

Editorial Policy and Authors' Guidelines

The GCP Journal

The *GCP Journal* is a biannual publication of the Ghana College of Pharmacists. It publishes original scientific papers, reviews, features, news, interviews, conference reports and short communications such as letters to the editor.

Topics in all areas of Pharmaceutical Sciences and practice are accepted for publication.

Contributions to the *GCP Journal* will be subjected to peer-review and editorial revision at the discretion of the Editorial Committee. Decisions regarding acceptability will be made on the basis of the quality of science, contribution of the work to the field, the suitability of the work for the journal and the presentation of the manuscript.

Manuscript Preparation, Format and Style

Manuscripts should be in MS Word and presented on A4 paper with a 2.50 cm left-handed margin, font size 12 and a line spacing of 1.5.

Maximum length of manuscripts should be 3000 words for research articles, 6000 for reviews and 1,500 for other forms of communication.

Manuscripts should be arranged in the following order: Title, Running Title (Maximum of 5 words), Abstract (Maximum of 500 words and not structured), Key Words (3 to 5), Introduction, Materials and Methods (as the case may be), Results, Discussion, Conclusion, Acknowledgement and References. Footnotes and end-notes are to be avoided.

Manuscript Submission

Manuscripts may be submitted either through the College's website (gcpharm.edu.gh) where step-by-step instructions are available or as an e-mail attachment to:

gcjournal@gcpharm.edu.gh

Other correspondence should be directed to the following address: The Editorial Committee, *GCP Journal*, P. O. Box CT 10740, Cantonments, Accra, Ghana.

Arrangement of Manuscript Pages

The first page should contain the title of the article, author's name (First name, middle initial and then the last name) and their affiliations. The Corresponding Author must provide their full address (including telephone number and e-mail address) at the bottom of the page.

The second page should contain the abstract along with the title, running title and keywords.

The rest of the pages should contain the remaining script.

The Introduction

This should provide a background to the study. Related literature based on the objectives of the study should be indicated. General and specific objectives should be clearly stated here and so should the rationale and Justification for the study. Abbreviations and symbols used in equations must be fully defined.

Methods

This section consists of methods of data collection and methods of data analysis. Data collection sub-section should indicate: Design, Setting, Population/Sample, and Data collection instrument. Data analysis should indicate the relevant descriptive and inferential statistics that were performed and the Package or Tool that was employed. Details of ethical approval must be included here.

Results

Results should first be summarized in text (sentences) before referring to tables and figures for details. It is essential to include statistical analyses or other indicators to enable

assessment of the variance of replicates of the experiments. Data should not be repeated in figures and tables.

Discussion

The purpose of discussion is not to rehash the results. Discussion should interpret the results, compare with other studies, and give the implications of the findings. Furthermore, discussion should indicate direction for future research or

unanswered questions as well as the strength and limitations of the study.

Conclusion

Conclusion should be based on the objectives of the study and should be a summary of the salient findings. Authors are strongly advised to emphasize the contribution made to the field by their study in this section. Recommendations, if at all necessary, should be based on the work and not the political or professional aspirations of the author.

Acknowledgements

This section must include details of the following: a) any funding provided for conduct of the study and/or preparation of the study; b) all persons who made substantial contributions to the work but who do not meet the criteria for authorship; and c) relevant conflicts of interest for all authors.

References

References should employ the Harvard style. Inside the text, cite author and year in parenthesis and at the end, arrange the references alphabetically.

Appendix

Attach any relevant instrument of data collection such as questionnaire or interview format.

Copyright

Authors retain copyright of their works and may re-use them for non-commercial purposes without seeking permission from the publisher and it is a condition of publication that they grant the Ghana College of Pharmacists the exclusive license to publish their articles.

Ethical Approval

It is a requirement that authors using animals and human subjects in their work must seek approval from the appropriate ethical committee in accordance with international practice. Such approval must be indicated in the Methods Section.

Dos and Don'ts – Extra notes for authors

Introduction

- a. All author(s) referred to in text, should have the details at the reference section.
- a. ONLY surname(s) of author(s) and year of publication are needed in text. Do not write full names; do not write initials of authors; do not write source of reference.
- b. 'et al.,' should be written in italics and remember the punctuation: full stop, then a comma.
- c. All headings, sub-headings, sub-sub should NOT carry any punctuation (it is the same for table and figure legends).

Method

- a. SPSS is not a statistical analysis method. It is an aid to get a quicker & efficient result. Methods are t-, chi-test, etc.

Results

- a. Legends for tables and figures should be explicit, i.e., self-explanatory. Do not cut corners, e.g.; Figure 3.1: age. It does not explain anything.
- b. Legends for Tables are above and that of Figure is below.
- c. Do NOT repeat results. You can choose to present in Table or Figure. If you must do that then you use the appendix, i.e.; move one of the results to appendix.
- d. No vertical lines on tables. ONLY horizontal lines.
- e. Table and Figure numbering reflect the

Chapter. In this Chapter (Three), it should be 3.1, 3.2, etc.

- f. Commentaries/Sentences of results MUST be explained before each Table or Figure. Do NOT lump commentaries on one side, then Tables/Figures at the other.

Discussion

- a. Do NOT repeat results under discussion.
- b. Discuss "why"; and make comparisons with previous studies. Your literature review will facilitate your discussion.
- c. The referencing pattern follows the Harvard style.
- d. Be detailed in your discussion, since you are exploring implications/importance of study.

Conclusion

- a. Do NOT repeat results
- b. Conclusion should derive from the objectives of the study.

References

- a. MUST be arranged alphabetically. No need to number the references
- b. No "et al.," accepted. List all authors except where they are more than 4.
- c. Journal names MUST be in italics
- d. Author(s), year of publication/production, title of article,

- journal name, vol, no, pages (this is the order for journals). NB. Do NOT write in words: vol, no, pp. b. - an example of what is expected is 3(6):46-56 and NOT vol 3, no 6, pp 46-56
- e. For textbooks: author(s), year of production, title of Chapter/book, editors (if any), edition, press/publisher(s), page(s).
- f. On line publications should have website, time and date of access.
- g. All spellings must be checked to reflect same in text.
- h. Use a, b, c, when you have the same author publishing in more than 2 journals in the same year.