

PHARMACOTHERAPY

GUIDELINES FOR A SUCCESSFUL REVISION

These guidelines were developed by the editors to help streamline the copyediting and production phases of your manuscript. They represent specific areas of the "Instructions to Authors" that are often problematic or omitted. Please place a check mark on each line or mark "NA" for not applicable, sign below, and return with your revised manuscript.

If you fail to comply with these guidelines, your paper will be returned to you for correction and this may delay publication of your article.

REFERENCES

- All references are cited consecutively *in the order* in which they appear in the paper. References cited in *tables* and *figure legends* are also numbered consecutively *as they appear in the text*.

Example:

...however, the dosages for prophylaxis of HIV-infected persons in the ambulatory setting were successful.¹⁴³⁻¹⁵⁷ Regimens for prophylaxis of PCP are shown in Table 2.¹⁵⁸⁻¹⁶³ Several prospective, randomized studies found TMP-SMX to be the drug of choice.¹⁶⁴⁻¹⁷²

Please note that the numbering of the references within Table 2 begins with 158 (unless the reference was previously mentioned and is therefore a lower number) and continues consecutively for all new references within the table. Numbering in the text then picks up after the highest reference number in Table 2 (in this example, the next reference to appear in the text is 164).

TABLES

- Do not use "table tools" found in programs such as Microsoft Word or Word Perfect.
- Table columns are separated by tabs, and follow the attached Computer File Instructions.
- Each table is specifically mentioned in the text [e.g., "...outcomes of trials have been diverse (Table 3)"].
- Reference citations within tables should appear as superscripts (e.g., "Comments" column) as opposed to in a separate column.

CAMERA-READY FIGURES

- Figures are submitted on disk (highest quality), saved in Postscript (EPS) or TIFF format for Macintosh.
- Graphs or charts may be submitted in Microsoft Excel only if the numerical value of each data point is provided to the journal.
- Figures are submitted as high-quality laser prints.
- Copyrighted figures from other publications (with permission sent to *Pharmacotherapy*) are originals.
- Each figure is specifically mentioned in the text [e.g., "...six pharmacokinetic models (Figure 1)"].

AUTHOR INFORMATION AND AFFILIATIONS

- For each author, the first name, middle initial, last name, and highest academic degree are provided.
- For each author, the affiliated department (or college, division, etc.), name of institution, city, and state are included.

CLINICAL RESEARCH ARTICLE ABSTRACTS

- Abstracts for clinical research articles conform to the structured format. Please request a style sheet from the editors, if necessary.

RIGHT RUNNING HEAD

- Running head (abbreviated title for the top line of the right-hand journal page) is included.

Signature of Corresponding Author

COMPUTER FILE INSTRUCTIONS TO KEEP IN MIND DURING REVISION

1. Save all **Manuscript** files in MS-Word (any version) format.
2. To prepare **tables**, always create tables by using the **tab** key, separating each column by only one tab, for example:

Table 1. A Review of Single and Multiple Dose Studies Reporting Progesterone Concentrations after Oral Administration of Micronized Progesterone.

Population ^a and Age	Dose and Duration	Progesterone Concentrations (mg/ml)
60 PreMW	200, 300 mg or placebo	Mean Conc 10 hrs 300 = 11.7
18 to 52 yrs	for 10 days	Mean Conc 10 hrs 200 = 4.0
11 PostMW	300 mg/day	Conc = 7.1 ± 3.3 ^b
56.8 ± 1.2 yrs ^c	for 3 weeks	

Do not use the "table wizard/create table" feature provided by your word processor, as it is extremely difficult to faithfully transfer these data into our desktop publishing system. For example:

Table 1. A Review of Single and Multiple Dose Studies Reporting Progesterone Concentrations after Oral Administration of Micronized Progesterone.

Population ^a and Age	Dose and Duration	Progesterone Concentrations (mg/ml)
60 PreMW	200, 300 mg or placebo	Mean Conc 10 hrs 300 = 11.7
18 to 52 yrs	for 10 days	Mean Conc 10 hrs 200 = 4.0
11 PostMW	300 mg/day	Conc = 7.1 ± 3.3 ^b
56.8 ± 1.2 yrs ^c	for 3 weeks	

In order to make columns line up, you can set tabs. This is most easily done before inputting the data, but you may also select the text of the table and then set the tabs. Click on the far left side of the ruler bar along the top of your document to select the tab type (left, center, right or decimal) and then click in the ruler at the point where you want the tab stop. Tabs may be adjusted by dragging the tab markers in the ruler bar to a new spot on the ruler.

3. If there are **figures**, use the **Helvetica** or **Arial** fonts for all labeling within figures, and save all figures in PostScript (**EPS**) or **TIFF** format for the Macintosh. Graphs created in Microsoft Excel or PowerPoint may be sent to us in the original file format. **Do not** just paste the image into your Word file.

If you have any questions, please call Minh, Steve, Rick or Wendy at (617) 636-5390, or email EDITOR@PPIJOURNAL.ORG.