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 mandatory 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.

Editorial Policies

PDA JPST welcomes manuscripts on the science and technology involved in pharmaceutical/biopharmaceutical manufacturing and quality, with an emphasis on parenteral products and sterile processing. We particularly want to encourage a breadth of scope ranging from small molecules (i.e., pharmaceuticals) to large proteins, from cell substrates (i.e., biopharmaceuticals) to final sterile product processing, filling, and packaging. Articles addressing emerging areas like cell and gene therapies, also known as "advanced therapeutic medicinal products" (ATMPs), are particularly encouraged.

PDA JPST is not an open access journal. Free access to manuscripts is restricted to members and subscribers; however, articles can be purchased for a small fee by nonsubscribers. *PDA JPST* does not charge authors submission fees.

The Editor reserves the right to edit the manuscript for length, grammar, spelling, and clarity, as well as modify or delete any inflammatory or vulgar language. The Editor and editorial staff would work with the author on any further modifications.

Author Responsibilities

Failure to follow the author submission guidelines may result in immediate rejection of a manuscript.

Any manuscripts 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.

Authors must include a "Conflict of Interest Declaration" as part of each submission in which they must declare any financial or nonfinancial competing interests related to the manuscript. In the published paper, this information will be listed following the conclusion. This declaration in no way affects the scientific peer review; it is solely intended to ensure that any competing interest is fully disclosed.

If there are no competing interests, authors can write "The author(s) declare that they have no conflict of interest."

Note: Authors will be asked to submit a signed Copyright Transfer Agreement (CTA) form prior to publication. This is required, and your manuscript will not be published until the CTA is received. If the Corresponding Author can sign for all coauthors, he/she can submit it. If not, each author needs to submit a separate CTA.

What kind of manuscript are you submitting?

You need to know what kind of manuscript you want to submit. Review the table below for descriptions of the **Manuscript Types** currently accepted by *PDA JPST*. Please select the type that most closely matches your manuscript. 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.

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
Editorial	 By PDA JPST Editor, Journal Editorial Board member, or an Invited Guest on a subject of interest to PDA JPST readers Focus in keeping with the PDA JPST mission and vision 	 1,000 words Total 10 tables and figures combined Maximum 10 references
Letter to the Editor	 Reader submission Supports, refutes, or adds relevant information related to a previously published article Author self-corrects work or responds to a reader's critique of an article 	 5,000 words Total 10 tables and figures combined Maximum 50 references May include supplementary material
Commentary	 Author(s) determine topic in keeping with the PDA JPST mission and vision Minimal original data needed, but corroborative, literature-de- rived data encouraged Perspective, opinion, or hypothesis of author(s) Brief review of state-of-the art perspective on a subject, primarily supported by review of existing literature or new data not pub- lished elsewhere 	 5,000 words Total 10 tables and figures, combined Maximum 50 references May include supplementary materials No specific structure
Original Research Papers	 Data should be original, not previously published Data developed by the author(s) Conclusions supported by significant and relevant amount of data Conclusions based primarily on the data presented and compared to published literature 	 Follows the structure: Introduction, Materials/Methods, Discussion, Conclusion, and References May include supplementary material
Technology Application, Including Case Studies	 Describes a particular technology or application Original data generated in the process of developing the technology or in support of the application Supported by a significant amount of data Presents a new process or technology to the reader Case Studies describe in detail the specific implementation of an application or the solution to a given practical problem with supporting data 	 May follow the structure: Introduction, Materials/Methods, Discussion, Conclu- sion, and References May include supplementary material
Reviews	 Author(s) propose topic in keeping with the PDA JPST mission and vision Topic relatively broad in scope Overview of published information and data from multiple authors and sources Reports on recent advances in pharmaceutical research Minimal original data Numerous references 	 7,500 words Total 10 tables and figures combined Maximum 100 references May include supplementary materials No specific structure
Meeting Proceedings	 Reports scientific, technical, or regulatory activities at PDA, a PDA- affiliated meeting, or another meeting deemed of particular value to members and industry Summarizes such meetings—overview or conclusions, individual sessions, presentations, or individual or consensus views 	 7,500 words May include tables and figures presented at the meeting Total 20 tables and figures combined Maximum 100 references

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 obtained 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.

