Journal of Pharmacovigilance and Drug Research (JPADR)

Manuscript Preparation Template and Author Guidelines

Version 2.0

(Aligned with Scopus, COPE, DOAJ, PubMed/MEDLINE, and ICMJE Recommendations)

Journal Information

Item	Details
Journal Name	Journal of Pharmacovigilance and Drug Research (JPADR)
Manuscript Language	English
Referencing Style	Vancouver Style
File Format	Microsoft Word (.doc/.docx)
Submission Method	Online Submission System / Editorial Email
Peer Review Model	Double-Blind Peer Review
Open Access Policy	Creative Commons License (CC BY 4.0)
Ethical Standards	COPE, ICMJE, DOAJ, PubMed Requirements

Journal of Pharmacovigilance and Drug Research (JPADR)

1. GENERAL MANUSCRIPT FORMATTING REQUIREMENTS

Parameter	Requirement
Page Size	A4
Margins	1 inch (2.54 cm) on all sides
Font	Times New Roman
Font Size	12 pt
Line Spacing	1.5
Alignment	Justified
Page Numbering	Bottom Center
Title Font	16 pt Bold
Heading Font	14 pt Bold
Subheading Font	12 pt Bold
File Type	DOC/DOCX
Language	British or American English (consistent throughout)
Track Changes	Must be removed before submission

2. MANUSCRIPT ORGANIZATION

Manuscripts should be arranged in the following order:

1. Title Page
2. Structured Abstract
3. Keywords
4. Graphical Abstract (Optional)
5. Highlights (Optional)
6. Introduction
7. Materials and Methods
8. Results
9. Discussion
10. Conclusion
11. Author Contributions (CRediT Taxonomy)
12. Funding Statement
13. Conflicts of Interest
14. Ethical Approval Statement
15. Informed Consent Statement
16. Clinical Trial Registration

17. Data Availability Statement
18. AI Disclosure Statement
19. Acknowledgments
20. References
21. Tables
22. Figures and Legends
23. Supplementary Material

3. TITLE PAGE REQUIREMENTS (Enhanced)

Mandatory Elements

The title page must include:

- Full manuscript title
- Running title
- Full author names
- Institutional affiliations
- Country names for affiliations
- Institutional email addresses (preferred)
- ORCID IDs for all authors
- Corresponding author identification
- Corresponding author contact information

Scopus Compliance Note

Scopus strongly prefers:

- Internationally visible affiliations
- ORCID integration
- Transparent author contribution disclosures

Formatting Instructions

- Title should be concise, informative, and specific.
- Avoid abbreviations in the title.
- Use sentence case.
- Maximum recommended length: 20 words.
- Author names should include full first name, middle initial (if applicable), and surname.
- Affiliations should include department, institution, city, state, and country.
- Corresponding author details must include email address and phone number.
- ORCID IDs are recommended.

Journal of Pharmacovigilance and Drug Research (JPADR)

TITLE PAGE TEMPLATE

Manuscript Title

(Insert Full Title)

Running Title

(Short Title ≤50 characters)

Authors and Affiliations

Author Name1 ORCID: XXXX-XXXX-XXXX-XXXX1*
Author Name2 ORCID: XXXX-XXXX-XXXX-XXXX2

1 Department, Institution, City, State, Country
2 Department, Institution, City, State, Country

Corresponding Author

Name:
Designation:
Department:
Institution:
Address:
Email:
Phone Number:
ORCID ID:

4. ABSTRACT FORMAT

Formatting Instructions

- Structured abstract mandatory
- Limit: 250–300 words
- Avoid citations in abstract.
- No references
- Avoid undefined abbreviations

Journal of Pharmacovigilance and Drug Research (JPADR)

Structured Abstract Headings

- Background
- Objective
- Methods
- Results
- Conclusion

ABSTRACT TEMPLATE

Abstract

Background

(Provide scientific background)

Objective

(State study objective)

Methods

(Summarize methodology briefly)

Results

(Summarize major findings)

Conclusion

(State final conclusion and significance)

5. KEYWORDS FORMAT

Instructions

- 4–6 keywords required
- Use MeSH terms where applicable
- Avoid repeating words already used in the title
- Separate keywords using semicolons

Example

Journal of Pharmacovigilance and Drug Research (JPADR)

Keywords: Pharmacovigilance; Adverse Drug Reaction; Drug Safety; Clinical Research

6. GRAPHICAL ABSTRACT (Optional)

Instructions

- High-resolution image
- Clearly summarize study findings visually
- No patient identifiers

7. HIGHLIGHTS (Optional)

Provide 3–5 bullet points summarizing key findings.

Example:

- Pharmacovigilance reporting improved by 25%.
- AI-assisted screening reduced processing time.
- Ethical compliance improved editorial efficiency.

8. INTRODUCTION FORMAT

Instructions

The introduction should include:

1. Scientific background
2. Existing evidence
3. Knowledge gap
4. Study rationale
5. Study objective

Recommended Length

500–1000 words

9. MATERIALS AND METHODS FORMAT

Mandatory Components

- Study design

- Study setting
- Study duration
- Inclusion and exclusion criteria
- Sample size calculation
- Data collection procedures
- Statistical analysis
- Ethical approval details

10. ETHICS AND CONSENT REQUIREMENTS (Expanded)

Human Research

Must explicitly include:

- IRB/IEC approval number
- Approval date
- Institutional name
- Helsinki Declaration compliance statement

Mandatory Example

"The study was conducted in accordance with the Declaration of Helsinki and approved by the Institutional Ethics Committee of _____ (Approval No: _____)."

Patient Consent

Mandatory for:

- Case reports
- Patient images
- Identifiable information

Required Statement

"Written informed consent was obtained from the patient(s) for publication."

Animal Research

Must include:

- Animal ethics approval number
- ARRIVE guideline compliance (recommended)

11. CLINICAL TRIAL REGISTRATION (Mandatory)

Requirements

Clinical trials must include:

- Registry name
- Registration number
- Registration date

Example

Clinical Trial Registration: CTRI/2025/07/012345

Accepted Registries

- ClinicalTrials.gov
- CTRI
- WHO ICTRP-approved registries

12. RESULTS FORMAT

Instructions

- Present findings logically
- Avoid duplication between tables and text
- Report statistics clearly
- Use SI units

TABLE FORMAT

Instructions

- Tables must be editable
- Number consecutively
- Use concise titles
- Avoid vertical lines
- Avoid images of tables.

FIGURE FORMAT

Instructions

- Minimum 300 dpi
- TIFF/JPEG/PNG accepted
- Submit separately
- Provide figure legends

13. IMAGE ETHICS REQUIREMENTS

Mandatory Requirements

- No patient identifiers
- Obtain image consent
- No misleading image manipulation

Mandatory Declaration

"Images were not manipulated in a manner that could misrepresent scientific findings."

14. DISCUSSION FORMAT

Instructions

Discussion should include:

- Interpretation of findings
- Comparison with previous literature
- Strengths and limitations
- Clinical implications
- Future recommendations

15. CONCLUSION FORMAT

Instructions

- Concise and evidence-based
- Avoid unsupported claims
- State practical implications
- Avoid repeating entire results

Recommended Length

Approximately 1–3 paragraphs.

16. AUTHOR CONTRIBUTION STATEMENT (Mandatory)

CRediT Taxonomy Format

Contribution Area	Author Initials
Conceptualization	
Methodology	
Data Collection	
Formal Analysis	
Writing – Original Draft	
Writing – Review & Editing	
Supervision	
Funding Acquisition	

Required By

- Scopus
- PubMed-indexed journals
- COPE transparency standards

17. FUNDING STATEMENT

Requirements

Funding information must include:

- Funding agency
- Grant number
- Role of funder

Example

“This study was funded by the Indian Council of Medical Research (Grant No. XXXX). The funder had no role in study design, analysis, or publication decisions.”

Template

This research received funding from _____ under grant number _____.

OR

The authors received no external funding for this study.

18. CONFLICT OF INTEREST POLICY

Mandatory Section Heading

Conflicts of Interest

Authors must disclose:

- Financial conflicts
- Non-financial conflicts
- Employment affiliations
- Advisory roles
- Sponsored research

Example

“The authors declare no conflicts of interest.”

Template

The authors declare no conflict of interest.

OR

Author X received research funding from _____.

19. DATA AVAILABILITY POLICY

Mandatory for All Research Articles

Open Repository Example

"The datasets generated during the study are available in the [Repository Name] repository, [DOI/ link]."

Restricted Data Example

"Data are available from the corresponding author upon reasonable request."

No New Data Example

"No new data were generated or analyzed in this study."

20. AI POLICY DISCLOSURE

Mandatory Requirements

Authors must disclose:

- AI tools used
- Purpose of use
- Human responsibility

Important Note

AI tools cannot be listed as authors.

Example

"The authors used ChatGPT for language editing only. Authors reviewed and take full responsibility for manuscript content."

21. PUBLICATION ETHICS STATEMENT

Mandatory Author Declaration

Authors confirm:

- Originality of work
- No duplicate submission
- Ethical compliance
- Proper citation practices
- No fabricated/falsified data

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22. PEER REVIEW TRANSPARENCY STATEMENT

“JPADR follows a double-blind peer review process.”

