

## How to Submit a Manuscript to the *PDA JPST*

Thank you for your interest in the *PDA Journal of Pharmaceutical Science and Technology*!

Any manuscript submitted to the *PDA JPST* must be an original work, one that has not already been published or is currently under consideration by another journal. By submitting to *PDA JPST*, the authors are taking public responsibility for the legality and originality of the work.

The following steps will guide the Corresponding Author through successful submission of a manuscript for the *PDA JPST*. If you have not submitted to the *PDA JPST* before, please read carefully through all the information below.

If you have already prepared your manuscript, you can skip ahead to [Submit Your Manuscript](#).

### What kind of manuscript are you submitting?

First, you need to know what kind of manuscript you want to submit. Review the table below for descriptions of the **Manuscripts Types** currently accepted by *PDA JPST*. If you're unsure which to choose, or you have a manuscript that does not fit these manuscript types, contact the *PDA JPST* Editor at [journal@pda.org](mailto:journal@pda.org).

*Note: The Editor retains the right to reclassify the manuscript should it be deemed to better fit a different category.*

### Manuscript Types

Manuscript Type	Description	Specifications
<b>Editorial</b>	<ul style="list-style-type: none"> <li>By <i>PDA JPST</i> Editor, Journal Editorial Board member, or an Invited Guest on a subject of interest to <i>PDA JPST</i> readers</li> <li>Focus in keeping with the <i>PDA JPST</i> mission and vision</li> </ul>	<ul style="list-style-type: none"> <li>1,000 words</li> <li>Total 10 tables and figures, combined</li> <li>Maximum 10 references</li> </ul>
<b>Letter to the Editor</b>	<ul style="list-style-type: none"> <li>Reader submission</li> <li>Supports, refutes, or adds relevant information related to a previously published article</li> <li>Author self-corrects work or responds to a reader's critique of an article</li> </ul>	<ul style="list-style-type: none"> <li>5,000 words</li> <li>Total 10 tables and figures combined</li> <li>Maximum 50 references</li> <li>May include supplementary material</li> </ul>
<b>Commentary</b>	<ul style="list-style-type: none"> <li>Author(s) determine topic in keeping with the <i>PDA JPST</i> mission and vision</li> <li>Minimal original data needed, but corroborative, literature-derived data encouraged</li> <li>Perspective, opinion, or hypothesis of author(s)</li> <li>Brief review of state-of-the art perspective on a subject, primarily supported by review of existing literature or new data not published elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>5,000 words</li> <li>Total 10 tables and figures, combined</li> <li>Maximum 50 references</li> <li>May include supplementary materials</li> <li>No specific structure</li> </ul>
<b>Original Research Papers</b>	<ul style="list-style-type: none"> <li>Data should be original, not previously published</li> <li>Data developed by the author(s)</li> <li>Conclusions supported by significant and relevant amount of data</li> <li>Conclusions based primarily on the data presented and compared to published literature</li> </ul>	<ul style="list-style-type: none"> <li>Follows the structure: Introduction, Materials/ Methods, Discussion, Conclusion, and References</li> <li>May include supplementary material</li> </ul>

Manuscript Type	Description	Specifications
<b>Technology Application, Including Case Studies</b>	<ul style="list-style-type: none"> <li>▪ Describes a particular technology or application</li> <li>▪ Original data generated in the process of developing the technology or in support of the application</li> <li>▪ Supported by a significant amount of data</li> <li>▪ Presents a new process or technology to the reader</li> <li>▪ Case Studies describe in detail the specific implementation of an application or the solution to a given practical problem with supporting data</li> </ul>	<ul style="list-style-type: none"> <li>▪ May follow the structure: Introduction, Materials/ Methods, Discussion, Conclusion, and References</li> <li>▪ May include supplementary material</li> </ul>
<b>Reviews</b>	<ul style="list-style-type: none"> <li>▪ Author(s) propose topic in keeping with the <i>PDA JPST</i> mission and vision</li> <li>▪ Topic relatively broad in scope</li> <li>▪ Overview of published information and data from multiple authors and sources</li> <li>▪ Reports on recent advances in pharmaceutical research</li> <li>▪ Minimal original data</li> <li>▪ Numerous references</li> </ul>	<ul style="list-style-type: none"> <li>▪ 7,500 words</li> <li>▪ Total 10 tables and figures, combined</li> <li>▪ Maximum 100 references</li> <li>▪ May include supplementary materials</li> <li>▪ No specific structure</li> </ul>
<b>Meeting Proceedings</b>	<ul style="list-style-type: none"> <li>▪ Reports scientific, technical, or regulatory activities at PDA, a PDA-affiliated meeting, or another meeting deemed of particular value to members and industry</li> <li>▪ Summarizes such meetings—overview or conclusions, individual sessions, presentations, or individual or consensus views</li> </ul>	<ul style="list-style-type: none"> <li>▪ 7,500 words</li> <li>▪ May include tables and figures presented at the meeting</li> <li>▪ Total 20 tables and figures, combined</li> <li>▪ Maximum 100 references</li> </ul>

## Prepare Your Manuscript

All manuscripts submitted to *PDA JPST* must be original works that have not been published previously and have not been submitted for publication elsewhere. Material borrowed from another source must include a reference to that source. Material directly duplicated from another source must be in quotation marks (“quote”) and referenced. Any graphics, figures, photos, tables, equations, etc., taken from another source must be licensed to the author(s) by the original owner of such materials.

*Note: Examples of a properly prepared manuscript are available in the [“Accepted Articles”](#) section of the *PDA JPST* website.*

## Body/Text

*Note: All manuscripts must be clearly written in English, without grammatical and spelling errors. Authors are encouraged to use an editorial service (e.g., [AJE](#), [Editage](#), [Enago](#)), a scientific style guide (e.g., [The ACS Style Guide](#)), a peer editor (e.g., colleague), or a combination thereof, to help ensure the high quality of their writing. Editorial service companies like Enago will also help authors meet the JPST submission guidelines.*

All text in manuscripts, including tables, must be submitted in the following format (variation may cause delays):

- Created in Microsoft Word, 12-point type, double-spaced, 1” or 1.5” margins, aligned flush left (NOT justified), using Times New Roman, Courier, Helvetica, or Arial type font

Present the manuscript content in the following order:

- **Title Page** including:
  - Manuscript title that is concise and descriptive
  - List of authors, including full names and organization affiliations
  - Name and contact information for the Corresponding Author, including postal address, phone number, and affiliation email address
- **Abstract Page** (300 words maximum) with **Keywords** (6-8 relevant, searchable terms)
- **Content**
- **Acknowledgements** (if any)
- **Conflict of Interest Declaration** (see Editorial Policies)
- **References** (see References)
- **Tables**, labeled with table numbers and titles (see **Tables**)
- **Figure Captions**, labeled with figure numbers and titles (see **Figure Captions and Figures**)
- **Figures** (see **Figure Captions and Figures**)

*Note: Do not use abbreviations in the title or abstract and limit their use in the text. Expand all abbreviations at first mention in the text. Pages should be numbered consecutively, except for the pages of tables, figure captions, and figures.*

**Research articles** should include the following sections: Statement of objectives or hypothesis, materials and methods, results, discussion, and conclusion.