Examples of a properly prepared manuscript are available in the "<u>Accepted Articles</u>" section of the *PDA JPST* website. **Body/Text**

Note: All manuscripts must be clearly written in American English, without grammatical and spelling errors. Authors are encouraged to use an editorial service (e.g., <u>AJE</u>, <u>Editage</u>, <u>Blue Pencil Science</u>), a scientific style guide (e.g., <u>The ACS Style Guide</u>), a peer editor (e.g., colleague), or a combination thereof, to help ensure the high quality of their writing. Editorial service companies like these 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
- Pages numbered consecutively, except for the page(s) of figure captions

Present the manuscript content in the following order:

- **Title Page** including:
 - Manuscript title Concise and descriptive
 - List of authors Should include full names of the authors in the order they should appear in the final article, their organization affiliations, and organization locations; only the email address of the Corresponding Author appears on the manuscript
 - Corresponding Author Name and contact information, including postal address, phone number, and email address. Please ensure one of the two email addresses provided is unlikely to change should your affiliation change
- Abstract and Key Words Page
 - Abstract 300 words maximum
 - Key Words 6-8 relevant, searchable terms

- Content
- Acknowledgement(s) If applicable
- Conflict of Interest Declaration see Editorial Policies
- References see References
- **Tables** Labeled with table numbers and titles (see **Tables**)
- **Figures** See instructions for **Figures**. (Figures should not be included in the manuscript; they are added automatically from uploaded images when the manuscript is converted during submission.)
- Figure Captions Labeled with figure numbers and titles (see Figure Captions)

Appendices/Supplemental Material — In any appendix, all equations, tables, and figures should be labeled with the letter "A" preceding the appropriate numeral (e.g., A-1, A-2) to distinguish them from those cited in the main body of the text. If there are multiple appendices, they should be numbered A1, A2, etc. (see <u>Appendices/Supplemental Material</u>)

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 page(s) of figure captions.

Research articles should include the following sections: Introduction, materials and methods, results, discussion, and conclusion.

Footnotes

Footnotes to material in the text should be indicated by superscript Arabic numerals (e.g., sodium chloride¹).

References

The PDA JPST follows The ACS Style Guide for references.

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, 3rd ed.*; C. V. Mosby: St. Louis, Mo., 1974, p.18).
- Any "in press" articles included in the list of references should be made available to the editorial office, if requested.

Tables

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

Tables should be created using the Word "Insert/Table" function or copied from a spreadsheet (not aligned using tabs, spaces, and 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**). Tables in an Appendix should be proceeded by "A" (e.g., **Table A-I**, **Table A-II**); if there are multiple appendices, they should be numbered A1, A2, etc., and the tables numbered accordingly (e.g., A1-I, A2-II).

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

Color should not be used in tables. If a table *must* appear in color, for example in a risk matrix, it must be submitted as a high-resolution graphic file and should be cited as a figure (see **Figures** and **Figure Captions**).

Any notations made in tables should be identified in superscript alpha letters^a and their legend^b should appear directly below the table (e.g., ^a Scoring based on efficacy; ^b CQA based on risk assessment result).

Figures

Authors **are responsible** for obtaining the necessary permissions for all figures, tables, or and text reproduced 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**). If you do not reference *all* figures, the Peertrack[™] Editorial Manager[®] submission and review website will reject your submission automatically, and you will receive a "conversion error" notice.

Figure numbers in an Appendix should be proceeded by "A" (e.g., **Figure A-1**, **Figure A-2**); if there are multiple appendices, they should be numbered A1, A2, etc., and the figures numbered accordingly (e.g., A1-1, A2-1).

Prepare Your Figures

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 and cannot be processed; they will be returned to the Corresponding Author.
- 2. The only acceptable file types for figures are JPEG, TIFF, or EPS. Figure files must be named according to their number in the text (e.g., **Figure 1.jpg**, **Figure 2.tiff**).

- 3. Figure files must be uploaded separately from the manuscript into the Peertrack[™] Editorial Manager[®] submission and review website in the order they should appear.
- 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 three acceptable file types (i.e., JPEG, TIFF, or EPS) in high resolution format (minimum 300 dpi). There are many online resources available to help you convert your files. Here are a few:
 - <u>https://www.xltoolbox.net/scientificpublishing.html</u>
 - <u>htpps://convert.town/image-dpi</u>
 - 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. All drawings must be illustrated in black lines on a white background.
- 8. Remove all figures from your manuscript after creating the high-resolution image files (JPEG, TIFF, or EPS) 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**).

