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The *American Journal of Kidney Diseases (AJKD)* is primarily written by and for practitioners who care for patients with kidney disease or hypertension. We welcome articles in the following categories:

- (1) **Original Investigations** that deal with one of three subcategories: pathogenesis and treatment of kidney disease and hypertension, dialysis therapies, and kidney transplantation. We only accept Original Investigations that focus on clinical research. Studies that focus on laboratory measurements are acceptable only if they are directly linked to measurements or outcomes in human subjects.
- (2) **Editorials** about any subject of interest to practitioners.*
- (3) **Reviews** about any clinical or basic science topic of interest to practitioners.*
- (4) **Systematic Reviews and Meta-Analyses**, which differ from Reviews only in that the literature review must be systematic. A quantitative synthesis of the results of the systematic review, or meta-analysis, is preferred whenever possible.
- (5) **Case Reports**, which should be succinct and original and have a single, well-defined message.
- (6) **Kidney Biopsy Teaching Cases**, which are case reports that include kidney biopsy material. They should provide a clearly delineated educational message.
- (7) **Letters to the Editor**, which must not exceed 250 words, not including references. See www.ajkd.org for guidelines.*
- (8) **Special Articles** covering any topic of interest to practitioners that is not included in the aforementioned categories.*
- (9) **Quiz Page**, see www.ajkd.org for guidelines.

**Since Editorial Opinions and Reviews require selection and interpretation of the medical literature, AJKD generally requires that authors of these articles, and in some cases, Letters to the Editor and Special Articles, not have any financial interest in a company (or its competitor) that makes a product discussed in the article.*

All manuscripts submitted to AJKD will first be reviewed by two Editors. Some manuscripts may be rejected after this stage if the papers are deemed unacceptable for publication in AJKD. We will subject the others to further review by peers. Authors may check the status of their submitted manuscripts online at www.ajkd.org.

Submitting manuscript

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Manuscript submissions are processed via the internet system Editorial Manager™ (EM). Go to <http://ajkd.edmgr.com> for more detailed guidelines.

Authors must submit manuscripts to AJKD electronically. If an author experiences difficulty submitting a manuscript, he/she must contact the editorial office for technical assistance (612-347-5809 or Ben.Jackson@co.hennepin.mn.us). DO NOT MAIL A DISK AND HARD COPIES OF A MANUSCRIPT TO THE EDITORIAL OFFICE UNLESS REQUESTED. If an author does not receive an e-mail confirmation of submission within 5 business days, this means the manuscript has not been received by the editorial office. It is the responsibility of the author to notify the editorial office when they do not receive a confirmation of submission.

To begin, go to <http://ajkd.edmgr.com>. First-time users must click “Register” on the red navigation menu at the top of the screen. EM will send an automatic e-mail with a username and password. Detailed guidelines for authors are available at the EM site.

In lieu of a cover letter, authors are required to complete the Mandatory Checklist, located on the home page of the EM site, and attach it to their online submission. Authors are also required to fill in the Potential Reviewer form, located on the home page of the EM site, and attach it to the online manuscript submission.

Note that no submitted materials, including photomicrographs, will be returned.

Preparing manuscript

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The AJKD editorial staff prefers that manuscripts be submitted according to the style requirements detailed below. However, manuscripts meeting the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (see www.icmje.org) will be considered for publication; authors may be asked to make AJKD-specific style changes should their manuscript be accepted.

Manuscripts must be double-spaced using 12-pt. type (preferably Times New Roman) and unjustified margins. Pages must be numbered starting with the title page.

Title page

The title page should include the following: (1) title (concise and descriptive); (2) authors' first and last names and highest degree; (3) institution where the work was done; (4) position, institution, and location of all authors; (5) acknowledgment of research support; (6) corresponding author's name, address, telephone number, fax number, and e-mail; and (7) short title (not to exceed 45 characters including spaces), to be used as a running head.

Abstract

Manuscripts must include a brief, structured (Background, Methods, Results, Conclusion) abstract of not more than 250 words followed by a list of index words. Abstracts for Reviews, Case Reports, and Special Articles may be unstructured.

Abbreviations

Use only standard abbreviations, and expand all abbreviations at first mention. Avoid using abbreviations in titles, abstracts, and running heads.

Generic names

Use only generic names for drugs whenever possible; if not possible, include a proprietary name and the name and location of the drug manufacturer in parentheses at first mention.

Units of measurement

Throughout the text, most units of measurement should be expressed in conventional units with Système International (SI) units given in parenthesis. In figures and tables, use conventional units, with conversion factors given in legends or footnotes. Manuscripts containing only conventional or SI units will not be returned, but the editorial office will request that authors insert the other type of units if the manuscript is accepted. See the Author Information at www.ajkd.org for SI unit converter download.

Examples

In text: ...serum creatinine at 3 months was 9.62 mg/dL (850 μ mol/L)...

In figure legends: To convert hemoglobin in g/dL to g/L, multiply by 10.

In tables:

Serum Component	Patient 1	Patient 2
Creatinine	0.6 mg/dL	1.2 mg/dL
Urea nitrogen	8 mg/dL	18 mg/dL

NOTE. To convert serum creatinine in mg/dL to $\mu\text{mol/L}$, multiply by 88.4; urea nitrogen in mg/dL to mmol/L, multiply by 0.357.