## Footnotes

Footnotes to material in the text should be indicated by superscript Arabic numerals (e.g., sodium chloride<sup>1</sup>).

## References

The PDA JPST follows [The ACS Style Guide](#) for references; other styles will be accepted only if the citations are complete and consistent.

Literature citations should be identified by bold-face Arabic numerals in parentheses (e.g., Smith and Jones (**1**) found that...) and numbered consecutively in the order in which they are cited.

Authors are responsible for ensuring references are correct and complete:

- Journal articles must include the name(s) of author(s), title of the article, journal name, **year**, volume number, and page number(s) (e.g., Gross, RI. Testing of Laminar Flow Equipment. *J Pharm Sci Technol*, **1978** Jul-Aug; 32(4), 174-81).
- Books must include the author(s) name(s), title of the book, volume, edition, name of publisher, place of publication, year of publication and, if relevant, page number(s) (e.g., Havener, WH. *Ocular Pharmacology*, 3<sup>rd</sup> ed.; C. V. Mosby: St. Louis, Mo., 1974, p.18).
- Any “in press” articles that are included in the list of references should be made available to the editorial office, if requested.

## Tables

Tables should be submitted on a separate page following the references.

Tables should be well organized and carefully constructed to provide clarity of the data.

Tables should be created using the “Insert/Table” function or copied from a spreadsheet (not aligned using tabs, spaces, or returns).

Data presented in tables should not repeat data given in figures.

All tables must be referenced in the body of the manuscript and numbered consecutively using Roman numerals (e.g., **Table I**, **Table II**, etc.).

Each table should be identified by the table number and a brief, descriptive title.

If a table should appear in color, it must be submitted as a high-resolution graphic file (see **Figure Captions and Figures**).

## Figures

Authors **are responsible** for obtaining the necessary permissions for all reproduced figures, tables, or text from works that have already been published. Written permission must be obtained from the publisher (copyright owner) of a journal or book. As a professional courtesy, obtaining permission from the author is also encouraged.

All figures must be referenced in the text of the manuscript and numbered consecutively using Arabic numerals (e.g., **Figure 1**, **Figure 2**, etc.). If you do not reference *all* figures, the BenchPress Submission Tool will reject your submission automatically, and you will receive a “conversion error” notice.

### Preparation

You worked very hard on your manuscript, and you want readers to see and read your figures! To ensure your photos and graphs are clear and viewable, it is **critical** you follow the instructions below to prepare them for submission to *JPST*.

1. Figures must be high resolution (minimum 300 dpi). Images of lesser resolution (< 300 dpi) will appear blurry and/or pixilated. These cannot be processed and will be returned to the Corresponding Author.
2. The only acceptable file types for figures are GIF, TIFF, EPS, or JPEG. These files must be named according to their number/sequence in the text (e.g., **Figure 1.jpg**, **Figure 2.tiff**, etc.).
3. Figure files must be uploaded separately from the manuscript into the BenchPress Submission Tool (more details below).
4. Graphs, charts, drawings, and photos embedded in the manuscript are not acceptable; neither are the following file types: any file using OLE (Object Linking and Embedding) technology to display information or embed files, Bitmap (.bmp), PICT (.pict), Excel (.xls), Photoshop (.psd), Canvas (.cnv), CorelDRAW (.cdr), Visio (.vsd), or locked or encrypted PDFs.
5. Charts and graphs created in Excel, Word or other programs must be converted to one of the four acceptable file types (i.e., GIF, TIFF, EPS or JPEG). BEST OPTION: High resolution GIF, TIFF, EPS or JPEG files. There are many online resources available to help you convert your files. Here are three:
  - <https://www.xltoolbox.net/scientificpublishing.html>
  - <https://blogs.kent.ac.uk/psychotech/2017/04/11/create-high-res-300dpi-images-from-excel-charts-and-plots/>
  - [https://www.researchgate.net/post/How\\_to\\_save\\_Excel\\_graph\\_as\\_image\\_with\\_300\\_DPI](https://www.researchgate.net/post/How_to_save_Excel_graph_as_image_with_300_DPI)
6. All symbols, notations, and axis labels must be large enough to be legible when reduced for publication; a four-fold reduction is a useful guide.
7. Remove all figures from your manuscript after creating the high-resolution image files (GIF, TIFF, EPS, or JPEG) and save them with the proper file names. Figure files must be named according to their number in the text (e.g., **Figure 1.jpg**, **Figure 2.tiff**, etc.). **Note: Image files should NOT be in the manuscript when loaded to the [BenchPress Submission and Review Tool](#) (see below for more details).**
8. All drawings must be illustrated in black lines on a white background.
9. Important: A picture of a table is *not* a figure. The table must be referenced and labeled as a table; **however, any table that should appear in color must be submitted as a graphic file.**

## Figure Captions

Figure Captions should include Arabic numerals in consecutive order (e.g., **Figure 1**, **Figure 2**, etc.) and a descriptive title/caption.

List all Figure Captions on a separate page of the manuscript, following the tables, identified by number and title. The Figure Number in the caption and the Figure File Name must correspond, per instruction #2 (i.e., Figure 2/Figure-2.jpeg).

## Submit Your Manuscript

**Important:** You *must* use the [BenchPress Submission and Review](#) website to submit your manuscript and, to do so, you must have a registered *PDA JPST* account. (See [Annex 1](#) for instructions.)

**Before** you submit your manuscript, **check** that it conforms to the instructions in the “[Prepare Your Manuscript](#)” section above, that you have completed *all* editing, and that you have removed *all* comments and watermarks.

*Note: All manuscripts must be clearly written in English, without grammatical and spelling errors. The Editors may reject poorly written articles.*

**Log in** with your email and password, and make sure the radio button for “Enter the **Author Area** to:” is checked (default). Then, click on the grey “Sign in” button.

- If you have an ORCID number, you can use it to “Log in with ORCID.” If you don’t have an ORCID number or don’t know what it is, *ignore* the ORCID box.

PDA Journal  
of Pharmaceutical Science and Technology

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Welcome to the PDA J Pharm Sci Technol manuscript processing system.  
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Email: foster@pda.org Password: \*\*\*\*\*

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Log in with ORCID  
(Create an account with ORCID)

Enter the **Author Area** to:

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- Continue a Manuscript Submission
- Proof a converted manuscript
- Check the Status of a Manuscript

Enter the **Personal Info Area** to:

- Change your Password
- Update your Contact Information
- Update your Availability Information
- Update your Expertise Areas

When the **Author Area** page opens, click on “Submit a new manuscript.”

