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PHARMACEUTICAL PERIODICAL DOSIS – GUIDE FOR AUTHORS

The principles presented here should be followed when writing for Dosis. If the following instructions have not been followed when writing the manuscript, it may be returned to the author for revision even before review.

Dosis is the only scientific journal within the pharmacy field published in Finnish, which publishes **original research studies, reviews and reviews of dissertations** in the area of pharmacy and related fields. In addition, it welcomes **scientific commentaries** on subjects of interest to the field. Dosis also publishes **correspondence** associated with articles published earlier. **A letter** may present an alternative view on the published topic or support what has been published earlier by using references that are new or missing from the original publication. **A response** to the letter will be requested from the authors of the original publication. An attempt is made to publish both the letter and response in the same issue. Dosis mainly publishes articles in Finnish, but manuscripts in English are also accepted for consideration.

All manuscripts submitted to the journal for publication are subjected to two peer reviews. The reviews are performed anonymously. Also letters and responses are peer reviewed. The editor-in-chief evaluates all manuscripts and may request/suggest revisions. The editor-in-chief makes the final decision on publication.

Table 1. Abridged instructions for authors

	Original research study	Review	Scientific commentary	Review of dissertation	Letter	Response
Sections and headings to be used	Cover page ^a Title Authors ^b Abstract Keywords Introduction Materials and methods Results Discussion Conclusions Tiivistelmä ^c Conflicts of interest Acknowledgements References Appendices	Cover page ^a Title Authors ^b Abstract Keywords Free choice of subheadings ^e Tiivistelmä ^c Conflicts of interest Acknowledgements References Appendices	Cover page ^a Title Authors ^b Abstract Keywords Free choice of subheadings Tiivistelmä ^c Conflicts of interest Acknowledgements References Appendices	Cover page ^a Title Author ^b Abstract ^g Keywords Free choice of subheadings Tiivistelmä ^h Key points Conflicts of interest Acknowledgements References Appendices	Cover page ^a Reference to concerned article in Dosis ⁱ Title Authors ^b Free choice of subheadings Conflicts of interest Acknowledgements References	Cover page ^a Reference to concerned letter to which response is given Title Authors ^b Free choice of subheadings Conflicts of interest Acknowledgements References
Length	3,000 words ^d	3,500 words ^d	2,000 words ^d	2,500 words ^d	2,000 words ^j	2,000 words ^j
Length of summary	300 words	300 words	300 words	300 words	None	None
Figures and tables	In all max. 6	In all max. 6	In all max. 4	In all max. 4	In all max. 2	In all max. 2
Keywords	4-8	4-8	4-8	4-8	None	None
References	Max. 40 references	Max. 40 references ^f	Max. 30 references	Max. 30 references	Max. 15 references	Max. 15 references
Appendices	Max. 2	Max. 2	Max. 2	Max. 2	None	None

^a Title, type of manuscript, information on authors, e-mail address for corresponding author, number of words of manuscript and abstract as well as conflicts of interest of authors. If no conflicts of interest, enter "No conflicts of interest".

^b In addition to names, indicate titles, academic degrees and places of activity. The corresponding author is indicated by an * and an e-mail address is added to the author's information. Under the names of the authors, add an explanatory note *Correspondence.

^c Tiivistelmä (an abstract) in Finnish, which contains the following items: otsikko, kirjoittajat, kirjoittajien tittelit, oppiarvot ja toimipaikat, tiivistelmä ja avainsanat suomeksi (title, authors, titles and academic degrees, affiliations, summary itself and keywords in Finnish). The corresponding author is marked with * and an e-mail address is given. After the authors, an explanatory note *Kirjeenvaihto is added.

^d The abstract, list of literature, tables and figure captions are not included in the length.

^e A systematic review follows the structure of an original research study.

^f A systematic review may include more references. They are determined by the number of studies published on the topic.

^g At the beginning of the abstract, indicate the following: author of dissertation; title of dissertation; university and faculty where the dissertation was examined; date of public defence of dissertation; information on the opponent and custos; as well as publication information and link to electronic dissertation.



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^h Finnish abstract (Tiivistelmä) of the dissertation, which includes the following information: otsikko, kirjoittaja, kirjoittajan titteli, oppiarvo ja toimipaikka (title, author, title and academic degree, affiliation), the summary itself in Finnish will be started with the following information: Kenen väitöskirja; väitöskirjan otsikko; yliopisto ja tiedekunta, jossa väitöskirja on tarkastettu; väitöspäivämäärä; vastaväittäjän sekä kustoksen tiedot; sekä julkaisutiedot ja linkki sähköiseen väitöskirjaan (author of dissertation; title of dissertation; university and faculty where the dissertation was examined; date of public defence of dissertation; information on the opponent and custos; as well as publication information and link to electronic dissertation).

