REGULATORY AFFAIRS PROFESSIONALS SOCIETY | JRA Journal of Regulatory Affairs

A guide for submitting articles

Updated 29 May 2026

In January 2026, RAPS will launch the *Journal of Regulatory Affairs*, a bimonthly (i.e., six times a year) publication building on the success of its predecessor, *RF Quarterly*. This independent, peer-reviewed journal will deliver original, research-based content on emerging issues in the global regulatory landscape.

The new journal will also publish Online Only articles, which may or may not be included in a subsequent bimonthly issue. It will reach an audience of 30,000 regulatory professionals globally.

One of the key goals for the *Journal of Regulatory Affairs* is to expand the current global and regional coverage of the regulatory space. It will also:

- Continue to publish **topic-focused articles** based on the 2026 Editorial Calendar;
- Include **ad hoc articles** on topics of author interest/specialty not on the calendar;
- Publish **dissertations/theses/capstone projects –** in full, or as articles based on the work;
- Publish **articles adapted from Convergence and Euro Convergence presentations**; and
- Provide information with a strong **"how-to" subtext for use in the real-world regulatory setting.**

We invite regulatory professionals and experts to contribute to this quality, evidence-based journal written by regulatory professionals, for regulatory professionals, and validated through a double-blind peer review process.

Resources at a glance

Style Guidelines for Authors

Presubmission checklist
2026 Editorial Calendar
Article document settings
RAPS Media Planner

> "The title [Journal of Regulatory Affairs] tells me right away that, if I'm in regulatory, this is where I must go for information."
>
> *– Participant in RAPS focus group, 2024*

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The following **comprehensive editorial and article submission guide** covers:

- Journal mission and scope
- AI-generated content, plagiarism, and promotional content
- Submission process
- Editorial process: Review, editing, proofreading, and publication
- Editorial expectations
- Examples of published articles
- Archives for *RF Quarterly* and monthly articles
- Editorial contact
- Advertising sales

Journal mission and scope

The *Journal of Regulatory Affairs* will replace *RF Quarterly* and be published bimonthly as an online RAPS publication. As noted, it will also publish Online Only articles, which may or may not be included in a subsequent bimonthly issue. Articles will be:

- Original to RAPS and member exclusive
- Written by regulatory subject matter experts, although new writers and newcomers to the profession are welcome to contribute

Mission – To:

- Publish **in-depth, evidence-based, original** content, exclusive to RAPS members;
- Expand its coverage of **global regional regulatory issues and trends**;
- Provide information **for use as guidance or a resource** in daily regulatory work;
- Allow authors to **share their knowledge and expertise** with their regulatory peers;
- Publish **dissertations/theses/capstone projects –** in full, or articles based on the work;
- Publish **articles adapted from Convergence and Euro Convergence presentations**; and
- **Advance existing regulatory literature.**

Scope

- Global drug and medical device regulation and related science and technology
- Product lifespan, from development through postmarket surveillance
- Career- and workplace-related topics, (e.g., professional development, career advancement, mentoring, leadership, diversity, skills development)

Note Authors who hold the RAC can receive credits toward their recertification requirements (see Recertification Guide).

AI-generated content, plagiarism, and promotional content

AI-generated content will not be considered for publication. References also should not be generated by AI. Articles must be informed by authors' residual regulatory knowledge and supported by original-source references. In addition, when writing about AI, authors must provide critical assessments of the technology, addressing both its challenges and limitations, as well as its advantages.

Likewise, plagiarized content or content promoting or referencing a tool or service provided by an author or the company they work for will not be considered for publication. Any of the above contributions will not be sent for review and instead, returned to the sender.

Submission process

Presubmission checklist

Before submitting the final version of the article for peer review, authors should note the requirements for:

- **References,** as outlined on pp. 7-11 of the Style Guidelines;
- **Article presentation,** as outlined in the Article sample document and shown in these two images: article font + type size and article paragraph settings; and
- **Checking the article before submission,** as outlined in the Presubmission checklist (also on p. 44 of the Style Guidelines).

The above tasks ensure closer compliance with the Guidelines and can significantly streamline the review and editorial timelines.

Submitting the article

As already noted, the submission must comply with the Style Guidelines, particularly the requirements outlined in the Presubmission checklist on page 44 of the Guidelines.

Corresponding author

Articles with more than one author must have a designated corresponding author who will be the sole liaison with the editorial team through the submission-to-publication stages. The corresponding author should be a senior member of the writing team who can address substantive editing queries and others related to the article, coordinate the article proofreading process, and sign off on the final PDF version of the article.

Article presentation

Submitted articles must:

- Cite **references in the text as superscript numbers** corresponding to source reference information in a Reference list at the end of the article
- Be a **minimum of 3,200 words**, including references
- Be structured to include:
  - Article title
  - Author(s) name(s)
  - Abstract

  - Keywords (3-5, in alphabetical order)
  - Introduction/background that includes the stated purpose of the article
  - The body of the article, with subsections clearly marked with subheads
  - Conclusion
  - Abbreviations list
  - Author biography/biographies
  - Disclosures and/or acknowledgment (only if needed), and
  - References
- Where possible, be accompanied by tables and figures

Figures

Figures should be sent as an accompanying **editable** PowerPoint file. (Images of the figures may be included as part of the text, but the editable PowerPoint version must also accompany the submission.)

