Instructions for Authors

The Clinical Journal of the American Society of Nephrology (CJASN) is a monthly publication of the American Society of Nephrology (ASN). It was first published in 2006.

Scope of Publication
CJASN publishes original manuscripts that present high-quality clinical research that is relevant to the broad area of clinical nephrology, hypertension, organ transplantation, and critical care. Accepted articles will be judged by peer review to be relevant to the clinical care of patients. Topic areas include studies of clinical outcomes, natural history of renal diseases, chronic kidney disease, dialysis, transplantation, hypertension, metabolism/physiology, cardiovascular disease in the context of renal dysfunction, diagnostic/therapeutic interventions in renal disease, pharmacokinetics, and critical care medicine. CJASN’s content also includes solicited review articles, special features, and educational materials focused on the clinical aspects of nephrology. CJASN does not publish case reports.

CJASN considers the following categories of manuscripts:

Original Articles
- Word limit: 3000
- Abstract word limit: 300
- Reference limit: 50
- Figure limit: 4
- Table limit: 4

Supplemental Material Guidelines. Authors may submit supplemental material to accompany their article for online publication. This limited material should be important but not essential to the understanding and interpretation of the article. The online-only material should be original, not previously published, and non-repetitive of the material in the article.

Online-only material will be made available to editors and peer reviewers during the review process but is not subjected to the same scrutiny as the main manuscript. If the manuscript is accepted for publication and the supplemental material is deemed appropriate for online publication by the editors, it will be posted online at the time of publication of the article. This material will not be edited or formatted; thus, authors are responsible for the accuracy and presentation of all such material. All supplemental materials, including figures, should be uploaded during submission as a single PDF file. Questions regarding relevancy of supplemental material may be emailed to sleventhal@cjasn.org.

Expedited Reports. Authors who believe that their findings are of unusual interest or importance to nephrology are invited to submit a more succinct report to be considered for accelerated review and publication in the category Expedited Reports. The goal of Expedited Reports is the rapid publication of new findings that are of unique importance in clinical research or that lead to a new direction in research.

Word limit is 2000, abstract word limit is 200, figure limit is 3, and reference limit is 50. Materials and Methods should be condensed to the essentials required for review, and the Results and Discussion sections may be combined. Manuscripts should otherwise meet the criteria listed for submission to CJASN. Letters of submission must contain a succinct description of why the paper should be considered for publication as an Expedited Report.

Manuscripts submitted as an Expedited Reports will be peer reviewed through the usual process and considered for publication only if they are acceptable with no or very minor revisions, thereby removing the usual time required for revisions.

They will be published in the next available issue after acceptance. Manuscripts that are not selected for publication as Expedited Reports may be expanded and submitted as regular original articles.

Submissions that do not meet these guidelines will be returned without further review.

Invited Articles
Invited articles are invited by the editors, and specific instructions are sent with the invitations. Each invited article, with the exception of editorials, should include an unstructured abstract with a maximum word count of 300 words.

Commentaries. Word limit is 3500, and reference limit is 50. These will be sent out for peer review.

Editorials. Word limit is 1500, and no abstract is required.

In-Depth Reviews. Word limit is 5000, and reference limit is 100. These will be sent out for peer review.

Mini-Reviews. Word limit is 3500, and reference limit is 50. These will be sent out for peer review.

Special Features. Word limit is 3500, and reference limit is 100. These will be sent out for peer review.

Additional invited material topics include: Attending Rounds, Controversies in Nephrology, Ethics, Public Policy, and Renal Physiology.

If an author is interested in submitting invited material, please email the manuscript title, category, abstract and/or outline of interest to Shari Leventhal, CJASN Managing Editor at sleventhal@cjasn.org for editorial consideration.

Cover Image
The editors welcome the submission of high-resolution cover photographs. These pictures must be saved as TIFF files using CMYK rather than RGB color. The resolution specification for TIFF files should be 1200 dpi for monochrome figures that are black and white and 600 dpi for CMYK color photographs; all submissions should be accompanied by a brief legend. To submit your image, go to www.cjasn.org, click on “Submit Manuscripts Online,” and select manuscript type “Unsolicited Feature.”

