

Information for authors and guidelines for publication in Farmacia Hospitalaria

Update April 2023

Editorial policy

Farmacia Hospitalaria is one of several journals in comporment with the Granada Statements publishing high-quality, peer-reviewed content in health services research specifically as it relates to some aspect of the medication use process. The medication use process includes but is not limited to the prescribing, preparation, dispensing, administration, adherence to, evaluation, monitoring, and outcomes associated with legend or with over-the-counter medications, incorporating the concept of clinical pharmacy which aims to optimize utilization of medicines to achieve person-centered and public health goals. The medication use process includes attitudes, perspectives, knowledge, and behaviors of any actor in this process, including prescribers, pharmacists, pharmacy personnel, other health practitioners, patients, and caregivers. As such, the Granada Group journals often refer to “pharmacy” in their title or description, as these persons are central to medication use process; however, research articles reviews, and commentaries can refer to any person involved in this process, as well as any evaluation (e.g., pharmaceoepidemiological) of the drug products themselves or systems employed to optimize the use process.

The Granada Group journals share certain commonalities and also goals to improve the medication use process and the outcomes emanating from this endeavor; however, each journal has an established niche and optimally suited for certain types of manuscripts. Further description of the aims and scopes of Farmacia Hospitalaria follows below:

The Farmacia Hospitalaria journal is the official publication of the Sociedad Española de Farmacia Hospitalaria (Spanish Hospital Pharmacy Society, SEFH). It publishes articles in Spanish and English related to pharmacologic therapy and the professional development of the speciality that it represents. Original articles, short articles and reviews received in Spanish will be translated into English and published in both languages.

Articles must be sent to the journal via the online management system.

Manuscripts must follow the most recent recommendations of the International Committee of Medical Journal Editors (available at <http://www.icmje.org>), and be adapted to follow the guidelines presented herein. Failure to consider these instructions may, in addition to creating delays in the editorial process, cause the work not to be accepted.

Likewise, a paper's failure to adhere to the instructions presented in this document shall cause it to be returned to its authors so they may correct the problems found before continuing with the editorial process.

Submitted articles must be original and unpublished. They must not have been previously published or be in evaluation by any other journal. They must respect ethical principles with regard to the authorship of papers and conflicts of interest.

All manuscripts shall be evaluated by the journal's editorial committee and shall be submitted to a standardised process of anonymous peer review by expert reviewers chosen by the editors. The editorial committee shall provide the reviewers' anonymous report to the authors. If it is considered that the manuscript needs to be re-evaluated, the authors must respond according to the recommendations given to them. Then, if applicable, a second evaluation of the paper shall be completed before the final

decision on acceptance or rejection of the manuscript is issued. If the paper is deemed publishable, its acceptance shall be confirmed. In all cases, the editorial committee reserves the right to reject the originals it does not deem appropriate and to propose the changes it considers fitting. The judgements and opinions issued in the articles, as well as possible errors or falsehoods, are the exclusive responsibility of the authors.

All accepted articles remain the property of Farmacia Hospitalaria and, therefore, of the SEFH, and may not be reproduced in whole or in part without permission. In the event of publication, the authors exclusively transfer their rights to editing, reproduction, distribution, translation, and public communication (by any sound, audiovisual, or electronic medium or format) of their work. To do so, a letter transferring these rights shall be attached to the paper when sending it through the online manuscript management system, <https://www.editorialmanager.com/farma>. The editorial committee of Farmacia Hospitalaria may include the article in the national and international indexes and databases that it deems fitting.

Article types and length

Editorial. This may be either a scientific or an opinion piece. It includes comments on published original articles in the same issue of the journal, on current issues in hospital pharmacy or therapy in general, or on issues that have recently been the subject of controversy or significant change. It shall be written by the editorial committee, or upon request by interested authors with evaluation by the editorial committee (it is recommended to consult the journal Editor first).

Original. A paper on a quantitative or qualitative research related to any aspect of research in the field of pharmacotherapy or the professional development of hospital pharmacy. This type of article must include a text before the introduction explaining what the study contributes to the scientific literature, with the purpose of offering readers a general vision of the most important content (see submission procedure, second document, contribution to the scientific literature).

Short original. A paper with the same characteristics as the original, which, because of its special conditions and precision, may be published in a more abbreviated manner.

