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-derived 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 published 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, Conclusion, 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 "[Accepted Articles](#)" 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., [AJE](#), [Editage](#), [Blue Pencil Science](#)), 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 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 **Appendices/Supplemental Material**)

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 chloride[1]).

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**, etc.). 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 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**, 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.

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 BenchPress Submission Tool 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:
   - https://www.xltoolbox.net/scientificpublishing.html
   - htpps://convert.town/image-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. 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 BenchPress Submission and Review Tool).

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 BenchPress Submission and Review website to submit a manuscript, which requires registration. (See Annex 1 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 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.

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

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**.**

Manuscript Submission

Submission Guide

Submission Guide

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

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.
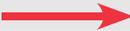
[Begin Submission]

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 **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 *PDA 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 prior to publication in a *PDA JPST* issue.

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 and contact information of at least three, and up to four, reviewers you would prefer to review your manuscript.

- 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 this 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.

4. Authors

- Add the names of all authors, their affiliations, affiliation locations, and email addresses (only the Corresponding Author's email appears on the manuscript.)

- 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.

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.

Drop manuscript files here or Select Files

Drop image files here or Select Files
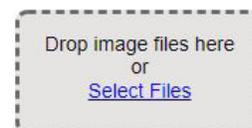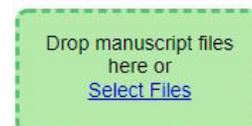
1. Manuscript Details

- 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 "Manuscript 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.

3. Reviewer Suggestions

- On the **Reviewer Suggestions** page, list the names and contact information of at least three, and up to four, reviewers you would prefer to review your manuscript. All suggested reviewers must be from organizations or institutions with which you and your coauthors are not affiliated.

- Provide as much 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 is 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. Using the arrow ↕ to move each name up or down, **arrange the entries in the order they should appear in the *PDA JPST***. This is how the names will appear on the landing page of the Accepted Article and it CANNOT BE CHANGED. Check that the names are in the same order in your manuscript.
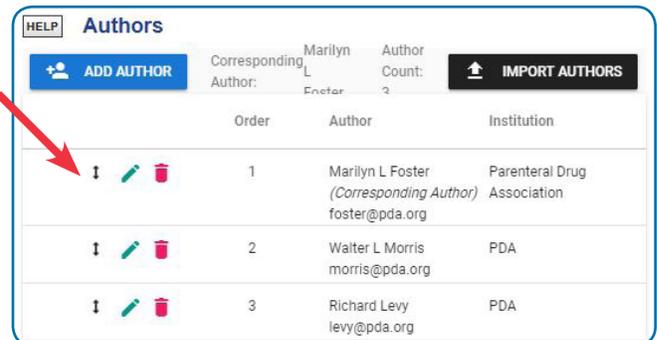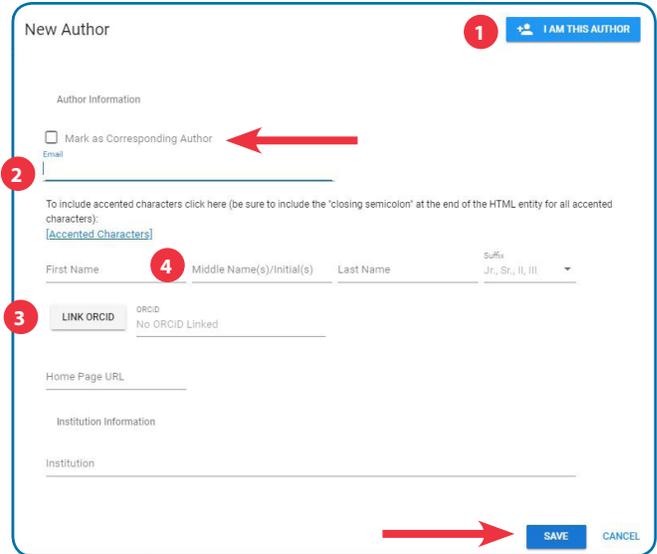
Add Multiple Authors Using a Spreadsheet

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.
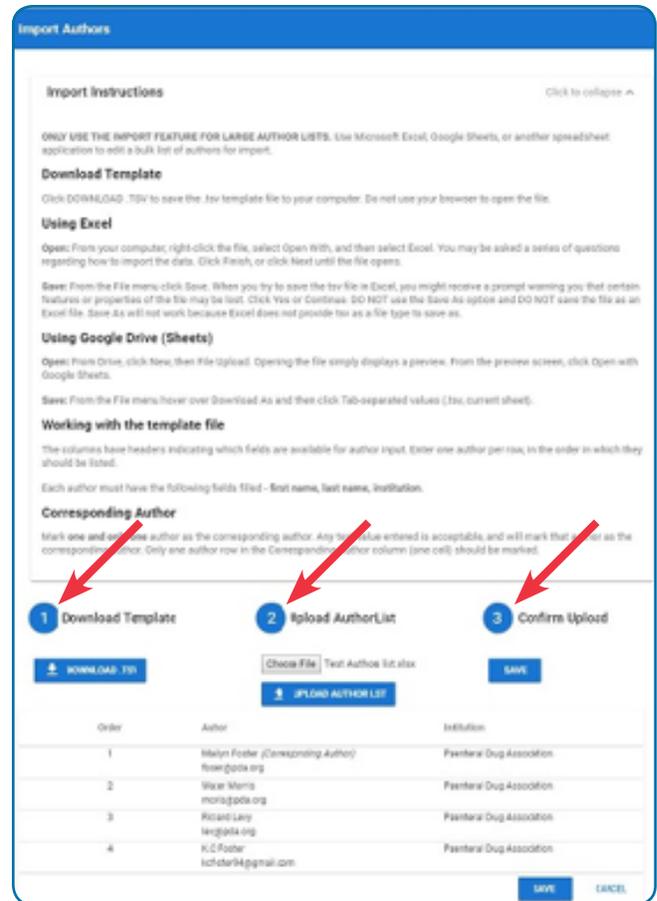
Any problem with your upload opens an "Errors in Author Template" message and an explanation of what needs to be corrected. Correct the problem in your spreadsheet and click on "Choose File."
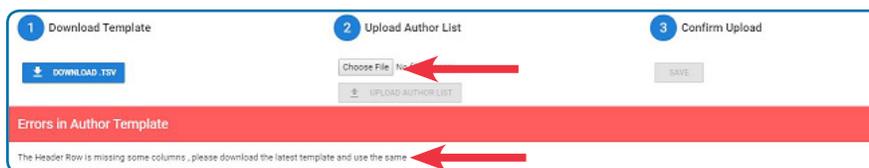
When your list of authors is complete, at the bottom of the **Authors** page, click "**Save/Continue**" to move to the next step.
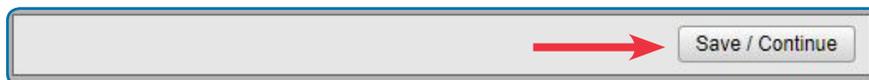
5. File Details

