

## 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 CONSORT (for randomized clinical trials), QUORUM (meta-analysis of RCT), TREND (non-randomized 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 questionnaire](#).

The review procedure for the articles is described in depth in: [instructions for authors](#).

### OBJECTIVES OF THE JOURNAL

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

As such, its objectives are to encourage, promote, strengthen and disseminate quality research on pharmaceuti-

cal 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, pharmacoeconomics, 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 by e-mail to [revistasefac@sefac.org](mailto:revistasefac@sefac.org).

The text must be sent in DIN A4 format, double spaced (Times New Roman font size 12) with 2.5-cm margins. The desktop publishing software must be MS Word 97® or higher.

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:

- Cover letter, authorship, and conflict of interest statement.
- Title page.
- Abstract.
- Text.
- Acknowledgments.
- RReferences.

- Tables and figures (graphs, photographs).
- Checklist for authors..

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

Addressed to the Editor of the journal, it must include the title of the work in Spanish, the section in which publication is requested, the authors' approval of the content being submitted, transfer of the publishing rights to SEFAC, a statement declaring that the manuscript has not been published previously and is not under consideration by another publication. A statement by each of the authors declaring any potential conflicts of interest that might affect them in relation to the work. The contribution of each author to the research and writing process must also be specified.

The first signatory will be considered the primary author and contact person for communication with the journal's Editorial Board. This individual's e-mail and postal addresses and telephone number must be included in the cover letter.

A maximum of six authors is recommended. However, more are almost always allowed if their participation in the work is justified.

A template for the cover letter can be consulted here: [cover letter](#).

To complete the documentation, the letters signed by authors may be scanned and e-mailed in pdf format or faxed to the following number: 915221313.

### Title page

The abstract shall be presented on a separate page and must not exceed the maximum wordcount indicated for each type of article. It should be structured in the same manner as the manuscript it summarizes. The summary must be provided in English and Spanish.

Other information about the work that the authors consider of interest (for example, if it has received an award or been presented at a conference or seminar).

### Summary and abstract

The abstract shall be presented on a separate page and must not exceed the maximum wordcount indicated for each type of article. It should be structured in the same manner as the manuscript it summarizes. The summary must be provided in English and Spanish.

Following the summary, a mini-

imum 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 Medline/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/homepage.htm>

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

### Text

It shall be structured as shown in the "Journal Sections" section and must be appropriate for one of these.

Each section must start on a new page. All pages must be numbered consecutively, with the number centered at the bottom of the page. It must not include logos, trademarks, headers, or footers.

The maximum number of words allowed for each type of article, applicable only to the content of this text, must be strictly adhered to.

### 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.

### Bibliographic References

A limited number of bibliographic references shall be accepted which may vary by the type of article. The list of bibliographic references cited in the text must be included at the end. They must be numbered consecutively in the order of their appearance in the text, identified by Arabic numerals enclosed in parentheses. References should be as current as possible. As a general guideline, 25% of references under five years old and 75% under ten years old are recommended. Preferably primary sources.

The aforementioned Vancouver Guidelines must be followed strictly [www.icmje.org](http://www.icmje.org) (or page on the website of the journal).

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

They shall be presented separately from the text, each on its own page and numbered using Arabic numerals with one series for tables and another for figures.

All tables, figures, graphs, and diagrams should be simple; their purpose is to present information in a summari-

zed and schematic way, and therefore they should not repeat information already stated in the text. They should be self-explanatory and include a title or heading that clearly and briefly describes their content, maintaining a consistent style to facilitate understanding.

A legend must be included at the bottom showing the meaning of all abbreviations not explained in the text, including units of measure.

Tables and figures must be provided in an editable format for an optimal layout. No graphs or tables will be accepted in image format.

### Checklist for authors

Authors must submit a completed checklist to the journal with the cover letter to confirm that the work meets all of the journal's formal and stylistic requirements. The checklist for authors can be downloaded here: [lista de comprobación para autores](#).

## JOURNAL SECTIONS

### 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.

#### Extensión máxima:

- 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 Studies

Case studies of interest in community pharmacy and related to the practice of pharmacological care will be published, such as indications, dispensing and monitoring, or more specific drug interactions, RNM, pharmacovigilance, etc

#### Maximum length:

- Text wordcount: 1,000
- Abstract wordcount: No
- Tables/Images: 2
- References: 6

### 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