INSTRUCTIONS TO AUTHORS

Acta Pharmaceutica (AP) is a fully open access journal, which publishes original research papers, short communications, preliminary communications and review articles, in the pharmaceutical and related sciences. The journal also carries book reviews and obituaries. The last issue within each volume (No. 4) gives table of contents throughout the volume, as well as instructions to authors. Reviewers are acknowledged in the next issue.

Publishing frequency of AP is four times a year (volume).

Full papers in pdf of current/previous issues may be found on the websites:
https://acta.pharmaceutica.farmaceut.org
https://hrcak.srce.hr/acta-pharmaceutica
https://sciendo.com/journal/ACPH

AIMS AND SCOPE

AP is an international, multidisciplinary scientific journal devoted to pharmaceutical and allied sciences which contains articles predominantly on core biomedical and health subjects. The aim of AP is to increase the impact of pharmaceutical research in academia, industry and laboratories. With strong emphasis on quality and originality, AP publishes reports from the discovery of a drug up to clinical practice. Topics covered span from analytics of drugs, through biochemistry, pharmaceutics/biopharmacy and pharmacokinetics, pharmacodynamics, cell biology, clinical pharmacy, drug design/delivery/disposition and stability, genetics, medicine (including diagnostics and therapy), pharmaceutical chemistry/medicinal chemistry, drug metabolism, molecular modelling/docking studies, pharmacology (clinical and animal), peptide and protein chemistry/protein design, nanosystems/pharmaceutical technology/formulation studies, cosmetology, pharmacognosy, radiopharmaceuticals, toxicology to pharmacoepidemiology/pharmacoeconomics, and more.

PUBLICATION CHARGES

Because of the high cost of preparing and publishing articles in Acta Pharmaceutica payment of publication fee is mandatory for all articles accepted for publication. Current charge is 900 € per manuscript (excl. VAT).

Authors will receive an invoice right after acceptance of their paper which will not be published before the fee has been paid.

Prices are subject to change without notice. Payments should be made to the invoice of the publisher, Croatian Pharmaceutical Society, Masarykova 2, HR-10000 Zagreb, Croatia, through ZAGREBACKA
EDITORIAL POLICY

Original research papers should contain unpublished results of original research, which should be presented in sufficient detail to ensure the reproducibility of the described experiments. They should not contain more than 60 literature citations and preferably not more than 10 appendices (including schemes, tables and figures).

Short communications provide reports on short, but completed research or descriptions of original laboratory techniques. They should not contain more than 30 literature citations.

Preliminary communications are brief scientific contributions whose character requires rapid publication without supplying the details necessary to reproduce the described experiments. Preferably up to 6 appendices (schemes, figures, tables) are allowed and up to 25 literature citations.

Review articles are concise and critical surveys of novel accomplishments in the author's research field. They may also contain original theoretical considerations. The results and role of the author's research must be clearly distinguished from the results of the investigators referenced. As far as review articles are concerned Acta Pharmaceutica prefers critical reviews written by the authors already distinguished in the respective field. Otherwise, the review article should cover the topic of the utmost scientific interest.

Meta-analysis reviews are also welcome.

Only papers providing previously unpublished scientific information will be entered in the first three of the above categories. Authors should specify to which of the four categories the submitted material should be allocated, but the Editorial Board reserves the right to make the final decision. Authors of review articles are advised to consult the Editorial Board prior to submitting the article.

After the authors have received the letter of acceptance the uncorrected version of their article appears instantly on our web site (https://acta.pharmaceutica.farmaceut.org/) in the “uncorrected proofs” section. This “early bird” version of the article is posted in order to provide the fastest access to the paper and will be replaced by the final version associated with DOI after receipt of proofs corrected by authors and the payment of the publication fee.
SUBMITTING OF MANUSCRIPTS AND REVIEW PROCESS

Manuscripts submitted to AP are only accepted on the understanding that they are subject to editorial pre-screening (which may result in desk rejection) and single-blind peer-review of at least two independent referees, that they are submitted on an exclusive basis, and that recommendations to comply with ethical standards when performing clinical and other biological experiments have been adhered to. Submission implies that the material submitted to *Acta Pharmaceutica* is original and has not been published and is not in press or under consideration for publication (except in the form of 1-page abstract or as part of academic thesis), whole or in part, in print or electronic format, in any other journal or any other medium, including preprints, electronic journals and computer databases in the public domain.