Review. A review paper, preferably using a systematic methodology, with or without meta-analysis, on important current events in pharmacotherapy or the professional development of hospital pharmacy.

Clinical cases. Papers that describe new adverse events for medications, new interactions, paradoxical effects, atypical pharmacokinetic behaviour, evaluation of treatment effectiveness, or any other important findings based on one case. The structure shall include an introduction, case description and discussion.

To write it, it is recommended to use the CARE guide (Case report) <https://www.care-statement.org/> and the CARE checklist (Case report) <https://www.care-statement.org/checklist>

Letters to the editor. This section shall collect:

- Comments on a publication that appeared previously in the journal. Preference shall be given to letters that refer to articles appearing in the prior issue, and these articles shall be published more rapidly. If the letter makes reference to an article that was recently published in the journal, it shall be sent to the author of the article so that he/she may exercise their right to reply if they consider it appropriate.
- Comments on the journal's editorial policy, the development of the speciality, questions about the health system, the research and development of new drugs, or current events in science, as long as they are clearly of interest to hospital pharmacy.

Special articles

This section will include articles presenting original opinions on relevant and practical topics, such as models of pharmacy practice, health policy, or educational aspects.

Typically, these articles will be requested by the Editorial Board. If any author wishes to collaborate spontaneously in this section, there must be a previous consultation with the Journal Editors about its adequacy and editorial characteristics; this will be subsequently submitted to an editorial review process.

Consensus documents and clinical guidelines

Evidence-based consensus documents and clinical practice guidelines must be promoted and supported by the SEFH, or at least by two scientific societies, or promoted by healthcare authorities. The authors are required to attach a letter with arguments supporting their relevance for the scientific community. Supporting tools such as AGREE must have been used for preparing these consensus documents and clinical guidelines. These documents will be submitted to review by the Editorial Board.

The articles in this section will be published in the website without any restrictions.

Protocols

In order to make the research methodology more accessible, reduce publication bias and improve its quality, facilitating the publication of results in extenso, Farmacia Hospitalaria accepts and encourages the publication of research protocols for studies that have a design ambitious or complex enough that it makes sense to previously publish their protocol (clinical trials, systematic reviews, scoping reviews, observational studies, etc.).

The outcomes of the study couldn't have been published partially or totally or accepted for publication in another journal.

The structure will be: Introduction, methods (including statistics and ethical considerations), discussions (including limitations) and bibliography. This can included tables or figures.

For writing manuscripts on protocols is recommended to follow the guide SPIRIT, available at: <http://www.spirit-statement.org/wp-content/uploads/2013/01/SPIRIT-Checklist-download-8Jan13.pdf>

It is recommended, according to the 2013 revision of the Declaration of Helsinki, that the research protocols presented have been included in the official records, such as POSPERO (www.crd.york.ac.uk/prospero/); Spanish Registry of Clinical Trials (<https://reec.aemps.es/reec/public/web.html>); European Registry of Clinical Trials (www.clinicaltrialsregister.eu), FDA Registry of Clinical Trials (<https://clinicaltrials.gov/>), which will be explicitly mentioned if this is the case.

Characteristics of the different types of articles				
Article type	Abstract	Maximum text	Maximum tables and figures	Maximum references
Editorials	-	1,500 words		15
Original	Structured 350 words	3,000 words	6	30
Short originals	Structured 200 words	1,500 words	4	15
Review	Structured 350 words	5,500 words	6	100
Clinical cases	-	1,000 words	3	10
Letters to the editor	-	600 words	1	5
Special	350 words	5,000 words	6	60
Consensus documents	350 words	-	-	-
Protocols	Structured 350 words	2,500 words	2	20

Presentation guidelines

Formal aspects of the article

Farmacia Hospitalaria publishes articles in Spanish and in English. When the article is in English, before it is sent to the journal it should be reviewed by a native English speaker and, in all cases, abstracts in both Spanish and English must be included.

The text must be in Word format with 12-point font in the body, 1.5 line spacing in all sections, 2 cm margins and with the pages numbered in the lower right-hand corner. Abbreviations should not be used in the title and the abstract. The first time an abbreviation appears in the text, it must be preceded by the complete term to which it refers. Units of measurement shall be expressed in the International System of Units. In Spanish articles, decimals shall be separated from the units with a comma, and thousands shall be indicated with a full stop. Articles in English shall use English punctuation (decimals marked with a full stop and thousands with a comma).

