

## AUTHOR GUIDELINES

The *Journal of Renal Care* (formally EDTNA/ERCA Journal) is the official publication of the European Dialysis and Transplant Nursing Association – European Renal Care Association (EDTNA/ERCA). It publishes a broad range of peer-reviewed clinical, research, educational, and profession oriented material for nephrology professionals. We seek to provide content that is relevant to, and reflective of, the growing diversity of the renal care community. Criteria for publication include: originality, relevance, reader appeal and controversy. We welcome articles that promote improvement in clinical practice and research, also letters to the Editor, case studies, case reports, clinical practice papers and special reports on professional, educational, economic, ethical and medical-legal issues.

The instructions below give brief details on the *Journal's* requirements for manuscripts. Please visit the journal website: [www.jorc](http://www.jorc) for full and updated Author Guidelines and Blackwell Publishing's Author Services website, [www.blackwellpublishing.com/bauthor](http://www.blackwellpublishing.com/bauthor), for further information on the preparation and submission of articles and figures. Manuscripts in an incorrect format may be returned to the author.

### MANUSCRIPT SUBMISSION

All manuscripts should be submitted online in ENGLISH at <http://mc.manuscriptcentral.com/jorc>. All parts of the manuscript must be available in an electronic format. Full instructions and support are available on the site and a user ID and password can be obtained on the first visit. Support can be contacted by phone (+1 434 817 2040 ext. 167), e-mail ([support@scholarone.com](mailto:support@scholarone.com)) or at <http://blackwellsupport.custhelp.com>. or contact the Editor, Cordelia Ashwandens by e-mail: [Cordelia@ashwandens.demon.co.uk](mailto:Cordelia@ashwandens.demon.co.uk). Please ensure that manuscripts are completely anonymous, by removing author details and acknowledgments from the text. Author details are requested separately during submission. Word limit is 3000 words; scientific reports and literature reviews have an extended word limit. Please send your paper in word format, font 12pt Arial/New Roman.

### MANUSCRIPT FORMAT AND STRUCTURE

All manuscripts submitted to *Journal of Renal Care* should include the following:

**Title** Please include a short descriptive title of no more than 12 words.

**Abstract** Each paper needs an abstract of up to 150 words outlining the content of the paper.

**References** Harvard style see below

**Keywords List**

Provide 3-5 in alphabetical order from a recognised source such as Index Medicus that recognises the content of the manuscript.

***Paper to be organised as follows if appropriate-***

**Content** Wherever appropriate, the conventional structure should be used for clarity and easy reading, i.e. introduction, material and methods, results, discussion and conclusion. The manuscript should develop logically with additional subdivisions introduced using minor subheadings. The discussion should be comprehensive and cover the results and be supported by other work. Please specify the manufacturer and

manufacturer's address for all products mentioned. Any abbreviations should be spelled out in the first instance. There must be no abbreviations in the paper title.

**Illustrations** Figures, pictures, histograms, x-rays etc. should be in black and white glossy photographs or sent electronically. Please save vector graphics (e.g. line artwork) in Encapsulated Postscript Format (EPS) and bitmap files (e.g. halftones) or clinical or in vitro pictures in Tagged Image Format (TIFF). Further information can be obtained at the *Journal* website and at Blackwell Publishing's guidelines for illustrations: [www.blackwellpublishing.com/bauthor/illustration.asp](http://www.blackwellpublishing.com/bauthor/illustration.asp)

Each figure should have a legend and all legends should be numbered consecutively. If all or parts of previously published illustrations are used, permission must be obtained from the copyright holder concerned. For publication of photographs containing children, written permission must be obtained from parents. Adults should give their own permission. It is the author's responsibility to obtain these in writing and provide copies to the Publisher.

It is the policy of *Journal of Renal Care* for authors to pay the full cost for the reproduction of their colour artwork. Therefore, please note that if there is colour artwork in your manuscript when it is accepted for publication, Blackwell Publishing require you to complete and return a Colour Work Agreement Form before your paper can be published. Any article received by Wiley-Blackwell with colour work will not be published until the form has been returned. If you are unable to access the internet, or are unable to download the form, please contact the Production Editor, e-mail: [jorc@oxon.blackwellpublishing.com](mailto:jorc@oxon.blackwellpublishing.com). The Colour Work Agreement form can be downloaded from: [www.blackwellpublishing.com/pdf/SN\\_Sub2000\\_X\\_cow.pdf](http://www.blackwellpublishing.com/pdf/SN_Sub2000_X_cow.pdf)

**Tables and equations** Graphs and tables must be supplied electronically. The use of graphs rather than tables is recommended where possible. Each graph or table should have a brief, concise title. Column headings within tables should also be brief. Indicate units clearly. Equations should be supplied electronically. All symbols should be clearly identified either in the text or in a special paragraph. Tables should be numbered consecutively.

**Clinical cases** Studies should include a patient profile with a history of the disease and clinical problems. A discussion of clinical management should describe the flow of events followed by a summary that includes the outcome. Application of knowledge gained from this problem should be addressed.