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.

[EDIT] [HELP] **1. Manuscript Details**

Resubmission: This manuscript is not a resubmission.
*Cover letter: View Cover Letter
*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..

[EDIT] [HELP] **2. Abstract and Keywords**

*Abstract: View Abstract
*Keywords: Pharmaceutical; medicines

[EDIT] [HELP] **3. Reviewer Suggestions**

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

[EDIT] [HELP] **4. Authors**

Authors: Walt Morris

[EDIT] [HELP] **5. File Details**

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

[EDIT] [HELP] **6. File Upload**

PDF Conversion and Reference Extraction: View the PDF

View the HTML References

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

Manuscript File   Files included in PDF:

Pigeons In The Plant 10 Real-Life Pharma Facility Blunders (And How To Avoid Them).pdf - Main manuscript file

Review Tools
The reviewers and editors will have access to the following tools while reviewing your paper.
Related articles in   PDA J Pharm Sci Technol Online
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Homepage for...   Walt Morris

[Submit Manuscript]

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 **Files** 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 **Files** 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.

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.

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.

- 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."
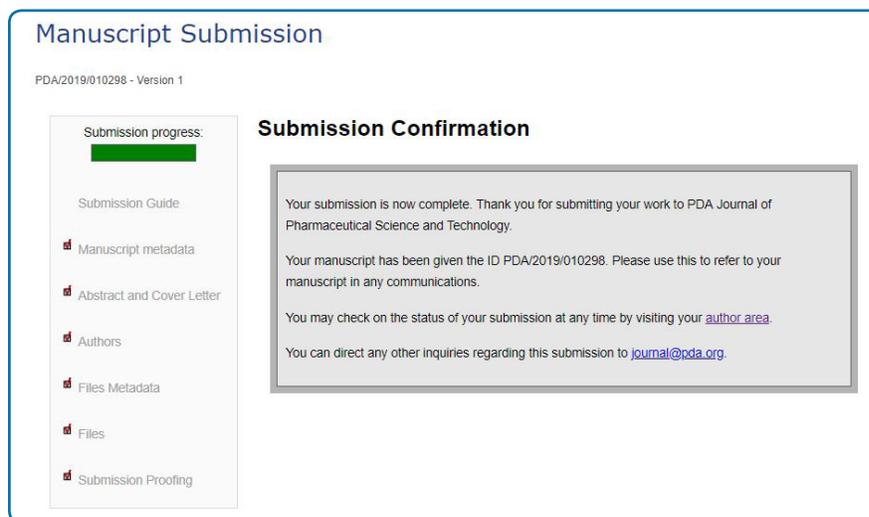
You can check the status of your submission at any time by signing into the **BenchPress Submission and Review** website and visiting your **Author Area**.

Post-Submission: What to Expect

Editorial Review

Once a manuscript is successfully submitted, all communications will be conducted through the **BenchPress Submission and Review** website. 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 BenchPress Submission and Review website. 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 peer-review 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 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.
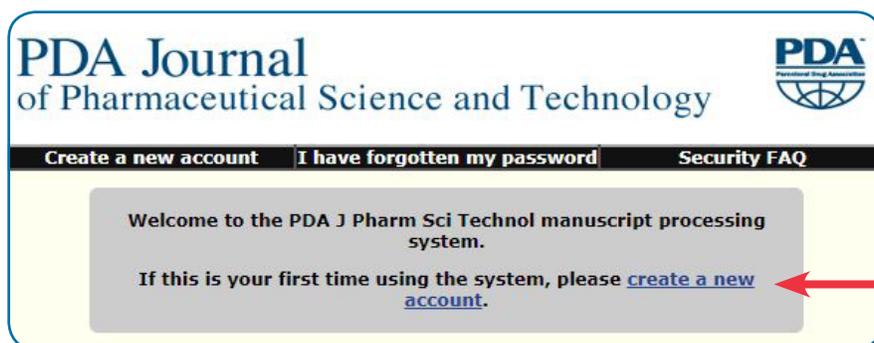
Then, follow these directions:

- 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."
  - Please list both a primary and a secondary email address in the spaces provided to ensure we can contact you should your affiliation change.

- 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]
Σ	summation operator	&[sum]
±	plus-or-minus sign	&[plusmn]
−	minus	&[minus]
×	multiplication sign	&[mult]
÷	division sign	&[divide]
Ø	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>