PROGRAM PERKHIDMATAN FARMASI
KEMENTERIAN KESIHATAN MALAYSIA

GUIDELINES FOR AUTHORS
JOURNAL OF PHARMACY QUALITY IMPROVEMENT INITIATIVES (PharmQIIs)
PHARMACEUTICAL SERVICES PROGRAMME, MINISTRY OF HEALTH MALAYSIA

INTRODUCTION

The Journal of Pharmacy Quality Improvement Initiatives (PharmQIIs) is a peer-reviewed journal published by the Pharmaceutical Services Programme (PSP), Ministry of Health Malaysia (MOH) since 2022. PharmQIIs is set to publish manuscripts derived from Quality Improvement Initiatives (QIIs) that are conducted in Quality Improvement Reports (QIR) format. Articles must be able to describe how QIIs are established, the process/efforts involved in interventions/improvements, their measurable benefits/outcomes, and lessons learned to improve the quality of pharmaceutical services.

This journal aims to:

i. Encourage innovator/s to write scientific reports with the intention of sharing their best practices and experiences in conducting QIIs.
ii. Facilitate the publication of QIIs' manuscripts/reports.
iii. Act as a platform that provides references for Pharmacy QIIs implementation in the Ministry of Health.

This journal focuses on pharmacy-related fields. PharmQIIs accept any QIR from Innovative and Creativity Circle (ICC), innovation projects, Quality Assurance (QA), and Lean approaches. The QIR format used in this journal is adapted from the Standards for Quality Improvement Reporting Excellence (SQUIRE 2.0)[1] and modified based on the requirements of each QIIs conducted at the Ministry of Health [2,3,4,5].

Reference:

1. Revised Standards for Quality Improvement Reporting Excellence: SQUIRE 2.0 [Internet]. Squire-statement.org. 2017 [cited 2024 May 31]. Available from: http://www.squire-statement.org/index.cfm?fuseaction=page.viewpage&pageid=471
2. Abdullah AJ, Mohd Ujang IR, Awang S, Mahmud SH, Raja Shahardin RZ, Hamidi N, et al. QA/QI Workbook the Proble-Solving Approach. 3rd ed. Malaysia: Institute for Health Systems Research (IHSR); 2020.
3. Bakar A, Kayat MI, Zakaria Z, Kamarruddin Z, Noris NJ, Libasin Z, et al. MyLEAN Project Module. 1st ed. Malaysia: Institute for Health Management; 2019.SQUIRE 2.0: Standards for Quality Improvement Reporting Excellence. http://www.squire-statement.org/index.cfm?fuseaction=page.viewpage&pageid=471
4. Pekeliling Transformasi Pentadbiran Awam Bil.1 2016
5. Garispanduan Penyertaan Anugerah Inovasi Kementerian Kesihatan Malaysia 2023

GUIDELINES FOR AUTHORS

A. Manuscript Submission

The Malaysian Journal Management System (MyJMS) is used throughout the publication process, from manuscript submission by the author to reviewing and revision, and finally publication. Please refer to **Appendix 1** for the step-by-step guide on submitting a manuscript through MyJMS. If MyJMS is inaccessible, authors may submit the manuscript manually to the editorial board via e-mail at pikf_dpsf@moh.gov.my and are required to e-mail a copy to the State's Quality Coordinator and State Deputy Director of Health (Pharmaceutical Service)/ Deputy Director (Pharmacy).

Authors shall submit a manuscript to only one (1) journal at a time. It is the author's responsibility to ensure that the manuscript has not been published elsewhere. Nevertheless, in the event that the manuscript is **submitted to or accepted by another journal, the author is obliged to inform the Editorial Board immediately.**

Manuscripts should be prepared in the QIR format as outlined in **Appendix 2.** A title page should be submitted as a separate document from the main text, appendices, tables and figures, and other supplementary data.

All submissions must be accompanied by a completed Manuscript Submission and Author's Declaration Form (**Appendix 3**), signed by the principal investigator or corresponding author and the head of department. The head of department refers to the Chief Pharmacist (hospital/district health office), Hospital Director, District Health Officer, State Deputy Director of Health (Pharmaceutical Services), State Director of Health, or the Deputy Director or Director of relevant divisions. The declaration form can be downloaded from the PSP portal.

All manuscript submissions must be completed by April 30th of each year to allow for publication in October of the current year.

B. Publication Process

Upon submission, the managing editor will assess and assign the manuscript to the appointed reviewer. Each manuscript will be evaluated by one (1) to three (3) reviewers, depending on the topic and field of the manuscript. The section editor will communicate with the author to ensure a blinding process. Authors are expected to submit their amended manuscripts according to the reviewers' comments **within two (2) weeks** after receiving feedback from the section editor. Should additional time be required for amendments, authors are requested to contact the section editors at pikf_dpsf@moh.gov.my. Refer to the flowchart below for a summary of the editorial process.

