



Nefrología

AUTHORS INFORMATION PACK

GUIDE FOR AUTHORS

INTRODUCTION

Nefrología is the official publication of the Spanish Society of Nephrology (Sociedad Española de Nefrología) and is referenced in the Web of Knowledge of the Institute for Scientific Information (ISI.) It is included in the MEDLINE, EMBASE, IME, IBECs and SCIELO bibliographic databases. The summaries are published in Current Contents-Clinical Practice, Current Advances in Biological Sciences and other ISI publications. Full text versions of articles can be accessed on the **Nefrología website** (www.revistanefrologia.com), including the English version of regular issues; the full texts are also included in SciELO (scielo.isciii.es/scielo.php). The summaries in English are included in Excerpta Medica and in PubMed.

Nefrología publishes articles on basic or clinical research relating to nephrology, arterial hypertension, dialysis and kidney transplants. It is governed by the peer review system and all original papers are subject to internal assessment and external reviews. Nefrología follows the publication requirements of the **International Committee of Medical Journal Editors (ICMJE)**.

Nefrología publishes 6 regular issues per year, and also has a Continuing Professional Education issue (nefroplus) and a series of supplements and special issues on topical themes, including issues of Nefrología Basada en la Evidencia (Evidence-Based Nephrology).

All the content and supplementary material published in Nefrología, Nefroplus and other Nefrología or Grupo Editorial Nefrología publications are available on the **Nefrología** website, which can be accessed free of charge.

Nefrología regularly publishes the following content: 1) Originals; 2) Short originals; 3) Reviews; 4) Short reviews; 5) Editorial; 6) Editorial commentaries; 7) Case reports; 8) Letters to the Editor; 9) Other sections: special articles, forums, summaries of congresses, nephrology images, notes on techniques, diagnostic problems, etc. 12) The sections Evidence-Based Nephrology, Controversies in Nephrology, Statistical Data (original articles with data and analysis of records such as dialysis and transplants) etc., are published on an occasional basis and each particular cases has its own characteristics as defined by the editor.

Depending on the type of study (clinical trials, observational studies, systematic review, diagnostic studies, etc) authors should follow the appropriate [EQUATOR network guidelines](#).

Types of article

- 1) Originals: papers on empirical research of a maximum length of 5,000 words, excluding the bibliographical references, with a maximum of 50 references and of nine tables and figures.
- 2) Short originals: same content as previous articles, with a maximum length of 2,500 words,

four tables or figures and 25 bibliographical references.

3) Editorials: requested by the editors or proposed by the authors, with a maximum of 2,000 words, two tables or figures, and 30 bibliographical references. No abstract,.

4) Editorial commentaries: requested by the editors or proposed by the authors, commentaries on articles published in the same issue or previous issues of the Journal. The purpose is to put the subject matter of the article in question into the context of current knowledge, to highlight its main contributions, as well as the areas which the research should examine in more detail. The maximum length is 3,500 words, no abstract, three tables or figures and 40 bibliographical references. Include a "Key concepts" section summarizing the article's main ideas in point form using short sentences.

5) Reviews: exhaustive analysis on specific themes in nephrology. Requested by the editors or referred on the authors' initiative. Will be peer reviewed. Maximum of 5,000 words, nine tables or figures, 150 bibliographical references, a 50-250 word abstract (objective, data sources, selection of studies, data extraction, data summary, conclusions) if it is a systematic review summarizing the article's main ideas in point form using short sentences.

6) Short reviews: reviews on very specific themes, written in a concise and clear manner. Maximum of 3,500 words, six tables or figures, 50 bibliographical references, a 50-250 word abstract, and a "Key concepts" section summarizing the article's main ideas in point form using short sentences.

7) Clinical cases: maximum of 2,500 words. Structured into an introduction, description of case (diagnostic procedures, development, treatment and conclusions), a table with analytical data and, if possible, graphs showing the development of the case and figures, with a maximum of five in total. It must be presented in an attractive, clear and concise way, and with an educational purpose. Nefrologia will publish cases which are exceptional in their presentation or in the use of diagnostic or therapeutic procedures. Other accepted ones will be published in NefroPlus, which is Nefrologia's Continuing Professional Education edition.

8) Letters to the Editor: relating to articles previously published in Nefrologia or which provide succinct or preliminary information on clinical experiments or clinical cases of interest. Structured into: Comments on published articles, brief notification of research or clinical experiments and brief case reports. Maximum of 800 words, two tables or figures, and 10 bibliographical references.

9) Nephrology images: illustrative images about pathology, radiology, skin lesions, etc. indicating scale by using markers within the microphotographs. Each article may contain up to four illustrations, with sufficient contrast, clearness and a figure caption including the title. Accompanied by a text up to 500 words and 3 references. Mention the details that are being highlighted in the figures with characters a-z, numbers, symbols or with arrows, which must be of a size that is clearly legible even after the image has been scaled down.

10) Notes on techniques: descriptions of new techniques as well as modifications to existing ones in the clinic, laboratory, imaging or vascular access techniques, etc. Up to 2,000 words, abstract, two tables or figures and 20 references.

11) Diagnostic problems: a diagnosis is proposed based on a previous statement, with a single question and a concise answer. One illustrative diagram is allowed. Up to 500 words and five references. No abstract.

Contact details for submission

You can send your manuscript at <https://www.editorialmanager.com/nefro/default.aspx>

Language

The journal is published in Spanish and papers in English written by non-Spanish speakers are accepted. All content in the regular issues also have a full English text version in addition to original version which can be accessed on the [website](#).