Reports of biological/clinical research carried out in human subjects must contain a statement indicating approval by the local ethics committee (giving its address) and compliance with the Helsinki Declaration and its revisions, as well as an affirmation that written informed consent has been obtained from each patient. “Approval” is also needed for research with experimental animals, namely, for any use of biological material of human/animal origin.

Manuscripts should be submitted as an e-mail attachment to the Editor-in-Chief at: svjetlana.luterotti@pharma.hr or svjetlana.luterotti@gmail.com.

A cover letter should be included stating the wish to publish in *Acta Pharmaceutica* and identifying the corresponding author (with position and full institutional postal and e-mail addresses), and including a statement indicating that all authors approve the submission of the manuscript to *Acta Pharmaceutica*. Novelty and significance of research should be shortly but clearly elaborated.

The authors are encouraged to suggest three referees (providing all relevant information: full name and position, affiliation, postal and electronic mail addresses), but the Editorial Board reserves the right to choose other referees, who will remain anonymous.

Both Editor and reviewer responsibilities include accountability, standards of objectivity and fairness, promptness and confidentiality.

Each article accepted for publication is language edited. The editorial staff reserves the right to make editorial corrections of the manuscript and adjust it to the requirements of the Journal.

During the submittance phase or just before commencing the reviewing process of the manuscript authors should sign *Authors’ Agreement Form and Open Access License* and return it to the Editor-in-Chief or co-Editor (by e-mail).

Manuscripts will be assigned to an appropriate co-Editor by the Editor-in-Chief, for a preliminary review. After passing a preliminary review the manuscript is subject to full reviewing process. The submitting author will receive acknowledgement of receipt of the manuscript from the Editor in the phase of initiating the reviewing process. In case of contradicting reviews of 2 referees, the manuscript will be sent to the third one and/or subjected to editorial evaluation. Articles are considered for
publication depending on their research value/integrity and scientific relevance. Rejection rate is close to 80%.

An author receiving reviews and editorial recommendations for revision of a manuscript has three months to complete the revision and return the manuscript to the co-Editor or Editor-in-Chief. Unless authors have permission from the Editor for a brief delay, manuscript requiring more than three months for revision should be submitted as a new manuscript.

CONTENT AND STRUCTURE OF THE MANUSCRIPTS

The manuscripts should be submitted in grammatically and stylistically correct English and written in the concisest form possible, which still ensures clarity of presentation. The form and illustrations of the manuscripts should strictly comply with the style of AP and the recently published papers.

Manuscripts must be typewritten (font size 12 or 10 pt), double-spaced with wide margins. Each page must be numbered and line numbering should be used throughout the whole manuscript. Spelling out in full an abbreviation/acronym at its first use (with the abbreviation/acronym following in parentheses) should be done.

Text files can be in MS Word, or most common word processing programs. Included should be also the files containing computer generated graphics, artwork, bitmaps, and/or scanned images in one of the following formats: CDR, EPS, PDF, TIF and JPG. For large image files, use one of the file compressing programs (ZIP, ARJ, RAR). Appendices should be separated from the body text.

The Authors should give information on the source of funding, author’s contribution and ORCID, and conflict of interest, along with the Acknowledgements.

According to the methods of modern information science, the title of submitted paper should be short and informative; double titles should be avoided. The title should be followed by the full names of all authors, and these by the title(s) and addresses of the institution(s). Corresponding author should be indicated in the footnote with the valid, preferably institutional, e-mail address. An abstract (short summary) of 200 words or less and keywords (up to 6) should be supplied. The abstract should be written in the third person. Its main purpose is to aid the abstracting journals to copy it literally. The abstract should contain solely the essential results and conclusions of the presented work. Textual formulations from the title should not be repeated and the findings rather than the aim of the work should not be described. It must be only one paragraph.