Manuscript Submission
CJASN requires manuscripts to be submitted online through Manuscript Central at http://mc.manuscriptcentral.com/cjasn,
or from www.cjasn.org, click on “Online Submission.” An account is required for the submission process; authors should use their existing account or create a new account by following the instructions at http://mc.manuscriptcentral.com/cjasn.

Manuscript Central Support
If at any time during the online submission process you have a question or need help, click on “Get Help Now” in the upper right corner of each page.

Cover Letter
Every original manuscript should include a cover letter that includes the following information:
- Author contribution statement
- Statement of prior publication or overlapping content (yes/no)
- Conflict of interest disclosure statement
- Acknowledgement of color figure fees for original manuscripts
- Additional relevant information

Sample cover letter text is available at www.cjasn.org or by contacting sleventhal@cjasn.org.

Manuscript Preparation
Manuscripts must be typed in English and double-spaced with line numbers and page numbers. The title page should include the non-declarative manuscript title (15 words or less); all authors’ full names (first name, middle initial, last name); highest academic degrees and affiliations; the name, address, telephone and fax numbers, and e-mail address of the corresponding author; a running title; and keywords. It should also include the word count for the abstract and the word count for the text, excluding references, figures, and tables.

Manuscript Order
- Abstract (structured, less than 300 words)
- Introduction
- Materials and Methods
- Results
- Discussion
- Disclosures
- Acknowledgments (include funding information)
- References (50 or fewer for original articles)
- Tables (all cited) with appropriate descriptive titles
- Figures and legends (all cited)

Abstract
- The use of abbreviations is discouraged. Any abbreviations used must be defined in the abstract.
- The abstract should be less than 300 words. It should consist of four paragraphs labeled as follows:
  - Background and objectives
  - Design, setting, participants, and measurements
  - Results
  - Conclusions

Materials and Methods. Describe any assays used, specifying the name of the assay, the manufacturer, and the year when the assays were run. In addition, please specify the intra- and interbatch coefficient of variation for each assay and how this was assessed.

Presentation of Results. Follow these guidelines for the presentation of data within the text, tables, and figures:
- For parameter estimates (e.g., relative risks, hazard ratios, \( \beta \) values), use 95% confidence intervals whenever possible rather than \( P \) values.
- Do not use “NS” for \( P \) values; provide the actual \( P \) values.
- \( P \) values should have only two significant decimal places, however, lower values (e.g., 0.002) are acceptable. Values smaller than 0.001 should be listed as <0.001.

Figures. The fee for publishing color figures is $600.00 per printed journal page. Authors must pay the cost of color pages. (Figures submitted in color will be published in color.) Figures must be cited in the text, in numerical order, using Arabic numerals.

If your manuscript is accepted, the Editorial Office will require you to upload your figures in one of the following formats: EPS, AI, TIFF, PDF, or Microsoft Office. Please be sure to use high resolution and maximum quality compression settings if creating PDFs. Always embed all fonts, and use standard font families like Arial/Helvetica, Times/ Times Roman, Symbol, Mathematical Pi and European Pi. Color images should be saved in RGB mode with ICC profiles embedded if possible.

Graphic Preparation Guidelines
- Figures that are similar in appearance should be created to look uniform (e.g., bar graphs, the bars should be the same width for all figures).
- Sizing: Prepare figures at the final publication size, at least half the height of the page (56.5 picas/9.4 inches/24 cm), and at one of the following widths:
  - 1 column wide (17.5 picas/2.9 inches/7.4 cm)
  - 1.5 columns wide (28 picas/4.7 inches/11.9 cm)
  - 2 columns wide (37 picas/6.2 inches/15.6 cm)
- The type within the figure should be in a minimum of 7 pt type, 8 pt preferred. Arial or Helvetica required.
- Figure labels should be set 10 pt Helvetica, Bold caps, upper left corner.
- If providing a multipart figure, space between parts should be 1 pica (0.42 cm or 0.167 inches) space.
- When submitting line shots, submit as vector .eps figures whenever possible.
- Symbols must be consistent when representing the same thing across all figures (e.g., different symbols must be used to represent different \( P \) values).
- Multipanel figures must be provided as a single composite file.
- Color images should be saved in RGB mode with ICC profiles embedded if possible.
- Please see “Digital Art Guidelines” available online (www.cjasn.org) for additional information.

