

## Instructions to Authors

### ABOUT JASN

JASN publishes highly competitive original manuscripts, brief reviews, and special articles in areas of basic and clinical science relevant to the broad discipline of nephrology. Subject matter appropriate for JASN includes, but is not restricted to: cell biology; developmental biology; genetics; cell and transport physiology; hemodynamics and vascular regulation; immunology and pathology; pathophysiology of renal disease and progression; mineral metabolism and bone disease; clinical nephrology, epidemiology, and outcomes; dialysis; and transplantation. The editors encourage only the submission of meritorious research that will communicate important advances in the field of nephrology. Please read all sections below before submitting a manuscript.

### REVIEW PROCESS AND DECISIONS

It is the policy of JASN to expedite manuscript review. Because of the large number of manuscripts received and the intense competition for publishing the very best work, many manuscripts will have to be returned without review. Manuscripts judged to fall below the top 35% of manuscripts submitted to the JASN, or that fail to satisfy technical requirements, will be returned to the authors without review. We encourage authors to provide a detailed cover letter outlining the major finding and its level of interest to and beyond the field. Authors will receive an acknowledgment within 5 business days that their manuscript has been forwarded to an Associate Editor and appropriate reviewers, or declined without review. We ask that reviewers return their comments within 2 weeks. From the manuscripts that meet the high standards for review, anticipate that the editors will accept approximately 50% for publication. JASN accepts no responsibility for manuscript files that are lost or destroyed through electronic or computer problems. For publication purposes, JASN reserves the right to modify the title and abstract with the final approval of the authors.

### MANUSCRIPT TYPES

**Brief Communications** are letters that report a research result of great importance. The content of the letter is less substantial than a regular article. Letters are limited to 1500 words, excluding the abstract, concise methods, references, and figure legends, and are not divided by headings to avoid redundancy. This format begins with an abstract followed by the body of the letter summarizing the background, rationale, main results, and implications. The order of the submitted manuscript should be: title page, abstract (200 words or less), integrated introduction, results, and discussion as an orderly letter, followed by concise methods, acknowledgments, statement of competing financial interests, references

(limited to 30), figure legends, and tables. Complete methods, providing sufficient detail to allow replication of the study, must be provided as supplemental information to be published online with the manuscript at the time of publication. Additional supplemental material such as figures and tables may be submitted with the manuscript or requested by the reviewer. The title page should include: title, authors and affiliations, running title (no more than 30 characters), separate word count for abstract and text, and the corresponding author's address, phone, fax, and e-mail information. Abstracts should be written for easy reading with no abbreviations, but should tell a complete story using data as needed. Abstracts in JASN are unstructured, but are expected to cover relevant background, major methodology, major conclusions, and implications. Letters should have no more than 4 display items (figures and tables); supplemental data can be submitted and will be archived with the published manuscript on the JASN website. Manuscripts needing only minimal revision will be published in the next available issue after acceptance and receipt of the final manuscript files.

**Regular Articles** are traditional full-length manuscripts of 3000 words or less (excluding title page, methods, figure legends, tables, and references) that address an important research question with a thoughtful and clever experimental design. The order of the submitted manuscript should be: title page, abstract (250 words or less), introduction, results, discussion, concise methods, acknowledgments, statement of competing financial interests, references, figure legends, and tables. Complete methods, providing sufficient detail to allow replication of the study, must be provided as supplemental information to be published online with the manuscript at the time of publication. Additional supplemental material such as figures and tables may be submitted with the manuscript or requested by the reviewer. Supplemental information regarding methods or figures and legends may be submitted with the manuscript or requested by a reviewer; this supplemental material will not be published, but, upon approval by the editor, will be placed in the archive as an online file with the manuscript at the time of publication. The title page should include: title, authors and affiliations, running title (no more than 30 characters), separate word count for abstract and text, and the corresponding author's address, phone, fax, and e-mail information. Abstracts should be written for easy reading with no abbreviations, but should tell a complete story covering relevant background, major methodology, major conclusions, and implications, using data as needed. Manuscripts needing only minimal revision will be published in the next available issue after acceptance and receipt of the final manuscript files.

**Brief Reviews or Special Articles** are manuscripts of approximately 3000 words or less (excluding title page, figure legends, tables, and references) that are of interest to the readership. The editor solicits these reviews. The order of the submitted manuscript should be: title page, abstract (200 words or less), integrated discussion, acknowledgments including disclosure of financial interests, references, figure legends, and tables. The title page should include: title, authors and affiliations, running title (no more than 30 characters), separate word count for abstract and text, and the corresponding author's address, phone, fax, and e-mail information. Abstracts should be written for easy reading with no abbreviations.