Recommendations for publication

Farmacia Hospitalaria complies with the most recent version of the "Uniform Requirements for

Manuscripts Sent to Biomedical Journals" prepared by the International Committee of Medical Journal Editors. The official text is available at: <http://www.icmje.org/>

To publish suspected adverse drug reactions, follow the guidelines promoted by the Spanish Pharmacovigilance System for Medicines for Human Use, text available at:

<http://www.aemps.gob.es/vigilancia/medicamentosUsoHumano/docs/guidelines-traducidas-2007.pdf>

When writing articles on pharmacoeconomics, follow the Consensus on Health Economic Criteria; text available at: <http://dare.uvu.vu.nl/bitstream/handle/1871/23210/186968.pdf?sequence=1&isAllowed=y>

For writing manuscripts on clinical trials, indicate that the paper follows all the standards issued by the Spanish Agency of Medicinal Products and Medical Devices, available at: <http://www.aemps.gob.es/investigacionClinica/medicamentos/ensayosClinicos.htm>; and appears in the Spanish Clinical Studies Registry (the identification code must be included in the published article).

Publication guides for specific study designs

Farmacia Hospitalaria recommends use of the following guides:

- STROBE (*STrengthening the Reporting of OBservational studies in Epidemiology*) Statement for publication of observational studies (transverse, case-control, and cohort), available at: <http://www.strobe-statement.org/>
- CONSORT (*Consolidated Standards of Reporting Trials*) for clinical trials, available at: <http://www.consort-statement.org/>
- TREND (*Transparent Reporting of Evaluations with Nonrandomized Designs*) for non-randomized intervention studies, available at: <http://www.cdc.gov/trendstatement/>
- STARD (*STAndards for the Reporting of Diagnostic accuracy studies*) for articles on diagnostic tests, available at: <https://www.equator-network.org/reporting-guidelines/stard/>
- PRISMA (*Preferred Reporting Items for Systematic Reviews and Meta-Analyses*) for systematic reviews and meta-analyses, available at: <http://www.prisma-statement.org/>
- SPIRIT (Standard Protocol Items: Recommendations for Interventional Trials), for protocols, available at <https://www.spirit-statement.org/>
- CARE (CAse REport) guidelines. Guide for writing clinical cases. Available at: <https://www.care-statement.org/>
- CARE (CAse REport) checklist. List for review of the writing of clinical cases. Available at: <https://www.care-statement.org/checklist>
- Recommendations of the Committee on Publication Ethics on clinical cases. Available at <https://doi.org/10.24318/cope.2019.1.6>

For more information on reports related to medical research, please see the website for the EQUATOR Network, a resource centre for correct presentation of reports on medical research studies: <http://www.equator-network.org/library/spanish-resources-recursos-en-espanol/>

Submission procedure

Articles should be submitted electronically via the website:

<https://www.editorialmanager.com/farma>, which can also be accessed through the Farmacia Hospitalaria website:

Submissions shall be entered in the system in several files:

- **First document**, including the title page, cover letter, declaration of authorship, financing, acknowledgements and conflicts of interest.
- **Second document** with the body of the text (abstract and keywords in Spanish and English, introduction, methods, results, discussion, references, tables and figure captions)
- Figures
- To submit supplementary material is accepted.

More detailed instructions may be found on the online submission system.

Review process: Whenever changes to articles are suggested, when submitting the new version of the article, the authors must include a detailed explanation of the changes made, both those suggested in the reports from the experts who were consulted and those suggested by the journal's editorial committee.

First document

Title page: This page will include the following information:

The title of the paper in Spanish and English, has to provide a concise description of the complete article and should include information that, along with the abstract, will make electronic retrieval of the article precise and specific. It has to include key words coinciding with the Medical Subject Headings (MeSH) selected. Titles should be in a single phrase (in general, no more than 15 words). Acronyms, codes, and symbols that are not commonly used should be avoided.