References. Limit references to 50 per original article. List all authors for each article cited. Journal names should be abbreviated according to the BIOSIS list of serials. CJASN does not allow abstracts to be cited as references. The editors recommend downloading the latest style list for the reference program you are using (e.g., EndNote). Additional reference information is available upon request.

Journal articles and books:
Review Process

It is the policy of CJASN to expedite manuscript review. Manuscripts that are judged by the Editor-in-Chief and Deputy Editor to fall below the top 50% of manuscripts submitted to CJASN or that fail to satisfy technical requirements may be promptly returned to the authors without further review.

Articles in the top 50% will be sent for review. All manuscripts will be reviewed by at least two reviewers in addition to the Associate Editor. On the basis of the reviewers’ comments and recommendations, a decision will be made to allow the authors to revise and resubmit (either as a major or minor revision) or to reject and not consider further. Revised manuscripts should be resubmitted within 30 days for a minor revision and 60 days for a major revision. *Please note that you should include one version indicating the manuscript changes, as well as a clean version with accepted changes.

Most revised manuscripts will be sent out for review again. On the basis of the responsiveness of the authors and the reviewers’ comments, a decision will be made to accept, request additional revisions, or reject. Note that not all manuscripts that are revised and resubmitted will be accepted.

Submitting a Revised Manuscript

If you received a decision letter on your submission that indicated that CJASN would reconsider your manuscript if revisions are made, then you can create a revision by clicking on your Corresponding Author Center, then clicking on Manuscripts with Decisions. You will then click on Create a Revision on the specific manuscript. You may then follow the prompts to continue submission of the revised version.

Accepted Manuscripts

After a manuscript has been accepted for publication, the authors will need to upload a final set of files as a revised manuscript. The text and tables will need to be submitted as a Word Document (one file) and the figures in one of the following formats: EPS, AI, TIFF, PDF, or Microsoft Office. Please be sure to use high resolution and maximum quality compression setting if creating PDFs. Always embed all fonts, and use standard font families like Arial/Helvetica, Times/Times Roman, Symbol, Mathematical Pi, and European Pi. Color images should be saved in RGB mode with ICC profiles embedded if possible.

Supplemental materials will only be published online and should be uploaded in one PDF file as a supplemental file. For additional information on supplemental materials, see “Scope of Publication” section on page 1.

On behalf of its authors, CJASN submits all original research articles directly to PubMed Central, where they will be freely available within 12 months of publication.

Proofs

Manuscripts will be copyedited, and electronic proofs will be made available for author approval. Authors will be notified by e-mail when their proofs are ready. Download, read, correct using annotations, and upload the corrected proofs within 48 hours. Be sure that all of the editor’s or printer’s queries are answered. Only minor corrections are permitted.

Publication Fees

- Page charges: Authors will be charged $70.00 per manuscript page.
- Color charges: Authors will be charged $600.00 per color page. (Figures submitted in color will be published in color.)

Soon after receipt of proof, you will receive an email from aubilling.djs@sheridan.com with a link to our online billing and reprint ordering system. You must log in to this site to review your publication charge estimate and provide payment information for all applicable charges (purchase order or credit card information). You will also have the opportunity to order reprints at this stage. If you have any questions regarding the estimate or ordering reprints, please contact aubilling.djs@sheridan.com or call 802-560-8518. Support is available Monday–Friday from 8:00 am to 4:30 pm EST.

Invited manuscripts and editorials are exempt from these charges.

Pricing includes the purchase of reprints by the author(s) for personal use only. Nonauthors can purchase reprints via Sheridan Content Services. Contact Hope Robinson at 800-635-7181, ext. 8065, or hope.robinson@sheridan.com.

Contact Information

Shari Leventhal, Managing Editor
1510 H Street, NW
Suite 800
Washington, DC 20005
Phone: 202-503-7804
Fax: 202-478-5078
E-mail: sleventhal@cjasn.org

Embargo Policy. All information regarding the content and publication date of accepted manuscripts is strictly confidential. Information contained in or about accepted articles may not appear in print, on radio or television, or in electronic form or be released by the news media until after 5 p.m. ET on the day the article appears in the Publish-before-Print page on the CJASN web site (CJASN ePress) or on the day the published version of CJASN is mailed, whichever comes first. This policy is not meant to inhibit the presentation of the work to or its discussion among other researchers. For information about publication dates for specific articles, contact Bob Henkel at 202-557-8360 or e-mail bhenkel@asn-online.org.