Optional:

- Average review timeline
- Reviewer confidentiality statement

23. PLAGIARISM SCREENING POLICY

Mandatory Statement

“All submissions undergo plagiarism screening using iThenticate/Turnitin.”

Similarity Guidance

Similarity Range	Editorial Action
<10%	Usually acceptable
10–20%	Manual review
>20%	Detailed investigation

Editorial discretion applies.

24. REPORTING GUIDELINES REQUIREMENT

Study Type	Guideline
Clinical Trials	CONSORT
Systematic Reviews	PRISMA
Observational Studies	STROBE
Case Reports	CARE
Diagnostic Studies	STARD
Animal Studies	ARRIVE

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Additional Requirement

Completed reporting checklists should be uploaded as supplementary files.

25. REFERENCES SECTION (VANCOUVER STYLE)

Instructions

- Number references consecutively
- Use superscript citations
- Use PubMed journal abbreviations
- Include DOI whenever available
- Include PMID where appropriate
- Verify all references before submission.

IN-TEXT CITATION EXAMPLES

Single citation[1]

Multiple citations[2-4]

Non-consecutive citations[2,5,8]

REFERENCE EXAMPLES

Journal Article

1. Sharma P, Gupta R. Pharmacovigilance practices in India. J Clin Pharmacol. 2024;15(2):100-110. doi:10.xxxx/xxxx. PMID:12345678.

Book

2. Katzung BG. Basic and Clinical Pharmacology. 15th ed. New York: McGraw Hill; 2021.

Book Chapter

3. Brown T. Drug safety monitoring. In: Green R, editor. Clinical Pharmacology Handbook. London: Elsevier; 2022. p. 55-70.

Website

4. World Health Organization. Pharmacovigilance. Available from: https://www.who.int. Accessed 2025 Jul 20.

Conference Proceeding

5. Sharma P. Adverse drug reaction reporting systems. In: Proceedings of International Conference on Pharmacovigilance; 2023 Aug 10-12; New Delhi, India.

26. COPYRIGHT AND LICENSE INFORMATION

DOAJ Requirement

Example

"Articles published in JPADR are distributed under the Creative Commons Attribution License (CC BY 4.0)."

27. AUTHOR FEES / APC TRANSPARENCY

JPADR shall clearly disclose:

- APC amount
- Waiver policy
- No hidden charges statement

28. RETRACTION, CORRECTION, AND APPEALS POLICY

Authors should review:

- Retraction policy
- Corrections policy
- Appeals policy
- Complaints policy

before submission.

29. PREPRINT POLICY

Example

“Submission of manuscripts previously deposited on recognized preprint servers is permitted.”

30. METADATA QUALITY REQUIREMENTS

Authors must ensure:

- Structured abstracts
- Accurate affiliations
- Consistent author names
- ORCID IDs
- Standardized keywords

31. LANGUAGE QUALITY REQUIREMENT

“Manuscripts must be written in clear academic English. Authors are encouraged to obtain professional language editing before submission.”

32. WEBSITE POLICY ALIGNMENT

Author guidelines must align with:

- Ethics policy
- Peer review policy
- Retraction policy
- AI policy
- APC policy
- Editorial board details

33. ADDITIONAL MANDATORY SUBMISSION FILES

File	Requirement
Cover Letter	Mandatory

Journal of Pharmacovigilance and Drug Research (JPADR)

Title Page	Mandatory
Main Manuscript	Mandatory
COI Forms	Mandatory
Ethical Approval	If applicable
Reporting Guideline Checklist	If applicable
Author Contribution Form	Mandatory
Copyright Form	Mandatory
Patient Consent Form	If applicable
Supplementary Files	Optional

34. RECOMMENDED ADDITIONAL SECTIONS

Authors are encouraged to include:

- Graphical Abstract
- Highlights
- Key Points
- Research in Context
- Abbreviations List
- Supplementary Data Statement

35. PRE-SUBMISSION CHECKLIST

Requirement	Completed
Structured Abstract Included	☐
Vancouver References Checked	☐
Ethical Approval Included	☐
COI Statement Included	☐
Data Availability Statement Included	☐
AI Disclosure Included	☐
ORCID IDs Included	☐
Reporting Checklist Uploaded	☐
Author Contributions Included	☐

36. RECOMMENDED POLICY STATEMENT

"JPADR adheres to the principles and guidelines of COPE (Committee on Publication Ethics), ICMJE Recommendations, DOAJ Principles of Transparency and Best Practice in Scholarly Publishing, and internationally accepted ethical publishing standards."

37. CONTACT INFORMATION

Journal of Pharmacovigilance and Drug Research (JPADR)

Email: editor@jpadr.com
Website: www.jpadr.com
Submission Portal: https://www.jpadr.com/index.php/jpadr/submission/wizard