**Editorials, Occasional Observations, and JASN Debates** are manuscripts of approximately 1000–1500 words that are related to published material, raise challenging questions, or explore controversies. The editor solicits such opinion pieces. The order of the submitted manuscript should be: title page, integrated discussion, acknowledgments including disclosure of financial interests, and references; no figures or tables. The title page should include: title, authors and affiliations, running title (no more than 30 characters), separate word count for abstract and text, and the corresponding author's address, phone, fax, and e-mail information.

**Clinical Commentaries** are manuscripts of approximately 1500 words or less (excluding title page, figure legends, tables, and 15 references) that are solicited by the editor. These manuscripts reflect on current published work, controversies in renal medicine, or updates on clinical care. The order of the submitted manuscript should be: title page, abstract (100 words or less), integrated discussion, acknowledgments including disclosure of financial interests, references, figure legends, and tables. The title page should include: title, authors and affiliations, running title (no more than 30 characters), separate word count for abstract and text, and the corresponding author's address, phone, fax, and e-mail information. Abstracts should be written for easy reading with no abbreviations.

**Science in Renal Medicine** is an educational section reviewing the modern understanding behind physiologic and pathophysiologic mechanisms in nephrology by concisely explaining a "unique concept" to the reader. Manuscripts are solicited by the editor and should be 1500 words or less (excluding title page, figure legends, tables, one two-panel figure, and 15 references). The order of the submitted manuscript should be: title page, abstract (100 words or less), integrated discussion, acknowledgments, references, figure legends, and tables. The title page should include: title, authors and affiliations, running title (no more than 30 characters), separate word count for abstract and text, and the corresponding author's address, phone, fax, and e-mail information. Abstracts should be written for easy reading with no abbreviations.

**Pathophysiology of the Renal Biopsy** is an educational section devoted to interesting renal lesions illustrated by light, fluorescence, and electron microscopy, followed by a differential diagnosis and brief description of pathophysiology. Manuscripts are solicited by the editor and should be 1500 words or less (excluding title page, figure legends, tables,

and 15 references, with the microscopy in a three-panel figure plus one figure of pathophysiology). The order of the submitted manuscript should be: title page, abstract (200 words or less), integrated introduction, results, and discussion, concise methods, acknowledgments, references, and figure legends. The title page should include: title, authors and affiliations, running title (no more than 30 characters), separate word count for abstract and text, and the corresponding author's address, phone, fax, and e-mail information. Abstracts should be written for easy reading with no abbreviations.

## POLICIES

**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 pm ET on the day the article appears in the Publish-before-Print page on the JASN website (JASN Express) or on the day the published version of JASN 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, please call Bob Henkel at 202-557-8360 or e-mail [bhenkel@asn-online.org](mailto:bhenkel@asn-online.org).

**Access:** The American Society of Nephrology recognizes and strongly supports the efforts of sponsoring agencies and institutions to increase access to the research that they fund. JASN submits, on behalf of its authors, 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, JASN offers the Author Choice program (see below), where, 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 websites). 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 JASN website. JASN articles are also freely available to researchers in developing countries through the Health InterNetwork Access to Research Initiative (HINARI).

**Transfer of Copyright:** The American Society of Nephrology requires authors of original research papers to assign copyright of their published contributions. JASN's author copyright license form (<http://mc.manuscriptcentral.com/jasn>) provides details of the policy. After submission of an article, each author will receive an email with a link to a copyright form. Each author will need to sign and date the form and submit electronically. This is done all through Manuscript Central and will guarantee that each author understands and consents to our publication policy.

**Duplicate Submission/Redundant Publication:** All manuscripts submitted to JASN must include a statement in the cover letter indicating that neither the manuscript nor any significant part of it is under consid-

eration for publication elsewhere, or has appeared elsewhere in a manner that could be construed as a prior or duplicate publication of the same, or very similar, work. Abstracts are not considered prior publication, but should be cited in the Acknowledgments section. Should there be a possibility of doubt concerning such prior publications, the title page and abstract of such material and of 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 October 2005 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 (<http://www.icmje.org/>). In addition, with regard to contributors, ASN journals have adopted the following statement of editorial policy from the Information for Authors ([http://www.annals.org/shared/author\\_info.shtml](http://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 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." Note that the ASN reserves the right to retract articles that do not meet the above criteria for authorship.

**Declaration of Helsinki:** For all clinical experimentation described in the manuscript, JASN 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. For the full text of the Declaration of Helsinki, see <http://www.wma.net/e/policy/b3.htm>.

**Animal Experimentation:** For all animal experimentation described in the manuscript, JASN 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://grants.nih.gov/olaw/references/phsol.htm>.

**Statement of Financial Support:** Authors are asked to divulge any relationships with pharmaceutical firms or other entities (such as 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, or to declare that no financial conflict of interest exists. Financial conflict of interest statements will be published at the end of the text of the article.