Access. ASN recognizes and strongly supports the efforts of sponsoring agencies and institutions to increase access to the research that they fund. On behalf of its authors, CJASN submits all original research articles directly to PubMed Central, where they will be freely available within 12 months of publication. In addition, in response to the requirement of some funding agencies for the research that they fund to be freely available immediately upon publication and their willingness to cover the costs associated with doing so, CJASN offers the Author Choice program (see below), whereby, for an additional fee, articles are made freely available immediately upon publication. In addition, authors are encouraged to archive their version of the manuscript in their institution’s repositories (as well as on their personal web sites). Authors should cite the publication reference and doi number on any deposited version and provide a link from it to the published article on the CJASN web site. CJASN articles are also freely available to researchers in developing countries through the Health InterNetwork Access to Research Initiative (HINARI).

Letters to the Editor. CJASN does not publish “letters to the editor”. However, the editors take all inquiries seriously and always request a detailed response from the authors. The editors will publish a correction as appropriate. Comments and concerns should be emailed to Shari Leventhal, CJASN Managing Editor at sleventhal@cjasn.org.
**Author Choice**

Authors may choose to have the digital posting of his/her manuscript freely accessible as soon as the issue is posted online through a program called, “Author Choice”. The “Author Choice” flat fee to make an author’s manuscript openly accessible when the issue is posted online is $3,000, which must be prepaid before the manuscript can be made accessible. Authors will have the opportunity to make this choice when page proofs and invoice are received.

**Transfer of Copyright.** ASN requires authors of submitted papers to assign to ASN copyright of their published contributions. CJASN’s author copyright license form (http://mc.manuscriptcentral.com/cjasn) provides details of the policy. After submission of an article, each author will receive an e-mail with a link to a copyright form. Each author must sign and date the form and submit electronically. This is done through Manuscript Central and will guarantee that each author understands and consents to our publication policy. This completed form is required by every author prior to manuscript acceptance. If a co-author is unable to complete the form due to extenuating circumstances, please email elevision@cjASN.org prior to submission.

**Duplicate Submission/Redundant Publication.** All manuscripts submitted to CJASN must include in the cover letter a statement indicating that neither the manuscript nor any significant part of it is under consideration for publication elsewhere or has appeared elsewhere in a manner that could be construed as a prior or duplicate publication. Abstracts for scientific meetings are not considered previous publication but should be cited in the Acknowledgments section. If a manuscript with related content (e.g. from the same study with identical primary exposure and/or outcome) is under consideration for publication elsewhere, has been published, or is available elsewhere, please provide details within your Cover Letter and include related materials during your file upload. Should there be doubt concerning such previous publications, all related manuscripts submitted for publication at other journals should be included with the submitted paper.

**Authors and Contributors.** With regard to authorship credit, ASN journals have adopted the criteria recommended by the International Committee of Medical Journal Editors (ICMJE) in the current update of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: “Authorship credit should be based on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.” Note the full text of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org/). In addition, with regard to contributors, ASN journals have adopted the following statement of editorial policy from the Information for Authors (www.annals.org/shared/author_info.shtml) of the Annals of Internal Medicine: “Medical writers and industry employees can be legitimate contributors, and their roles, affiliations, and potential conflicts of interest should be described when submitting manuscripts. These writers should receive acknowledgment on the byline or in the Acknowledgments section in accord [ance] with the degree to which they contributed to the work reported in the manuscript. The Editors consider failure to acknowledge these contributors ghostwriting, and ghostwriting is unacceptable.”

**Institutional Review Board or Ethics Committee oversight.** For all clinical experimentation, indicate approval by an Institutional Review Board or equivalent Ethics Committee with oversight authority for the protection of human research subjects within the Materials and Methods section. If the study is deemed exempt from Institutional Review Board or Ethics Committee approval, provide the reason for exemption.

