

EDITORIAL PROCESS

Start: The editorial process begins when the manuscript is received in electronic format on the platform <http://www.aulamedica.es/gdcr/index.php/fh/user>. At this time a reference number is assigned for identification; the manuscript will keep this number through the entire process. The author may consult the status of the article at any time to follow the editorial process.

Review of formal requirements: The editorial coordinator completes a preliminary evaluation of the received work to ensure that it meets the formal requirements for editing and issues a report that is sent as an additional file along with the article to the Editor in Chief, editors and reviewers. This formal review will be made available on the platform.

Assignment of editors: Manuscripts that pass this initial screening will be sent to the journal's Editorial Board which shall, if applicable, assign an editor to evaluate the manuscript.

Initial editor's review: The editor completes a detailed evaluation and, depending on such, may recommend direct acceptance, changes or rejection, or submit the manuscript for peer review. For these purposes, the editor shall assign two external reviewers. This process shall take no more than 12 business days.

Peer review. Manuscripts submitted to Farmacia Hospitalaria that the editor has decided to send for peer review shall be reviewed anonymously by independent experts. The authors' names, cities or towns, or the centres where they have completed the work shall appear only on the first title page, which shall not be sent to the reviewers in order to ensure anonymity in the review.

The reviewers shall perform the review, evaluating the points from the check-list available at the journal's website, and issue a report. This first review shall be completed in no more than 15 days.

Editorial decision (publishable, re-evaluate or non-publishable). With the reports from both reviewers, the editor will prepare a final decision as to whether it is publishable, non-publishable or whether it needs to be re-evaluated. This decision shall always be accompanied by comments from the reviewers and from the editor, if applicable. The editor's final decision is sent simultaneously to the reviewers and authors by email from the platform.

In cases when elements of the manuscript could be improved, the re-evaluate decision is submitted for the authors to consider whether these elements may be corrected in a reviewed version of the manuscript. As a general rule, this process shall involve a maximum of two reviews.

Changes to the article: Whenever the editor suggests making changes to the article, the authors must submit the new version via the Web platform within no more than 30 calendar days, with a report detailing the changes made, whether suggested by the editor or the reviewers. If the new version is not received within 30 days, the editorial coordinator will inform the author that the work will be removed from the system.

This second version may be sent back to the reviewers, who will evaluate it within 10 days.

Second review: If any new corrections need to be made, the manuscript shall be sent to the authors, who will answer within 10 days. The manuscript will then be sent to the reviewers so they may issue comments within 10 days.

No manuscript will be accepted until all corrections have been made or until the authors have duly justified themselves.

Final decision: The final decision on acceptance or rejection of the manuscript is the result of an evaluation process to which the Editor in Chief, the editors, and the reviewers all contribute. They will issue the final resolution within 3 days.

The total time for the editorial process until manuscript approval shall be a maximum of 90 days.

The Editorial Committee reserves the right to reject the articles that it does not consider suitable and to introduce stylistic changes and/or other changes to facilitate clarity or comprehension, including changes to the title and abstract, unless they lead to changes in intellectual content. All changes that are made shall be communicated to the author, who must agree to the final version of the manuscript.

Translation into English: If it is accepted, a manuscript that is not written in English will be sent for translation, with permission first requested from the author responsible for correspondence. Once the translation is completed, approval of the translation shall also be requested.

Proofs: Finally, the author responsible for correspondence will receive a proof of the edited manuscript for correction. The proof shall be returned to the publisher within 72 hours of receipt. These proofs allow the authors to detect typing, spelling and other errors.

Corrections that affect the content or change the original sense of the article shall not be accepted.

The Editorial Committee reserves the right to admit or reject corrections made by the author in the proof. If these proofs are not received by the set deadline, the Editorial Committee shall not be held responsible for any errors or omissions that may be published.

Farmacia Hospitalaria shall not be held responsible for either the scientific content or the legal implications of published articles.

The Farmacia Hospitalaria Editorial Committee guarantees:

- the independence of its evaluations and decisions with regard to SEFH or any other public or private entity or company that may have any type of interest in the content of the journal.
- its commitment to completing the entire editorial process with the greatest scientific rigour and with respect for the previously mentioned editorial process.