**Permission to Reprint Letters:** Letters granting permission to reprint must be included from the publisher and author of all previously printed or adapted material. These should be faxed to the editorial office at 352-335-8100.

**Requirement for Registration of Clinical Trials:** The ASN requires, as a condition of consideration for publication, 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, we require 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 (eg, phase I 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).

*Registries that currently meet these criteria include:*

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

**ASN Policy on Scientific Misconduct:** The American Society of Nephrology (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 below.

**Concerns raised prior to publication:**

If a reviewer or a concerned co-author raises a question about a manuscript that is undergoing peer review, and the Editor-in-

Chief agrees, we will notify the author(s) and request a response to the reviewer's concerns. (Such concerns include but are not limited to questions regarding plagiarism, duplicate publication, access to data, and integrity of data or undeclared conflicts of interest.) In most instances these concerns are readily addressed and resolved, and involve honest errors or differences in interpretation rather than any intent to deceive.

If the authors do not respond satisfactorily (or at all) to the concerns raised, or if the Editor-in-Chief is presented with evidence that indicates serious concerns regarding the conduct of the study, the Editor-in-Chief will notify the Chair of the Publications Committee and will determine a course of action, in part determined by applicable laws, which may include any or all of the following:

- a. rejecting the manuscript; and/or
- b. prohibiting future submissions from the authors of the manuscript for a specified period of time;
- c. obtaining an advisory opinion from the Committee on Publication Ethics (COPE);
- d. reporting their concerns to the authors' institutions
- e. reporting their concerns to the funding agency
- f. reporting their concerns to the Office of Research Integrity or other authorized investigative agency.

If the matter has been deemed serious enough to warrant the attention of the Publications Committee, the Publications Chair will keep the ASN President informed of all developments.

#### **Concerns raised subsequent to electronic and/or print publication:**

If questions are raised by a reader regarding a published study, and the Editor-in-Chief agrees, the journal will notify the author(s) and request a response to the stated concerns. (Such concerns include but are not limited to questions regarding plagiarism, duplicate publication, access to data, and integrity of data or undeclared conflicts of interest.) In most instances these concerns are readily resolved and involve honest errors or differences in interpretation rather than any intent to deceive.

If the authors do not respond satisfactorily (or at all) to the concerns raised, or if the editors are presented with evidence that indicates serious concerns regarding the conduct of the study, the Editor-in-Chief will notify the Chair of the Publications Committee and determine a course of action, in part determined by applicable laws, which may include any or all of the following:

- a. reporting their concerns to the authors' institutions;
- b. prohibiting future submissions from the authors of the manuscript for a specified period of time;
- c. obtaining an advisory opinion from the Committee on Publication Ethics (COPE);
- d. reporting their concerns to the funding agency\*;
- e. reporting their concerns to the Office of Research Integrity or other authorized investigative agency\*;
- f. publishing a statement of concern in the journal;
- g. issuing a retraction;
- h. notifying any other publication involved (in the case of duplicate publication or plagiarism).

If the matter has been deemed serious enough to warrant the

attention of the Publications Committee, the Publications Chair will keep the ASN President informed of all developments.

#### **ADDITIONAL ITEMS OF NOTE**

**DNA Arrays.** Now that DNA array technology has become established in renal research, *JASN* will review only papers in which the initial results of array analysis have been extended to either identify or characterize a new gene of interest or to analyze the functional significance of known genes observed in the data set. Reports that contain only screening data on all genes found to be up- or downregulated under a particular circumstance will not be considered for publication except under unusual circumstances.

**Studies of DNA Polymorphisms.** For population-based case-control studies describing an association between a DNA polymorphism and renal disease, in addition to insuring adequate sample size, appropriate correction of *P* values for multiple comparisons, and findings that "make sense" biologically, *JASN* will usually require one of the following for papers to be considered for publication: data showing an effect of the polymorphism on protein function or gene expression; confirmation of the association using a family-based method, eg, transmission-disequilibrium; replication of the association in an independent sample; or measurement of and correction for population stratification in the samples. Moreover, recent studies indicate that the haplotype structure of the human genome is relatively limited. The genome has been depicted as a series of regions of high linkage disequilibrium (haplotype blocks), each with limited diversity, separated by sites of recombination. A particular SNP may be shared by several common haplotypes, of which only one is associated with a disease. It is not possible to identify this "risk haplotype" by genotyping a single SNP. Therefore, special consideration will be given to studies in which haplotype analysis is used to identify the "risk haplotype" associated with a renal disease.

**Randomized Controlled Trials.** *JASN* now encourages authors submitting reports of randomized controlled trials to review the CONSORT Statement (<http://www.consort-statement.org/>). The CONSORT Statement includes recommendations, a checklist of items that should be included in a comprehensive report, and a participant flow diagram. Reports of randomized controlled trials that do not conform to the CONSORT guidelines may be returned to authors for revision prior to formal review.

