
Guidelines for Contributors

AIMS AND SCOPE OF THE PHARMACEUTICAL JOURNAL OF KENYA

The Pharmaceutical Journal of Kenya (PJK) is devoted to publishing original research manuscripts, reviews, letters to the Editor, and short communications. The PJK covers all aspects of medicines, health and life sciences. PJK provides a platform to all practitioners, researchers, academicians, students, and industrialists to share their ideas, knowledge, information and research findings among the people of their fraternity.

All submissions must be made in English.

EDITORIAL POLICY

The PJK accepts only original communications/manuscripts submitted exclusively to the journal. Prior and duplicate publications are not accepted. Publication of abstract under conference proceedings will not be considered as prior publication. It is the duty of the contributors to inform the PJK about all submissions and previous reports that might be considered prior or duplicates as publication will be considered on their individual merits after reviews.

PEER REVIEW PROCESS

All Submissions to the journal are initially reviewed and short-listed by the Editorial Board. At this stage manuscripts may be returned to the author for revision, before peer review, if the manuscript does not comply with Editorial policies. Thereafter, manuscripts are sent out for a double blind peer review (i.e. the reviewer will not know who the author is and vice-versa), usually to two independent reviewers.

After evaluation, the external reviewers shall choose between the following decisions:

1. Accept with minor revisions;
2. Propose major revisions that the authors must make, to address specific concerns before a final decision is reached; or
3. Reject, but indicate to the authors that further work might justify a resubmission.

If the decision is classified as 'Minor Revision' or 'Major Revision,' the author shall have 7 or 14 days, respectively, to resubmit the revised manuscript from the date of official communication of verdict.

Upon resubmission, and having been satisfied that such revision as may have been initially proposed has been made, the Editorial Board may choose to send them back to the reviewers, or may render a decision based on their expertise. The Editorial Board has the discretion of rejecting a manuscript whose author fails to revise upon such recommendation.

In special circumstances, the contributors may be asked to suggest referees working in the same area for evaluation, but the final choice of reviewers is a preserve of the Editorial Board.

ETHICS

The PJK highly values ethical practices in biomedical experiments. The ethical standards of experiments must meet the highest internationally accepted standards. Human and animal experimental procedures should have met ethical standards set by a competent Ethics and Research Committee. Evidence of approval by such a Committee must be supplied by the authors. The details of anesthetics and analgesics used should be clearly stated. The journal will not consider any paper which is ethically unacceptable. A statement on Ethics & Research Committee permission and ethical practices must therefore be included in all research manuscripts under the 'Materials and Methods' section.

It is mandatory that all research attributed to a manuscript must be carried out within an appropriate ethical framework. There shall be no infringement on human and animal rights. If a new technical advance has been used during research, the author must provide justification for employing such a non-conventional method.

ANTI-PLAGIARISM POLICY

Plagiarism is a criminal offense and punishable by law. PJK advises that all acceptable manuscripts must be solely the work of the authors, and in the event that ideas and/or works need to be borrowed, proper citation guidelines must be adhered to.

The PJK encourages authors to avoid the representation of words or ideas of others, wherefore the below guidelines must be observed at all times:

- Original content/work is highly recommended;
- When material is from any other source, the same should be paraphrased or summarized in whole or in part in one's own words and must be cited properly according to Vancouver referencing style;
- Every direct quotation must be identified by quotation marks, with foot notes appropriately placed;
- When using other authors' ideas as sources in writing a paper, the author shall bear the responsibility of representing those others' ideas accurately.

The Editorial Board shall assess all papers for plagiarism prior to publication. The accepted similarity index for manuscripts submitted shall be below 15%.

COPYRIGHT

Any manuscript published in the PJK will be the copyright of the Journal. The Journal will have the right to publish the accepted manuscripts in any media (print or electronic) any number of times.

CONFLICT OF INTEREST

A submission is accepted on the basis that there is no competing interest regarding the publication. Authors are required to disclose all potential conflicts of interest a priori. It is normal practice to acknowledge research sponsors and grantors when submitting manuscripts.

CO-AUTHOR CONSENT

Prior consent from co-authors of a manuscript must have been sought and agreement reached at the time of submission. The PJK Editorial Board shall not be held liable if such consent was not obtained.

FORMAT AND STYLE OF MANUSCRIPT

Authors should keep their manuscripts simple, explicit and as short as possible. Recent issues of the PJK should be consulted as a guide for the general format adopted in respect of various elements of a paper. Alternatively, authors are encouraged to contact the Editorial Board for any further clarifications. Identity of the author(s) must NOT appear anywhere in the manuscript, except on the first page.

SUBMISSION OF MANUSCRIPTS

Contributors should submit one electronic copy in MS Word as follows;

Formatting of document Title

Font style: Times New Roman

Font size: 12

Lines: Not more than 2

Abbreviations: None

Formatting of document body:

Font style: Times New Roman

Font size: 10

Spacing: 1.5

Page set up: 1 inch margin on all sides

Pagination: Consecutively (page 1 of x)

Presentation of Manuscripts

- a) Manuscript length: Not more than 12 pages
- b) Authors: Lead author's name first, surname followed by 2 initials e.g. Njuguna, A. K.
- c) Authors' affiliation (e.g. Institution), complete postal and email addresses.
- d) Abstract: Not exceeding 300 words excluding the title and the key words. No abbreviations. Abstract not required for short communications or letters to the Editor. Presentation of Abstract to be similar to the format for content below (sub-titles ii – vi). The abstract must be concise, clear and informative.
- e) Declaration of Conflict of Interest (if applicable)

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- f) Key words: 3-6 key words to be listed.
 - g) Declaration of sources of funding, technical or any other support related to the research/manuscript.

Format for Content

- i. Abstract
- ii. Introduction
- iii. Aims/Objective/Hypotheses
- iv. Methodology
- v. Results
- vi. Discussion/Conclusion and Recommendations
- vii. References

References – Vancouver Style

References are to be cited using Vancouver style. Citations must appear in order of appearance in the text with square brackets after the end of a sentence, i.e., [3]. The citation must electronically refer to the Reference Listing at the end of the manuscript.

References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration. Figures must be labelled at the bottom, whilst tables shall be labelled at the top.

The number of references should normally be restricted to a maximum of 25 for a full paper, whereby not more than 20% should be not more than 5 years old, and no more than 10% should be more than 10 years old. References older than 10 years should ideally be classical subject material references.

Papers which have been submitted and accepted, but not yet published may be included in the list of references with the name of the journal and indicated as "In press". Use of abstracts as references should be avoided. The "unpublished observations" and "personal communications" may not be used as references but may be inserted (in parentheses) in the text.

RIGHT TO REJECT MANUSCRIPT

The editors reserve the right to reject a manuscript for publication if it does not meet the requirements of the Pharmaceutical Journal of Kenya.

Manuscripts should be submitted to:

The Editor-in-Chief,
Pharmaceutical Journal of Kenya,
P.O. Box 44290 – 00100 GPO,
NAIROBI, KENYA.
Email: pjk@psk.or.ke