Author Area

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- [Copyright Transfer Form](#)
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- pharmaceuticals
- technical editing

Manuscript Submission

Submission Guide

- 1. Manuscript Details
- 2. Abstract and Keywords
- 3. Reviewer Suggestions
- 4. Authors
- 5. File Details
- 6. File Upload
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### Submission Guide

Welcome to the PDA Journal of Pharmaceutical Science and Technology Manuscript submission system. This process will guide you through supplying all necessary materials for submission to PDA JPST.

Below is a list of standard sections you will complete during the submission process. Click the "HELP" button next to any section label to get more detailed information on the requirements for that area. Asterisks (\*) precede mandatory items.

Once you begin the submission process, this page will display the currently entered information. You may return to this page at any time for an overview by using the "Submission Guide" link. Areas with unmet requirements appear in blue.

When you have gathered all necessary materials and are ready to begin your submission, click the "Begin Submission" button at the bottom of this page.

**Note:** Be sure to click the 'Save/Continue' button on each page before navigating away from the page to avoid losing your changes.

Please refer to our [Instructions for Authors](#) if needed.

#### 1. Manuscript Details

**Resubmission:** Indicate that the manuscript has been submitted previously and provide the full original manuscript ID.

\*Cover letter: Enter your cover letter in the field provided. Please do not include your cover letter in your uploaded manuscript file.

\*Article Type: Select an Article Type from the list provided.

\*Title: The full-length title of your manuscript.

**Running Title:** The running title (short title) for your manuscript.

**Companion Papers:** If you are submitting manuscripts you would like to see published together, provide the full manuscript ID for each manuscript in the group.

\*Accepted Article: Indicate whether or not you want your unedited/unformatted article published as an "Accepted Article" if it is accepted for publication prior to final publishing in an issue of JPST.

#### 2. Abstract and Keywords

\*Abstract: **Copy and paste** your abstract from your manuscript file into the field provided. This version of your abstract is for review purposes only.

\*Keywords: Please choose keywords to assist in categorizing your manuscript.

#### 3. Reviewer Suggestions

\*Suggested Reviewers: Suggest preferred reviewers for your manuscript. To assist in locating the reviewer, please provide as much of the requested information as possible. Please note that all the suggested reviewers must be from outside the author(s)'s institution(s) and not have foreknowledge about the manuscript.

#### 4. Authors

**Authors:** Authors must be added into the online field during the submission process (and they must be listed in the actual manuscript file that is uploaded in Step 6). Author information for all authors must include an email address and affiliation, including the location of the company/facility/institution/etc. A corresponding author (usually the author submitting the manuscript) must be chosen. There are two methods to enter author information; the second method is most useful for large authoring teams:

Method 1:

- Click 'Add Author' to enter required information for each author.
- To link an author's name with their ORCID, enter their ORCID manually or search by name.

Method 2:

- Click 'Import Authors' and follow instructions to upload required information for ALL authors. After loading all the author(s):
- Use icons next to each name in the author list to change the order, edit, or delete, if desired.
- Be sure to click 'Save/Continue' before navigating away from this page to avoid losing your changes.

#### 5. File Details

\*Number of Manuscript Pages: Indicate the total number of pages in your manuscript.

\*Number of Figures: Indicate the total number of figures in your manuscript.

\*Number of figure pieces: Indicate the total number of figure pieces in your manuscript.

\*Number of Tables: Indicate the total number of tables in your manuscript.

#### 6. File Upload

Drag and Drop File Upload: [Click to review a video file to learn how to use Drag and Drop File Upload Picker.](#)  
[Click here for a video on how to Drag and Drop files.](#)



The **Submission Guide** opens next. This page summarizes the six steps you will need to follow to successfully submit your manuscript. To ensure a successful submission, follow the step-by-step instructions provided.

You should carefully review the information on this page before proceeding. After reviewing the page, click on **"Begin Submission"** at the bottom of the page when you're ready to start.

Just a few tips before proceeding:

1. Some of the required information can easily be copied and pasted, so keep your Word document handy.
2. As you complete each section shown in the "→Submission Guide" box, the next section opens and a "Submission Progress" box appears with a sliding bar that marks your progress.
3. YOU MUST CLICK THE **"SAVE/CONTINUE"** button at the bottom of each page in order to save your work. Should you need to stop and exit before you've completed the submission process, you will only be able to pick up where you left off or edit material you've added if you have saved each page. Always check the progress bar to see that your work was saved.
4. If your Word manuscript uses any special formatting or symbols (e.g., Greek characters, scientific notation, mathematical symbols, arrows, trademarks, others), they may need to be replaced with "Special Characters."
  - Click on the [Special Characters](#) link, which will open in a separate window, to check out what text and symbols need codes. For convenience, you may want to leave that window open and refer to it while you complete the submission process. (Or, for quick reference, tables of the Special Characters are attached as [Annex 2](#)).
  - To add a special character or HTML tag, click on the Special Character, copy the corresponding code from the Special Character window (or [Annex 2](#)), and paste it into the appropriate field. If replacing an HTML tag, remember that you must add the code at both the starting and ending points, such as "<i>italicized word or phrase</i>."

After clicking **"Begin Submission,"** you are taken to:

After Clicking **"Begin Submission,"** you are taken to **Manuscript Details**.

The following elements of your submission must be entered in the fields provided in the submission tool (i.e., the following fields are required):

## 1. Manuscript Details

- Cover Letter, addressed to the Editor, to include:
  - Complete contact information for the Corresponding Author (affiliation, postal address, email address, telephone number)
  - Reason you chose *JPST*
  - A brief summary of the article, highlighting anything unique or important about your work
  - Any other information you want to relay about your manuscript
- Select article type (see [Manuscript Type](#))
- Title (*Note: The title must also be included in your text submission.*)
- Accepted Article: You *must* choose “yes” if you want your article to be published as an unedited, unformatted PDF following successful peer-review.

## 2. Abstract and Keywords

- **Copy** the abstract from your manuscript and ***paste it into the field provided.***
- **Copy** the keywords from your manuscript and ***paste them into the field provided.***

## 3. Reviewer Suggestions

- List the names of at least two, and up to five, reviewers you would prefer to review your manuscript.
- All suggested reviewers must be from organizations or institutions with which you and your co-authors are not affiliated.

## 4. Authors

- Add the names of all authors, their affiliations, and email addresses
- List the authors in the order they should appear on the manuscript

## 5. File Details

- Enter number of manuscript pages
- Enter number of figures
- Enter number of figure pieces
- Enter number of tables

## 6. File Upload

- Upload manuscript by clicking the “Select Files” link in the “Drop manuscript files here” box.



- Upload files for figures by clicking “Select Files” in the “Drop image files here” box.