ⁱ The editorial team adds a link to the original article.

^j The list of literature and possible tables and figure captions are not included in the length of the manuscript.



STRUCTURE AND LENGTH OF THE MANUSCRIPT

An electronically submitted manuscript must be finalised. A separate cover page is added at the beginning of the manuscript. The cover page must include the items listed in point ^a of **Table 1**. The manuscript follows the structure and subheadings described in **Table 1**. The subheadings of reviews, scientific commentaries, letters and responses are free. However, the use of subheadings is also recommended in these as it improves the legibility of the text. When justified, in original research studies and dissertation reviews, headings deviating from the guidelines of **Table 1** may be used. Justification should be presented in the accompanying message when submitting the manuscript. The objective of a dissertation review is to describe the theoretical background, key findings relating to the studied phenomenon and their significance to knowledge of the phenomenon. It is also important to describe topics for further research arising from the dissertation study, and the practical application that the knowledge has. In addition, the review should highlight how the study is interlinked with broader research entities.

The permitted length of the manuscript varies according to the text type (see **Table 1**). The length of the abstract is always 300 words, irrespective of type of manuscript. An abstract is, however, not required in the letters and responses category. The manuscript may also include appendices, but not more than two.

NAMING OF THE MANUSCRIPT

The manuscript is named using the surnames of the authors (first three) and topic/title. For example, Nieminen_Savolainen_Mäkinen_kirjoitusohje

ABSTRACT

A structured form and the following subheadings may be used in the abstract: Introduction, Materials and methods, Results and Conclusions. This type of abstract is particularly suitable for manuscripts of original research studies. The abstract of dissertation reviews should also include information about the dissertation (see detailed instructions in **Table 1**).

INTRODUCTION

An introduction should describe the purpose and theoretical background of the study. Its purpose is to bring to it all readers, even those unfamiliar with the study topic. An introduction may handle the actuality of the topic, its theoretical significance and position in science and in practice. An introduction must explain why the study in question is necessary. The objectives of the study must be written at the end of the introduction.

MATERIALS AND METHODS

The section 'Materials and methods' presents the study design, study material and its grounds for selection, and explains the study methods and their grounds for selection. Commonly known, established methods/measures can be described in a non-exhaustive manner, but in such a way that, if necessary, other researchers can repeat the study using the method described.

RESULTS

Results are presented in the text, tables and figures. The text should not repeat what is expressed in tables or figures. The permitted number of figures and tables is given in **Table 1**.



TABLES AND FIGURES

The maximum number of figures and tables is given in **Table 1**. Figures and tables are an important way of illustrating the theoretical key points and study design features as well as the main findings of the study. In review articles, they also help to emphasise important issues.

Tables are consecutively numbered using Arabic numerals. Tables and the incorporated text should be readable and comprehensible without the actual text. A good table is logical, unequivocal and easily readable. The title of the table is placed above the table. In the text, tables should be referred to using bold font (e.g. **Table 1**).

Figures and figure captions are consecutively numbered using Arabic numerals. The language in the figures and figure captions must be English. The purpose of figures is to complement and clarify the text of the article, not to repeat it. Figures and captions should be readable and comprehensible without the actual text. The figure caption is placed below the figure. In the text, figures should be referred to using bold font (e.g. **Figure 1**).

Figures are submitted as JPG, TIFF or PDF files and the resolution must be at least 240 dpi. In addition to a separate appendix, figures and tables, etc. should also be placed in the actual manuscript. This ensures their correct placement during the page layout of the publication. The separate appendices are named according to the same principles as the manuscript itself (First three authors _Figure1).

DISCUSSION

A discussion presents conclusions on the significance and applicability of the results. It deals with the reliability of the study results and their relationship with previous observations. In addition, the strengths and weaknesses of the performed study are critically assessed. A discussion should not repeat the study results.

CONCLUSIONS

In the 'Conclusions' section, conclusions on the studied phenomenon based on the results are described and answers are given to the study questions presented in the objectives.

It is also recommended to write a 'Summary' or 'Conclusions' section at the end of a review or dissertation review, summarising the research value of the review or dissertation while associating it to a broader context and future prospects (for example, follow-up studies, practical applications, societal significance).