Note: Image files should NOT be in the manuscript when uploaded to the <u>Peertrack[™] Editorial Manager[®] submission</u> <u>and review website</u>).

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, e.g., matrices, must be submitted as a graphic file.*

Figure Captions

Figure Captions should be listed using Arabic numerals in consecutive order (e.g., **Figure 1**, **Figure 2**) with a descriptive title/caption.

List all Figure Captions on a separate page of the manuscript at the end of the document, identified by number and title. The Figure Number in the caption and the Figure File Name must correspond, per instruction #2 (e.g., Figure 2/Figure-2.jpg).

Appendices/Supplemental Material

Appendices can be attached to your manuscript, that is, included as a part of the manuscript file content. See instructions for identifying and numbering **Tables** and **Figures** in appendices.

Submit Your Manuscript

Important: The Corresponding Author *must* use the <u>Peertrack[™] Editorial Manager[®] submission and review website</u> website to submit a manuscript, which requires registration. (See <u>Annex 1</u> for instructions on registering an account.)

BEFORE you submit your manuscript, check that it conforms to the instructions in the "Prepare My Manuscript" section, that you have completed all editing, and that you have removed all comments and watermarks from the document.

Note: All manuscripts must be clearly written in American English, without grammatical or spelling errors. The editors may reject poorly written articles.

LOG IN with your username and password, and click on the "Author Login".

• Or, if you have an ORCID number, you can use it to Login via: ⁽ⁱ⁾." If you don't have an ORCID number or don't know what it is, *ignore* the ORCID icon.



When the Author Main Menu opens, under New Submissions, click on "Submit New Manuscript."



Starting at "Article Type Selection," follow the progress circle chart to determine the next step in your submission. To ensure a successful submission, step-by-step instructions are provided below.



- 1. As you complete each section, the next section opens, and its progress circle is highlighted.
- 2. Upon completing a section, click on "Proceed" to continue, or on "Back" to make changes.
- 3. An **O** icon will appear in place of the progress circle if any required information is missing, and a "Warning: 1 or more items may require your attention" may appear noting a missing item.
- 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 "Insert 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 <u>Annex 2</u>).

SUBMIT NEW MANUSCRIPT

- Clicking "Submit New Manuscript" will start the submission process by taking you to "Article Type Selection."
- If you have other Submissions at other stages of processing, a box may appear asking "Are you submitting the following?" Yes / No. This is a reminder to avoid duplicate entries.

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1. Article Type Selection

- Select an article type from the dropdown menu. For specifics, refer to the "Manuscript Types" table.
- Click Proceed.

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Choose the Article Type of your submission from the drop-down menu. Please do not select "PDA Pageer" unless instructed to do so by a member of the PDA SRA Department.	Select Article Type None None Commentary Editorial Letter to the Editor Meeting Proceedings DDA Paper DDA Paper	← [O
	Research Paper Review Technical Application (Case Studies)	Article type Selection Choose the Article Type of your submission from the drop-down menu. Please <u>do not select</u> <u>"PDA Paper"</u> unless instructed to do so by a member of the PDA SRA	Attach Files Select Article Type Commentary v	Manuscript Data
		Department.		Proceed →

2. Attach Files

- Files required for Submission Cover letter and Manuscript are noted in red on the left
- Your cover letter should be a separate file from your manuscript
- Browse or Drag & Drop files file names will appear in a table that opens below
 - Select "Item Type" from dropdown list Cover letter, Manuscript, Table, Supplemental Material
 - Description Use default name or add a different descriptor
 - Change "Select Item Type" from dropdown list, as needed, for each file added
 - Order of the files listed can be edited by changing their number in the Order column and then, clicking "Update File Order"
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- Click "Add Classifications" to open the "Select Submission Classifications" window
 - Add a Search Term in the text box and click "Search" to display options in a list below, OR Choose terms from the expanded list
 - Check boxes of all chosen classifications in left panel
 - Click "Add" to move terms to "Selected Classifications" (right) panel
- Click Submit (to save changes, you must click "Submit" before leaving the window)







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 Quality assurance, QA
 Quality by design, QbD
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4. Review Preferences – Suggest Reviewers

- Recommend at least two qualified reviewers for peer review (no coauthors or affiliated organizations).
 - Reviewers from organizations or institutions with which you and your co-authors are affiliated are not eligible to review your work.
 - Authors should avoid suggesting reviewers who may have financial, academic, commercial, political, or personal interest in the work described in your manuscript. Financial interests may include employment, research funding (received or pending), stock or share ownership, patents, payment for lectures or travel, consultancies, nonfinancial support, or any fiduciary interest in a company.

