

Guidelines for Reviewers
Journal of Contemporary Pharmacy Practice

About The Journal of Contemporary Pharmacy Practice

The *Journal of Contemporary Pharmacy Practice (JCPPhP)* features clinical and professional articles designed to inform, educate and motivate working pharmacy professionals to advance pharmacy practice and patient care. In order to achieve content and editorial excellence, the *Journal* seeks those who may be interested in authoring articles and/or becoming a peer reviewer. Contributions from student residents, practicing pharmacists and researchers are welcome. In addition to quarterly print and digital publication, *JCPPhP* also posts accepted articles online prior to quarterly release and shares them through social media channels.

Why Peer Review?

As a scholarly journal, peer review is vital to maintain the integrity of the content within the *Journal of Contemporary Pharmacy Practice*. As a specialist or subject matter expert, your suggestions are highly valuable to this collaborative process. In reviewing the articles and providing constructive feedback, you provide authors with an opportunity to improve his/her work and increase engagement with readers.

Reviewing Process

As a confidential peer reviewer, you may be selected to read any article submitted to the Journal of Contemporary Pharmacy Practice. Once selected, you will receive an email confirmation at which time you may accept or decline to review the article.

- If you accept, we ask that you please review the article by the due date. This is critically important to allow the *Journal* to maintain a rigorous publication timeline.
- If you cannot review the article by the due date, please contact the Managing Editor immediately to discuss options.
- If you feel a conflict of interest exists, please contact the Managing Editor to be removed from reviewing the manuscript.

After you have read the article, you may begin the review process. In the review process, you will have the opportunity to leave confidential comments to the editor about the article. You will also be able to provide specific suggestions for the author to improve his/her article. All feedback you provide is filtered through the online editorial system, so you will not be communicating directly with the author.

Once your comments are recorded, you will then select a recommendation term; you may choose between *Accept*, *Minor Revision*, *Major Revision*, or *Reject*.

- If you feel an article needs some level of revision, you select *Minor Revision* or *Major Revision*, along with your detailed suggestions about those article revisions.
- If you have no revisions, please leave positive feedback and select *Accept*.
- If you feel an article is unsuitable for publication, even with revisions, please explain and select *Reject*. These comments will be provided to the editor.

Based on all peer reviews submitted for an article, the CPhA Advisory Board will determine if an article needs to be revised by the author. If so, the editor will send the article back to the author for revision along with any appropriate feedback.

Once the author submits a revised manuscript, the Managing Editor may call upon you again to review the newly revised manuscript to determine whether the changes made are acceptable. If they were not, you may elect to request further revisions. If appropriate changes were made, please select *Accept*.

After all revisions are made and a final article is accepted, a decision regarding publishing is usually made within a month. On average, a feature article will be published approximately three-six months after submission.

Setting up a Reviewer Account

1. Visit Editorial Manager here: <http://www.editorialmanager.com/calpharm>
2. Register and sign in as a **Reviewer**
 - a. If this is your first time using the system, please click the **Register Now** link below the login information and follow the set-up instructions.
 - b. If you are already a registered user, continue to login and click on the *Reviewer* button.
 - c. Please note, you may cancel your account at any time.

How to Review and Article

When you are selected to review an article, you may access the online review system (Editorial Manager) in either of the following methods:

1. **Email**

You will review an invite to review via email. This email will have a brief description of the article to review and the due date. At the bottom of the email you may opt to either accept or decline to review the manuscript
2. Editorial Manager Account
 - a. Log in to your account.
 - b. In the *Review Assignments* tab, click *New Reviewer Invitations*.
 - c. Under the *Actions* tab (left most column), you may opt to *View Abstract*, *Agree to Review*, or *Decline to Review*.

If you are unable to review by the due date, but would like an extension, please email Joseph Page, Managing Editor at jpage@cpha.com with the request before accepting.

If you are unable to review by the due date or have a conflict of interest with the manuscript or author, please decline to review.

Access Original Submission to Review

If you have chosen to accept or review the article, please use the following steps to complete your review:

1. Log in to your account.
2. In the *Review Assignments* tab, click *Pending Assignments*.
3. Under the *Actions* tab (left most column), click *View Submission*.
4. Here, click *View Original Submission* to download a copy of the manuscript.
5. Use the *Leave a Review* and *Guidelines for Reviewing an Article* instructions below for assistance in leaving a detailed review.

Access Revised Manuscript

After you have submitted a review for an original manuscript, you may be asked to review the revised manuscript once changes are submitted by the author. This will help to complete the peer review process. However, if you are unable to review at this time, you may opt to decline.

Leave a Review

1. Log in to your account.
2. In the *Review Assignments* tab, click *Pending Assignments*.
3. Under the *Actions* tab (left most column), click *Submit Recommendation*.
4. In the centered blue bar, near the top of the page, you may select your recommendation from the drop down

- list. Please select, *Accept, Minor Revision, Major Revision, or Reject* based on your review.
5. Follow the prompts and answer each question (required).
 6. Below, you will see the *Reviewer Blind Comments to Author* section.
 - a. Please leave anonymous, constructive criticism for the author to further improve the manuscript. For direction, use the *Guidelines for Reviewing an Article* section below.
 - b. You may also submit a Word document with tracked changes. Click the *Upload Reviewer Attachments* button at the bottom of the page.
 7. In the *Reviewer Confidential Comments to Editor* section, please leave confidential comments for the editor.
 8. Once you have completed your review, scroll down and select *Proceed*.
 9. Click *Submit Review to Editorial Office* to complete the submission.
 10. You may access any of your completed reviews.
 - a. Click *Main Menu* in the navigation bar at the top of the page
 - b. Under *Review Assignments*, click *Completed Assignments*.

Guidelines for Reviewing an Article

Original Submission

Your review will help the editor decide whether or not to publish this article. **Please only submit positive feedback and/or constructive criticism** about the scientific rigor, hypothesis, writing proficiency, and clarity of the article. Personal observations or disagreement regarding conclusions or methods based on personal experience, should not be considered in the review. When writing a review, please remain unbiased and leave specific comments. You do not need to edit the paper for grammatical errors unless it affects the overall understanding. Grammatical correctness will be reviewed in a separate process.

Revised Manuscript

Authors submit a revised manuscript in the following format: