

GUIDE FOR AUTHORS

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Submission Checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded:

- Manuscript (in MS Word doc.)
- A title page (in MS Word doc.)
- An abstract and five keywords (in MS Word doc.)
- Figures (original/editable version)
- Tables (original/editable version)

Further considerations

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- A conflict of interest statement is provided, even if the authors have no conflict of interest to declare
- Journal policies detailed in this guide have been reviewed

BEFORE YOU BEGIN

Please read through and understand the Journal's Policies before proceeding to submit a manuscript. This will aid in the preparation of the manuscript and ensure that the submission complies with the Journal's requirements. Some important points are reiterated as follows.

Use of Inclusive Language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she", or "he/she". We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. When coding terminology is used, we recommend avoiding offensive or exclusionary terms such as "master", "slave", "blacklist" and "whitelist". We suggest using alternatives that are more appropriate and (self-) explanatory such as "primary", "secondary", "blocklist" and "allowlist". These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

Authorship

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, and (3) final approval of the version to be submitted.

Copyright

Upon acceptance of an article, authors will be asked to transfer copyright. This transfer will ensure the widest possible dissemination of information. A notification will be sent to the corresponding author confirming receipt of the manuscript.

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Manuscripts must be written in British English. Authors are encouraged to employ professional English editing services at their own cost to eliminate possible grammatical or spelling errors and to conform to correct scientific English.

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An ID number will be generated for each new manuscript submission. Please refer to this manuscript ID number when contacting the Editorial Office regarding manuscript matters. Please note that a new manuscript should only be submitted ONCE. Multiple submissions with the same title (and same authors) will generate multiples IDs. In the event this occurs, all submissions will be removed from the system and not considered for further review. Thus, if there is an issue with a submission, contact the Journal's Editorial Office with the manuscript ID for assistance.

The Cover Letter (or Title Page) should include:

- A statement that the work has not been submitted or accepted for publication elsewhere.
- A statement whether potential conflicts of interest do or do not exist. All authors are required to disclose all financial or other relationships that might lead to potential conflicts of interest.
- A statement that the manuscript has been read and approved by all the authors.
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MANUSCRIPT PREPARATION

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References

There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the article number or pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct.

Formatting Requirements

There are no strict formatting requirements, but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusion, Artwork and Tables with Captions. If your article includes other Supplementary Material, this should be included in your initial submission for peer-review purposes. Divide the article into clearly defined sections.

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The Journal practices double-blind academic review: both author and reviewer are unknown to one another. Every submitted manuscript, if deemed appropriate, will go through a review process. The number of reviewers is at the discretion of the Editor. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final.

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To facilitate double anonymised review, please include the following separately: *Title page (with author details)*: This should include the title, authors' names, affiliations, acknowledgements and any conflict-of-interest statement, and a complete address for the corresponding author including an e-mail address. *Anonymised manuscript (no author details)*: The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

ARTICLE STRUCTURE

Abstract

A concise and factual abstract of no more than 200–300 words is required. The abstract should give a clear, concise and informative summary with scope and purpose, significant results and major conclusions as well as an indication of any new findings. Abstract should not contain literature citations that refer to the main list of references attached to the complete article nor allusions to the illustrations. Define all non-standard symbols, abbreviations and acronyms. The abstract should be written as one paragraph and should not contain displayed mathematical equations or tabular material. An abstract is often presented separate from the article, so it must be able to stand alone.

Keywords

Immediately after the abstract, provide a maximum of five keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes. Authors are highly encouraged to use sustainable development goal (SDG) keywords. The correct use of SDG keywords will help in optimising searches. For further information, please visit: <https://www.elsevier.com/about/partnerships/sdg-research-mapping-initiative>

Running Title, Keywords, Word Count and Correspondence Address

The title page should contain a short running title and a few keywords (usually six) to facilitate database searches. Most journals require a limited length (4000–5000 words) for the original article. The title page should contain a full address of a corresponding author who will be responsible for contact with the editors.

Subdivision: Unnumbered Sections

Divide article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply “the text”.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and Methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarised and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusion

The main conclusion of the study may be presented in a short Conclusion section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Abbreviations

Define abbreviations that are not standard in this field and place the abbreviated form in brackets next to it. Such abbreviations that are unavoidable in the abstract must be defined at their first mention. Ensure consistency of abbreviations throughout the article.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proofreading the article, etc.). Also cite any relevant funding information (grant/research fund), the name of the funder (institute, university, government department, etc.) and the grant number.

Electronic Artwork

General points

- Preferred fonts: Arial, Symbol
- Ensure that the lettering and sizing of your original artwork and the lettering and sizing of text in the manuscript are uniform.
- Number the illustrations according to their sequence in the text.
- Ensure that each illustration has a caption. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration.
- Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.
- Label all figure parts with (a), (b), etc.
- Name figure files only with the word 'figure' and the appropriate number. For example: Figure_1.ppt.

