PHARMACEUTICAL ENGINEERING

2018 Author Guidelines

EDITORIALS, FEATURES, AND SPECIAL REPORTS

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Part I: Writing your article

Introduction

Thank you for agreeing to contribute to *Pharmaceutical Engineering,* the flagship magazine of the International Society for Pharmaceutical Engineers (ISPE), which inspires engineers around the world with provocative and useful articles from trustworthy and reliable sources. Our readers are professional engineers working across all facets of the pharmaceutical, biotechnology and manufacturing industries, as well as regulators, business leaders, academics, and students.

Editorial article types

Editorials

These are short, thought-provoking articles that provide a personal perspective on contemporary issues, hot topics, or controversies.

Maximum length: 1,000 words

Features

These can cover recent industry developments, strategic issues, technical developments, trends, or innovative solutions.

Maximum length: 1,500 words, 2 figures

Special Reports

Articles in Special Reports provide global perspectives on broad industry topics such as drug shortages, biotechnology, data integrity, quality metrics, and sustainability.

Maximum length: 3,000 words, 2 figures/photos

Author information and copyright

Each author will receive a separate Author Information and Copyright file. You will not be listed in the article byline until you have submitted a completed file and a signed copyright release.

Name

List your name as it should appear in the byline. You may include doctoral degrees and professional certifications. Company affiliations do not appear in the article byline.

Biography

This should cover the highlights of your career in 150 words or less. Please include educational background, current title and company affiliation, responsibilities, and major areas of accomplishment.

Address

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Signed copyright release

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Article content

Original material

Only original, complete, unpublished drafts will be considered for publication.

All graphic material—including tables, charts, and photographs—must be original and unpublished, or you must have permission from the source to reprint the image. For more information see the Using copied graphics sections.

Accuracy and correctness

You and your coauthors are responsible for the accuracy and correctness of all statements in the article; ISPE assumes no liability.

Commercialism

Commercialism is strictly prohibited.

- Commercialism is the inclusion of visual, written, or verbal references to any specific company and/or product for promotion or commercial advantage.
- The article must not promote a specific product or company to the exclusion of other similar products that could be used to resolve the problem.
- The article must focus on novel and innovative technical approaches to resolve a problem without excluding alternative options.

Legal and corporate review

If you or any of your coauthors require legal and/or corporate review of the article before publication, you must indicate this when you submit the article.

Promise of publication

There is no guarantee that a submitted article will be published. Publication depends on the assessment of our reviewers and the decision of the editor in chief.

Editorial review

Every article submitted for publication in *Pharmaceutical Engineering* undergoes an editorial review for style, tone, flow, cohesion, and organization. ISPE has full editorial control of magazine content*,* and reserves the right to edit, revise, and delete copy as appropriate.

Following editorial review, the revised draft will be returned to you for review and approval.

Final review

You will receive a PDF of the article in preliminary layout for final sign-off.

Acknowledgments

If you include an acknowledgments section, you may place it at the end of the article.

Text

Article text must be in *.doc or *.docx format. PDFs, screenshots, or hard copy documents cannot be accepted.

Editorial style

Pharmaceutical Engineering follows the [*Chicago Manual of Style,* 17th edition](#), and [*Scientific Style and Format,* 8th edition](#), both published by the University of Chicago Press.

Figures and graphics

All image file formats **except Microsoft Visio** are acceptable. If your figures were created in Visio, you must export them as a high-resolution graphics file (JPG, BMP, TIFF, PNG, or PDF).

All image files must be suitable for print: 300 dpi or at least 1 MB.

- Graphs, charts, and tables created in Microsoft Excel or PowerPoint should be submitted in their original file format.
- Graphs, charts, and tables created in other mathematics graphing programs must be submitted as high-resolution PDFs or in another image file format.
- Screenshots will not be accepted.
- Each figure must include a brief caption.
- To make the article easier to review, insert figures and tables within the document; you may also upload them with your submission as separate files.

Units of measure

You may use either metric or imperial/avoirdupois measurements.

Equations

Simple equations may be displayed as regular text. Longer, more complex mathematics may be created using Microsoft Word's **Insert Equation** function.

Footnotes

Footnotes explain a term or concept, are flagged with a symbol instead of a number, and placed at the bottom of a page.

Example
Both individuals and research groups were involved in identifying the CRISPR system in nature, then adapting it as a genome-editing technology.∗

References

References list the information sources you used to write your article. They may be published, unpublished, or personal communications.