## 1. Manuscript Details

- If you are resubmitting a manuscript, please check the “Resubmission” box and enter the full original manuscript ID (e.g., PDA/2019/123456) in the field provided. *Note: Submitting a revision (a revised manuscript after reviewers have commented) is NOT a resubmission.*
- **CUT** and paste the Cover Letter text from your Word document into the “Cover Letter” box, or type it in directly. Your Cover Letter **should not be included in the file with your manuscript.**
- For “Article Type,” choose the category you selected from the dropdown list.
- Symbols or special formatting in the title must be replaced with the appropriate Special Characters code before being copied into the “Title” box.
- If your manuscript is part of a group being submitted, enter the complete manuscript IDs in the fields provided. *Note: Each manuscript requires its own submission.* When submitting the last paper of the group, check the box indicating “This manuscript is the LAST submission of a companion group.”
- Read the “Accepted Article” notice to ensure you understand that, if your manuscript is accepted following peer review, it will first be published online as an Accepted Article – unedited and unformatted. Click the radio button next to “Yes” or “No.”
- When complete, at the bottom of the page, click on “Save/Continue” to move to the next step.

### What Could Possibly Go Wrong?

- An error message will appear if any required field is not filled in and you won't be able to continue to the next step until that error has been resolved.
- Complete the missing field(s) and, at the bottom of the page, click on “Save/Continue” to move to the next step.

## 2. Abstract and Keywords

- **COPY** and paste your Abstract into the “Abstract” box. The Abstract is part of your manuscript submission and **must be included in the file you submit.** (Having it copied here allows potential reviewers to ascertain the topic of your manuscript without giving access to the entire article.)
- **COPY** and paste your keywords in the space provided. Do not use Special Characters. **Important:** Keywords **must be included in the file you submit** later in this process.
- When complete, at the bottom of the page, click on “Save/Continue” to move to the next step.

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PDA/2019/001405 - Version 1

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Submission Guide

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Save any changes to the form on this page before navigating away.

HELP 1. Manuscript Details

Please enter the details requested below. Authors must select an Article Type. The cover letter must be pasted or entered directly into the field provided. It should not be included in the actual manuscript file uploaded to this system in Step 6.

RESUBMISSION: If you are resubmitting a manuscript, please check the "Resubmission" box and enter the full original manuscript ID in the field provided. Please refer to our [instructions for Authors](#) if needed. To include special characters (e.g., #, %, etc.) please [click here](#).

Resubmission:  This manuscript is a resubmission (for submitting revisions after the revision period has passed). If yes, please enter the full original manuscript ID: Example: "PDA/2019-123456"

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\*Article Type: (Select Article Type) [Dropdown]

\*Title: [Text area]

Running Title: [Text area]

Companion Papers:  If this manuscript is part of a group of manuscripts being submitted, enter the complete manuscript IDs below when submitting the last manuscript of the group. Note: Each manuscript requires its own submission. If you do not know the ID number of the companion paper, please contact the editorial office for assistance. All manuscripts entered will be linked to each other. The Editors will take into consideration your request that these papers remain grouped.  This manuscript is the LAST submission of a companion group.

1. [Text area]  
2. [Text area]  
3. [Text area]

\*Accepted Article: By clicking "Yes," Author (s) agree to allow their article to be published as an "Accepted Article" if their article is accepted after peer review. The author(s) acknowledge that Accepted Articles are unedited and not formatted, and there will be no exceptions to this. Authors unwilling to have their unedited Accepted Article published must select "No."

Yes  No

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PDA/2019/001405 - Version 1

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Submission Guide

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HELP 1. Manuscript Details

Please enter the details requested below. Authors must select an Article Type. The cover letter must be pasted or entered directly into the field provided. It should not be included in the actual manuscript file uploaded to this system in Step 6.

RESUBMISSION: If you are resubmitting a manuscript, please check the "Resubmission" box and enter the full original manuscript ID in the field provided. Please refer to our [instructions for Authors](#) if needed. To include special characters (e.g., #, %, etc.) please [click here](#).

Resubmission:  This manuscript is a resubmission (for submitting revisions after the revision period has passed). If yes, please enter the full original manuscript ID: [Text area]

\*Cover letter: Enter your cover letter in the field provided. Please do not include your cover letter in your uploaded manuscript file.

\*Article Type: (Select Article Type) [Dropdown]

\*Title: [Text area]

Running Title: [Text area]

Companion Papers:  If this manuscript is part of a group of manuscripts being submitted, enter the complete manuscript IDs below when submitting the last manuscript of the group. Note: Each manuscript requires its own submission. If you do not know the ID number of the companion paper, please contact the editorial office for assistance. All manuscripts entered will be linked to each other. The Editors will take into consideration your request that these papers remain grouped.  This manuscript is the LAST submission of a companion group.

1. [Text area]  
2. [Text area]  
3. [Text area]

\*Accepted Article: By clicking "Yes," Author (s) agree to allow their article to be published as an "Accepted Article" if their article is accepted after peer review. The author(s) acknowledge that Accepted Articles are unedited and not formatted, and there will be no exceptions to this. Authors unwilling to have their unedited Accepted Article published must select "No."

Yes  No

Invalid or Missing Data. The text 'Cover Letter' is required.

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Submission progress: [Progress bar]

Submission Guide

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HELP 2. Abstract, Keywords, and Responses

On this page, Authors must COPY the abstract and key words from their manuscript and PASTE them into the field provided. This information is used to assist reviewers in deciding whether to accept the review of the manuscript. Reviewers cannot see the manuscript unless they accept the review; therefore, copying this information into this form is critical. However, it is equally critical that the abstract and keywords are included in the manuscript file uploaded into this system as part of the submission process. Please refer to our [instructions for Authors](#) for help with your abstract and keywords if needed. To include special characters (e.g., #, %, etc.) please [click here](#).

\*Abstract: Copy and paste your abstract from your manuscript file into the field provided. This version of your abstract is for reviewer purposes only.

\*Keywords: Please copy and paste your keywords from your manuscript file, and do not use special characters. Important: Keywords must also be present in the manuscript file uploaded later in this process.

\*Response to Reviews: [Text area]

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- 7. Submission

Save any changes to the form on this page before navigating away.

**HELP 3. Reviewer Suggestions**

Suggest preferred reviewers for your manuscript. To assist in locating the reviewer, please provide as much of the requested information as possible. Please note that all the suggested reviewers must be from outside the author(s)'s institution(s) and not have foreknowledge about the manuscript.

\*Suggested Reviewers: Please suggest 4 reviewers.

**Suggested reviewer 1**

First name:

Middle name:

Last name:

Institution:

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Telephone:

Fax:

Address:

**Suggested reviewer 2**

First name:

Middle name:

Last name:

Institution:

Email:

Telephone:

Fax:

**Suggested reviewer 3**

First name:

Middle name:

Last name:

Institution:

Email:

Telephone:

Fax:

Address:

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### 3. Reviewer Suggestions

- On the **Reviewer Suggestions** page, insert the names of at least two, and up to five, reviewers you would prefer to review your manuscript. All suggested reviewers must be from organizations or institutions with which you and your co-authors are not affiliated.
- Provide as much of the requested information as possible to assist in locating the reviewer, particularly an email address.
- Once you're done, at the bottom of the page, click on **"Save/Continue"** to move to the next step.