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- Once Suggested Reviewers (minimum 2) are Saved
- Click Proceed / Back

5. Additional Information

a. Questionnaire

- i. Is this a work of the U.S. government?
 - Click Yes / No radio button
- ii. Was any form of artificial intelligence (AI) text used?
 - Click "Instructions" to read the PDA Policy on Use of AI in Manuscripts
 - Click Yes / No radio button
 - If "Yes," describe how it was used in the text box that opens
- iii. Declaration by Corresponding Author regarding copyrights
 - Choose "click here" to view and download the Copyright Transfer Agreement
- iv. Corresponding Author
 - Type your name in the text box as signature
- v. Accepted Article Consent
 - 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.
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b. Click Proceed

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6. Manuscript Data

- When possible, the fields will be populated with information from your manuscript; if not, copy the text from your Word document and paste it into the relevant text box.
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 - Copy / paste or Type Full Title in text box
 - Click "Next"



c. Keywords

semicolons Click "Next"

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• Copy / paste Abstract in text box

Enter Key Words (limit 8) separated by

• Click "Next"



d. Authors

- Read carefully the Author information
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- Confirm Edit or Deletion; click OK
- Possible warning: Confirm deletion of collaborative Author Group (e.g., "Group" in company name); Remove Group



e. Add Another Author

- Provide Given/First Name, Family/Last Name, and email (required) of all authors, their affiliations, and affiliation locations
- List the authors in the order they should appear in the *PDA JPST* issue and make sure the list in your manuscript matches that order
- Check the box to indicate the Corresponding Author
- Click Save / Save and Add Another / Delete
- Click Back / Save & Submit Later / Build PDF
 for Approval
- Returned to "Submissions Waiting for Approval by Author" queue

Receive Email — Document Has Been Built Receive Email — Your [MS Name] has been built and requires approval — Follow the link provided to return to Submissions Waiting for Approval by Author



SUBMISSIONS WAITING FOR AUTHOR'S APPROVAL

- 1. View Submission (downloads, opens in Acrobat) – required before Approval is allowed
- Carefully review the downloaded PDF to confirm accuracy of information
- **2. Edit Submission** (only if information in PDF is incorrect or unreadable)
- Process is similar to New Submission opens Submission at "Article Type Selection"
- Keep correct information, click Proceed
- At "Attach Files," remove original files and upload replacement files
- At "General Information," check Classifications; add or remove if necessary
- At "Additional Information," check responses to Questionnaire, change any as necessary
- At "Manuscript Data," check information in each dropdown category and change as necessary
- Click Build PDF for Approval

Receive Email "Your [MS Name] has been built and requires approval" — Follow link provided to return to Author Main Menu

3. Approve Submission

- Click "Approve Submission"
- Warning Are you sure you want to approve this submission? OK / Cancel
- Moved to "Author's Decision" page; click on link to return to Main Menu

Receive Email – Submission Confirmation for [MS Name]

You can check the status of your submission at any time by signing into the Peertrack[™] Editorial Manager[®] submission and review website and visiting your Author Area.





← Submissions Waiting for Approval by Author

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available. The Edit Submission link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload mer files that make up your submission. The Remove Submission link remove your submission from the system. Please use this ONLY if you would like to parmanently remove this submission from the



← Submissions Waiting for Approval by Author

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available. The Edit Submission link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission. The Remove Submission In Kremoves your submission from the system. Please use this ONLY If you would like to permanently remove this submission from the



SUBMISSIONS SENT BACK TO AUTHOR

- Submissions may be returned due to missing components, incomplete information, or manuscripts that don't adhere to the Author Guidelines
- Manuscripts that have been rejected will be sent to this queue
- Email notification will provide an explanation of why your manuscript is being returned and will list the missing components
- A link to the Author Main Menu is also provided
- Submission process follows the same steps as a New Submission, though some files may need to be removed and replaced at the "Attach Files" step



INCOMPLETE SUBMISSIONS

- Any Submission saved to submit later or missing required information appears in this queue
- Any Submission begun and interrupted will appear as an Incomplete Submission