Each figure must include its **source information**. If it is a reproduction from another publication or is not from an open access source, the author must provide confirmation in writing that they have permission to use and reproduce it.

The completed article must be emailed as a **Word document** (not a PDF) to Journal@raps.org

> "It is known that RAPS is the place to go if you want focused information on regulatory…. That's internationally, not only in the US. If you're in the regulatory community, you know that you need RAPS."
>
> *– Participant in RAPS focus group, 2024*

Editorial process: Review, revision, editing, proofreading, and publication

Authors work directly with the editorial staff, from initial enquiries about submission, through the review and editing phases, to publication of the final version.

Reviewers are seasoned regulatory subject matter experts. We do not use AI for reviews.

Technical review

The submitted article will undergo an initial technical review to ensure it complies with the Style Guidelines and requirements outlined in the Presubmission checklist (p. 44). If it does not comply with those requirements, it will be returned to the author for technical corrections before advancing to peer review.

Peer review

If the submission complies with the Style Guidelines, the article will be de-identified and sent to reviewers (usually 2-3) for double-blind peer review.

The article is reviewed for:

- Relevance to a regulatory audience [individuals, organizations, reader experience level]
- Technical accuracy, including adequate and properly cited references
- Timeliness
- Quality of presentation
- Organization and structure, incl. an abstract with a clearly defined goal(s) and conclusion with a succinct summary and important takeaways
- Areas for improvement [specific suggestions are provided to guide the author with revisions]

Recommendations for publication include:

- Yes, as is
- Revise, with suggested changes
- Revise, with mandatory changes
- No, not suitable (does not align with journal mission or scope; is AI-generated; is promotional of a product or service; is an opinion/perspective piece)

Revision

Most articles require revision based on reviewer feedback.

- After peer review, the editorial team will consolidate the reviewer comments and return the reviewed article and comments to the corresponding author for revision.

- The corresponding author will co-ordinate with all authors in addressing the reviewer requests and any additional requests from the editorial team. If a particular reviewer issue is not addressed by the authors, written support for that decision must be provided.

- Revisions and updates must be done in Track Changes so that the reviewers can easily see the revisions and new content. If revisions are not in Track Changes, they will be returned to the corresponding author for the changes to be tracked.

Editing and proofreading (Word document)

The article will undergo a substantive edit and a second edit once the revisions have been sent back to the editorial team. It will then be returned to the corresponding author as a Word document for a final round of proofing before publication.

All proofreading edits must be done in Track Changes.

Authors must consider this their *final* opportunity for making any substantive or detailed text or reference changes.

The corresponding author will email the proofread article to the editorial staff, who will check, approve, and prepare it for publication.

At this stage, each author must also:

- **Sign the copyright release form,** which will be included in the initial email containing the article for proofreading. The article will not be published until all authors, expect those working for the US Food and Drug Administration, have signed the form and it has been returned to RAPS.
- **Provide a recent, good quality, hi-res headshot** of themselves to run with the article. The image should:
  - Be in color
  - Be about 4" x 5" in size
  - Be at least 150 dpi, or about 600 x 750 pixels
  - Must have a background, that is, it should not be close cropped
  - Have a solid background, that is, no distracting background elements

Checking the article PDF

The corresponding author will also receive a PDF of the article for final check. As already noted, **major changes, edits, and rewrites will not be accommodated at this stage.** The corresponding authors must ensure that all such changes were addressed during the proofreading stage.

Publication of the article

- Each issue of the new journal will be compiled into a PDF. The full issue and the individual article PDFs will be published online and sent to each contributing author.
- RAPS will also publish ad hoc Online Only articles, which may or may not be included in a subsequent bimonthly issue. The final, author-approved Word document version of the article will be published online, and authors will receive a PDF of the article.
- The full journal issue and individual articles will be highlighted on social media, including LinkedIn, and newsletters, **reaching 30,000 regulatory professionals globally.**

Editorial expectations

As already mentioned, content should be original and exclusive to RAPS. The article must be submitted in accordance with the Style Guidelines, with particular attention to the Presubmission checklist requirements on p. 44 of the Guidelines.

To reiterate, articles should:

- Add value to and expand the broader body of the regulatory literature;
- **Not be AI generated** – such content will not be considered for publication and will be returned to the person who sent it;

- Support statements of fact through references to the **original, primary source** in the regulatory literature, including laws and regulations/guidance;
- Be written from a **neutral, non-advocating perspective**;
- **Not promote a product and/or service** offered by any author or author's company; and
- Be more formal in tone rather than conversational or journalistic (no clichés, verb contractions, or addressing the reader as "you").

Note The editorial team expects to deal directly with the lead or corresponding author and regulatory specialists, not through communications or marketing intermediaries.

Examples of published articles

- Understanding predetermined change control plans: Lessons for postmarket innovation and global alignment
- Navigating convergence and divergence between the EU MDR and EU AI Act
- From IVDD to IVDR: The interplay between notified bodies and EU reference laboratories
- The EAEU regulatory pathway: A practical guide for global applicants
- Engineering safety and effectiveness: A first-principles approach to drug-device combination products

Archives for *RF Quarterly* and monthly articles

- *RF Quarterly* – All articles (2021-2025)
- *Regulatory Focus* – Monthly articles (2012-2025)

Editorial contact Renée Matthews, Manager Editor, and Anna Han, Content Editor, at Journals@raps.org

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