

**This information provides guidance to authors wishing to contribute to *Regulatory Rapporteur*. Please follow these guidelines when preparing and submitting an article for publication.**

## Article style and content

We believe one of the strengths of *Regulatory Rapporteur* is allowing authors as much freedom as possible as to the style and content of contributed articles. However, we ask you to bear in mind the following:

- Authors should offer an impartial, original, non-promotional perspective on their chosen topic. We do not publish articles relating to a single proprietary product, technology or service.
- Articles should be as clear and concise as possible.
- All articles should offer a conclusion or summary as a final paragraph(s).
- The use of tables and figures is encouraged. These should be supplied in their original format(s), eg, Excel, PowerPoint, with all text accessible for copying and pasting by the journal's designers.
- Important points or subheadings should be highlighted by use of bold text or bullets as appropriate.
- Meeting reports should be written in a commentary style, focusing on imparting the information given by the speakers.
- A brief abstract of 100–200 words should be provided at the top of the article, together with key words which summarise the main theme(s) of the paper.
- The name of the article author(s), together with job title(s), company(ies)/affiliation(s) and location(s) should be provided at the beginning of each article, meeting report or interview.
- All abbreviations (eg, common regulatory terminology) should be written out first in full and thereafter in their initials.
- Papers should be supported by references where appropriate (see below).
- Authors should not seek to use the journal as a vehicle for marketing any specific product or service.

## References

References to journal articles, books and monographs should be styled as follows:

1. T T Ashburn, K B Thor. 'Drug repositioning: identifying and developing new uses for existing drugs', *Nat Rev Drug Discov*, 2004;3:673–83.
2. D Boguski, K Mandl, V Sukhatme *et al.* 'Drug discovery: Repurposing with a difference', *Science*, 2009;324:1394–5.

References to papers in press are permissible provided that the paper has been accepted for publication.

References to websites and online databases should be styled as follows:

- The author's name (if known) or screen name/alias
- The full title of the document cited as a journal article
- The date of the document's publication or last revision (if known)
- The full web address (URL)
- The date the author(s) visited the website, in parentheses, eg, (accessed 1 January 2018).

Reference numbers should be inserted in superscript at the appropriate places in the body text, with the full citations in a separate section entitled "References" at the end of the article.

Footnotes cannot be accommodated in our journal layout, so should not be used. It is usually possible to incorporate the information in the body text, or as a reference at the end of the article.

## Article length

The following lengths of article may be used as a guide:

- Guest editorials *up to 2,000 words*
- Focus and general articles *2,000 to 3,500 words*
- Country/regional updates *up to 3,500 words*
- Meeting reports *up to 3,000 words*
- Interviews with regulators *up to 3,000 words*

Articles with a significantly higher wordcount should be discussed in advance with the Managing Editor or the issue editors. A breakdown into a two-part article or series of articles in consecutive or future issues may be considered.

In meeting reports, the name of each speaker, together with job title and company/affiliation, should be included in the body text.

## Key words and abstract

Authors of focus and general articles should provide a list of keywords and a short abstract. These should be designed to assist readers searching for coverage of specific issues in deciding whether the article is relevant to their quest.

## General provisions

All contributions sent to the journal, whether invited or not, should be submitted by email in Word format to: editor@topra.org

- The Editorial Board of *Regulatory Rapporteur* reserves the right to edit or withhold articles as necessary and, if appropriate, liaise with an author on editorial changes. Authors are responsible for all statements in their work and for obtaining permission to use previously published tables and illustrations. All papers submitted for publication will be subject to a peer review procedure prior to acceptance or refusal to publish them.
- **Authors should be aware that papers submitted to *Regulatory Rapporteur* must not have been previously published, either in print or online, or simultaneously submitted for review to any other publication.**
- No proofs will be provided to authors prior to publication in the journal.
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