Manuscripts should be divided into chapters. The aim of the work should be explained in the introductory part. The work that directly preceded the submitted information should be described in the shortest form possible. Introduction should be written in the form of a report and extensive literature reviews (except for review articles) will not be accepted. Since the articles are intended for experts in their respective fields, no general information should be given.

Experimental data should be presented logically in a straightforward and clear fashion. Well known methods and techniques should not be described in detail. They should be designated only by the
names of their authors and/or literature references. Statistical methods should be applied, where necessary, to present the results. Non-standard computational methods and softwares should be shortly introduced and followed with a quote. SI units should be used throughout.

**Results and discussion** (R&D) should be combined in one section, and followed by short conclusions which do not repeat what is said in R&D section but bring very shortly the most important achievements of the current work and perspectives for the future work.

Authors bear sole responsibility for the accuracy and completeness of references. DOI (Digital Object Identifier) should be appended to each reference possible and care should be taken about its accuracy.

The literature citations should be selective rather than extensive. An exception to this rule are the review articles. The references should be listed on a separate sheet numbered by Arabic numerals according to the sequence in which they appear (in parentheses) in the text. If a reference is cited twice or more times, the same number should be used throughout. References such as «personal communication» or «unpublished results» are not allowed; for papers already accepted for publication it should stay »in press« with the stated name of the journal and DOI. References from journals should include the initials of the first (and middle) name, last name of all authors, the international abbreviation of the journal (according to the Chemical Abstracts), volume and issue, year of publication (in parentheses), and full pages. References from books should contain the initials of the first (and middle) name, last name of the author(s) or editors, the title of the book, edition, volume, the publisher, city and year of publishing, and full pages. The punctuation in the references should comply with the examples given below.

Examples for journal reference:


Example for book reference:


Example for patent reference:

H. P. Wang, O. Lee and C. T. Fan, *Preparation of Gemfibrozil Analogs as Anticholenergenic*
Example for quote from the Internet:


**Tables** and **figures** should be designed in a fashion that enables understanding without referring to the text, however, avoiding excessive texts which belong to Experimental, or R&D sections. Presentation of the same results in figures and tables will not be accepted.

Submitting artwork in appropriate formats helps to ensure that the highest possible quality of reproduction can be achieved in both the online and print versions of your article.

The checklist below also gives a quick guide to submitting publication-quality electronic artwork:

- **Save line art such as charts, graphs and illustrations in EPS or PDF format.** Most programs have a ‘Save as...’ or ‘Export...’ feature to allow you to do this.

- **Save photographic images in TIF format.** These should be at a resolution of at least 300 dpi at final size. Save figures containing a combination of photographic images and text (*e.g.*, annotated photographic images with text labels) as EPS or PDF. Any photographic images embedded within these should be at least 300 dpi.

- **If the file size of the generated images is very large then try saving them in a ZIP archive (or other compressed format such as RAR) to reduce the file size.**

- **Use standard fonts that are legible and of an appropriate size.** We recommend the following fonts: Times, Times New Roman, Arial and Helvetica. Make sure that any labelling is legible against the background, and that lines are of a suitable thickness.

- **Image resolution must be at least 300 dpi at final printed image size.** If the final printed image size is unknown, size the image at a larger than final print size, maintaining at least 300 dpi resolution, and we will downsample the image to fit the final print dimensions.

- **Spaces for illustrations are to be marked in the text while the pertaining legends should be added on a separate sheet.** The illustrations should be appended separately. All illustrations, except for formulas and schemes, should be referred to as figures (*e.g.*, Fig. 1). Artwork/figures supplied with your article will appear in colour in the online version, and, unless otherwise requested and paid, in black and white in the print version.

- **The tables should be clear, descriptive, on separate sheets, and should be numbered using Roman numerals.** They should be provided with overhead titles.

**Supplementary materials:** The Authors reporting on the synthesis work should add spectra of all new compounds or of a representative one at least, and other necessary information, as supplementary
material.