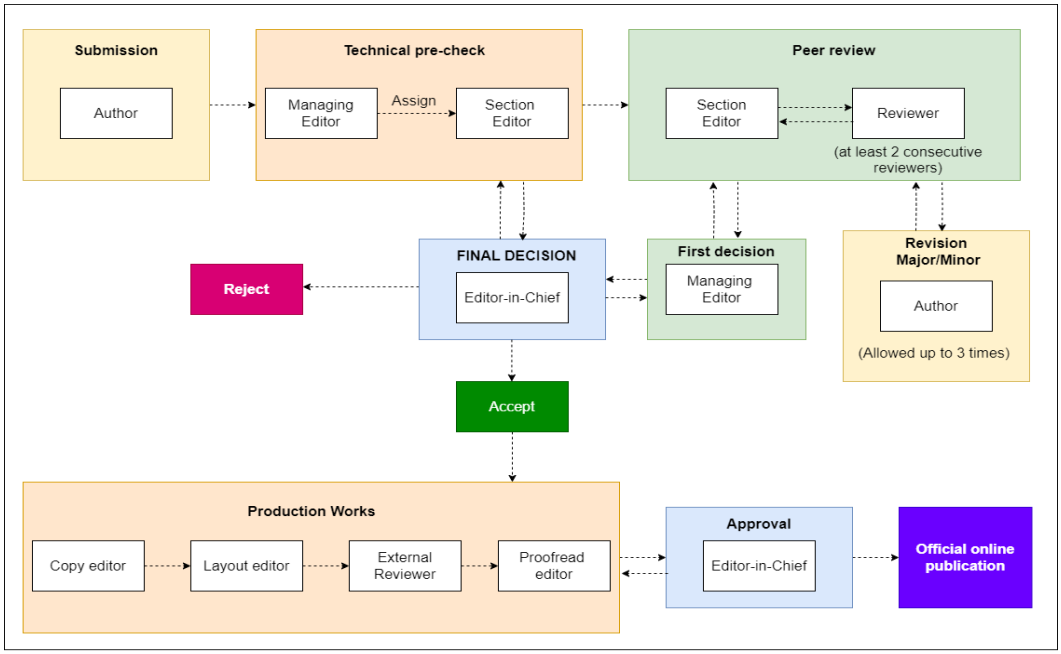


Figure 1: Editorial Process for Journal of Pharmacy Quality Improvement Initiatives (PharmQIIs)

C. Disclaimer

The articles published in this journal reflect the authors' opinions only and are not necessarily the official views of PSP, the Ministry of Health, or the editors of PharmQIIs. It is the author's responsibility to ensure the completeness and accuracy of all data and references. The Editorial Board reserves the right to accept, reject, or modify all editorial materials submitted for publication by the standards and style of the PharmQIIs.

D. National Ethics Approval

For all projects submitted to PharmQIIs that necessitate intervention or data collection involving humans, please specify whether the requisite ethical review or approval has been obtained.

E. Director-General of Health's Approval for Publication

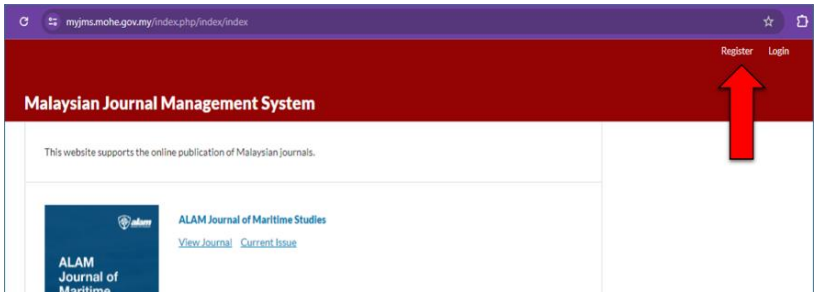
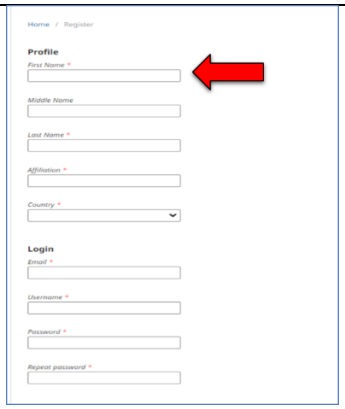
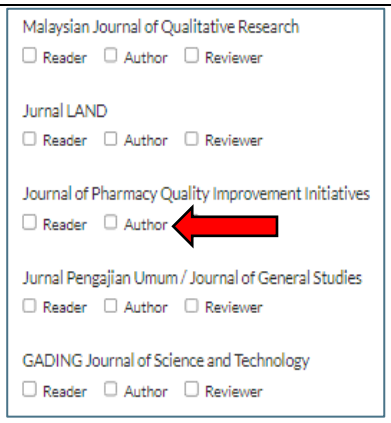
This journal is published in accordance with the National Institutes of Health (NIH) Guidelines for Conducting Research in Ministry of Health Institutions and Facilities, 3rd Edition, 2021, which requires prior review and approval by the Director-General of Health. The Editorial Board is responsible for requesting bulk permission from the Director-General of Health to publish the manuscripts in the journal. Thus, authors are not required to do so prior to submitting the manuscript.

F. Correspondence

Any correspondence should be addressed to the Editor in Chief via email at pikf_dpsf@moh.gov.my.

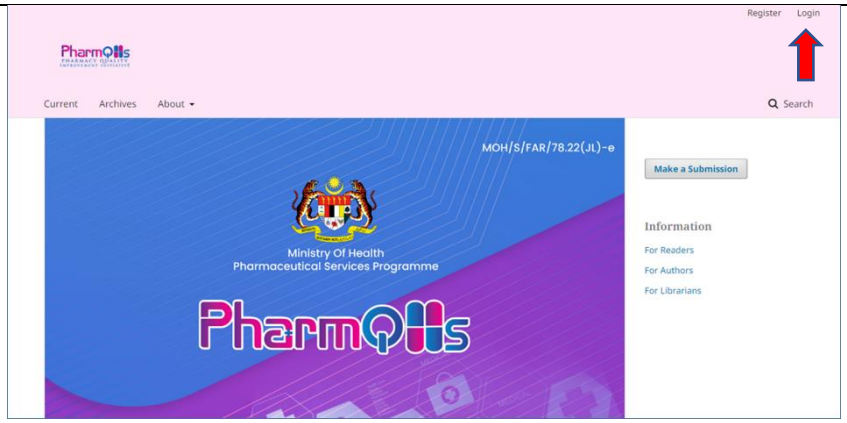
Appendix 1

MANUSCRIPT SUBMISSION AND REVISION
JOURNAL OF PHARMACY QUALITY IMPROVEMENT INITIATIVES (PHARMQIIS)
STEP-BY-STEP GUIDE FOR AUTHOR

