

Online Submissions

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Author Guidelines

All submissions to SAPA are solicited. Please contact the Editor, Mrs Lorraine Osman at lorraine@pharmail.co.za, should you wish to contribute to the journal. The following articles are featured in each issue:

1. **A word in your ear:** The editorial
2. **Professional Practice:** Aimed at the legal, ethical and professional aspects of practicing as a pharmacist assistant in South Africa.
3. **OTC management:** The objective of articles in this section is to inform the PA on all that is necessary to know for prudent product selection. It includes a clinical approach to a symptom or disease. It further informs the PA on when the pharmacist should be consulted, how to dispense drugs, warnings about abuse, drug interactions, contra-indications, etc.
4. **OTC products:** a review of drugs currently available in SA according for a specific conditions. Concise and to the point, this feature addresses various conditions per age group (Babies, children/toddlers, adolescents, women's health, men's health, grandparent health) The definition, clinical presentation and management of each conditions is briefly discussed.
5. **The Medicine Cupboard:** This is an "A4 poster" intended for the inside of the medicines cupboard. It is concise and provides the PA and customer with the do's and don'ts of common OTC products. Definite criteria for further medical attention is given as well as practical advice on taking the medicines.
6. **Understanding...:** this section gives a short definition and description of chronic conditions that are treated with prescription medication. It aims to give the PA a clearer understanding of the condition.
7. **Direct to consumers:** a short article aimed directly at the consumer. PAs can print these articles and hand them out to customers. They include short clinical descriptions, referral criteria and help lines.
8. **Review:** short reviews for PA.
9. **Social skills:** This column aims to give the PA a better understanding of

complex social situations that may be encountered. The article does not aim to transform the PA into a counsellor, but merely aims to direct consumers to appropriate help centres.

10. **Beauty column:** The PA is informed on basic principles of skin care and when referral to medical or beautician care is appropriate. It further aims to assist the PA in advising customers on using cosmetic products.
 11. **S1/S2 talk:** Medical and pharmacological terminology encountered in packet inserts (PIs) of S1 and S2 medicines are explained.
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Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
 2. The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
 3. When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., <http://www.openjournals.net>).
 4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
 5. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
 6. Please check that the article is uploaded under the correct subheading and allocated to the correct issue.
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