**Case reports** These reports should include introduction; case description; and discussion. The aspect of care under discussion must be well described supported by other works with rationale for reporting this particular case. Patient confidentiality must be maintained. Any identifying information must not be published, and any specific details or description that may compromise patient anonymity, should be omitted. The patient's consent should be obtained when possible. For more information contact the Editor.

**Research papers** Please include a statement of the problem being studied followed by a review of the literature, methodology, results, discussion and conclusions with implications for practice. Ensure that the number of participants are sufficient to give validity to the study.

**References** should be in the modified Harvard style. In the text the authors' names should be cited followed by the date of publication, e.g. Smith (1993). If two or more works have the same originator and year, they are distinguished by lower-case letters given after the year. Where there are three or more authors, the first author's name followed by *et al.* should be written in the text, e.g. Williams *et al.* (1993). The reference list should be prepared on a separate sheet, listed in alphabetical order. The

references should list the first three authors' surnames and initials, date of publication, title of article, name of journal or book, volume number or edition, editors, publisher and place of publication. In the case of an article, page numbers must be included, page numbers from books need only be included when referencing direct quotes or paraphrases.

Examples of references in list:

Van Maanen J.(1995). An end to innocence. in *Representation in Ethnography*. (Ed Van Maanen J) California Sage publications

Lewis T. & Hall J. (1992). Rhabdomyolysis and myoglobinuria. In *Principles of Critical Care*, (eds Hall J., Schmidt G. & Wood L.), Volume 2. New York: McGraw Hill. a shorter one –eg

Miles-Foxen E.H. (1980). Diseases of the ear, nose and throat. In *General Surgery for Nurses* (eds Ellis H. & Wastell C.), 2nd edn, pp. 442-481. Oxford: Blackwell Science.

Muller D., Harns P. & Watley L. (1986). *Nursing Children: Psychology Research and Practice*. London: Harper Row.

National Institute for Clinical Excellence. (2002). Final appraisal determination: drugs for early thrombolysis in the treatment of acute myocardial infarction. NICE.

<http://www.nice.org.uk/article.asp?a=36672> (accessed 7 October 2002).

Williams N. (2001). Patient resuscitation following major thermal trauma. *Nursing in Critical Care* 6, 115-121.

### **Conflict of interest**

Authors are required to disclose any possible conflict of interest when submitting a paper. These can include financial conflicts of interest e.g. patent ownership, stock ownership, consultancies, speaker's fee. All conflict of interest (or information specifying the absence of conflict of interest) should be included at on your title page under 'Conflicts of Interest'. This information will be included in the published article.

If the author does not have any conflict of interest the following statement should be included: "No conflict of interest has been declared by the author(s)."

## **ACCEPTANCE OF A MANUSCRIPT FOR PUBLICATION**

**Copyright** Authors submitting a paper do so on the understanding that the work has not been published before, is not being considered for publication elsewhere and has been read and approved by all authors. A completed Copyright Assignment Form (CAF), found at [www.blackwellpublishing.com/jorc](http://www.blackwellpublishing.com/jorc), must be received by the Editor before any manuscript can be published. Authors must send the completed original CAF by regular mail upon receiving notice of manuscript acceptance, i.e. do not send the CAF at submission.

**Proofs** The corresponding author will receive an e-mail alert containing a link to download their proof as a PDF (portable document format). Corrections must be returned to the Production Editor within 3 days of receipt: K.Woods, Wiley-Blackwell, 101 George Street, Edinburgh, EH2 3ES, e-mail: [jorc@oxon.blackwellpublishing.com](mailto:jorc@oxon.blackwellpublishing.com); tel.: +44 (0) 131 718 4424; fax: +44 (0) 132 226 3803.

**Offprints** A PDF offprint of the online published article will be provided free of charge to the corresponding author, and may be distributed subject to the Publisher's terms and conditions. Additional paper offprints may be ordered online. Please click on the following link, fill in the necessary details and ensure that you type information in all of the required fields:

[offprint.cosprinters.com/cos/bw/main.jsp?SITE\\_ID=bw&FID=USER\\_HOME\\_PG](http://offprint.cosprinters.com/cos/bw/main.jsp?SITE_ID=bw&FID=USER_HOME_PG) If you have queries about offprints please e-mail [offprint@cosprinters.com](mailto:offprint@cosprinters.com)

## **POST-PUBLICATION**

### *Errors*

If you notice a significant error in your article after the article has been published, please alert this to the attention of the Production Editor who will liaise with the Editor-in-Chief and advise you if the error warrants a retraction, or a notice of correction (erratum / corrigendum). If the error is the responsibility of Wiley-Blackwell, in most instances we will publish an Erratum. However please be aware that Wiley-Blackwell's policy is to publish an Erratum only wherever the error has impacted on the results of the paper. Minor mistakes such as misspellings will not be treated in this way. In the event that the error is the responsibility of the author, we will publish a Corrigendum. We advise all of our authors to take the opportunity to check their Proofs in great detail so that mistakes may be detected at proofing stage.

### *Author Services*

For more substantial information on the services provided for authors, please see [www.blackwellpublishing.com/bauthor/default.asp](http://www.blackwellpublishing.com/bauthor/default.asp)