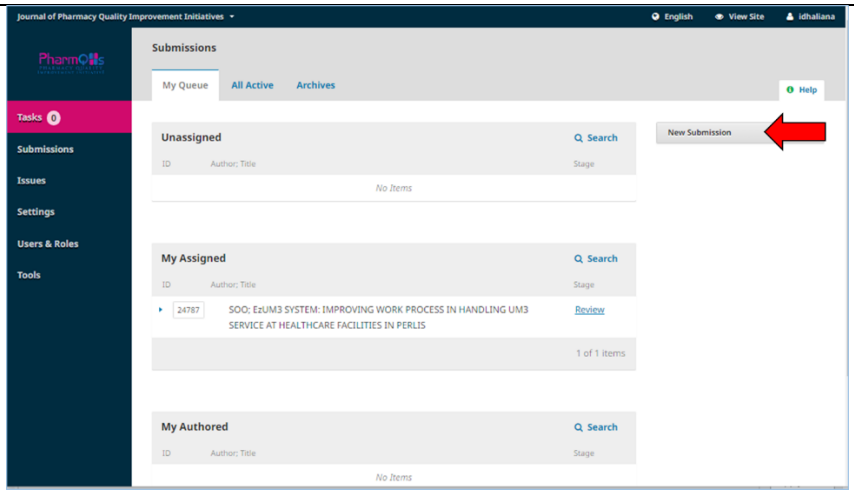
1. Creating Account as Author for Journal of PharmQIIs	
a. Search MyJMS on Google or click this link https://myjms.mohe.gov.my/	
b. Click *Register*	
c. Fill required information	
d. Select *Author*	
e. Click *Register*	

2. Submitting a Manuscript for the Journal of PharmQIIs in MyJMS

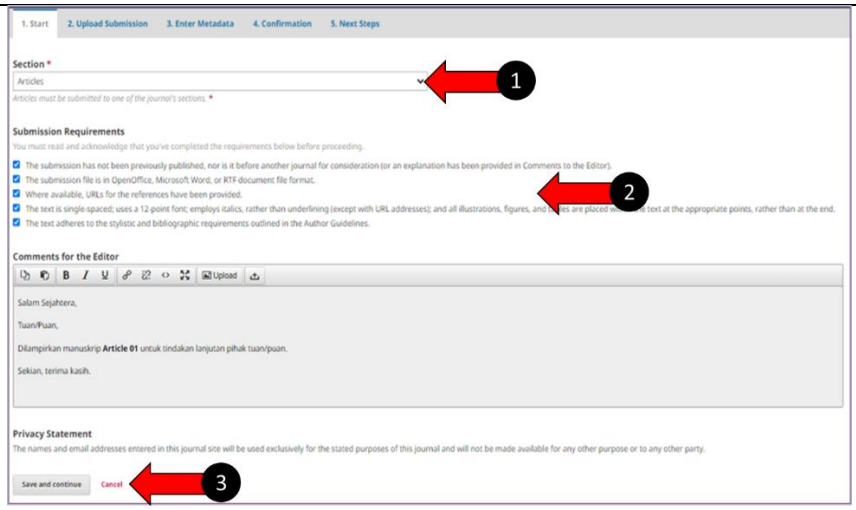
a. Login using your registered username and password