File types and resolution

Line Art	Images
Line art includes graphs, flowcharts, diagrams, scatter plots, and other text-based figures that are not tables. If a figure includes both line art and images, follow the line art guidelines	Images include photographs, drawings, imaging system outputs (such as MRIs or ultrasound) and other graphical representations.
Preferred file types Word doc PPT Excel	Preferred file types Original image file TIFF EPS
Preferred resolution 600–1000 dpi	Preferred resolution Minimum 300 dpi
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Each individual figure file should be less than 10 MB, and the zipped file of all figure files should be less than 500 MB.	

Tables

Please submit tables as editable text and not as images. Tables should be prepared using the Table menu in MS Word. Tables are to be placed either on a separate file. Ensure that each table has a caption. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article.

Column heading for the tables should be clear and concise with appropriate units. Units of measurement should be placed in parentheses on the line below the appropriate heading. Do not use internal horizontal and vertical grids. Place footnotes to table below the table body and indicate them with superscript lowercase letters (^a, ^b, ^c, etc., with a new sequence starting with ^a for each table). Use en-dash (–) to indicate missing values. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate elsewhere in the article.

Please do not provide tab-delimited tables. Table should consist of rows and column. Data must be typed inside the table cells using the font and font size as specified below:

Font type: Arial

Font size: 11 pt

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Graphs

Graphs should be self-explanatory, their purpose evident without reference to the text. Indicate clearly what is being plotted, in both horizontal and vertical directions. Include appropriate units. Orient letters and numbers so that they may be easily read from the bottom or the right-hand side of the graph. Relevant non-graphic material, such as the key to the symbolism in the graph, maybe included within the confines of the graph frame if it will fit without crowding; otherwise put the explanatory material in the caption.

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The use of units and symbols provided by the International Bureau of Weights and Measures (BIPM) [The International System of Units (SI)] is recommended. Commonly used unit: g (gram), mL (millilitre), m (meter), mol (mole), min (minute), sec (second). All similar-looking letters, numbers, and unusual/special symbols whose identity may not be obvious must be identified the first time they appear, and at all subsequent times when confusion might arise [for example, the number 'one' (1) and the letter 'ell' (l); the Roman letter 'kay' (k) and the Greek letter 'kappa' (κ); the 'proportional to' symbol (\propto) and the Greek 'alpha' (α)].

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Subscripts and superscripts should be clearly indicated. Take special care to clearly show the difference between zero (0) and the letter O, and between one (1) and the letter l. Give the meanings of all symbols immediately after the equation in which they are first used. For simple fractions use the solidus (/) instead of a horizontal. Equations should be aligned to bring out their structure, displayed on separate lines set off from the text above and below and sequentially numbered (using Arabic numbers in parentheses flush right to the right margin). In general, only equations explicitly referred to in text need be numbered. Mathematical operation signs indicating continuity of the expression should be placed at the left of the second and succeeding lines. The use of fractional powers instead of root signs is recommended. Also, powers of e are often more conveniently denoted by exp. Do not submit equation as an image.

Example:

The direct medical costs were calculated as shown below:

$$TC_n = \sum^J QS_{nj} \times US_j + \sum^K QD_{nk} \times UD_k + \sum^L QM_{nl} \times UM_l$$

Nomenclature and Units

J = 1

K = 1

L = 1

where,

TC_n = total direct medical costs for patient n

QS_{nj} = is the number of laboratory test j used by patient n

US_j = is the unit cost of laboratory test j

QD_{nk} = is the number of drug k used by patient n

UD_k = is the unit cost of drug k

QM_{nl} = is the number of healthcare practitioner l encountered by patient n

UM_l = is the cost of the healthcare practitioner l encountered.

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Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication. The Journal follows Harvard system citation style.

Within the text, references to the literature should be made according to the system described below. If several papers from the same authors and from the same year are cited, a, b, c, etc. should be put after the year of publication.

Single author	Referring to Amizul (2009) ... OR ... (Amizul 2009) ...
Two authors	Referring to Jackson and Brown (2009) ... OR ... (Jackson and Brown 2009) ...
Three authors	Referring to Chua, Helmi and Ramasamy (2009) ... OR ... (Chua, Helmi and Ramasamy 2009) ...
Multiple authors (4 authors or more):	Referring to Veer et al. (2009) ... OR ... (Veer et al. 2009) ...

Reference Links

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A DOI is guaranteed never to change, so you can use it as a permanent link to any electronic article. An example of a citation using DOI for an article not yet in an issue is:

VANDECAR, J. C., RUSSO, R. M., JAMES, D. E., AMBEH, W. B. & FRANKE, M. (2003) Aseismic continuation of the Lesser Antilles slab beneath continental South America, *Journal of Geophysical Research*, 108(B1): 2043. <https://doi.org/10.1029/2001JB000884>

Please note the format of such citations should be in the same style as all other references in the paper.