- Authors and their affiliations. Names (not abbreviated) of the authors with one or two last names in order of authorship. Then on the line below, the service or department to which they belong with the appropriate institution, city and country. No author's educational level or professional category shall be indicated. It is important to keep in mind the requirements for group authorship.
Authors must determine their "bibliographic last name" by using one last name or two last names joined by a hyphen to avoid confusion in bibliographic databases.
- Author responsible for the manuscript and address
- Corresponding author: first name and last name(s), email address. The email address shall appear on the article if it is published.
- Total word count of the abstracts (Spanish and English) and of the manuscript (excluding the title, abstract, key words, tables, figures and references).
- Cover letter: Directed to the Editor of Farmacia Hospitalaria, with the signatures and DNI [*Documento Nacional de Identidad*, ID card number] of all authors, requesting evaluation of the paper for publication in Farmacia Hospitalaria.
- The cover letter must indicate:
 - The article type, without prejudice to the final decision of the journal's editorial committee regarding its classification.
 - A brief explanation of the article's contribution to prior knowledge, its originality and relevance.
 - The explicit statement that the work has not been previously published, nor is it in the review process with any other journal.
 - That proper authorization has been obtained for reproduction of previously published material (if that is the case) and that said authorizations shall be submitted to the publisher when the paper is accepted for publication. Authorization shall be requested from both the author and the publisher that published the material.

- That the instructions and ethical responsibilities for authors have been taken into account, including that all signing authors meet the authorship requirements and that they have all declared no conflicts of interest.
- Indication and justification, if applicable, of the need to fast-track publication because of the special timeliness of the research project or the rapidity with which the data will become obsolete.

Furthermore, if a paper could be considered a duplicate publication, that should be explained in this section, as well as any other circumstances that may be of interest to the Editor of Farmacia Hospitalaria.

Declaration of authorship: This section shall include a paragraph clearly specifying the contribution of each one of the authors, both in the project and in the preparation of the article. The Uniform Requirements for Manuscripts Sent to Scientific Journals establish that authorship should be based on a substantial contribution to all of the following:

- The study concept and design, or the data collection, or the data analysis and interpretation.
- Writing the article or critical review with significant intellectual contributions.
- Approval of the final version for publication.

All these conditions must be met since participating only in finding sources, collecting data, or statistical analysis, for example, does not justify authorship, nor does general supervision of the study. The lead author must ensure that all included persons truly meet the authorship criteria, and that no one else who meets the criteria is excluded, to avoid scientific fraud.

The contribution of all the authors will be published at the end of the article.

Authors are advised to carefully review the list and the order of authorship before submitting their manuscript for the first time. Any incorporation, deletion or rearrangement of their names must be done before the manuscript has been accepted and only with the approval of the journal's management. To request this change, the corresponding author will send to the attention of the Editor: a) the reason that justifies the request for modification of authorship; and b) the written confirmation (either by email or by letter) of all the authors expressing their agreement with the incorporation, deletion or reordering. In the case of the incorporation or deletion of an author, the confirmation of the affected person must also be included.

The editorial committee will take into consideration the incorporation, deletion or reordering of authorship in an already accepted manuscript only if there are exceptional circumstances. The publication of the article will stop while the editorial committee evaluates the request for changes. If the manuscript were already published in an online version, any request for change approved by the editorial committee would result in an erratum.

The authors' request to designate the same contribution or share authorship positions, for example, first two authors, can be considered if it is reasonably justified by the authorship criteria established by the ICMJE. The authors must send a written request to the attention of the Editor who will make a decision in this regard, communicating it in writing to the authors.

Collective authorship may be considered for multi-centre consensus documents, special articles and protocols. In these cases, all members of the group listed as authors have to fully meet the authority criteria previously cited. Group members who do not meet these criteria must be specific, with their authorization, in the acknowledgments section or in the annex (see acknowledgments).

When a large multi-author group complies with the authorship criteria stated early it can design a group name, with or without the individual names. When the manuscript is submitted with a group

name the corresponding author should specify the name of the group and clearly identify the individuals who can take credit and responsibility for the work. The byline of the article will identify who is directly responsible for the manuscript, and the MEDLINE will list authors who are associated with the byline.

The authors shall be listed both on the title page and in the "Transfer of Rights" section included in the proforma document that the authors must complete and sign with the submission of the paper, the declaration that they have read and approved the manuscript and that they meet the authorship requirements: https://static.elsevier.es/norm_orga/farmhosp_form_EN.doc

- **Funding:** Acknowledgement of economic and material assistance that the study may have had, and list the organization, the agency, the institution or company, and the project, agreement or contract. If there is no external funding, please state "No funding."
- **Acknowledgements:** Should be expressed to those persons or entities that have clearly contributed to make the work possible (contributions that do not justify inclusion as an author). All those mentioned in the acknowledgements section must know about and approve their inclusion in the section.
- **Conflicts of interest:** All articles sent to Farmacia Hospitalaria should contain a declaration of the possible conflicts of interest of each person signing. Conflicts of interest may be occupational, research-related, economic or moral. When sending the manuscript, the authors must briefly indicate in writing if any of these conflicts exists. The Editor may require that the authors expand the conflict-of-interest statement or add as much detail as they consider pertinent. Likewise, if there is no conflict of interest, they should explicitly state "No conflict of interest." The inclusion of this information is an indispensable requirement in all the previously described article types in order to be considered by the editorial committee. It shall be completed in the "Funding and conflicts of interest" section included in the proforma document that the authors must fill in and sign when submitting their work. <http://www.icmje.org/conflicts-of-interest/>
- Please indicate if the work has been presented previously at a congress or scientific meeting. Optionally, indicate if it has received a prize or mention.

Second document (body of the article)

In order to facilitate anonymous evaluation of all papers, we recommend that authors do not include, on this page or in the text, information that identifies the authors or the origin of the project.

Abstract: all papers must contain an abstract in Spanish and in English.

The abstract should be able to replace the text if it were not available and be developed in concrete terms, mentioning the essential points of the article.

Because abstracts are the only substantive part of the article indexed in many electronic databases and the only part that many readers read, authors must ensure that they accurately reflect the content of the article. The information in the summary and the text must be consistent.

The use of abbreviations should be avoided, except those widely known. It is recommended to use short phrases. Subordinate phrases should be avoided. The article should be written in the past tense, the conclusions in the present.

The summary should provide the context or background for the study and should indicate the purpose of the study, the basic procedures (selection of participants, study design, measurements, analytical methods), the main findings (depending on the size of the specific effect), its statistical and clinical

importance, if possible and the main conclusions. It should emphasize new and important aspects of the study or observations, taking into account important limitations and not over interpreting the findings.

Key words: Five to eight key words, both in Spanish and English, should be included under the abstract. They should identify the content of the paper for inclusion in indexes and databases.

- Key words should match the terms in the Medical Subject Headings (MeSH) proposed by the *U.S. National Library of Medicine*, available at: <http://www.ncbi.nlm.nih.gov/mesh>.
- Contributions to scientific literature: Original articles shall include a brief text explaining what the study contributes, in order to offer the reader a general vision of the most relevant content. This text should not be copied literally from the content of the abstract. It shall not contain abbreviations. Inclusion of the following information is recommended:

Describe in a paragraph of no more than 100 characters what the completed study contributes to currently existing knowledge.

Add a second paragraph (also no more than 100 characters) setting out the implications of the results for practice, research, healthcare policy or hospital pharmacy in general.

- **Introduction:** The introduction should be as brief and specific as possible, and should be written with the intention of giving the reader an idea of the current status of the subject under study, while attempting to justify the need for the project that is being presented. It should focus on the problem using current data. Only indispensable references should be cited, using criteria of timeliness and relevance with regard to the purposes of the study. Do not include data or conclusions from the study being published. The last paragraph of the introduction should describe the objective (or objectives) of the work or the justification for it.
- **Methods:** This section shall include the environment in which the research project was performed, the period or duration, the characteristics of the series under study, the selection criteria and techniques that were used, with an accurate description of how the study was carried out, the design type used, inclusion and exclusion criteria, treatment guidelines, interventions carried out, statistical analysis, etc., and shall provide sufficient detail in order to enable the experience to be repeated, based on the information provided. The medications or chemical substances used, the dose(s), and the route(s) of administration should be identified.
 - It is recommended that the authors include a figure or diagram with the different phases of the study that explains the inclusion and exclusion criteria, how participants are screened, interventions and measurements (if any have been done) and the patients who completed the study.

In the case of reviews, it is strongly suggested that the paper describes the bibliographic search that was performed, the inclusion and exclusion criteria for the papers, the method of evaluating the quality of the evidence that was found, and the techniques that were considered for evaluating the result.