Author Main Menu	New Submissions
	Submit New Manuscript
See Author Resources/Submit Paper on the	Submissions Sent Back to Author (0)
PDA website to ensure you have followed the Author Guidelines in the preparation of your	Incomplete Submissions (1)
nanuscript.	Submissions Waiting for Author's Approval (0)
Please click here for help with submitting your manuscript.	Submissions Being Processed (0)
	Revisions
	Submissions Needing Revision (0)
	Revisions Sent Back to Author (0)
	Incomplete Submissions Being Revised (0)
	Revisions Waiting for Author's Approval (0)
	Revisions Being Processed (0)
	Declined Revisions (0)

- 1. Choose "Edit Submission" to remove, change, or replace individual files or data in your Submission
- Process is similar to New Submission opens Submission at "Article Type Selection"
- Review information at each step or move ahead by clicking the relevant Process Circle
- 2. Choose "Remove Submission" to delete your Submission from the system
- Warning-Do you really want to permanently delete this submission? OK / Cancel
- At "Author's Decision" message; click on the link to return to Main Menu

Receive Email Re "Your submission entitled [MS Name]"

RECEIVE EMAIL **DECISION LETTER** — Follow link provided to return to Author Main Menu

SUBMISSIONS NEEDING REVISION

- Email provides a link to the PeerTrack Author Main Menu
- Email may display the Reviewers' comments at the bottom of the email and/or links to any Reviewer comments that are contained in a PDF file
- A link is provided to any additional documentation related to the decision letter, or you can log in to the system and access the "View Attachments" link in the Action column

COMPLETED — SUBMISSIONS WITH A DECISION

- Accept
 - Email explains what to expect while your submission is processed for publication and provides an approximate timeline for pre-publication
 - Reviewers' comments can be found at the bottom of the email



PDA Journal of Pharmaceutica	www.editorialmanager.com says Do you really want to permanently delete this submission? Note that you should use Zifit Submission? If you want to remove or change individual files in your submission.	hal [⊃] Research [⊃] Write → []] Marilyn Foster ↓	
Home Main Menu Submit a Man lessage: Site under development. Do i	OK Cancel		
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2 attachments (303 KB) Save all to OneDrive - 1 [EXTERNAL SENDER] DO NOT CLICK links	he Foundation for Pharmaceutical Education \pm Download all
Ref.: Ms. No. pdajpst.2024-003012 Commenting on Nothing of Interest-sec 2DA Journal of Pharmaceutical Science a	ond new submission dated 29 Jul 2024 nd Technology
Dear Marilyn Foster,	
Thank you for submitting your work to th round of peer review, however, I feel tha publication. Your manuscript will be cons comments and recommendations of the	e PDA JPST for publication. Based on the results of the current it needs minor revisions before it can be considered for idered for publication, provided you consider and respond to peer reviewers.
When preparing your revised manuscript response on each of the reviewer's comm	, please note that you are also required to provide a point-by-poin nents.

Submission Confirmation

- 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.
 - 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."

You can check the status of your submission at any time by signing into the <u>Peertrack[™] Editorial Manager[®] submission</u> and review and Review website and visiting your **Author Area**.

Post-Submission: What to Expect

Editorial Review

Once a manuscript is successfully submitted, all communications will be conducted through the <u>Peertrack[™] Editorial</u> <u>Manager[®] submission and review wensite</u>. Authors will be notified by email upon receipt of their successfully submitted manuscript and of all subsequent editorial and review decisions. During the review process, authors can check the status of their submitted manuscripts on the Peertrack[™] Editorial Manager[®] submission and review w. Authors should not disclose to anyone, except coauthors and contributors, the fact that their manuscript has been submitted without first obtaining permission from the Editor.

The Editor reviews the manuscript and decides if the editorial and review process will proceed; oversight of the peer review may be assigned to an associate editor, a member of the *PDA JPST* Editorial Board. Authors will be notified at any point in the process if their manuscript is rejected and for what reason.

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 have prepared your manuscript, the more quickly it will be processed.

Peer Review

Manuscripts submitted to the *PDA JPST* are routinely vetted by subject matter experts through a single-blind peerreview process, that is, peer reviewer identities are kept confidential (unless reviewers choose to reveal their names in their formal reviews), while author identities are made known to reviewers. This ensures that articles are scientifically rigorous and meet the high standards of this publication.

Reviewers examine a submission to determine if the research methodology is sound, the data is valid, and the conclusions are reasonable and supported by the information provided. Reviewers also determine the timeliness and relevance of the material, provide feedback to the author based on their own expertise and experience, and question any areas of the content that may need clarification or elaboration.