**Declaration of Helsinki.** For all clinical experimentation described in the manuscript, CJASN requires that authors state in the Methods section their adherence to the Declaration of Helsinki. A statement that informed consent was obtained must also appear in the manuscript. Also specify the name of the institutional review board or equivalent that approved the study. For the full text of the Declaration of Helsinki, see www.wma.net/en/30publications/10policies/b3/index.html.

**Declaration of Istanbul.** The purpose of the Declaration is to combat organ trafficking, transplant tourism, and transplant commercialism and to encourage adoption of effective and ethical transplantation practices around the world. The Declaration of Istanbul is available online at CJASN: http://cjasn.asnjournals.org/content/3/5/1227.full.pdf+html. If this study is related to clinical organ transplantation, please include the following wording in the Materials and Methods section of the manuscript: “The clinical and research activities being reported are consistent with the Principles of the Declaration of Istanbul as outlined in the ‘Declaration of Istanbul on Organ Trafficking and Transplant Tourism’.”

**Animal Experimentation.** For all animal experimentation described in the manuscript, CJASN requires that authors state in the Methods section their adherence to the NIH Guide for the Care and Use of Laboratory Animals or the equivalent. For the full text of the NIH guidelines, see http://oacu.od.nih.gov/regs/guide/guide.pdf.

**Statement of Financial Support.** CJASN requires authors to divulge any relationships with pharmaceutical firms or other entities (e.g., employment contracts, consultancy, advisory boards, speaker bureaus, membership of Board of Directors, stock ownership) that could be perceived to represent a financial conflict of interest. It is the responsibility of the corresponding author to collect disclosures from every coauthor and report all conflicts to CJASN. Financial conflict of interest statements should be added to the manuscript after the conclusion section. If the authors have no conflicts, please state, “Disclosures: None”.

**Permission to Reprint Letters.** Letters granting permission to reprint must be included from the publisher and author of all previously printed or adapted material. They should be uploaded during the submission process.

**Requirement for Registration of Clinical Trials.** As a condition of consideration for publication, CJASN requires registration in a public trials registry. Trials must register at or before the onset of patient enrollment. This policy applies to any clinical trial starting enrollment after January 1, 2006. For trials that began enrollment before this date, CJASN requires registration by April 1, 2006, before considering the trial for publication. We define a clinical trial as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g., phase 1 trials) are exempt. We do not advocate one particular registry, but registration must be with a registry that meets the following minimum criteria: Accessible to the public at no charge, searchable by standard electronic (Internet-based) methods, open to all prospective registrants free of charge or at minimal cost, validation of registered information, and
identification of trials with a unique number. An acceptable registry also includes information on the investigator(s), the research question or hypothesis, methodology, intervention and comparisons, eligibility criteria, primary and secondary outcomes measured, date of registration, anticipated or actual start date, anticipated or actual date of last follow-up, target number of subjects, status (anticipated, ongoing, or closed), and funding source(s). The registration number and the date of registration should be included within the “Methods” section of your manuscript submission.

Registries that currently meet these criteria include the following:

- The registry sponsored by the US National Library of Medicine (www.clinicaltrials.gov)
- The International Standard Randomized Controlled Trial Number registry (www.controlled-trials.com)
- The Cochrane Renal Group registry (www.cochrane-renal.org)
- The National (UK) Research Register (www.update-software.com)
- European Clinical Trials Database (http://eudract.emea.eu.int/)

Authors preparing reports of randomized clinical trials are encouraged to consult the CONSORT checklist (http://www.consort-statement.org/index.aspx?o=2965) and to include a CONSORT flow diagram (http://www.consort-statement.org/consort-statement/flow-diagram0/) as a figure in the manuscript. Authors of observational studies are encouraged to consult the STROBE checklists (http://www.strobe-statement.org/).

**ASN Policy on Scientific Misconduct.** ASN journals uphold the highest standards of peer review and academic publishing. The work of authors and reviewers contributes to our common aim of understanding the latest advances in basic, clinical, and translational research. In very rare instances, editors receive notification or allegations of misconduct related to studies submitted to ASN journals, and our process for responding to such notification is detailed in the “ASN Policy on Scientific Misconduct” available online at www.cjasn.org.