TIIVISTELMÄ

The summary (Tiivistelmä) is written in Finnish and is based on the abstract. The title and author information of the manuscript are also translated. Information about the dissertation is included in the summary of a dissertation review (see detailed instructions in **Table 1**). In the accompanying message of the submitted manuscript, the authors must state whether the summary has been proofread. The text can be proofread by a native speaker of Finnish or another person, for example one of the authors, who has sufficiently mastered the language.



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KEYWORDS

In the manuscript, 4 to 8 keywords associated with its content are added. Suitable keywords can be sought, for example, in the FinMeSH terminology base <https://finto.fi/mesh/fi/> (MeSH = Medical Subject Headings). 4 to 8 keywords in English are appended to the English summary. They can also be sought in FinMeSH.

KEY POINTS

A separate key points text box can be appended to a dissertation review, summarising 3 to 5 key points in separate sentences.

ACKNOWLEDGEMENTS

Acknowledgements may mention, for example, parties sponsoring the study, persons participating in the technical performance of the study, mentors and persons who have commented on the manuscript. The acknowledgement section is not compulsory.

CONFLICTS OF INTEREST

In accordance with the general practices of the international and national biomedical scientific journals, it is mandatory for the authors of publications in Dosis to declare any significant economic interests or other conflicts of interests in the previous three years associated with the article to be published. It is the responsibility of the authors to draft the text for the 'Conflicts of interest' section. In informing of any conflicts of interest, the authors may use, for example, the ICMJE form (<http://www.icmje.org/conflicts-of-interest/>).

Conflicts of interest to be declared include:

- consultation fees received from pharmaceutical or healthcare companies
- recurrent lecture or planning fees paid by pharmaceutical or healthcare companies
- travel costs of congresses paid by pharmaceutical or healthcare companies
- grants or other research funding associated with the manuscript from pharmaceutical or healthcare companies or their funds. Alternatively, research funding can be mentioned in 'Acknowledgements'.
- holdings of shares in pharmaceutical or healthcare companies giving the owner significant control
- memberships in bodies or management of pharmaceutical or healthcare companies or patient organisations
- sought or granted patents associated with the article

Affiliations given on the cover page that become evident from information on the author's place of work do not need to be declared separately. In addition, conflicts of interest do not include participation in free training events or acting as an invited lecturer in a single event supported by a pharmaceutical or healthcare company and organised by, for example, a health centre or association.

Conflicts of interest are published at the end of articles. Declaring conflicts of interest does not affect a decision to publish an article, which is based on substantive, qualitative and editorial grounds.

REFERENCES



The permitted number of references has been indicated in **Table 1**. Deviation from the numbers can be made on sufficient grounds, which must be presented in the accompanying message when submitting the manuscript.

The list of literature includes all references mentioned in the text, and only those. The author is also responsible for the accuracy of the reference information. A source can be entered in the list of references provided that it has been at least accepted for publication. The list of literature is in alphabetical order based on the names of all authors, without numbering the references. If there are more than six authors, the names of the first three authors are shown and for the rest '*et al.*' is used. The Index Medicus system is used for the abbreviated names of journals. The official abbreviations for journals can be found in the NLM Catalog database (<http://www.ncbi.nlm.nih.gov/nlmcatalog>).

In the text, reference to literature is made by entering the surname of the author and the publication year of the reference in brackets. A maximum of two authors of an article are mentioned and, in case of more, the first is mentioned followed by '*et al.*'. If the same brackets include several references, they are mentioned in chronological order, and references pertaining to the same year are listed in alphabetical order. An organisation, research group or other such community may be entered as author. If the author of an article or other material is not mentioned, the author's name can be replaced with the name of the publication, or the reference note may start directly with the title of the article. The words in the names of books and articles are not capitalised. The names of studies are written based on their established international spelling. In German references, capitalisation in titles follows the conventions of the language. In connection with dissertations, the name of the publication series where the dissertation was published, the university, which examined the dissertation, and the year of publication are mentioned. The reference data of congress abstracts must mention the name of the congress, its date and location. If the abstract has been published in so-called abstract proceedings, reference data is entered similarly to an edited book.