Only peer reviewers and the editorial staff know that a manuscript is under review. Peer reviewers are required to maintain confidentiality about the manuscripts they review and may not reveal any information about a specific manuscript or its content to a third party without prior permission from the *PDA JPST* editors.

Publication Processing

Processing Your Manuscript as an Accepted Article

Once your manuscript has been accepted, you will be asked to submit a signed CTA form, which you can forward by replying to the Acceptance email. Your manuscript can only be published online as an "Accepted Article" once your signed CTA form has been received.

- "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 to Accepted Articles after they have been posted online.
- After your Accepted Article is posted online, your manuscript will be copyedited and formatted for publishing in an issue of the *PDA JPST*. Once it appears in an issue, the Accepted Article version is removed from the website.
- This process—from acceptance to being published in a Journal issue—may take up to six months.

Processing Your Manuscript for Publication in a PDA JPST Issue

The PDA JPST editorial staff will copyedit and typeset your manuscript to conform to the Journal's standard formatting.

You will receive an email with the subject line: "Your formatted article (PDA/YYYY/123456) from the *PDA Journal of Pharmaceutical Science and Technology* is available for proofreading."

• A link will be provided to the *PDA JPST* online manuscript proofing and correction tool. Please review and return your proof within 48 hours to avoid publication delays. The Corresponding Author is responsible for taking the following actions:

Click on the link to the online proofing and correction tool.

Read and follow the instructions on the Welcome page; then, click "Proceed."

Make *all* **final corrections** directly into the text provided by the *PDA JPST* editorial staff, just as you would in an MS Word document.

Respond to all Author Queries in the Comments section.

When you are satisfied with your changes, click the "Approve/Submit" button.

The *PDA JPST* editorial staff will incorporate the requested corrections and, once the proof is corrected, will send you the revised PDF proof for final approval via email. PLEASE:

Check that all the requested corrections have been made.

Note any other necessary corrections, using the Comments tools in Acrobat Reader or Acrobat Professional.

When you have finished, send the annotated proof back to the PDA JPST editorial staff at pdajpm.pda@kwglobal.com.

If you have no additional changes, inform the *PDA JPST* editorial staff that the revised proof is approved via email at pdajpm.pda@kwglobal.com.

- Additional changes requested by you after the second review will be honored *only* if they do not keep the issue from releasing on schedule. You will want to **inform your co-authors** once your final proof has been submitted to the *PDA JPST* staff.
- Once the *PDA JPST* issue has been posted, the "Accepted Article" version of your article will be removed from the website.

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 do not have a account, create one by clicking the blue "Register Now" link under the gray Login buttons and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Note: If you received an e-mail from Editorial Manager with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to log in. Once you are registered, you may change your contact information, username, and/or password at any time. Simply log in to the system and click your name in the navigation bar at the top of the page. Then click "Update My Information."

Welcome to the PeerTrack [™] site for							
PDA Journal of Pharmaceutical Science and Technology							
Insert Special Character							
Please Enter the Following							
Username: Password:							
Author Login Reviewer Login Editor Login Publisher Login							
Or Login Via: Viatis OKCLU? Send Login Details Register Now Login Help							
Instructions for Authors Instructions for Reviewers							
bortware uopyran (b. 2024 Anies Systems Corporation. Anies Privacy Policy Data Privacy Policy							
First-time users: Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. Note: If you received an e-mail from us with an assigned user ID and password, DONT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below). Repeat users: Enter your username and passwords may be changed after registration (see instructions below). Repeat users: Enter your username and password and click the relevant "Login" button above to proceed. To change your username and/or password. Drou are registered, you may change your contact information, username, and/or password at any time. Simply log in to the system and click your name in the navigation bar at the top							
of the page. Then click on "Update My Information". Authors: Enter your username and password and click the "Author Login" button. You may then submit your manuscript and frack its progress through the system.							
Reviewers: Enter your username and password and click the "Reviewer Login" button. You may then view manuscripts assigned to you for review or submit your comments to the editor and authors.							
	_						

Pre-registration Page

- In the "Choose a Registration Method" box that opens, enter your Given/First Name, Family/Last Name, and E-mail address.
- Click "Continue.