## 4. Authors

There are two ways to add authors — individually or, for large author lists, by importing a spreadsheet.

### Add Authors Individually

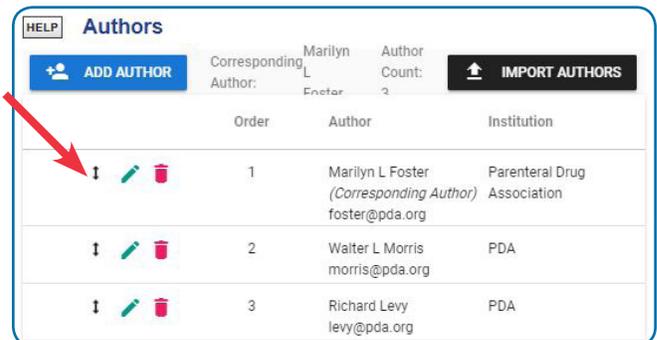
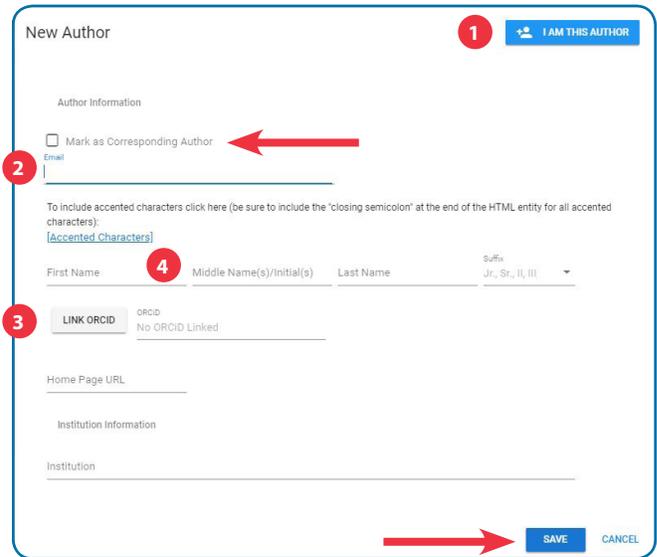
Click on “Add Author.” In the box that opens, you can:

1. Click on “I am this author” to fill in the fields automatically. **OR**
2. Insert the author’s email address. If the author is in the *PDA JPST* database, a red box will appear with the information connected to that email address. If it’s the person you want, click on “Fill Info” to complete the form. **OR**
3. If you know it, enter the author’s ORCID and click “Link Orcid,” which will add the information automatically. **OR**
4. If the author’s email doesn’t open a box, fill in the fields in the form.

Check the box “Mark as Corresponding Author” for the author who will serve as the primary contact for the article.

Click on “Save” and then Add the next author.

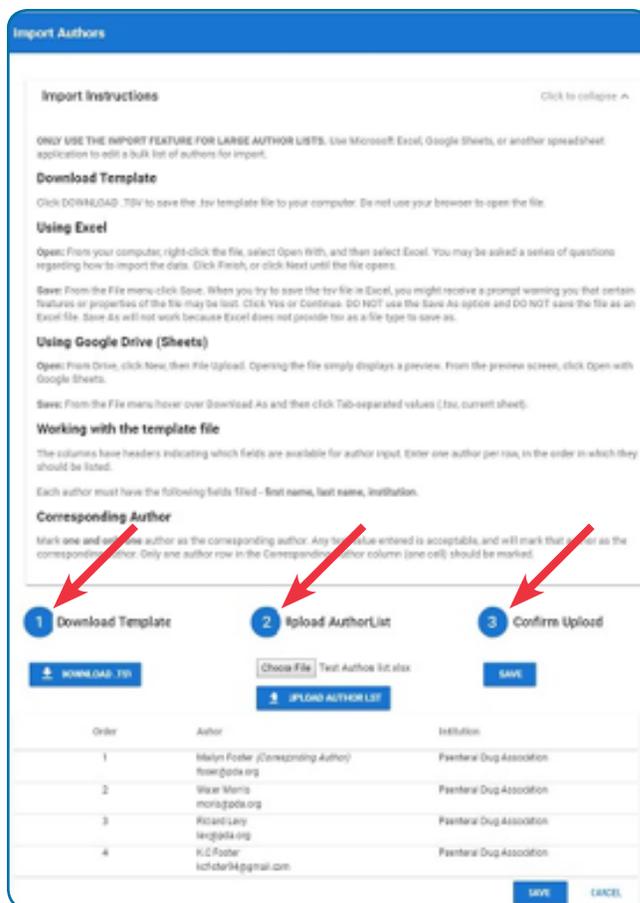
As they are saved, the authors’ names will form a list on the **Authors** page. Here you can edit each author’s information, delete entries, and arrange the entries in the order they should appear on the manuscript (using the arrow ↑ to move each name up or down).



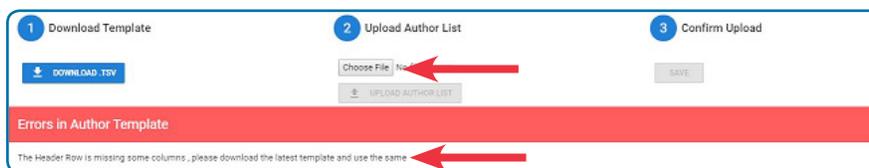
## Add Multiple Authors Using a Spreadsheet

Click “Import Authors.”

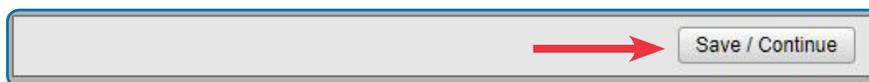
- An **Import Instructions** window will open that explains how to ❶ “Download Template ↓ DOWNLOAD.TSV” and save it to your computer. (The **Import Instructions** page can be collapsed or expanded to show or hide the instructions.)
- Follow the instructions for opening the template with MS Excel or Google Drive (Sheets). Complete the spreadsheet with the required fields and **Save** it (not “Save As”).
- When your spreadsheet is ready, go to ❷ “Upload Author List” and click “Choose File.”
- From the File Explorer window that opens, highlight your file and click “Open.”
- When the file name appears, click ↓ UPLOAD AUTHOR LIST; if successful, an abbreviated author list appears.
- Go to ❸ “Confirm Upload” and click “Save” to confirm the file upload or “Cancel” to start over.
- The **Import Instructions** window closes, and the list of authors appears on the **Authors** page, as illustrated on the previous page.



