



**PHARMACY RESEARCH REPORTS**  
PHARMACEUTICAL SERVICES PROGRAMME, MINISTRY OF HEALTH MALAYSIA



## GUIDELINE FOR AUTHORS

The Pharmacy Research Reports (PRR) is a peer-reviewed journal published by the Pharmaceutical Services Programme (PSP), Ministry of Health Malaysia (MOH). The PRR welcomes manuscripts of original scientific research articles and case reports on all aspects of pharmacy field that are conducted in the MOH or by MOH pharmacy researchers.

### Types of Articles

Currently, the PRR publishes the following types of articles:

- **Original research articles**

An original research article is a full report of study written by the researcher(s) who carry out the study. The article explains the background, hypotheses, justification, objectives, methodologies, results, discussions and conclusions of the study.

- **Case reports**

A case report is a detailed report of a specific instance, phenomena or event of an individual patient. This may include unusual or novel observations, signs and symptoms, diagnoses, treatments, adverse events, managements, care plans, etc.

### Manuscript Submission

Manuscript submission and review will be done using the **Research@Pharmacy** portal. Please refer to [Appendix 1](#) for the step-by-step guide to submit a manuscript on Research@Pharmacy.

The manuscript should be prepared in the **format** stipulated in [Appendix 2](#).

All submissions must be accompanied by a **completed Manuscript Submission and Author's Declaration Form** (PPR.MSF.2019v1), duly signed by the principal investigator or corresponding author and the head of department. The head of department herein refers to the Chief Pharmacist (hospital / district health office), Hospital Director, District Health Officer, State Deputy Director of Health (Pharmaceutical Services), State Director of Health, or the Deputy Director or Director

or relevant divisions. The PPR.MSF.2019v1 form ([Appendix 3](#)) can be downloaded from the Research@Pharmacy portal (<https://research.pharmacy.gov.my/>).

Authors MUST NOT submit a manuscript to more than one journal at a time. Nevertheless, in the event that the submitted manuscript is submitted or accepted for publication in another journal, the author should inform the Editorial Board immediately.

### **Publishing Process**

Depending on the requirement, each manuscript will be evaluated by one to three reviewers. The authors are expected to submit their amended manuscripts according to the reviewer's comments within two weeks. If more time is needed, authors can write to the Review Editors at [rndfarmasi@moh.gov.my](mailto:rndfarmasi@moh.gov.my).

The Editorial Board reserves the right to make editorial edits to the manuscript to conform to the standard and style of the Pharmacy Research Reports.

### **Disclaimer**

It is the author's responsibility to make sure that the manuscript has not been published elsewhere.

The opinions expressed in all articles, including the Editorials, are the authors' own and shall not represent the view of PSP, MOH.

It is the authors' responsibility to ensure the completeness and accuracy of all data and references.

### **Ethics Approval**

All researches submitted to the PRR must be registered with the National Medical Research Register (NMRR) and granted ethics approvals by the Medical Research and Ethics Committee (MREC) whenever required.

### **Director-General of Health's Approval for Publication**

It is the responsibility of the Editorial Board to apply for the Director-General of Health's approval to publish the manuscripts in the Report. Therefore, authors need not do so before submitting the manuscript.

### **Correspondence**

Any correspondence shall be addressed to the Editor in Chief by email to [rndfarmasi@moh.gov.my](mailto:rndfarmasi@moh.gov.my).

## Appendix 1



### HOW TO SUBMIT MY MANUSCRIPT?

1. Log in to the Pharmaceutical Services Programme Intranet portal (<https://i.pharmacy.gov.my>).
2. Click “Applications” → “Research@Pharmacy” on the left panel.
3. You will be logged in to the Research@Pharmacy portal. For first time user, please update your details (click “My account” → “Edit” → fill in your details and click “Save”).
4. To submit your manuscript, please select “My submission” → “Submit new paper” → fill in the required information and upload the required documents. Fields with asterisk (\*) must be completed. Please refer to the Guideline for Authors for the required format of the manuscript. Click “Save”.
5. You can still make amendments at this stage. To edit your submission, kindly go to “My submission” → click on your submission title → click “Edit” → make the necessary changes → select “Save as draft” and click “Save”.
6. If you do not wish to make further changes to your submission, kindly go to “My submission” → click on your submission → click “Edit” → check the details → select “Submit” and click “Save”.

## Appendix 2

### MANUSCRIPT FORMATS

Only manuscripts written in English will be considered. The manuscript should be submitted in Word Document (.docx), font Arial, font size 11, spacing 0pt before and after, and line spacing 1.5. The title page, main text, tables and figures, and appendix shall be submitted as separate documents or files.