	Insert Special Character
Choose a Registration Method	
Retrieve your details from the ORCID registr	γı
Use My ORCID Or type in your details and continue to regist Given/First Name" Family/Last Name" E-mail Address" WARNING - If you think you already have an exist Reviewer, or Editor) in this system, please DO NOT	Record ter without using ORCID: Continue >> Ing registration of any type (Author, register again. This will cause
delays or prevent the processing of any review or unsure if you are already registered, click the "Forg If you are registering again because you want to c changes must be made to your existing informatic Information" link on the menu bar. If you are unsu	manuscript you submit. If you are jot Your Login Details?' button. hange your current information, n by clicking the 'Update My re how to perform these functions,
	Choose a Registration Method Retrieve your details from the ORCID registr Or type in your details and continue to regist Given/First Name* Family/Last Name* E-mail Address* WARNING - If you think you already have an exist Reviewer, or Editor) in this system, please DO NOT delays or prevent the processing of any review or unsure if you are already registered, click the "For Inf you are already registered, click the "For Inf you are already registered, click the "For Inf you are registering again because you want to c If you are registering again because you want to C If your enginement the medu boyour existing informatio Information link on the menu bach for your enginements."

Registration Page

- In the "Login Details," enter your email address, then read and follow the "Password Rules" before adding your confidential Password.
- Retype your Password.

			Insert Special Character
	Login Details		
Registration Page		The username you choose must be uniq If the one you choose is already in use, another.	ue within the system. you will be asked for
Manager system, please enter the requested information. Required fields have a * next to the label. Upon successful registration, you will be sent an e-mail with instructions to work upon registration	Enter preferred user name * Password *		Password Rules
verity your registration.	Re-type Password *		
			Insert Special Character
	Personal Information		
	Title		
	Given/First Name *		
	Middle Name		
	Family/Last Name *		
	Degree		(Ph.D., M.D., etc.)
	Preferred Name		(nickname)
	Telephone Number *		(including country code)
	Secondary Telephone		(including country code)
	Number		(modeling country code)
	Secondary Telephone Number is for	Mobile Beeper Home Wo	rk Admin. Asst. 🔾
	Fax Number		(including country code)
	E-mail Address *		-
		If entering more than one e-mail address between each address (e.g., joe@thejournal.com;joe@yahoo.com) E mail address from a different e-mail pro chance that SPAM filters will trap e-mail online systems. Read More.	is, use a semi-colon ntering a second e- vider decreases the s sent to you from
	ORCID	What is OPCID?	Fetch/Register
			Insert Spacial Character
	Institution Related Inform	ation	
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	Position		
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	Street Address *		
	City *		
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	Address is for *	Work Home Other	
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		Select Personal Classifications	
		Select 1+ Classifications	
		(a.))	
		Continue >>	

- In the "Personal Information" section, enter the relevant information in the form fields. Required information is highlighted in red type.
 - You can enter more than one email address (separated by semicolons) to ensure we can contact you should your affiliation change.
- In the "Institution Related Information" section, add the name of your Institution, your department, street address, city, State or Province, zip or postal code, and country or region.
- Click the radio button to indicate if the address is for your work, home, or other address.
- In the "Areas of Interest or Expertise" section, click on the "Select Personal Classifications" button to open a predefined list of terms.
- In the "Select Personal Classifications" window that opens, search for a term using the "Search" text box OR "Expand All" to view the list of Personal Classifications.
 - Check the boxes of at least two personal key words from the left column and click on "Add."
 - Check the boxes of your "Selected Classifications," and click "Submit."



Please identify your areas of interest and spe	icialization by selecting one or more classifications from the list below.	
To save changes you must click "Submit" before you leave this window.		
(Matching terms display in red text)	Salacted Classifications: Salect 1+ Classifications	
Chemistry and Physical Yests Container Closure Integrity. CCI Container Closure Integrity. CCI Data Microbiological Tests Producting Stanlardian Product Types Quality Condition Supply Configuration Supply Configuration Supply Configuration Supply Configuration Supply Configuration Supply Configuration Tostcology	Quality Storilization, Storilization	

- When you are returned to the Registration Page, review your information, then click "Continue."
 - If any information is missing or incorrect, an Error Notice appears and describes the error. Click on "Previous Page" to return and correct it.



- On the "Confirm Registration" page, read over the information presented.
- Check the box to acknowledge you've read and accept the privacy policy.
- To complete your registration, click the "Continue" button.