Any problem with your upload opens an “Errors in Author Template” message and an explanation of what needs to be corrected. Correct the problem in your spreadsheet and click on “Choose File.”



When your list of authors is complete, at the bottom of the **Authors** page, click “Save/Continue” to move to the next step.



## 5. File Detail

This page collects information about the files you will submit: Number of pages, number of figures, number of figure pieces (e.g., Figure 1a + 1b = 2 figure pieces), and number of tables. The program needs this information to process your manuscript.

**Review the tips** about how to ensure a successful conversion of your Word document.

Add the corresponding number in each field and, at the bottom of the page, click on **“Save/Continue”** to move to the next step.

## 6. File Upload

You can upload your files in one of two ways:

1. Drag and drop your **Manuscript File** into the **green box** and **Image Files** into the **grey box**.
  2. Click “Select Files” in the **green box** to choose your document files; click “Select Files” in the **grey box** to choose your image files.
- File names will appear in a list to the left of the boxes and a small grey “Upload Files” box appears under the drag-and-drop boxes.
  - Once all your files are listed, click “Upload Files.”
  - Once the files are converted to PDF, you will receive an email with the subject line “PDA/YYYY/123456 — Manuscript Conversion Completed PLEASE APPROVE.” (This may take 10-15 minutes.)

Follow the link in the email to the **Submission Proofing** page.

Manuscript Submission

PDA/2019/001487 - Version 1

Submission progress: 

Submission Guide

- 1. Manuscript Details
- 2. Abstract and Keywords
- 3. Reviewer Suggestions
- 4. Authors
- 5. File Details
- 6. File Upload
- 7. Submission

### 7. Submission Proofing

ID: PDA/2019/001487  
Date First Version Created: 14 Nov 2019

Proof this information carefully. The [Manuscript PDF version of your paper](#) and the [HTML reference list](#) are exactly what reviewers and editors will be provided with. Please verify the accuracy of the information below, ensure that files have been uploaded and converted properly, and use the "EDIT" button at each section heading to make any corrections.

When completely ready, click "Submit Manuscript" at the bottom of the page to send your final submission to the PDA Journal of Pharmaceutical Science and Technology Editorial Office.

**1. Manuscript Details**

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\*Article Type: Review  
\*Title: Dummy 1 Title  
Running Title:  
Companion Papers: This manuscript has no companions.  
\*Accepted Article: Do not agree to allow article to be published as an accepted article.

**2. Abstract and Keywords**

\*Abstract: [View Abstract](#)  
\*Keywords: Pharmaceutical, medicines

**3. Reviewer Suggestions**

\*Suggested Reviewers: Marilyn Foster; Rebecca Stauffer; K.C. Foster; Shannon Foster

**4. Authors**

Authors: Walt Morris

**5. File Details**

\*Number of Manuscript Pages: 4  
\*Number of Figures: 1  
\*Number of figure pieces: 1  
\*Number of Tables: 0

**6. File Upload**

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[Reupload your manuscript and/or image files](#) (this generates a new PDF and HTML reference page)

Manuscript File Files included in PDF:  
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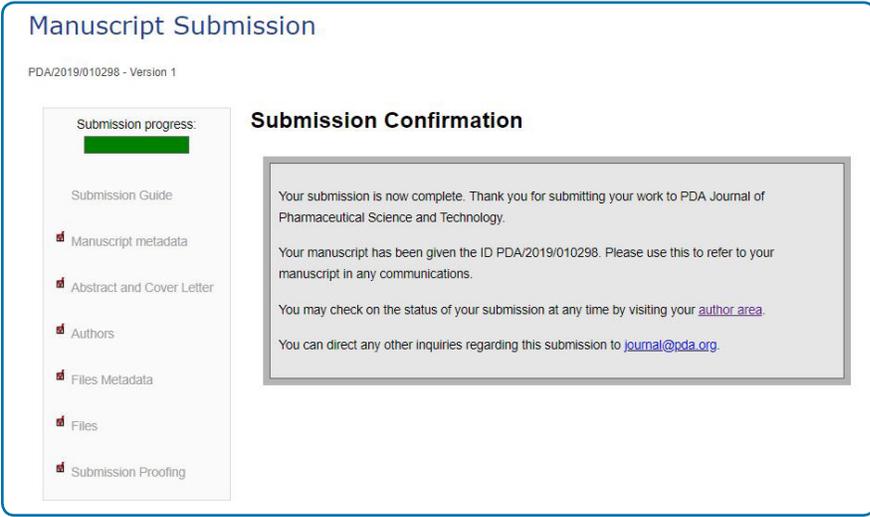
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## 7. Submission Proofing

- In the grey box at the top of the page, you'll see your Manuscript ID number and two links: "Manuscript PDF version of your paper" and "HTML reference list." (The system pulls out the references and creates a separate reference page.)
- Under the **File Upload** heading, click on "View the PDF" and carefully review your file, especially any formulas, mathematical expressions, or symbols. If any appear as garbled text or unusual symbols, they may need to be replaced with Special Characters.
  - To add a Special Character or HTML tag, click on the [Special Characters](#) link, copy the corresponding code from the Special Characters window (or [Annex 2](#)), and paste it into the appropriate field. If replacing an HTML tag, remember to **add the code at both the starting and ending points**, such as `<i>italicized word or phrase</i>`.
  - If you find errors in your converted document file, under the **File Upload** heading, you can choose to "Reupload your manuscript and/or image files." This will generate a new PDF. You'll also receive a new "Manuscript Conversion Completed PLEASE APPROVE" email and be directed to the **Submission Proofing** page again. (This happens every time you upload a file.)
- Next, check that your references appear in the HTML file and that they are correct. The references can be edited manually, if need be, by clicking "Edit your references" above the grey box. Follow those directions for more assistance.
- On the **Submission Proofing** page, you can access all the components of your submission and edit the information, if you choose, by clicking the "Edit" button next to the component you want to change.
- Once all the changes have been made and you're satisfied with your submission, click on the "**Submit Manuscript**" button in the grey box at the bottom of the page.

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- Your submission is now complete. You will receive an email, with the subject line “PDA/YYYY/123456 Manuscript Submission,” thanking you for your submission.
- This Manuscript ID # will allow you to track your paper in the *PDA JPST* online submission system and should be referred to in any correspondence.
- If any files you submitted did not convert successfully, you will receive an email with the subject line “PDA/YYYY/123456 Manuscript” and instructions on how to re-upload your files.



**Manuscript Submission**

PDA/2019/010298 - Version 1

Submission progress:

Submission Guide

- Manuscript metadata
- Abstract and Cover Letter
- Authors
- Files Metadata
- Files
- Submission Proofing

**Submission Confirmation**

Your submission is now complete. Thank you for submitting your work to PDA Journal of Pharmaceutical Science and Technology.

Your manuscript has been given the ID PDA/2019/010298. Please use this to refer to your manuscript in any communications.