#### 1. Title page

The title page should contain:

- a. Title
- b. Full names of all authors
- c. Affiliations of authors
- d. NMRR ID or registration number
- e. Name, mailing address and email of the corresponding author
- f. Acknowledgement

Please include the acknowledgement to the Director-General of Health for his permission to publish the article.

- g. Conflict of interest statement

Please disclose if the study is funded by any source and state the role of the funder in the study. Please also mention if the authors have any conflict of interest and provide the details if any.

**The Job Satisfaction and Perception of Community Pharmacists in Malaysia: A National Survey**

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**Acknowledgement**

**Conflict of interest statement**

## 2. Main Text

The main text of the manuscript **should not contain any author identifiers**.

### 2.1 Original Research Articles

The word count of research article should be between 3,000 to 6,000 words, excluding abstract and references. The main text should be arranged in the following sequence:

- a. Title
- b. Abstract - the abstract should be structured (with Introduction, Objective, Method, Results and Conclusion) and should not exceed 300 words.
- c. Keywords - the abstract should be followed by three (3) to five (5) keywords.

<b>The Job Satisfaction and Perception of Community Pharmacists in Malaysia: A National Survey</b>	
<b>Abstract</b>	
<b>Introduction:</b>	
<b>Objective:</b>	
<b>Method:</b>	
<b>Results:</b>	
<b>Conclusion:</b>	
<b>Keywords:</b>	delivery time, essential medicines, health clinic, medicines availability, Melaka

- d. Introduction – background, rationale of study and objective(s)
- e. Method
- f. Results
- g. Discussion – discussions, limitations and recommendations
- h. Conclusion
- i. References

### 2.2 Case Reports

The maximum word count for a case report is 2000 words, excluding abstract and references. The main text should be arranged in the following sequence:

- a. Title
- b. Abstract - the abstract should be unstructured and should not exceed 250 words.
- c. Introduction
- d. Case Presentation
- e. Discussion
- f. Conclusion
- g. References

### 3. Citation and References

Vancouver citing and referencing style should be used. In-text citation should be done using numbers in curved brackets ( ).

### 4. Appendix

A maximum of two appendices may be included.

### 5. Supplementary Data

Supplementary data may be submitted if authors think that it is helpful for the reviewers or readers to understand the methods or results of the study. The reviewers may also request for supporting data related to the study if deemed necessary.

The submission of survey instrument is required to facilitate the review process. Nevertheless, the author can decide whether to or not to publish the instrument.


### 6. Table / Figure

Tables and figures should be submitted in a separate document. All tables and figures should be numbered in the sequence presented in the manuscript and have self-explanatory titles. Whenever possible, tables and charts should be in editable format instead of picture.

Abbreviations and statistical analysis (if any) should be explained below the table or figure.

Table 1: Demographic characteristics of study population (N=50)	
Variable	n (%) / mean (SD)
Age, year, mean (SD)	38.7 (9.4)
Gender, n (%)	
Male	35 (70)
Female	15 (30)
Body weight, kg, mean (SD)	85.8 (12.3)
Systolic BP, mmHg, mean (SD)	61.1 (29.9)
Abbreviation: SD – standard deviation; BP – blood pressure	



Abbreviation: THE – total health expenditure; RM – Ringgit Malaysia

Figure 1: Trend of healthcare spending in Malaysia (1997 – 2020)

**Appendix 3**

PRR.MSF.v2.2021



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**MANUSCRIPT SUBMISSION & AUTHOR'S DECLARATION FORM**

<b>Title of Manuscript:</b>		
<b>Name</b>	<b>Designation</b>	<b>Institution</b>
<b>Principal Investigator</b>		
<b>Corresponding Author</b> (please leave this section blank if same as above)		
<b>Co-author(s)</b>		
<b>Author's Declaration</b>		
<p>I, the Principal Investigator / Corresponding Author of this manuscript, hereby certify that the details submitted is correct and approved by all co-authors (if any). My/Our manuscript mentioned above has not been published or submitted for publication in any other journal or publication. The manuscript is my/our original work, in my/our own word and all references used are fully cited.</p> <p>_____</p> <p style="text-align: center;">(Signature)</p> <p>Name : _____ Date : _____</p>		
<b>Approval by the Head of Department</b>		
<p>I hereby approve the submission of this manuscript to the Pharmacy Research Reports.</p> <p>_____</p> <p style="text-align: center;">(Signature)</p> <p>Name : _____ Date : _____</p> <p>Designation : _____</p> <p>Institution : _____</p>		

*Note: This form must be completed and uploaded with your submission*