GENERAL REMARKS

Manuscripts that do not comply with the above submission guidelines will be returned to the author for required changes; the editors also reserve the right to reject incomplete submissions. Manuscripts returned to the authors for changes and not re-submitted within a period of one month will be considered as new articles as per the date of the last receipt. Only after compliance is established, the submission will be processed for reviewing.

Submitting manuscripts in the correct format will expedite the review process and prevent undue delay in publication. Authors can facilitate review and processing of their manuscripts by reading this guide carefully before submitting their papers. Non-adherence to the guidelines slows down or jeopardizes the publishing process.
Dear Author(s),

You are kindly asked to sign this agreement and forward it as an e-mail attachment, along with submission of your manuscript to Acta Pharmaceutica, or upon request of the Editor. Please note that this is a prerequisite for any further editorial/review processing and possible publication of your manuscript.

AUTHOR’S AGREEMENT FORM

1. Authorship/contributorship

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. The order of authorships on the byline is a joint decision of all co-authors. Authors should be prepared to explain the order in which authors are listed. Authorship credits should be based on: (i) substantial contributions to the conception and design, or acquisition of data, or analysis and interpretation of data; (ii) drafting the article or revising it critically for important intellectual content; and (iii) final approval of the version to be published. Authors should meet all the three requirements.

All contributors that do not meet the criteria of authorship are mentioned in the acknowledgements.

2. Conflict of interest

Scientists have the ethical obligation to submit creditable research results. If the conditions of funding this research have the potential to bias or otherwise discredit the research, the authors must state explicitly whether potential conflicts do or do not exist. The Editor should be advised about any other conflict of interest.

3. Overlapping publications/authenticity

The authors warrant that the material submitted to Acta Pharmaceutica is original and has not been published and is not in press or under consideration for publication (except in the form of 1-page abstract or as part of academic thesis), whole or in part, in print or electronic format, in any other journal or any other medium, including preprints, electronic journals and computer databases in the public domain. This manuscript is being considered with the understanding it is submitted on an exclusive basis.

The author will alert the Editor if the manuscript includes subjects about which the authors have published in a previous report or have submitted a related report to another publication. Any such report must be referred to and referenced in the new paper.
The authors also warrant that the manuscript they are submitting to Acta Pharmaceutica is not plagiarized from any paper previously published by other scientists, or copied from their own.

4. Ethical standards

The authors certify that recommendations to comply with ethical standards when performing clinical and other biological experiments have been adhered to.

According to uniform requirements for manuscripts submitted to biomedical journals, when reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration and its revisions. When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

5. Editorship/copyright

The authors submit their manuscript to AP on the understanding that it is subject to editorial review and single-blind peer review of at least two independent referees. In the case of contradicting reviews of two referees, the manuscript is sent to a third one and/or subjected to editorial evaluation. Editorial staff reserves the right to make editorial corrections to the manuscript and adjust it to the requirements of the journal. The authors grant to the AP the right to edit, revise, abridge and condense their manuscript and to make the final decision on the category of their paper.

In the case of the re-use of materials from copyrighted sources (e.g., artwork) by the authors, proper proof of permission to re-use it, for print and electronic publication, must be supplied.

AP is an open access (OA) journal. In the case that the manuscript should be accepted for publication in AP (including hard form, electronic form or both) the authors hereby transfer the copyright of the paper to the journal’s publisher, Croatian Pharmaceutical Society, Zagreb, Croatia. The authors permit Croatian Pharmaceutical Society to allow third parties to copy any part of the journal without asking for permission, provided that the reference to the source is given.

6. Publication charges

Publication charge is 900 € per manuscript (excl. VAT).

Authors will receive an invoice right after acceptance of their paper which will not be published before the fee has been paid. Prices are subject to change without notice.
OPEN ACCESS LICENSE

Please read the terms of this agreement, print, initial page 1, sign page 2, scan and send the document as one file attached to an e-mail: svjetlana.luterotti@pharma.hr; svjetlana.luterotti@gmail.com

Article entitled (“Work” or “article”):
...........................................................................................................................................................

