

**GUIDELINES FOR WRITING MANUSCRIPTS
FOR THE MANUSCRIPT SCHOLARSHIP**

Congratulations you have had your abstract accepted. Now write and send in your manuscript for the Manuscript Scholarship award.

There are **three** scholarships to be awarded as follows:

- First Prize - Best Manuscript Scholarship (1000 Euro for the winner)
- Second Prize – Runner up Best Manuscript Scholarship (500 Euro 1st runner up)
- Third Prize – Runner up Best Manuscript Scholarship (Certificate of merit 2nd runner up)

All award prize winners will receive a certificate of merit. The manuscript scholarships are prestigious awards for EDTNA/ERCA given to members for the papers which best exemplify the overall aims of the Association – to spread awareness of new, well researched work which develops and improves the knowledge base of our membership, enabling them to review their own practice and their care of Renal patients.

The closing date for the receipt of the manuscript in the EDTNA/ERCA
Conference Department is **30th June 2009.**

Sending the manuscript to CONFERENCE DEPARTMENT

The manuscript must be written as a WORD document. No other method or Submission is permitted. It should be sent as an attachment to **Monika FIALOVA** in Conference Department office by E-MAIL: hamburg09ABS@edtnaerca.org

Rules for presentation of manuscript

Length of manuscript: **3,000 words maximum** (excluding references)
Language: English
Type script: Arial or Times New Roman
Font: 12

Order of presentation

- **Title of paper** with your name and any acknowledgements. (E.g. Industry and/or the name of your hospital)
- Title of paper (**without name of author**)
- Main Text
- List of references
- Pages must be numbered
- Work must be truly original and your own
- The work must not have been accepted for publication prior to being presented at the conference
- Any manuscript containing statistics will be reviewed by the EDTNA/ERCA professional statisticians
- You have to be present at the conference to receive your Scholarship award

Publication of Manuscript

Please Note: Separate to the manuscript scholarship award, all manuscripts may also be submitted to the Journal of Renal Care by the author with a view to publication. However each manuscript like all those submitted to the Journal will be subjected to a peer review before acceptance (see Author and Submission Guidelines).

Written Manuscript Marking Criteria (MANUSCRIPT SCHOLARSHIP AWARD)

The manuscripts are judged on the following criteria:

1. Study design

- Is the design of the study sufficiently described?
- Was the design of the study appropriate to the objective?
- Was the sample of subjects appropriate with regard to the population to which the findings will be referred?
- Is the design of the study acceptable?

2. Analysis of statistics if used

- **Were the statistical methods used appropriate for the data?**
- Are the conclusions drawn from the statistical analyses justified?
- Is the paper statistically acceptable?

3. Contribution to Renal care

- Does your manuscript contain knowledge that will enhance the care of the person with renal failure? This may relate to your country specifically or on a European level

4. Originality of findings and implications for practice -these are more important than the originality of topic.

- New findings and new outcomes
- Application to practice
- Implications for change in practice which arise from your work

5. Comprehension

- Even if you are writing about a complicated subject your manuscript must be understandable by others who may not be experts in the field
- You should try to use plain language and good English. If English is not your native language find someone to check the manuscript for you
- You will not be penalised for your standard of English but it does have to be understandable and read well

6. Objectivity with critical evaluation

- This manuscript will demonstrate your ability to professionally evaluate the subject you are writing about, with reference to other work done in the same areas
- Using references you can offer proof of the relevance of your work



7. References

- References (between 8-15 refs) show you have read about your subject and show proof of other work to substantiate your own findings.
- Please use references as shown below in the modified Harvard style: In the text the authors' names should be cited followed by the date of publication, e.g. Ormandy (2008). If two or more works have the same originator and year, lower-case letters given after the year distinguishes them. Where there are three or more authors, the first author's name followed by *et al.* should be written in the text, e.g. Sutton *et al.* (2008).
Ormandy P. (2008) Information topics important to chronic kidney disease patients: a systematic review, *Journal of Renal Care* **34**(1), 1-9.
Sutton D., Hollingdale R., Hart K. (2008) Questionnaire to evaluate and elucidate patients perceptions of renal dietary advice, *Journal of Renal Care* **34**(3), 143-150.

8. Overall quality of work

- This means the whole presentation, which complies with the recommended format, should be a pleasure to read.

If any of the above guidelines are not complied with the manuscript will not be considered eligible for the manuscript scholarship

- Tables and photos are permitted but ensure appropriate copyright
- Demonstrate your method of research and results and ensure that your statistics are appropriate and correctly used
- Make sure the statistics do answer the questions
- Concentrate on the outcomes and implications for practice

Dr Paula Ormandy
Scientific Programme Chair