You may check on the status of your submission at any time by visiting your [author area](#).

You can direct any other inquiries regarding this submission to [journal@pda.org](mailto:journal@pda.org).

- Sign in to your **Author Area**. Click on the “Manuscript Conversion Errors” queue; then click “Conversion Error Message.”
- Scroll down and upload your files again; then, click “Upload.”

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## 8. PDA JPST Processing Procedures

### Processing Your Manuscript as an Accepted Article

- The *PDA JPST* editorial staff will review your submission to ensure your manuscript complies with the “How Do I Prepare My Manuscript” instructions and will contact you with any questions. The better you prepare your manuscript, the more quickly it will be processed.
- “Accepted Articles” are published *as is* within 45 days of acceptance. These are *unedited, unformatted* manuscripts that have been accepted for publication by the *PDA JPST* Editor following peer review.
- Accepted Articles are assigned a Digital Online Identifier (DOI), making them citable documents. **No edits or changes** can be made at this stage beyond those at PDF conversion.
- Accepted Articles are removed once the final, edited and formatted version of the article is published in an issue of *PDA JPST*.

## 9. Final Journal Processing

### *Processing Your Manuscript for Publication in a PDA JPST Issue*

The *PDA JPST* editorial staff will copyedit and typeset your manuscript to conform to its standard formatting.

You will receive a proof of the typeset article (in PDF format) via email with the subject line: “Your article (PDA/YYYY/123456) from the *PDA Journal of Pharmaceutical Science and Technology* is available for download.” The Corresponding Author is responsible for taking the following actions:

- **Download and check the proof;** circulate the proof among co-authors, if needed, and compile any changes or corrections into ONE document.
- **Mark *all* (and *ONLY*) final changes** directly on the PDF proof provided by the *PDA JPST* editorial staff, according to instructions, using Adobe comment and editing tools. Check the last page to be certain ***all*** queries have been addressed throughout the paper.
- **Return the marked-up proof,** following the instructions provided in the email received, within 48 hours (time may be extended, within reason, if agreed upon by all authors and it does not delay posting the *PDA JPST* issue by deadline). If insurmountable problems arise in submitting the annotated proof, send the marked-up proof via email directly to the editorial staff at [pdajmpda@cenveo.com](mailto:pdajmpda@cenveo.com).

The *PDA JPST* editorial staff will incorporate the requested changes and, once the proof is corrected, will send you a revised proof for final approval.

- **Check that all the requested changes have been made correctly** and email the *PDA JPST* editorial staff with approval to publish.
- Additional changes requested after the second review will be honored *only* if they do not keep the issue from releasing on schedule.
- **Inform your co-authors** when the final proof has been returned to the *PDA JPST* Editor and you have received an estimated publishing date.

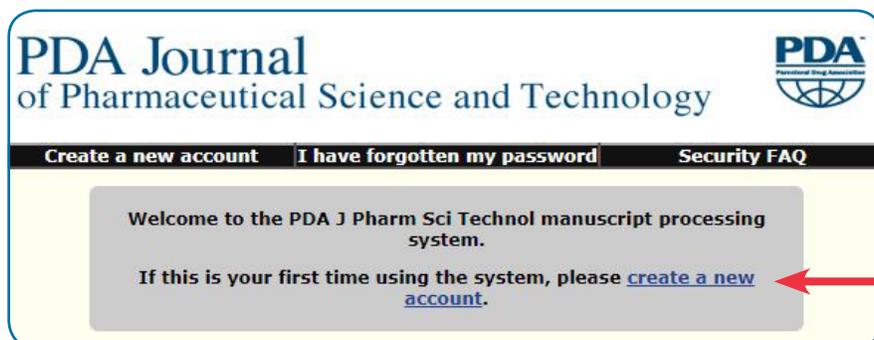
**Annex 1:** How to Register a *PDA JPST* Account

**Annex 2:** Special Characters Charts

## Annex 1: How to Register a PDA JPST Account

If you don't have an account, create one by clicking "[create a new account](#)" in the grey "Welcome to the PDA J Pharm Sci Technol" box.

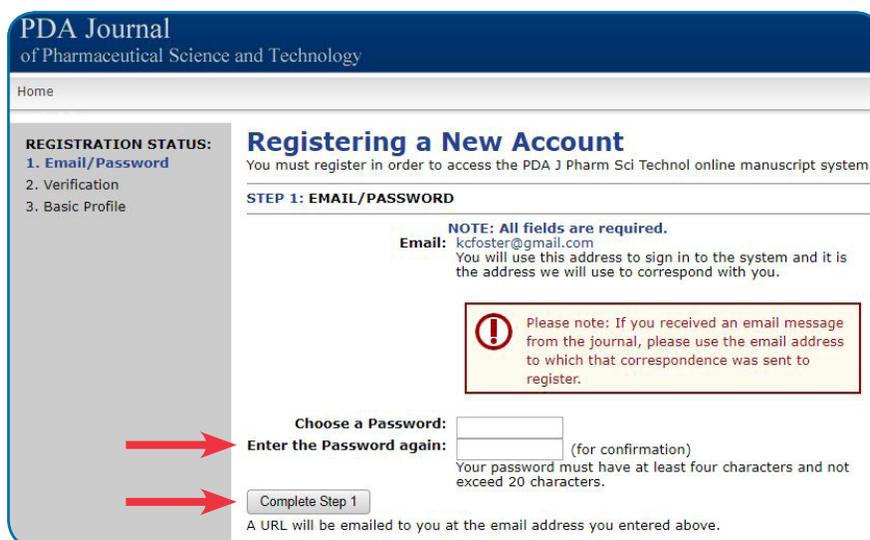
Then, follow these directions:



- At **Registering a New Account**, enter your email address in the box and click "Check for Account." The system will check if you already have an account registered; if not, it will open a new page.



