

## Author Guidelines

This document provides an outline of how to prepare and submit a manuscript to *Pharmaceutical Technology Europe (PTE)* magazine. If you have any questions about any aspect of article submission, please contact the Editor, Fedra Pavlou (fpavlou@advanstar.com).

### Conditions of Acceptance

To maintain the high standards of editorial in *PTE*, articles are only published if they:

- ∞ Are not promotional in any way, including relating to a product(s) and/or a company(ies).
- ∞ Are new, timely and relevant to the pharmaceutical manufacturing industry.
- ∞ Are unique to *PTE* (i.e., have not been published elsewhere).
- ∞ Are not under consideration for publication elsewhere.
- ∞ Have passed a blind peer review by a member of the Editorial Advisory Board (EAB) or an expert in the field nominated by the EAB.

### Preparing Your Manuscript

Articles should have a word count of approx 1500, excluding figures and tables. They must be submitted electronically in MS Word format with double spacing throughout. Please ensure that headers and sub-headers are clearly identified (e.g., bolded).

A single paragraph abstract is required for all articles, as are the names of all authors, their job titles and their companies.

### Contact Information

Articles must come with a cover sheet detailing the full contact details of the corresponding author and, where applicable, the full contact details of the PR representative.

### **References/Figures/Tables/Illustrations**

Manuscripts must be adequately referenced and, where appropriate, include supporting figures, tables, illustrations and images. If any illustrations or tabular data used in your manuscript have been published elsewhere, you must obtain permission to use them from the copyright holder. For review purpose only, figures/tables, etc. can be embedded into the work document, each on a separate page at the end of the document with a caption, in the order they are referred to in the text. For print quality, these will need to be submitted individually in hi-res format (300 dpi+) at a size of at least 10 cm<sup>2</sup>. TIF or JPEG format are standard.

**The number of figures and tables should not exceed 6 in total.**

### **References**

Cited references should be given at the end of the article and numbered consecutively in the order they are referred to in the text. The names of paper author(s), abbreviated journal names, together with volume and issue numbers, page numbers, and year of publication are required for references to journals. If the reference refers to a book, then the authors' and editors' names are required, together with the name of the chapter, the book, the publisher (including city and country location), page numbers and year of publication. When citing papers presented at meetings, provide the title of the presentation, the paper or abstract number, the formal title of the meeting, and the date(s) and location of the meeting.

### **Peer Review**

Once submitted, your article will be acknowledged and sent for review to a member of the magazine's EAB. Reviewers often suggest changes to articles. If these changes are minor, your article will be accepted for publication and you will be asked to respond to the suggested changes. If the changes are major, you will be given details of what changes are required for resubmission. In this instance, the resubmitted article will be subject to another review.

The review process is not just a hurdle that has to be passed. It is a way of improving your article so that it is better received when published. The review process also gives you access to unbiased and high-quality feedback that is used to improve your article. As a guide, a good method of checking whether your article is suitable for PTE is to ask yourself the following questions:

**Is the subject matter:**

- ∞ Significant to the magazine's readership?
- ∞ Too theoretical?
- ∞ Of interest to a specialized group?
- ∞ Applications oriented?

**Is the presentation:**

- ∞ Objective?
- ∞ Biased in any way?
- ∞ Structurally sound?
- ∞ Promotional to a company and/or product?

**Is the content:**

- ∞ About a new or improved process or technique?
- ∞ Of practical value to the industry?
- ∞ A repetition of known results?

**Are the methods and calculations sound?**

**Is the article sufficiently referenced?**

**Are figures and tables:**

- ∞ Sufficient to support the article?
- ∞ Clear and accurate?

**Copyright**

If your manuscript is accepted for publication, it becomes the property of Advanstar Communications (UK) Ltd., and may not be reprinted without the prior consent of the publisher. The author(s) will be asked to sign and return a copyright form.

### **Proofs**

The editorial team will work and coordinate with you at all stages of the editing process, and you will receive ample opportunity to review the edits and provide feedback.