b. Click *New Submission*

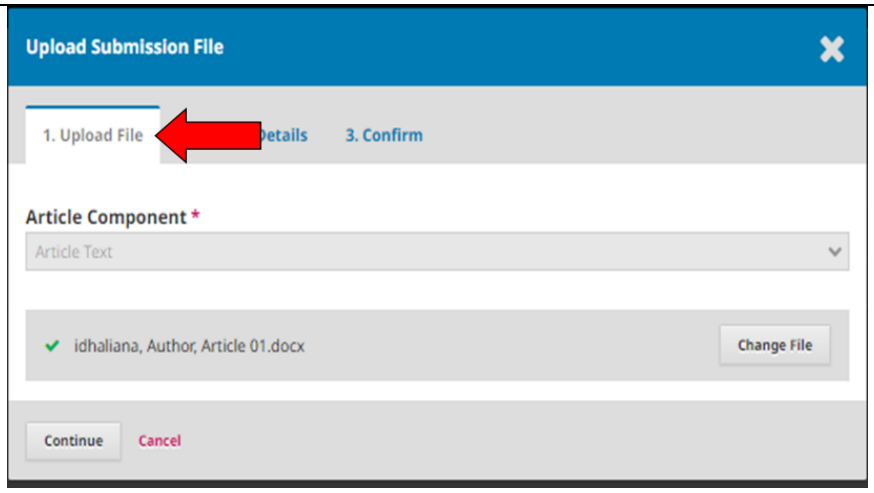
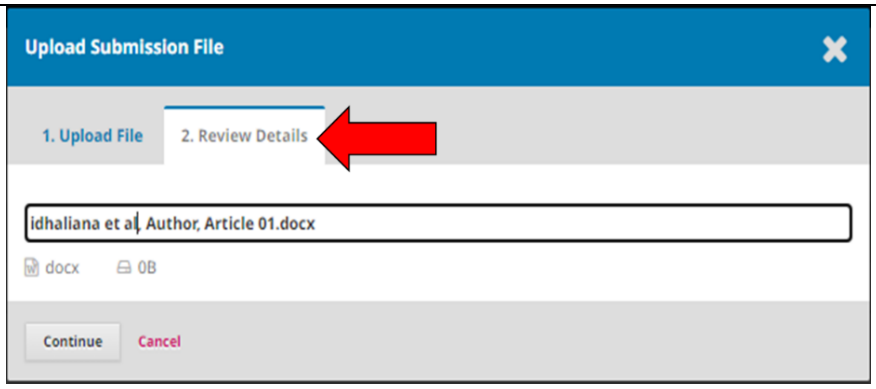
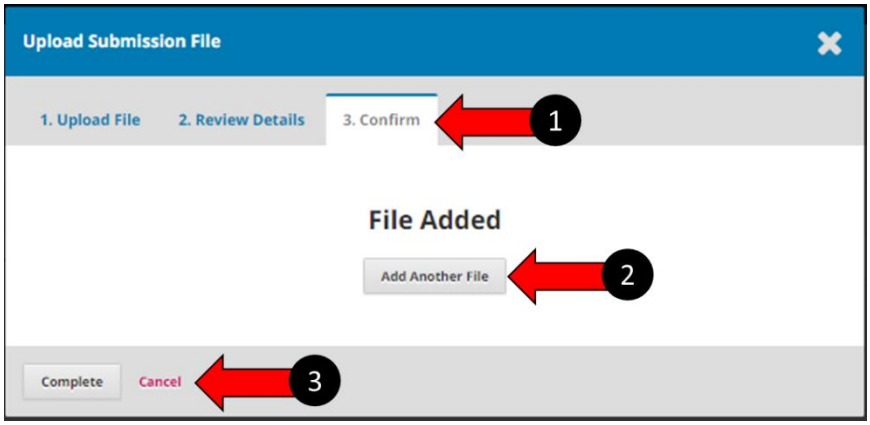


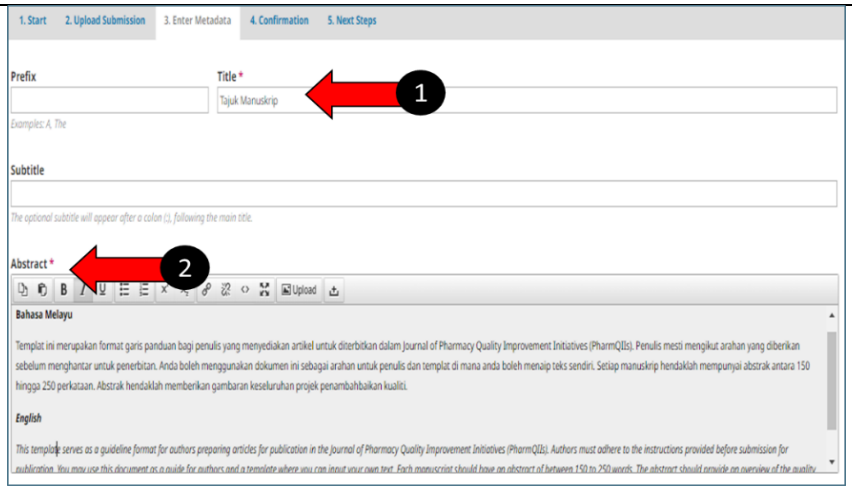
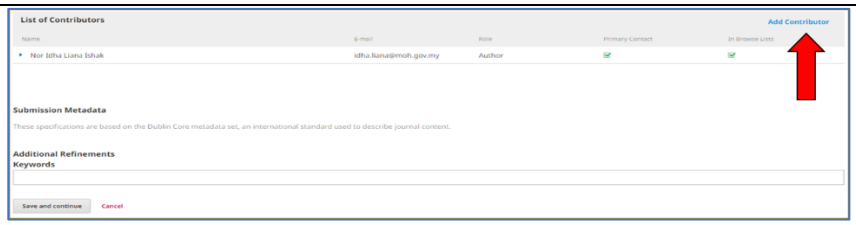
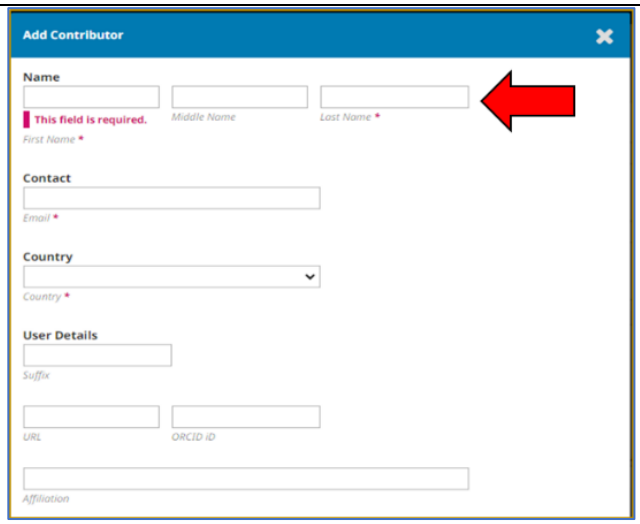
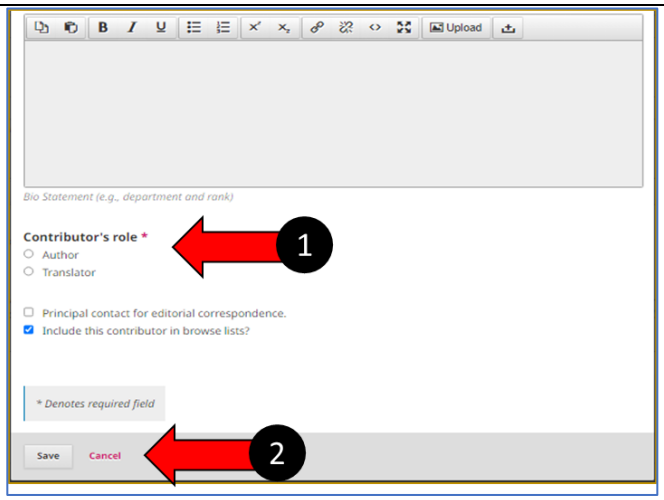
c. Fill in all the information required. Then click *Save and continue*

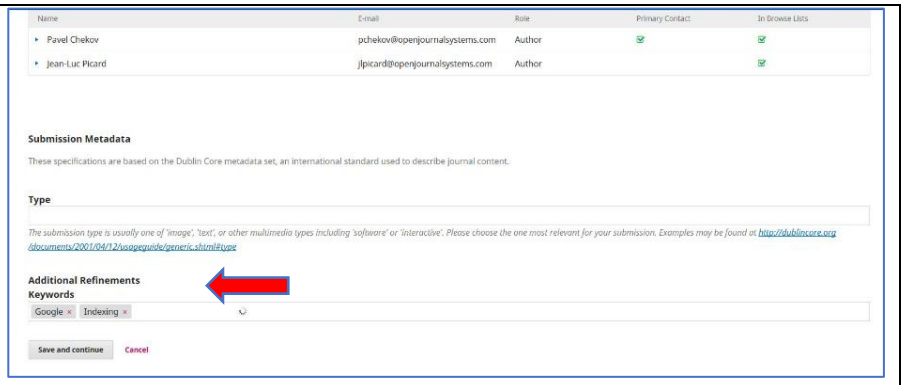
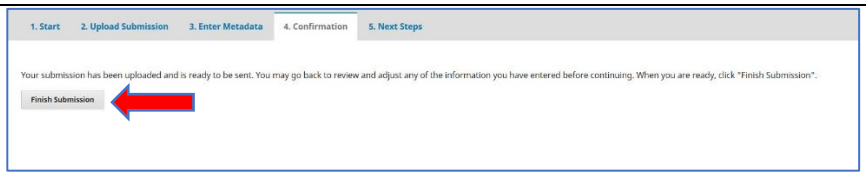
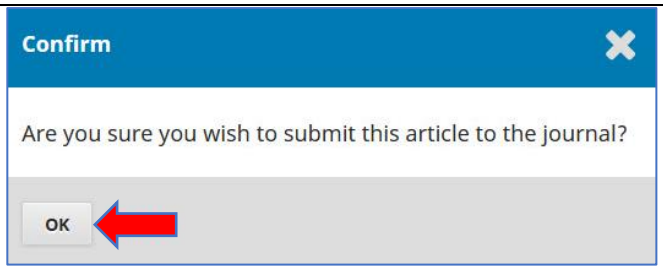
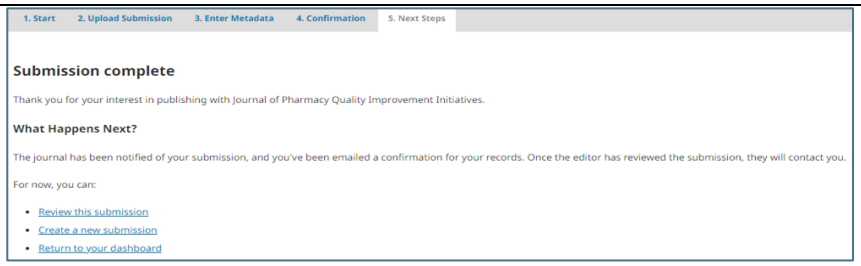
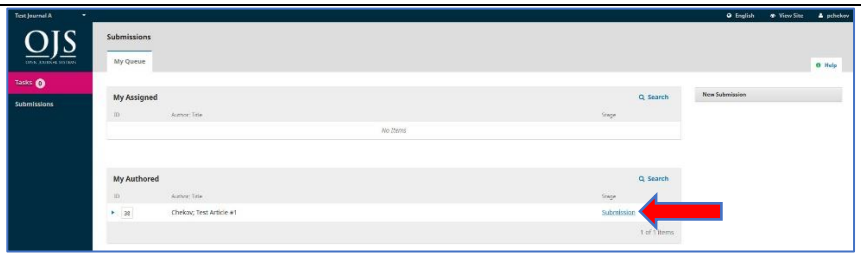


d. Prepare the following files:

i. Title page (in MS Word.docx)
ii. Main text (in MS Word.docx)
iii. Appendices and Supplementary data (optional) (in MS Word.docx)
iv. Manuscripts Submission & Author's Declaration Form (in PDF Document .pdf)

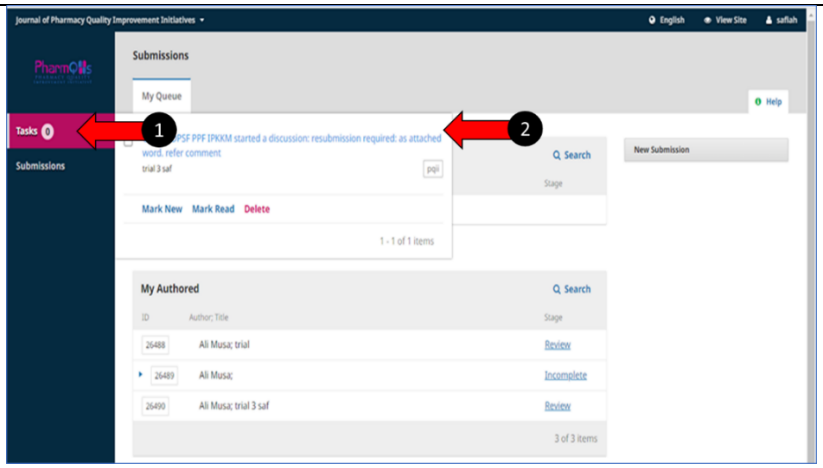
e. In *1.Upload File* tab, upload the **Main text** (in MS Word.docx) and click *Continue*	
f. In 2.*Review Details* tab, edit the name of your file (if necessary) and click *Continue*	
g. In *3.Confirm* tab, click *Add Another File* and upload all the following files: i. **Title page** (in MS Word.docx) ii. **Appendices and Supplementary data** (optional) (in MS Word.docx) iii. **Manuscripts Submission & Author's Declaration Form** (in PDF Document .pdf)	

h. Complete your abstract here *for Bahasa manuscript, write both Bahasa and English manuscript here	
i. Click *Add Contributor* to add all your co-author(s) *all co-author(s) need to have MyJMS account	
j. Fill in all the required information of your co-authors	
k. Choose your co-author's role and click *Save*. Your list of contributor(s) will appear on the screen.	

l. To enter a keyword, type the word or phrase and hit your Enter key. *for Bahasa manuscript, write English keyword here	
m. Click *Finish Submission* once you have finalised all the information and files	
n. A box will pop up asking you to confirm you are finished. Click *OK*.	
o. Submission completed	
p. In your *Dashboard*, you can see that your manuscript is currently in the *Submission* stage.	

3. Completing a Revision Task in MyJMS

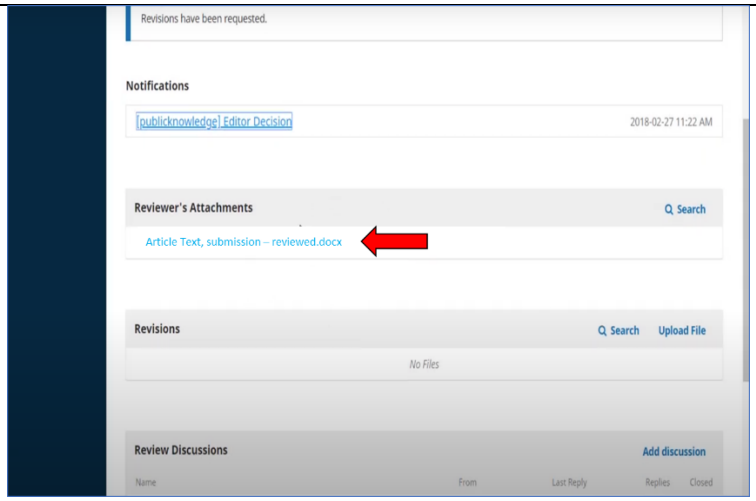
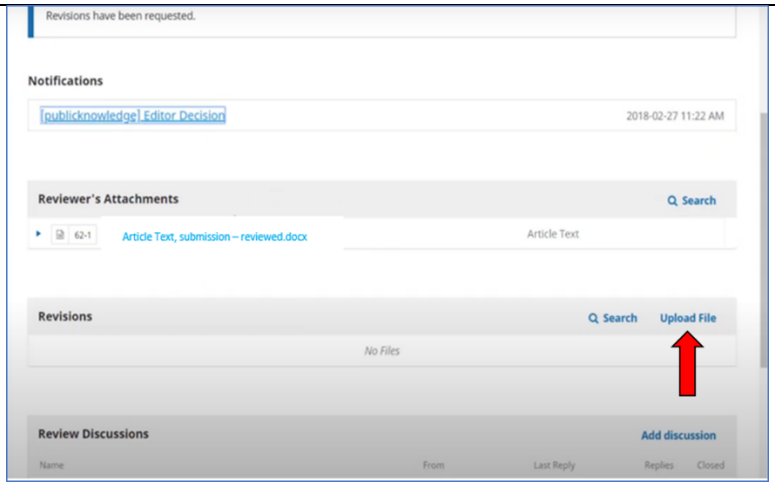
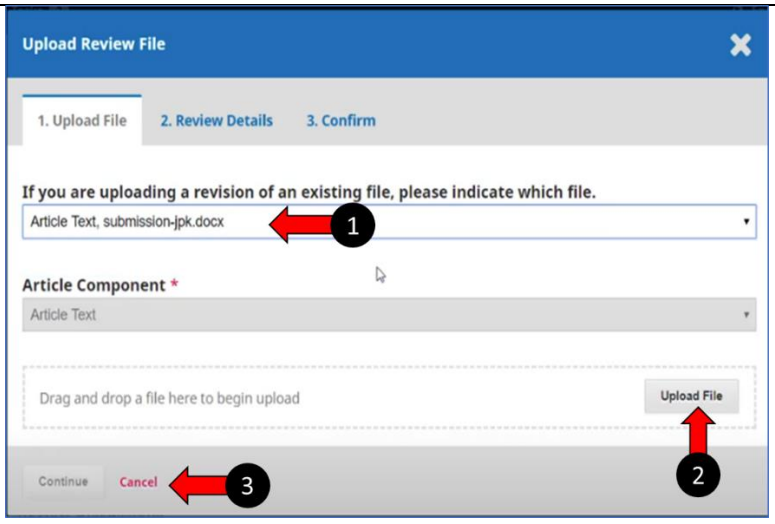
a. Click *Task* and select the pop-up message to read

