

# Tablets & Capsules Technical Article Guidelines

*Tablets & Capsules* is the world's only publication dedicated to solid dosage forms. Our readers are the people responsible for the formulation, production, and packaging of pharmaceutical and nutraceutical tablets and capsules in North America. Each issue reaches about 10,000 readers whose job functions include R&D, QC, engineering, and operations. All are technical decision-makers who need practical information.

*T&C's* technical articles are written by technical professionals for technical professionals. But they are a collaborative effort: You provide the content and expertise, and *T&C's* editors tailor your article to *T&C's* audience.

## Technical Article Content

All *T&C* technical articles must handle their subject matter objectively and use a noncommercial approach. You cannot promote one manufacturer's equipment or technology or write only about your company's equipment or materials. This prohibition, however, does not apply to non-vendor scientists or researchers who conduct independent studies or evaluations.

*T&C* technical articles convey practical or experimental information about processes, materials, or equipment that our readers use. Topics include, but are not limited to:

- Tablets and tableting
- Capsules and capsule filling
- Packaging
- Scale-up
- Granulation
- Dissolution
- Excipients
- Milling
- Tablet and particle coating
- Particle and material characterization
- Regulatory compliance
- Tablet and capsule marking
- Testing and inspection
- Solid dosage tooling
- Quality

Your article can discuss the results of your research or it can provide facts, ideas, and advice on selecting, operating, or troubleshooting equipment. Or it can simply provide the reader with insights on a process or test method. It may be as simple as providing a checklist. See some ideas below.

**Select-and-apply articles** help the reader select and apply a particular process, technology, or type of equipment. The facts help the reader make informed decisions. For instance, your article can:

- Discuss major facts about a process or material
- Compare and contrast equipment or material
- Detail important criteria for selecting a process, equipment or materials
- Provide advice on troubleshooting existing processes, equipment or materials

**Trends articles** discuss current trends in equipment design, production processes, test methods, or regulations. Your article can discuss broad changes within a technology or one portion of a particular technology or process.

**Studies** describe what you learned from conducting a study on formulation strategies, production methods, packaging, testing, or any other study related to tablet and capsule forms.

**Tips articles** are usually short articles in which you share your tips for solving a problem related to formulation, scale-up, processing, handling, equipment, or packaging.

## Before You Begin Writing

To save you the time and effort of preparing an article that may not be right for *T&C*'s audience or may not fit into *T&C*'s editorial schedule, we urge you to send us a brief abstract of your proposed article. It should give us a good idea of what you have in mind—what the article is about, its scope, and what our readers will learn from it. If the abstract fits *T&C*'s upcoming editorial plans, we'll ask you to submit the complete article. Please remember that this request doesn't mean the article will definitely be published. The final decision about that will be made when we have the article in hand.

## Writing Your Article

**Abstract:** Technical articles should start with a 25- to 50-word abstract. The abstract is a concise description of the article's contents and what readers will learn.

**Text:** Write in a conversational manner as best you can, as though you are talking to a friend about your work. Write as simply and clearly as the topic allows. Explain any technical terms or industry jargon.

**Length:** *T&C* is flexible about length, but articles typically run 1,250 to 3,500 words. An article that offers only tips may be only 800 to 1,500 words. Provide as much detail as you think is necessary: It's better to provide too much text than too little.

## Details

The best way to submit manuscripts is as an email attachment. You are welcome to send a hardcopy as well.

**Manuscripts:** We use Macintosh computers with Microsoft Word for word processing. If you use a different word processing program, please send two files: one saved in your program and the other saved as "plain text."

**Byline:** On the first page of the manuscript, indicate how you would like your name and company name to appear if the article is published.

**Mathematical equations:** Present formulas and equations clearly and double-check them for accuracy. Label symbols that might be ambiguous. Define all symbols, even if the meaning is obvious to you or is generally known. If your manuscript uses several symbols, please supply a nomenclature table.

**Footnotes and references:** Format these consistently in your preferred style. Make sure each listing contains complete bibliographical data, including page numbers and place and date of publication. Number your references in order of their appearance in the text.

**Biography:** Include a short professional biography that specifies your job title, your experience, and your educational background. Also include your preferred company contact information, such as website address, telephone number, and email address.

## Images and Illustrations

Good pictures, tables, charts, or other illustrations will attract readers to your article and help them understand the information you present.

**Format:** Submit good-quality images and illustrations. Digital files should be at least 600 pixels wide, but the larger the image, the better. We prefer .jpg, .eps, and .tif formats.

**Content:** The best photos clearly show the equipment or material under discussion. A supplier's nameplate should not be prominent in the photo.

All graphics should enhance the reader's understanding of your text. Please send the original graphics if possible. Be sure that everything you send is crisp and readable.

Submit each item as a separate digital file. Do not embed the images or other graphic elements into the pages of the text. Make sure you cite each image or illustration in the text.

Every photo or illustration you submit needs a caption. Give as much detail as you like.

**Copyrights:** Photos, illustrations, tables, graphs, and charts can be copyrighted, just like text. If you borrow any of these items from another source—such as a book, article, or website—you must obtain permission to use them. Provide us with proof that you have permission and tell us how to credit the copyright holder.

**Clearances:** If you need approval to publish from your company, a supervisor, or another party, please obtain the approval before you submit the article. You should note to whomever approves the article that changes are likely to occur during editing.

## After We Receive Your Article

**Editorial review:** After we receive your article, it will go through editorial review. This will include evaluation by staff editors and possibly by our Editorial Advisory Board members or other experts. We'll tell you as quickly as possible (usually within a couple weeks) whether your manuscript is accepted, needs revision, or is declined. If it requires revision, we'll provide guidance.

Here are some of the questions we consider when we evaluate an article:

- Does it cover a topic specific to the tablet and capsule industry?
- Will it be useful to a large segment of our audience?
- Does it offer sound, impartial information or advice?
- Does it offer a fresh look at its subject?
- Is it written to help the reader?
- Will it advance the reader's professional knowledge?
- Does it have interesting, informative photos or other graphics?

**Scheduling and editing:** Once *T&C* and you jointly agree to proceed, your article will be scheduled for a specific issue. We'll also schedule a time for your article to undergo editing. We may make minor changes, such as sharpening sentence structure and word choice. We may also make substantial changes, such as condensing some portions and rewriting or reorganizing others,

clarifying content, and providing a balanced level of detail. We'll contact you with questions during this process.

**Accuracy check:** Prior to publication, we'll send you the edited article so that you can check it for technical accuracy and correct any technical errors.

### **After Publication**

**Copyright status:** Upon publication of the article, *T&C* retains the copyright, which includes the right to use the article on our website, for promotional purposes, and for possible inclusion in an anthology. You must obtain *T&C*'s permission to post the article on your website or to make copies for distribution. You retain the right to prepare derivative works or to revise, adapt, or orally present your unedited article.

**Complimentary issues:** We'll send you two complimentary copies of the issue that contains your article. If you need a few additional copies, please let us know.

**Reprints:** If you or your company would like reprints of the article, our production department will figure the cost and work with you to design the reprint's format.

### **Thank You!**

*T&C* relies on professionals like you to keep our readers informed about the latest technology, methods, and equipment. Thank you for considering *T&C* for placement of your article.

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#### **Contact the editor:**

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