Submission checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

¿ E-mail address

¿ Full postal address

All necessary files have been uploaded:

Manuscript:

¿ Include keywords

¿ All figures (include relevant captions)

¿ All tables (including titles, description, footnotes)

¿ Ensure all figure and table citations in the text match the files provided

¿ Indicate clearly if color should be used for any figures in print

Graphical Abstracts / Highlights files (where applicable)

Supplemental files (where applicable)

Further considerations

¿ Manuscript has been 'spell checked' and 'grammar checked'

¿ All references mentioned in the Reference List are cited in the text, and vice versa

¿ **Permission has been obtained for use of copyrighted material from other sources (including the Internet)**

¿ A competing interests statement is provided, even if the authors have no competing interests to declare

¿ Journal policies detailed in this guide have been reviewed

¿ Referee suggestions and contact details provided, based on journal requirements

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BEFORE YOU BEGIN

Ethics in publishing

Please see our information pages on [Ethics in publishing](#) and [Ethical guidelines for journal publication](#).

Studies in humans and animals

If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with [The Code of Ethics of the World Medical Association](#) (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the [Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals](#) and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms [sex and gender](#)

should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the [ARRIVE guidelines](#) and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, [EU Directive 2010/63/EU for animal experiments](#), or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author but copies should not be provided to the journal. Only if specifically requested by the journal in exceptional circumstances (for example if a legal issue arises) the author must provide copies of the consents or evidence that such consents have been obtained. For more information, please review the [Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals](#). Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

Declaration of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. [More information](#).

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis, see '[Multiple, redundant or concurrent publication](#)' section of our ethics policy for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service [Crossref](#)

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Authorship

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

Changes to authorship

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

Clinical trial results

In line with the position of the International Committee of Medical Journal Editors, the journal will not consider results posted in the same clinical trials registry in which primary registration resides to be prior publication if the results posted are presented in the form of a brief structured (less than 500 words) abstract or table. However, divulging results in other circumstances (e.g., investors' meetings) is discouraged and may jeopardise consideration of the manuscript. Authors should fully disclose all posting in registries of results of the same or closely related work.

Reporting clinical trials

Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The [CONSORT checklist and template flow diagram](#) are available online.

Registration of clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with [International Committee of Medical Journal Editors](#) recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions,

and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

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Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

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PREPARATION

Peer review

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This journal uses double-anonymized review, which means the identities of the authors are concealed from the reviewers, and vice versa. [More information](#) is available on our website. To facilitate this, please include the following separately:

Title page (with author details): This should include the title, authors' names affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

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To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Article structure

Subdivision - unnumbered sections

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Highlights

Highlights are a short collection of bullet points that convey the core findings of the article. Highlights are optional and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). You can view [example Highlights](#) on our information site.

Structured abstract

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

The headings will consist of: «Introduction and Objectives», «Patients or Materials and Methods», «Results» y «Conclusions».

Graphical abstract

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view [Example Graphical Abstracts](#) on our information site.

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Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other

research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Units

Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

Artwork

Image manipulation

Whilst it is accepted that authors sometimes need to manipulate images for clarity, manipulation for purposes of deception or fraud will be seen as scientific ethical abuse and will be dealt with accordingly. For graphical images, this journal is applying the following policy: no specific feature within an image may be enhanced, obscured, moved, removed, or introduced. Adjustments of brightness, contrast, or color balance are acceptable if and as long as they do not obscure or eliminate any information present in the original. Nonlinear adjustments (e.g. changes to gamma settings) must be disclosed in the figure legend.

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- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.
- Ensure that color images are accessible to all, including those with impaired color vision.

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Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.

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- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Color artwork

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF) or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites). [Further information on the preparation of electronic artwork.](#)

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Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

References

Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press'

implies that the item has been accepted for publication.

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A DOI is guaranteed never to change, so you can use it as a permanent link to any electronic article. An example of a citation using DOI for an article not yet in an issue is: VanDecar J.C., Russo R.M., James D.E., Ambeh W.B., Franke M. (2003). Aseismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. *Journal of Geophysical Research*, <https://doi.org/10.1029/2001JB000884>. Please note the format of such citations should be in the same style as all other references in the paper.

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As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. This identifier will not appear in your published article.

References in a special issue

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

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Text: Indicate references by superscript numbers in the text. The actual authors can be referred

to, but the reference number(s) must always be given.

List: Number the references in the list in the order in which they appear in the text.

Examples:

Reference to a journal publication:

1. Van der Geer J, Hanraads JA, Lupton RA. The art of writing a scientific article. *J Sci Commun* 2010;**163**:51;9. <https://doi.org/10.1016/j.Sc.2010.00372>.

Reference to a journal publication with an article number:

2. Van der Geer J, Hanraads JA, Lupton RA. The art of writing a scientific article. *Heliyon*. 2018;**19**:e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.

Reference to a book:

3. Strunk Jr W, White EB. *The elements of style*. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

4. Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. *Introduction to the electronic age*, New York: E-Publishing Inc; 2009, p. 281;304.

Reference to a website:

5. Cancer Research UK. Cancer statistics reports for the UK, <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>; 2003 [accessed 13 March 2003].

Reference to a dataset:

[dataset] 6. Oguro M, Imahiro S, Saito S, Nakashizuka T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1; 2015. <https://doi.org/10.17632/xwj98nb39r.1>.

Note shortened form for last page number. e.g., 51;9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (*J Am Med Assoc* 1997;**277**:927;34)(see also [Samples of Formatted References](#)).

Journal abbreviations source

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