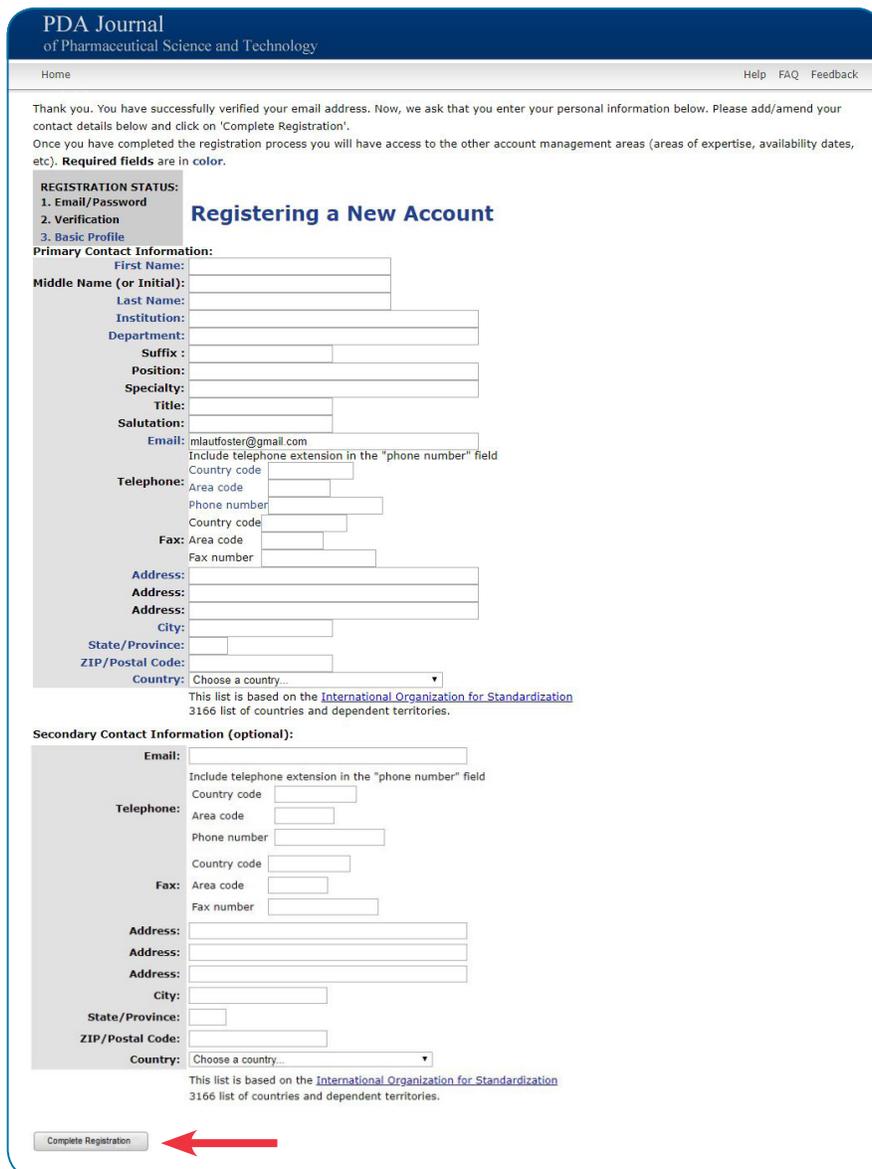
- At **Registering a New Account**, "STEP 1: EMAIL/PASSWORD," choose a password and confirm it. Then, click on "COMPLETE STEP 1" and check for an email from the *PDA JPST*.



- Open the email you receive from “pda-bp-feedback@highwire.org” and click on the URL link provided, which will take you to “STEP 2: VERIFICATION.” If an email has not arrived within 10 minutes, check your “Spam” inbox. If it’s not there, click on “Request a new verification email.”



- In “STEP 3: BASIC PROFILE,” enter your **Primary Contact Information** in the form fields. Then, at the bottom of the page, click “Complete Registration.”



- On the **Expertise Terms** page, enter two to six terms that indicate your areas of expertise, and click on “Save Expertise Information.”

- On the **Thank you for registering** page, under the “Enter the Author Area” heading, choose “Submit a new manuscript” to open the [Submission Guide](#).

## Annex 2: Special Characters Charts

### Greek characters

Symbol	Description	Code
α	lower case Greek alpha	&[alpha]
β	lower case Greek beta	&[beta]
γ	lower case Greek gamma	&[gamma]
δ	lower case Greek delta	&[delta]
ε	lower case Greek epsilon	&[epsilon]
ζ	lower case Greek zeta	&[zeta]
η	lower case Greek eta	&[eta]
θ	lower case Greek theta	&[theta]
ϑ	lower case script Greek theta	&[thetas]
ι	lower case Greek iota	&[iota]
κ	lower case Greek kappa	&[kappa]
λ	lower case Greek lambda	&[lambda]
μ	lower case Greek mu	&[mu]
ν	lower case Greek nu	&[nu]
ξ	lower case Greek xi	&[xi]
π	lower case Greek pi	&[pi]
ρ	lower case Greek rho	&[rho]
σ	lower case Greek sigma	&[sigma]
τ	lower case Greek tau	&[tau]
υ	lower case Greek upsilon	&[upsilon]
φ	lower case Greek phi	&[phi]
ϕ	lower case script Greek phi	&[phis]
χ	lower case Greek chi	&[chi]
ψ	lower case Greek psi	&[psi]
ω	lower case Greek omega	&[omega]
Γ	Capital Greek Gamma	&[Gamma]
Δ	Capital Greek Delta	&[Delta]
Λ	Capital Greek Lambda	&[Lambda]
Ξ	Capital Greek Xi	&[Xi]
Π	Capital Greek Pi	&[Pi]
Σ	Capital Greek Sigma	&[Sigma]
Θ	Capital Greek Theta	&[Theta]
Φ	Capital Greek Phi	&[Phi]
Ψ	Capital Greek Psi	&[Psi]
Ω	Capital Greek Omega	&[Omega]

### Mathematical symbols [\[top\]](#)

Symbol	Description	Code
≈	approximately equal	&[approx]
≠	not equal	&[ne]
≡	identical to	&[ident]
>	greater than	&[gt]
≥	greater than or equal to	&[ge]
<	less than	&[lt]
≤	less than or equal to	&[le]
∑	summation operator	&[sum]
±	plus-or-minus sign	&[plusmn]
−	minus	&[minus]
×	multiplication sign	&[mult]
÷	division sign	&[divide]
∅	null	&[null]
√	root; radical	&[root]
¼	one fourth	&[frac14]
½	one half	&[frac12]
¾	three fourths	&[frac34]
∂	Partial differential	&[part]
∝	Proportional variant	&[vprop]
∞	Infinity	&[infin]

### Misc. characters [\[top\]](#)

Symbol	Description	Code
Å	Angstrom	&[Aring]
°	degree sign	&[deg]
←	leftward arrow	&[larr]
→	right arrow	&[rarr]
↑	up arrow	&[uarr]
↓	down arrow	&[darr]
·	middle dot	&[middot]
‰	per thousand	&[permil]
′	prime or minute	&[prime]
″	double prime	&[Prime]
¢	cent sign	&[cent]
©	copyright	&[copy]
®	registered trademark	&[reg]
¬	not sign	&[not]
μ	micro sign	&[micro]
»	right angled quote; guillemot right	&[raquo]
¡	inverted exclamation	&[iexcl]
¿	inverted question mark	&[iquest]
™	trademark	&[trade]
€	euro	&[euro]

### HTML Tags [\[top\]](#)

**NOTE:** The start and end tags **must** be used together.

Description	Code
Italic Start	<I>
Italic End	</I>
Superscript Start	<SUP>
Superscript End	</SUP>
Bold Start	<B>
Bold End	</B>
Subscript Start	<SUB>
Subscript End	</SUB>