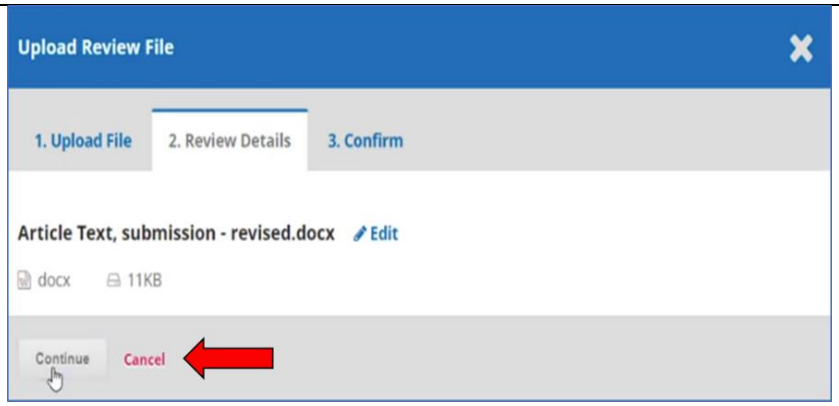
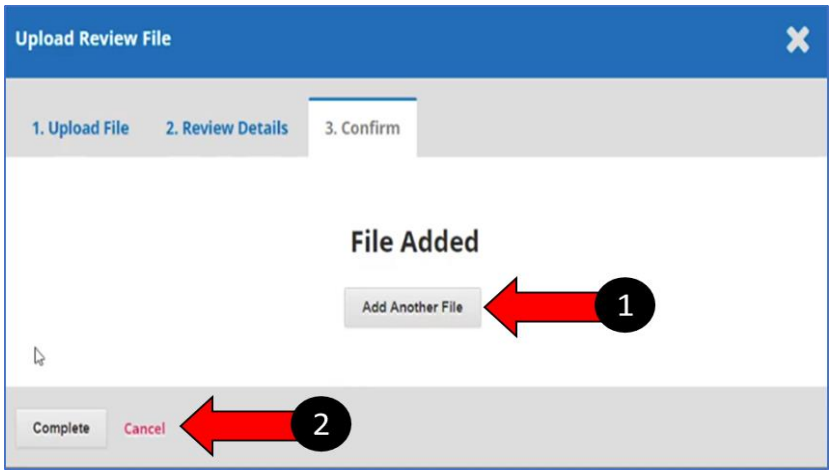
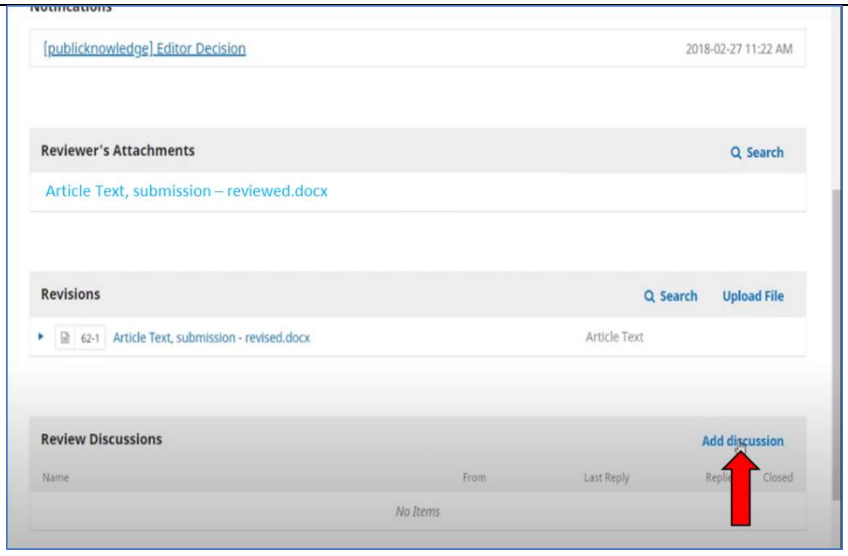


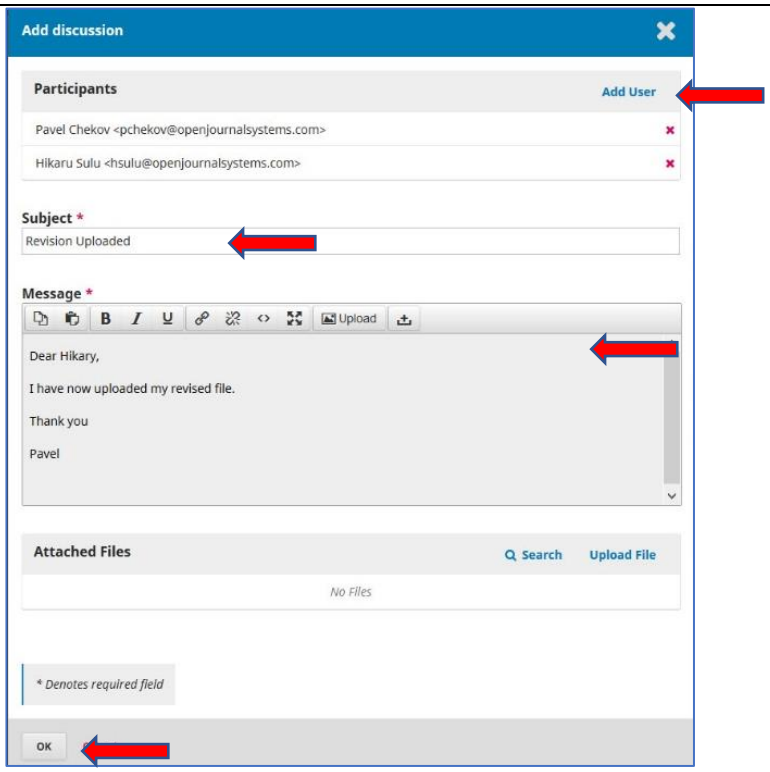
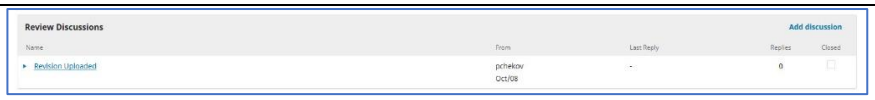
b. Click on the notification to read the editor's decision

c. A pop-up box will appear to show the editor's decision on your manuscript.