This section should mention that the study was authorised by a Clinical Research Ethics Committee if applicable. Furthermore, this section should briefly specify the ethical standards followed by the researchers, apart from the information that is provided in the "Ethical responsibilities" section included in the proforma document that the authors should fill in and sign when sending their papers. https://static.elsevier.es/norm_orga/farmhosp_form_EN.doc

In research projects, the authors must include in the manuscript: identification of the Research Ethics Committee (CEI) / Research Ethics Committee with medicines (CEIm), the registration number of the study protocol and date of the opinion CEI / (CEI)

- **Results:** The results section describes the findings obtained with the materials and methods reported, detailing both the positive and the negative findings. They shall be presented in a descriptive, concise, clear fashion, without interpretation. The data may be mentioned in the text or in the form of tables or figures. Data from the tables or figures must not be repeated in the text. Suitable indicators should be included for measuring error or uncertainty (confidence intervals and/or p-values). Authors are advised to include flow charts for the results of the CONSORT, PRISMA, or STARD guidelines, according to the study type. Only important observations in line with the study objective shall be highlighted or summarized.
- **Discussion:** This section must interpret the results, highlighting new and important aspects of the study and the conclusions to be drawn from them. The following aspects should be developed:
 - The most relevant findings.
 - Comparison with similar publications and differences from the other publications.
 - The meaning and practical application of the results.
 - The authors' own opinion on the subject.
 - Limitations or problems with methodology that may exist and the reasons why the

results may be valid.

- Recommendations and guidelines for future research projects.
- This section ends with one or more conclusions, which should be drawn exclusively from the study.

In the brief original articles and clinical cases, the discussion must be short and limited to notable features of the work and not to a review of the literature.

The discussion should not become a review of the subject and a repetition of concepts that may have appeared in the introductions. The results of the work should also not be repeated. Gratuitous statements and statements that are not supported by data should be avoided.

- Tables: These shall be presented on separate pages that include:
 - Numbering the table with Arabic numerals, which will be cited in the text in sequential order.
 - Title of the table in the upper part of the page and abbreviations or acronyms in the lower part.
 - A single table per page.
 - Each column must have a heading. The content should be self-explanatory, and the data included must not be repeated either in the text or in other tables or figures. The journal will accept tables that occupy up to one page of *Farmacia Hospitalaria*. Very large tables will be divided into parts, and each part will be marked as a continuation.
 - When a statistical study has been completed, the technique used and the significance level shall be indicated at the foot of the table if it was not included in the text of the table.
- Figures: The figures shall include all types of non-tabular material (morphology, algorithms, histograms, graphs, etc.) and shall be cited in the text in sequential order. They shall be submitted in high quality with sufficient resolution, and with an arrow marking the top if they do not contain text. It is preferable to present them in two dimensions, with the background in white and with different grey tones or patterns to distinguish among groups, since they will always be published in black and white. Patient photographs shall be altered so that the patients are not identifiable.

Legends or captions shall be written on a separate sheet in the article file, after the tables, with the number that matches them in Arabic numerals, independent of the tables.

- References: References shall be presented in the order in which they appear in the text, tables, or figures, with matching sequential numbering in Arabic numerals. In cases in which the citation is placed next to a punctuation mark, the citation shall precede the punctuation. In the text, numbers should be in superscript format. The references should be issued as standard text, never as footnotes or endnotes. Specific codes from bibliographic management programs will not be accepted. Although accent marks do not appear in databases, the citations of journals in Spanish will include them.

Papers should be cited only if they are related to a portion of the manuscript. Authors should seek to use recent references, as well as those that are considered relevant to the subject under consideration. Personal communications and non-publishable data shall not be cited unless they are referred to in the text. Original articles that are accepted, but not yet published, may be included in the bibliographic references with the name of the journal followed by "accepted for publication" and the date accepted. For articles that were previously published in electronic format, the publication date should be indicated.

The format and style of the citations must rigorously follow the "Uniform Requirements for Manuscripts Sent to Biomedical Journals", available at:

http://www.nlm.nih.gov/bsd/uniform_requirements.html Include the DOI if it is available.

Abbreviations from these journals shall match the *US National Library of Medicine*, web page <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals> When a journal is not included in this database the full name shall be given, with no abbreviations.

Below, authors may check some examples according to the type of document that may be cited.

Examples according to the type of document that will be cited:

1. Original article or review:

Author(s). Title. International journal abbreviation. Year; volume (number): start page-end page (without repeating tens, hundreds, etc.)