	Please confirm the following very important information:
Confirm Registration	Given/First Name: First Name
	Family/Last Name: Last Name
	Username: nwsubscrib
	E-mail Address: nwsubscrib@gmail.com
	Country or Region: UNITED STATES OF AMERICA
	Please click on the privacy policy links below and then check the box. I acknowledge that my personal information will be accessed, used and otherwise processed in accordance with the Publisher's Data Use Privacy Policy
	and the Aries Privacy Policy.
	If the information is correct and you wish to complete this registration, click the 'Continue' button below.
	<< Previous Pane Continue >>)

Receive an email: Editorial Manager Registration

- Make a note of your assigned Username; you will need it to access the Peertrack[™] Editorial Manager[®] submission and review website.
- Links are provided to the website and to reset your password if it has been forgotten

Your Submission "Commenting on Nothir [EMID:f6302f5720482da4]	ng of Interest-second new submission date	d 29 Jul 2024" - 🗸
P em.pda-jpst.0.8d4526.140a4b33@e To: • Marilyn Foster	ditorialmanager.com on behalf of PDA Jourr	nal of Pharmace 🌚 Scien Thu 8/8/2024 6:09 PM
pdajpst.2024-003012_Blinded.p 🗸	Reviewer 2 comments-Blinded 🗸	
2 attachments (303 KB) 🗢 Save all to OneDrive - T	he Foundation for Pharmaceutical Education $~\pm~$ Dow	nload all
[EXTERNAL SENDER] DO NOT CLICK links	s or attachments unless you recognize the	sender.
Ref.: Ms. No. pdajpst.2024-003012 Commenting on Nothing of Interest-seco PDA Journal of Pharmaceutical Science a	ond new submission dated 29 Jul 2024 nd Technology	
Dear Marilyn Foster,		
Thank you for submitting your work to the round of peer review, however, I feel that publication. Your manuscript will be cons comments and recommendations of the	ne PDA JPST for publication. Based on the t it needs minor revisions before it can be sidered for publication, provided you consi peer reviewers.	results of the current considered for ider and respond to
When preparing your revised manuscript response on each of the reviewer's comm	t, please note that you are also required to nents.	provide a point-by-point

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]
ð	lower case script Greek theta	&[thetas]
ι	lower case Greek iota	&[iota]
к	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]
ф	lower case Greek phi	&[phi]
φ	lower case script Greek phi	&[phis]
х	lower case Greek chi	&[chi]
ψ	lower case Greek psi	&[psi]
ω	lower case Greek omega	&[omega]
Г	Capital Greek Gamma	&[Gamma]
Δ	Capital Greek Delta	&[Delta]
Λ	Capital Greek Lambda	&[Lambda]
Ξ	Capital Greek Xi	&[Xi]
п	Capital Greek Pi	&[Pi]
Σ	Capital Greek Sigma	&[Sigma]
Θ	Capital Greek Theta	&[Theta]
Ф	Capital Greek Phi	&[Phi]
Ψ	Capital Greek Psi	&[Psi]
Ω	Capital Greek Omega	&[Omega]

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]
Σ	summation operator	&[sum]
±	plus-or-minus sign	&[plusmn]
-	minus	&[minus]
×	multiplication sign	&[mult]
÷	division sign	&[divide]
ø	null	&[null]
√	root; radical	&[root]
1/4	one fourth	&[frac14]
1/2	one half	&[frac12]
3/4	three fourths	&[frac34]
9	Partial differential	&[part]
oc	Proportional variant	&[vprop]
00	Infinity	&[infin]

Mathematical symbols [top]

Symbol	Description	Code
Å	Angstrom	&[Aring]
0	degree sign	&[deg]
←	leftward arrow	&[larr]
→	right arrow	&[rarr]
î	up arrow	&[uarr]
Ļ	down arrow	&[darr]
	middle dot	&[middot]
‰	per thousand	&[permil]
ŝ	prime or minute	&[prime]
	double prime	&[Prime]
¢	cent sign	&[cent]
©	copyright	&[copy]
®	registered trademark	&[reg]
7	not sign	&[not]
μ	micro sign	&[micro]
»	right angled quote; guillemot right	&[raquo]
i	inverted exclamation	&[iexcl]
ż	inverted question mark	&[iquest]
тм	trademark	&[trade]
€	euro	&[euro]

HTML Tags [top]

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

Description	Code
Italic Start	<i></i>
Italic End	
Superscript Start	
Superscript End	
Bold Start	
Bold End	
Subscript Start	
Subscript End	