Editor's Decision	What it means?
Accept Submission	It is ready to go to Copyediting as it is.
Revisions Required	It requires minor changes that can be reviewed and accepted by the editor.
Resubmit for Review	It requires major changes and another round of peer review.
Resubmit Elsewhere	It doesn't seem like a good fit for the focus and scope of this journal.
Decline Submission	It has too many weakness to ever be accepted.

d. Download the reviewed file(s) attached	
e. Revise the reviewed manuscript based on the Comment and Track Changes function in MS Word	
f. Click *Upload File* to upload the revised manuscript	
g. In *1.Upload File* tab, upload the **revised Main text** (in MS Word.docx) and click *Continue*	

h. In *2.Review Details* tab, edit the name of your revised manuscript (if necessary) and click *Continue*	
i. In *3.Confirm* tab, click *Add Another File* and upload all the following revised files (if necessary): i. **Revised Title page** (in MS Word.docx) ii. **Revised Appendices** and **Supplementary data** (in MS Word.docx)	
j. Click *Add Discussion* to notify the Section Editor on the uploaded revised manuscript.	

k. Click *Add User* to add editor into the discussion, select your *Subject* and type your message. l. Click *OK* to send your message.	
m. Submission of revised manuscript completed	

Appendix 2

MANUSCRIPTS FORMAT
JOURNAL OF PHARMACY QUALITY IMPROVEMENT INITIATIVES (PHARMQIIS)

This journal accepts manuscripts written in English or Bahasa. However, it is compulsory to have the additional Abstracts written in English for the Bahasa manuscript. The manuscript should be submitted in Word Document (.docx), Arial and line spacing 1.5. The **title page**, **main text** and **appendix** shall be submitted as separate documents or files.

1. Title page

The title page should be submitted in a separate document. The title page should contain:

i. Title of Paper *(Tajuk Artikel)*
ii. Full names of all authors
iii. Affiliations of authors
iv. NMRR ID or registration number (if available)
v. Name, mailing address and email of the corresponding author
vi. Acknowledgement *(Penghargaan)*
Please include the acknowledgement to the Director-General of Health for his permission to publish the article.
vii. Prerequisite *(Prasyarat)*
Include a list of competitions participated in related to the project or title of the manuscript and any achievements awarded.
viii. Conflict of Interest & Funding *(Konflik Kepentingan & Pembiayaan)*
Please disclose if the study is funded by any source and state the role of the funder. Kindly mention if the authors have any conflict of interest and provide the details if any.

2. Main Text

The main text should be submitted in a separate document. The main text of the manuscript should **not contain any author identifiers**.

The **word count** of the submitted manuscript must be strictly between **3,000 to 6,000 words**, excluding Abstract and References. The main text should be arranged in the following sequence:

i. Title of Paper (*Tajuk Artikel)*
ii. Abstract (*Abstrak)* - the abstract should be structured (such as with Introduction, Objective, Method, Results, Next Step and Conclusion) and should not exceed 250 words.
iii. Keywords (*Kata Kunci)* - the abstract should be followed by three (3) to five (5) keywords.
iv. Introduction/Background (*Pengenalan/Latar Belakang Projek)*

v. Problem Statement & Objectives (*Pernyataan Masalah & Objektif)*
vi. Methodology/Strategy/Kaizen (*Metodology/Strategi/Kaizen)*
vii. Results/Project Outcomes/Impacts *(Keputusan/Keberhasilan Projek/Impak)*
viii. Lessons & Limitations *(Pengajaran & Cabaran)*
ix. Next Step/Future Research *(Potensi Pengembangan Projek)*
x. Conclusion *(Kesimpulan)*
xi. References (*Rujukan)*

3. Citation and References

The citation and referencing should be in **Vancouver style**. The in-text citation should be done using numbers in brackets or as superscript, and cited in numerical order. Please refer to the template for samples.

Example of citation:
Recent research (1) indicates that the number of duplicate papers being published is increasing.
Recent research[1] indicates that the number of duplicate papers being published is increasing.

4. Appendix

The appendix should be submitted in a separate document. A **maximum of two appendices** may be included.

5. Supplementary Data

Supplementary data may be submitted if authors think that it is helpful for the reviewers or readers to understand the methods or results of the study. The reviewers may also request supporting data related to the study if deemed necessary. The submission of survey instruments is required to facilitate the review process. Nevertheless, the author can decide whether to or not to publish the instrument.

6. Table and figures

The **maximum number to be included is five (5).** All tables and figures should be numbered in the sequence presented in the manuscript, clearly cited in the manuscript and have self-explanatory titles. Whenever possible, tables and charts should be in editable format instead of pictures. Abbreviations and statistical analysis (if any) should be explained above the table or below the figure.

The full writing template for PharmQIIs can be downloaded from the PSP Portal.
https://pharmacy.moh.gov.my/en/content/guidelines-authors-%E2%80%93-journal-pharmacy-quality-improvement-initiatives-pharmqiis.html