- Rentero L, Iniesta C, Urbieta E, Madrigal M, Pérez MD. Causas y factores asociados a los errores de conciliación en servicios médicos y quirúrgicos. *Farm Hosp.* 2014;38(5):398-404. DOI: 10.7399/FH.2014.38.5.1136
- Sirvent M, Calvo MV, Pérez-Pons JC, Rodríguez-Penín I, Martí-Bonmatí E, Vázquez A, et al; Clinical Nutrition Group of the SEFH. Buenas prácticas para el uso seguro de las bolsas tricamerales de nutrición parenteral. *Farm Hosp.* 2014;38(5):389-97. DOI: 10.7399/FH.2014.38.5.8085

2. Original article or review in a supplement:

- Monje- Agudo P, Borrego- Izquierdo Y, Robustillo-Cortés MA, Jiménez-Galán R, Calvo-Cidoncha E, Morillo- Verdugo R. Encuesta de valoración de la satisfacción de los pacientes con la atención farmacéutica recibida en las consultas de farmacia hospitalaria: Proyecto EVASAF. *Farm Hosp.* 2013;37(Supl 1):S1-7.

3. Articles awaiting publication

- Olivera-Fernandez R, Fernandez-Ribeiro F, Piñeiro-Corrales G, Crespo-Diaz C. Adherencia a tratamientos antineoplásicos orales. *Farm Hosp.* (Awaiting publication, accepted October 2014).

4. Books and monographs

Author(s). Title. Edition. Place published: publisher, year.

- Waugh E. *Return to Brideshead*. 5th ed. Barcelona: Tusquest editors; 2005.
- Girona Brumós L, coordinator. *Introducción a las interacciones farmacológicas*. 1st ed. Madrid: Sociedad Española de Farmacia Hospitalaria; 2013.

5. Book chapter:

Author(s). Chapter title. In: Book editors or coordinators. Book title. Edition. Place published: publisher, year.

- Aldaz Pastor A, Porta Oltra B. Interacciones farmacológicas de la terapia oncológica. In: Girona Brumós L, coordinator. *Introducción a las interacciones farmacológicas*. 1st ed. Madrid: Sociedad Española de Farmacia Hospitalaria; 2013. p. 132-83.

6. Scientific or technical report:

Author(s). Report title. Place published: organisation, publishing agency or sponsor; year.

- Codex Alimentarius Commission, joint FAO/WHO food standards programme, twenty-seventh session. Report of the tenth session of the codex committee on meat hygiene. Geneva, Switzerland: Food and Agriculture Organization (FAO) and World Health Organization (WHO); 2004. ALINORM 04/27/16.

7. Doctoral thesis:

Author. Title. Edition. Place published: publisher, year.

- Provenza Bernal N. *Caracterización y estudio de estabilidad de fórmulas magistrales líquidas de administración oral*. Barcelona: Departamento de Farmacia y Tecnología Farmacéutica, Universidad de Barcelona; 2014.

8. Legal documents:

Title of the legal document. Publication name, number, (publication date).

- Royal Decree 175/2001 of 23 February, approving standards of proper preparation and quality control of pharmaceutical compounds and medicinal preparations. Official State Gazette (BOE) no. 65, (16 March 2001).

9. Electronic material

– Original article or review in a digital journal:

· Author(s). Title. International journal abbreviation [Internet journal]. Year [date consulted]; volume (number): start page-end page (without repeating tens, hundreds, etc.)*. Available at: URL (do not include the final full stop to avoid errors when copying the URL)

*If not paginated, indicate the approximate number of screens

- Rentero L, Iniesta C, Urbieta E, Madrigal M, Pérez MD. Causas y factores asociados a los errores de conciliación en servicios médicos y quirúrgicos. Farm Hosp [Internet journal]. 2014 [cited 5/11/2014];38(5):398-404. Available at: http://www.sefh.es/fh/141_pdf002vol38n5.pdf
- Rentero L, Iniesta C, Urbieta E, Madrigal M, Pérez MD. Causas y factores asociados a los errores de conciliación en servicios médicos y quirúrgicos. Farm Hosp [Internet journal]. 2014 [cited 5/11/2014];38(5):[approx. 10 screens]. Available at: http://www.sefh.es/fh/141_pdf002vol38n5.pdf

– Internet monograph:

Author(s). Title [Internet monograph]. Edition. Place published: publisher; year [date consulted]. Available at: URL (do not include the final full stop to avoid errors when copying the URL)

- Delgado O, Genua MI, Ibarra O, Morillo R, coordinators. Modelo de Selección y Atención Farmacéutica de Pacientes Crónicos de la Sociedad Española de Farmacia Hospitalaria [Internet Monograph]. Madrid: Sociedad Española de Farmacia Hospitalaria; 2013 [cited 6/11/2014]. Available at: [http://www.sefh.es/bibliotecavirtual/Cronicos/AF_INFORME_PACIENTE_GESTION_SANITARI A.pdf](http://www.sefh.es/bibliotecavirtual/Cronicos/AF_INFORME_PACIENTE_GESTION_SANITARI_A.pdf)

– Web page:

Author(s). Page title [Web page]. Place published: Editor; Date created [Date updated; Date consulted]. Available at: URL (do not include the final full stop to avoid errors when copying the URL)

- Health & Human Services. NIH US National Library of Medicine [Web page]. Bethesda, MD: US National Institutes of Health; 10/10/1993 [20/10/2014; 07/11/2014]. Available at: <http://www.nlm.nih.gov/>

– Internet database:

Institution/author. Title [Internet database]. Place published: Editor; Date created [Date updated; Date consulted]. Available at: URL (do not include the final full stop to avoid errors when copying the URL)

- US National Library of Medicine. Medical Subject Headings (MeSH) [Internet database]. Bethesda, MD: US National Institutes of Health; 01/09/1999 [08/09/2014; 07/11/2014]. Available at: <http://www.nlm.nih.gov/mesh/>

Author obligations

Ethical responsibilities

All signing authors of an article accept their responsibility as defined by the International Committee of Medical Journal Editors (available at <http://www.icmje.org/> and in Farmacia Hospitalaria) and will fill in and send the responsibility page, agreement to publish and transfer of rights (available in: Guarantees

and transfer of intellectual property rights):

http://revistafarmaciahospitalaria.sefh.es/gdcr/form_paginal_del_titulo.doc

Submitted studies, including observational studies of minimal intervention, both prospective and retrospective, if they were performed with people or animals, must have been previously evaluated and authorised by Clinical Research Ethics Committees (CREC) and must confirm that they comply with the basic principles of the World Medical Association's Helsinki Declaration (text available at:

<https://www.wma.net/es/policias-post/declaracion-de-helsinki-de-la-amm-principios-eticos-para-las-investigaciones-medicas-en-seres-humanos/>

The author is responsible for ensuring the patients' right to privacy and protecting their identity, both in writing the article and in the images used. Authors should report that patients' data or images were obtained after the patients signed an informed consent form whenever this is necessary, and that the study has been approved by the CREC. All these conditions must appear clearly and in detail in the Methods section.

The publication of clinical cases and case series requires obtaining the informed consent of the patient in writing prior to sending the manuscript to the journal, in order to protect privacy and promote patient autonomy.

The author must declare in the manuscript that he has the informed consent of the patient in writing. You will not send any copies of this to the magazine.

The information for the patient to obtain their informed consent must be written in accordance with the recommendations of the Committee on Publication Ethics (COPE) for obtaining the informed consent of the patient prior to the publication of clinical cases and case series: <https://doi.org/10.24318/cope.2019.1.6>

When presenting projects that analyse suspected adverse reactions, authors should indicate that these reactions have been reported to the Sistema Español de Farmacovigilancia de medicamentos de uso Humano (Spanish Pharmacovigilance System for medications for Human use, SEFV-H). To provide these notifications, authors may use the portal. <http://www.notificaRAM.es>

Obtaining permission

The authors are responsible for obtaining the pertinent permissions to partially reproduce material (text, table or figures) from other publications. These permissions shall be requested from both the author and the publisher that published the material. It may also be necessary to request permission for publication from the institution that has financed the research project.

Data protection

Personal data that is requested will be handled in an automated archive owned by the Sociedad Española de Farmacia Hospitalaria (SEFH) in order to manage publication of the article written by you in the Farm Hosp journal. Unless you indicate otherwise, on sending the article you expressly authorise that your data including first name, last names, business address and email address shall be published in the Farm Hosp journal in the annual summaries published by SEFH on its web page <http://www.sefh.es> so that the authorship of the article may be known and readers may communicate with you.