EXAMPLES OF THE FORMATTING OF DIFFERENT TYPES OF REFERENCES

Article in a publication series

Li B, Liu R, Wang C *et al.*: Impact of genetic and clinical factors on warfarin therapy in patients early after heart valve replacement surgery. *Eur J Clin Pharmacol* 75: 1685–1693, 2019

Book

Hirsjärvi S, Remes P, Sajavaara P: Tutki ja kirjoita. 15. edition. Kustannusosakeyhtiö Tammi, Helsinki 2009

Chapter in a book

Turunen J: Kyselytutkimus. In book: Yhteiskunnallinen lääketutkimus – ideasta näyttöön. p. 54–79. Ed. Hämeen-Anttila K and Katajavuori N, Palmenia, Helsinki 2008

Part of a publication series

Manninen S: Fish and *Camelina sativa* oil: effects on fatty acid composition of blood lipid fractions, lipoprotein subclasses and pro- and anti-atherogenic lipoprotein functions. Publications of the University of Eastern Finland. Dissertations in Health Sciences 538, University of Eastern Finland, Kuopio, 2019

Oravalahti T, Härkönen U, Kiviniemi V: Aksikabtageenisiloleuseeli (yescarta) aikuisten suurisoluisten b-solulymfomien hoidossa. Fimea kehittää, arvioi ja informoi -julkaisusarja 16, Lääkealan turvallisuus- ja kehittämiskeskus Fimea, Helsinki, 2018

Online (Internet) publications and multimedia



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The basic structure of references mainly follows the format of printed sources. The time of publication/updating of online materials is indicated and a www address is given (http:// is only shown if the address does not include www). If the time of publication/updating is not known, indicate the date when the information was accessed on Internet.

Eteisvärinä. Käypä hoito -suositus. Suomalaisen Lääkäriseuran Duodecimin ja Suomen Kardiologisen Seuran asettama työryhmä. Suomalainen Lääkäriseura Duodecim, Helsinki, 2017 (accessed 3.3.2018). www.kaypahoito.fi (NOTE! reference in the text in the following format: Eteisvärinä. Käypä hoito -suositus 2017)

Färkkilä M: Migreeni. Lääkärin käsikirja. Kustannus Oy Duodecim (accessed 5.5.2009). www.terveysportti.fi

Duodecim lääketietokanta (accessed 29.8.2018). www.terveysportti.fi (NOTE! reference in the text in the following format: Duodecim lääketietokanta 2018)

References to legislation and regulations

References to legislation and regulations are only made in brackets in the text, for example (Medical Research Act 488/1999), and are not listed in the reference section.

Unpublished observations

Reference to unpublished observations is only made in brackets in the text, for example (Hirvonen J, unpublished observation 2018) or (Airaksinen M, personal communication 2019). Unpublished observations are not included in the list of literature.

If a manuscript has been accepted for publication, it is entered in the list of literature as follows: Svala A, Foulon V, Koskinen H, Chen TF, Saastamoinen LK, Bell JS: Impact of regulatory safety warnings on the use of antidepressants among children and adolescents in Finland. *J Child Adolesc Psychopharmacol* 2010 (in press)

SUBMISSION OF MATERIAL

The text is submitted for evaluation both as an editable Word document and as a pdf file. A manuscript is submitted to the editor-in-chief by e-mail at dosis@farmasialiitto.fi. 'Dosis manuscript and the name of the manuscript file' must be entered as the subject line of the e-mail. If figures have been embedded in the text, they must be saved as separate files in their original image or graphics file formats. It should be mentioned, with justification, in the accompanying message if the structure or some other point of the manuscript deviates from the given guidelines. If the corresponding author is someone other than the sender of the e-mail, the personal data of that person – name, place of activity and e-mail address – should be mentioned in the accompanying message.

AUTHOR AGREEMENT

The author(s) and the publisher sign a publication contract, which defines the utilisation and distribution rights. The publication contract is made in the layout phase of the manuscript. Text cannot be published if no publication contract has been made for it. Publication of the study in other language than English in another scientific publication series does not prevent its publication in Dosis in English. The author(s) are responsible for ensuring that they have the right to assign the article for re-issue. Re-issue of an article published in Dosis in another journal/publication series requires permission from the editorial team of Dosis.



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SPECIAL ISSUE

The editorial team of Dosis welcomes proposals for publications and special issues. In addition to the suggested special issue theme, the proposal for a special issue submitted to the editorial team should include justification of why the particular special issue theme is necessary.

The person suggesting a theme should also submit a preliminary draft for the contents of the special issue (article titles and possible authors). A special issue usually contains 1 to 3 editorials and 4 to 6 original research studies/reviews. The preliminary table of contents with authors is sent to the editor-in-chief of Dosis (dosis@farmasialiitto.fi) and is handled at the editorial team meeting. The editorial team makes a decision on the contents and contacts the authors. Alternatively, visiting editors may be named for the special issue, and they work in close cooperation with the editor-in-chief and editorial team. The peer review of articles for a special issue is performed similarly to that of single articles.