Author/s: (also referred to as “Licensor/s”)
...........................................................................................................................................................

Corresponding author: (if more than one author)
...........................................................................................................................................................

Journal Name

Acta Pharmaceutica (Acta Pharm.)
...........................................................................................................................................................

Journal Owner

Croatian Pharmaceutical Society, Masarykova 2, HR-10000 Zagreb, Croatia [hfd-fg-ap@zg.t-com.hr]
...........................................................................................................................................................

1. License

This is an open-access article distributed under the terms of the non-commercial use of the article governed by the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 (CC BY-NC-ND 4.0).

2. Author’s Warranties

The author warrants that the article is original, written by stated author/s, has not been published before, contains no unlawful statements, does not infringe the rights of others, is subject to copyright that is vested exclusively in the author and free of any third party rights, and that any necessary written permissions to quote from other sources have been obtained by the author/s.

3. User Rights

Under the Creative Commons Attribution-NonCommercial-NoDerivatives license, the users (other than the authors) are free to share (copy, distribute and transmit the contribution) under the following conditions: 1. they must attribute the contribution in the manner specified by the author or licensor, 2. they may not use this contribution for commercial purposes, 3. they may not alter, transform, or build upon this work.

4. Rights of Authors

Authors retain the following rights:
- copyright, except for commercial rights (transfer of commercial rights)
- the right to use the substance of the article in future own works, including lectures and books,
- the right to reproduce the article for own purposes, provided the copies are not offered for sale,
- the right to self-archive the article.

5. Co-Authorship

If the article was prepared jointly with other authors, the signatory of this form warrants that he/she has been authorized by all co-authors to sign this agreement on their behalf and agrees to inform his/her co-authors of the terms of this agreement.

6. Termination

This agreement can be terminated by the author or the Journal Owner upon two months’ notice where the other party has materially breached this agreement and failed to remedy such breach within a month of being given the terminating party’s notice requesting such breach to be remedied. No breach or violation of this agreement will cause this agreement or any license granted in it to terminate automatically or affect the
definition of the Journal Owner. After the lapse of forty (40) years of the date of this agreement, this agreement can be terminated without cause by the author or the Journal Owner upon two years' notice. The author and the Journal Owner may agree to terminate this agreement at any time. This agreement or any license granted in it cannot be terminated otherwise than in accordance with this section 6.

7. Royalties

This agreement entitles the author to no royalties or other fees. To such extent as legally permissible, the author waives his or her right to collect royalties relative to the article in respect of any use of the article by the Journal Owner or its sublicensee.

8. Miscellaneous

The Journal Owner will publish the article (or have it published) in the Journal, if the article’s editorial process is successfully completed and the Journal Owner or its sublicensee has become obligated to have the article published. Where such obligation depends on the payment of a fee, it shall not be deemed to exist until such time as that fee is paid. The Journal Owner may conform the article to a style of punctuation, spelling, capitalization and usage that it deems appropriate. The author acknowledges that the article may be published so that it will be publicly accessible and such access will be free of charge for the readers. The Journal Owner will be allowed to sublicense the rights that are licensed to it under this agreement. This agreement will be governed by the laws of [Croatia].

9. Scope of the Commercial License

The right and license granted under this agreement for commercial use, is as follows, and applies to the Journal Owner exclusively:

- to exercise, license, and sub-license others to exercise subsidiary and other rights in the article, including the right to photocopy, scan or reproduce copies thereof, to reproduce excerpts from the article in other works, and to reproduce copies of the article as part of compilations with other works, including collections of materials made for use in classes for instructional purposes, customized works, electronic databases, document delivery, and other information services, and publish, distribute, exhibit and license the same.

The Journal Owner will be entitled to enforce in respect of third parties, to such extent as permitted by law, the rights licensed to it under this agreement.

If the article was written in the course of employment by the US or UK Government, and/or arises from NIH funding, please consult the Journal Owner for further instructions.

Author’s Signature:

.........................................................................................................................................

Name printed:

.........................................................................................................................................

Date:

.........................................................................................................................................