Reference Style

List of references

All references made to publications in the text should be presented in a list of reference following alphabetical order. The references should be listed in full at the end of the manuscript in the following standard form (Harvard referencing system).

Book

AUTHOR, A. A. & AUTHOR, B. (year) *Title of book*, nth edition (if applicable), vol. volume number (if applicable), pp. page number(s) (Place of publishing: Publisher).

KIRTIKAR, K. R. & BASU, B. D. (1935) *Indian medicinal plants*, 2nd edition, part III, pp. 1645 (Allahabad: Lolit Mohan Basu).

Articles/chapters in book

AUTHOR, A., AUTHOR, B. & AUTHOR, C. (year) Title of article/ chapter, IN: Z. Z. AUTHOR, Y. AUTHOR & X. AUTHOR (Eds.). *Title of book*, nth edition (if applicable), volume number (if applicable), pp. page number(s) (Place of publishing: Publisher).

SONNENBICHLER, J. & ZETL, I. (1986) Biochemical effects of the flavanolignane silibinin on RNA, protein and DNA synthesis in rat livers, IN: V. CODY, E. MIDDLETON & J. B. HARBOURNE (Eds.). *Plant flavonoids in biology and medicine: Biochemical, pharmacological and structure-activity relationships*, pp. 319–331 (New York: A R Liss Inc.).

Journal

AUTHOR, A. A., AUTHOR, B., AUTHOR, C. C., AUTHOR, D., & AUTHOR, E. E. (year) Title of article, *Name of Journal* (in full), volume number: page number(s).

ABATE, M. A., STAMATAKIS, M. S. & HAGGETT, R. R. (2003) Excellence in curriculum development and assessment, *American Journal of Pharmaceutical Education*, 67: 1–21.

BROWN, J. K. F. (1981). The study of water properties in liquid doses of medication. Special issue, *Pharmacologica*, 28(2–3): 1–11.

Forthcoming

AUTHOR, A. A. & Author, B. B. (forthcoming) Title of article, *Name of Journal* (in full).

PUGANESH, S., AZLINA, N. M. A. & NORMISBAH, W. C. (forthcoming). How to prepare a manuscript for submission in a pharmaceutical science journal. *Malaysian Journal of Pharmaceutical Sciences*.

Web references

AUTHOR, A. A. (year) Title of article, Name of Journal (in full), volume number: page number(s) (if applicable). url (date month year retrieved).

RABBANI, S. I., DEVI, K. & KHANAM, S. (2010) Role of pioglitazone with metformin or glimepiride on oxidative stress-induced nuclear damage and reproductive toxicity in diabetic rats, *Malaysian Journal of Medical Sciences*, 17: 3–11. <http://ernd.usm.my/journal/journal/02-171OA1pioglitazone.pdf> (21 March 2010).

AUTHOR, A. A. (year) Title of article, Name of Newspaper (if applicable), date. url (date month year retrieved).

ANONYMOUS. (2003). Compulsory service for pharmacists, *Daily Express*, July 23. <http://www.dailyexpress.com.my/news.cfm?NewsID=20400> (20 September 2009).

MALAYSIAN QUALIFICATIONS AGENCY. (2009) Public and international affairs unit, <http://www.mqa.gov.my> (2 September 2009).

Conferences

AUTHOR, A. A. & AUTHOR, B. (year) Title of paper presented, Name of Proceeding, venue (province/city, country), date(s), page number(s).

GOH, E. G., WAN NIK, W. M. N., FADHLI, A. M. & AMRAN, A. (2009) The assessment of rheological model reliability in lubricating behaviour of vegetable oils, National Tribology Conference, Universiti of Malaya, NTC, Kuala Lumpur, 4–5 May 2009, 58–65.

Thesis

AUTHOR, A. A. (year) Title of thesis, Undergraduate/Masters/PhD diss., name of university.

ABDULLAH, N. (2005) An assessment of pyrolysis for processing empty fruit bunches, PhD diss., Aston University.

Others

Multiple authors (list all names for 6 authors, if more than 6 authors, list the first 6 authors followed by “et al.”)

AUTHOR, A. A., AUTHOR, B., AUTHOR, C. C., AUTHOR, D., AUTHOR, E. E., AUTHOR, F., et al. (year) Title of article, *Name of Journal*, volume number (issue number): page numbers.

KOWALCZYK, E., KOPFF, A., FIJALKOWSKI, P. NIEDWOROK, J., BLASZCZYK, J., KEDZIORA, J. et al. (2003) Effects of anthocyanins on selected biochemical parameters in rats exposed to cadmium, *Acta Biochimica Polonica*, 50(2): 543–548.

AFTER ACCEPTANCE

Online Proof Correction

To ensure a fast publication process of the article, we kindly ask authors to provide us with their proof corrections within two days. Corresponding authors will receive an e-mail with an attachment of a copy-edited manuscript in MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed.

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