#### **MANUSCRIPT SUBMISSION**

All manuscripts must be submitted online at <http://mc.manuscriptcentral.com/jasn>. The corresponding author must have e-mail access. Submissions submitted by postal mail are not acceptable and will not be returned. From <http://jasn.asnjournals.org>, click on "Online Submission." Type your existing login/password,

or click on “Create an Account.” Be careful not to create more than one account for yourself. Whether you are submitting a manuscript or reviewing a manuscript, you will use the same account information. You may make changes to the account at any time. Once you are logged in, you will see the different centers to which you have access. Click on “Author Center” and follow the instructions. 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 hand corner.

For editorial questions, call 352-335-1100 or e-mail [bonnie@acceleration.net](mailto:bonnie@acceleration.net).

## FIGURES

Figure legends should employ only common abbreviations that do not require definition in the text. Figures must be cited in the text, in numerical order using Arabic numerals. Authors are responsible for the cost of color pages. Figures submitted as color will be printed in color.

Authors of accepted manuscripts must provide figures as TIFF or EPS files produced at appropriate resolution: 1200 dpi bitmap mode for black and white images such as graphs and log scales, 600 dpi grayscale mode for images such as gels or blots, and 300 dpi CMYK mode for color images. *JASN* cannot accept application files (e.g., Powerpoint), but they may be submitted for review purposes.

For information on submitting figures, please visit the Cadmus website at <http://cadmusknowledgeworks.com> and click on the link for the Digital Art Website. Authors of accepted manuscripts will be charged a \$50.00 failed figure fee for any figures that have not passed Rapid Inspector (see Accepted Manuscripts).

## REFERENCE FORMATS

Please adhere to the reference limit for each type of article. List all authors for each article cited. Journal names should be abbreviated according to the MEDLINE list of serials. Superscripted numbers in the text should be used to indicate references; these superscripted numbers must be placed immediately after a comma or period if cited at the end of a phrase or sentence.

### *Example journal articles, books, and abstracts:*

1. Nangaku M, Pippin J, Couser WG: Complement membrane attack complex (C5b9) mediates interstitial disease in experimental nephrotic syndrome. *J Am Soc Nephrol* 10: 2323–2332, 1999
2. May RC, Mitch WE: Pathophysiology of uremia. In: *The Kidney*, 5th ed., edited by Brenner BM, Philadelphia, WB Saunders, 1996, pp 2148–2169
3. Yoo KH, Norwood VF, Chevalier RL: Regulation of angiotensin II AT1 and AT2 receptors in neonatal unilateral ureteral obstruction [Abstract]. *J Am Soc Nephrol* 6: 1035, 1995

## REVISIONS

If you wish to submit a revision of your manuscript, click on your Corresponding Author Center, then click on Manuscripts with

Decisions. You can then click on Create a Revision on the specific manuscript. If you wish to submit a picture for the cover of *JASN*, do so at the time of submitting your revision.

## 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 sent as a Word document (one file) and each figure as either a TIFF or EPS file. Please use Rapid Inspector at <http://rapidinspector.cadmus.com/asn>. This pre-flight program will check graphics for compliance with printer requirements. If your figure fails, Rapid Inspector will suggest methods to correct the problem. Manuscripts submitted to *JASN* with failed figures will be charged a \$50.00 failed figure fee for each failed figure and returned to the author for correction.

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

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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.

## PICTURES FOR THE FRONT COVER

The Editors welcome the submission of high-resolution cover photographs from authors of accepted manuscripts. 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, please go to <http://www.jasn.org>, click on “Submit Manuscripts Online,” and select manuscript type “Unsolicited Feature.”

## 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, print, read, correct, and return the proofs within 48 hours. Papers containing clinical information will not be published unless authors have approved the galley proofs. Be sure that all editor or printer queries are answered. Only minor corrections are permitted. Changes to figures at proof stage will not be allowed except in rare cases when the original figure does not show the needed detail when converted.

**PUBLICATION FEES**

**Page Charges:** Authors will be charged \$60.00 per manuscript page. **Color Charges:** Authors will be charged \$500.00 per color page. (Figures submitted in color will be published in color.) **Failed Figure Charges:** Authors will be charged \$50.00 per failed figure.

Invited submissions and editorials will be exempt from these charges. Authors from institutions in countries with a gross national product (GNP) per capita below \$3,000 will not be charged for pages or color figures. To view a list of eligible countries please visit <http://www.who.int/hinari/eligibility/en/index.html>.

**REPRINTS**

Authors of articles published in *JASN* will receive reprint order forms with the page proofs. Reprints may also be ordered *via*

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