Numbering at the foot of the page and correlative numbering of the lines. No headers or footers.
- The maximum number of words allowed for each type of article must be respected as far as possible, which will exclusively affect the content of this text.

## Bibliographic References

- Format according to Vancouver standards.
- Limited number according to the type of article.
- They should be numbered consecutively (Arabic numeral in square brackets) corresponding to the order in which they appear in the text.
- It is generally recommended that 50% of references to be less than 5 years old and 75% less than 10 years old. Preferably primary sources.
- Strictly follow the provisions of the aforementioned Vancouver Standards ([www.icmje.org](http://www.icmje.org) or [Vancouver Guidelines or Style](#)).

## Tables and figures (graphs, diagrams, photographs)

- Inserted in their place in the text, properly numbered and with sufficient resolution so that they are not blurred.
- Tables and figures, graphs or diagrams should be simple, their purpose is to present the information in a summarized and schematic way, so they should not repeat information already present in the text.
- They should be self-explanatory and have a title, heading, or caption that clearly and briefly describes their content, all of them maintaining a certain formal coherence to facilitate their understanding.
- The meaning of the abbreviations used should be indicated at the bottom of the text, if they do not already appear in the text, including the units of measurement or symbols.

## Acknowledgments

With a recommended maximum of six authors, the "Acknowledgments" section shall be used to cite all the individuals or institutions that collaborated in the work or made it possible, contributed to the drafting of the manuscript, or which contributed in any other way that does qualify for consideration as co-authors. The type of contribution must be specified.

## TYPES OF ARTICLES

### Original or research articles

The main and most important section of the journal is devoted to original research papers in the field of community pharmacy. The structure shall be as follows: abstract, keywords, text (introduction, materials and methods, results, and discussion), acknowledgments, and bibliography.

#### Maximum length:

- Text wordcount: 3,500
- Abstract wordcount: 250
- Tables/Images: 10
- References: 30

### Reviews

Reviews are about any subject of relevance or interest on professional activity in the field of community pharmacy.

#### Maximum length:

- Text wordcount: 5,000
- Abstract wordcount: 250
- Tables/Images: 12
- References: No limit

### Original Brief

This format is used to communicate the preliminary results of research of lesser scope or impact, the results of a research study connected with a project already published in the journal where inclusion of the full original work would contain numerous redundant elements, as well as any other research that does not require a lengthy article to be communicated effectively. These works, in general, should be structured as an original article (IMRAD), including the abstract.

#### Maximum length:

- Text wordcount: 1,500
- Abstract wordcount: 250
- Tables/Images: 6
- References: 15

### Contributions

Feature articles, practical application protocols, information on medicinal products, editorials on subjects of special interest in the field of community pharmacy, or any other articles of interest to the Editorial Committee which do not fit in the other sections.

#### Maximum length:

To be determined by the journal's Editorial Committee in accordance with the subject matter.

### Letters to the editor

Comments related to papers published previously in the journal.

#### Maximum length:

- Text wordcount: 750
- Abstract wordcount: No
- Tables/Images: 1
- References: 6

### Case reports

Case reports related to the practice of community pharmacy and pharmacological care will be published, such as indications, dispensing and monitoring, or more specific drug interactions, NOM, pharmacovigilance, etc.

They must present the following structure:

- Presentation of the case / Background.
- Study and evaluation.
- Intervention.
- Result / Follow-up.
- Final comment / Conclusions.
- Summary and keywords in English and Spanish.

#### Maximum length:

- Text wordcount: 1,000
- Abstract wordcount: 200
- Tables/Images: 4
- References: 6

If the case had several successive interventions, all of them should be explained interspersing them with the study and the results of each of them. In this case, a maximum of 1,500 words will be admitted.

### Research projects

Properly structured research protocols (abstract, introduction and justification, applicability of the results, objectives, materials and methods, ethical considerations, time line, and analysis).

#### Maximum length:

- Text wordcount: 3,500
- Abstract wordcount: 250
- Tables/Images: 8
- References: 30