When you place a reference in the article text, number it and enclose the numeral in square brackets. These citations may be placed in the middle of a sentence, or *following* punctuation. (See the Using Text and Graphics from Other Sources section for examples.)

List all references at the end of the article, numbered in the order in which they appear. Include only those sources that you cite in the text. Please list as much information about each source as possible. You may use the references at the end of this document as a template for your own citations.

***Note:** Don't copy references from other authors—they are often incorrect. Find and cite the original sources.*

Tables

Create tables using the table function in Word.

- Include a caption for each table.
- Place significance values, other statistical data, and notes below the table.
- Include an attribution when the material has been copied from another source (see Using copied graphics).

Part II: Using text and graphics from other sources

Copyright

Copyright is a form of intellectual property law. It protects original works by requiring permission from the author (or publisher, who acquires rights from the author) to reuse or adapt it. Copyright exists as soon as a work is "fixed in a tangible medium of expression" (including thumb drives and cocktail napkins); even unpublished works are protected by copyright. [1]

∗ Briefly, repeated sequences of 30 bases separated by spacers of approximately 36 bases were identified in an archaeal microbe by Francisco Mojica in 1993. Over a decade later, Mojica realized that CRISPR loci are part of an adaptive defense system that protects microbes against specific infections.

As part of the scientific community, ISPE is committed to a fair editorial process that protects copyright for all authors and publishers. This upholds the foundation of trust at the heart of scientific scholarship and research, [2] and reduces the potential for copyright infringement, which may result in significant legal penalties.

Plagiarism

Plagiarism is using another person's work—copyrighted or not—and representing it as the product of your own effort. You may think it's sufficient to make a few tweaks, change a few words, and cite the source from which you copied the text. But that's still plagiarism.

You must *completely revise and restate* the idea(s) in your own words. Note that you must still document the source in which you found the information, and you must do this *for every item in the article that you took from another source.*

If you can't or don't want to do this, you must mark the copied material as a quotation—then add a reference and cite the source from which you copied the text.

Original
The emergence of "big data" has allowed pharmaceutical organizations to harness the vast amount of information they generate. [1]

Insufficient tweak
"Big data" has allowed pharmaceutical organizations to harness the information they generate. [1]

Revise and restate
As metrics and statistics have evolved into "big data," the pharmaceutical industry has learned how to tap the enormous reservoirs of information it produces. [1]

Quotation
As Ingram et al. noted, "The emergence of 'big data' has allowed pharmaceutical organizations to harness the vast amount of information they generate. "[1]

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1. Ingram, Marzena, et al. "Manufacturing Excellence Utilizing a Life Cycle Approach." *Pharmaceutical Engineering* 37, no. 5 (September-October 2017): 69–69.

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According to the Copyright Clearance Center, "copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner." [3–4] Copyright infringement can have serious legal, financial, and professional consequences.

Using text copied from other sources

Plagiarism and copyright infringement are common problems in scientific and technical writing. [5–6] While scientific research builds on others' work, you may not understand the difference between paraphrasing information and importing someone else's content (see the Plagiarism section). Requesting permission also takes time that you may not have. If you're an author for whom English is a second language, you may find it faster and easier to use existing copy than to write in a foreign syntax—but that's still plagiarism. [7]

There are only two ways in which you may use copyrighted material without permission from its author or publisher: fair use and public domain.

Fair use

In the United States, whose copyright laws govern *Pharmaceutical Engineering*, the "fair use" legal doctrine permits *limited* use of copyright-protected works for purposes of discussion, analysis, or parody. In a scholarly or technical work, fair use allows excerpts of *short passages* of text for illustration, comment, or clarification. [8] In both cases, copied material must be marked as a quotation, and the source must be cited.

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- Most European Union documents, [10] including EurLex data, [11] may be used without permission provided the source is acknowledged.

Note: *You must check each source to determine whether it is in the public domain.*

Using copied graphics

Unless it's clear that a graphic is in the public domain, you must assume that it's protected and permission is required to use it.

Unfortunately, misconceptions about copyright and graphics also exist: [12]

I've cited the source: Many people make this mistake with text as well. It is not permissible to use a figure (or portion of it) without permission even if you acknowledge the source. Unless the figure is in the public domain, using it without permission may well be copyright infringement.

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  - Book: Chapter title, page, and/or figure number, edition and date of publication
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Part III: For more information

Contact

If you have any questions regarding the article-submission process please contact:

- Susan Sandler, editorial director +1-301-364-9212 x 415
- Amy Loerch, managing editor: +1 813 960-2105 x 225

We look forward to working with you!

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