Human investigation studies

For all studies in humans, appropriate safeguards should be included in the Methods section regardless of country of origin (eg, local Institutional Review Board, Ministry of Health approval).

Informed consent

Avoid any information identifying individual study subjects. If identifying information is necessary for scientific purposes, the patient must be shown the manuscript to be published and provide written informed consent before publication.

Illustrations and tables

Authors are responsible for applying for permission from a publisher for both print and electronic rights to all borrowed material and are responsible for paying any fees related to applying for these permissions. In addition to sending the signed permission statement(s) to the *AJKD* editorial office, authors should include notation of the permission as an addition to the footnote/legend and must provide complete information as to the source. Photographs of identifiable persons must be accompanied by a signed release that indicates informed consent.

Figures and tables should be cited in numerical order in the text using Arabic numbering. Each figure should have a legend, but *legends should not appear on the same page with the figure*. Legends should be typed double-spaced and grouped under the heading “Legends” on a separate page at the end of the manuscript.

Each table should be typed on a separate page, with the table number and title included above the table on the same page. Include any additional information in footnotes below the table. Use spaces, not vertical rules, to separate columns. Do not include grid lines.

The figure legends and tables should be included in the manuscript file. Figures should be attached as separate files, in TIFF or EPS format, not embedded in the manuscript file.

Acknowledgments

If any, acknowledgments should be inserted after the manuscript text and before the reference list. Authors are responsible for informing all named individuals/parties that they are being mentioned in their submitted manuscript.

References

References should be compiled at the end of the article according to the order of citation in the text, not alphabetically. They should be typed, double-spaced under the heading REFERENCES. Abbreviations for titles of medical periodicals should conform to those in the latest edition of *Index Medicus* and should not include periods. Authors must include first and last page numbers and expand the numbers (131–139, not 131-9). If the article has six or fewer authors, list all; if more than six, list the first three and then “et al.”

Examples

Journal article (list all authors)

- 1 Richardson D, Barlett C, Will EJ: Optimizing erythropoietin therapy in hemodialysis patients. *Am J Kidney Dis* 38:109–117, 2001

Journal article (more than six authors)

- 2 Hotta O, Miyazaki M, Furuta T, et al: Tonsillectomy and steroid pulse therapy significantly impact on clinical remission in patients with IgA nephropathy. *Am J Kidney Dis* 38:736–743, 2001

Complete book

- 3 Ahmad S: *Manual of Clinical Dialysis*. London, England, Science Press Ltd, 1999

Chapter of book

- 4 Battle D: Metabolic acidosis, in Greenberg A (ed): *Primer on Kidney Diseases* (ed 2), chap 9. San Diego, CA, Academic Press, 1998, pp 71–79

Chapter of book that is part of published meeting

- 5 Natig JB, Kunkel HG, Gedde-Dahl T Jr: Chain subgroups of G globulin, in Killander J (ed): *Gamma-Globulins, Proceedings of the Third Nobel Symposium*. New York, NY, Wiley, 1967, pp 37–54

After acceptance

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If a manuscript is accepted for publication, the author may be asked to send the following to the editorial office:

- 1 A file containing the final version of the manuscript (without any highlights or track changes).
- 2 Two sets of figures in hard copy, or electronic TIFF or EPS files. The figures must be high resolution (300 dpi for color or greyscale. 1.200 dpi for black and white line art). Detailed

figure/graphic guidelines are available at www.ajkd.org.

3 Copyright form signed by at least one of the authors.

Copyright transfer

The copyright will be assigned exclusively to the National Kidney Foundation, including the right to reproduce the article in all forms and media. The Publisher will not refuse any reasonable request by the author for permission to reproduce any of his or her contributions following publication in *AJKD*. Permission requests must be sent to: General Permissions Department, W.B. Saunders/Elsevier Science, 625 Walnut Street, Suite 300, Philadelphia, PA 19106. Telephone: 215-238-7869; Fax: 215-238-2239, e-mail: Healthpermissions@Elsevier.com.

Page charges

Manuscripts will be assessed a \$75.00 charge per page for each printed page *exceeding* four. One printed text page is equivalent to about 2.5 double-spaced manuscript pages (12-pt. type), 35 references, or 2 tables/figures. Page charges and color reproduction costs are billed separately. The letter of acceptance e-mailed to the author will provide an estimate of the page charges. **This will be only an estimate and the actual invoice for page charges will be forwarded after the manuscript is published.**

The editorial office has a fiduciary responsibility to the publisher and the National Kidney Foundation and cannot waive page charges. If authors feel that they will not be able to pay page charges, they must notify the editorial office at the time of submission.

Color reproduction charges

Authors must bear all costs connected with printed color illustrations. When a manuscript with color illustrations is accepted, the authors will be contacted prior to publication, provided a cost estimate, and given a choice of publication in color or black and white. Color reproduction costs and page charges are billed separately.

Proofreading

Contributors are provided with proofs via the internet and are asked to proofread them for typesetting errors. Important changes in data are allowed, but authors will be charged for excessive alterations to proofs. Corrections must be returned within 48 hours.

Reprints

Reprints of articles can be ordered before or after publication. An order form showing costs of reprints will be e-mailed by the publisher prior to publication. Individuals wishing to obtain reprints of an article that appears in *AJKD* can do so by contacting the author at the address given in the *Journal*. Do not contact the editorial office regarding reprints.

Publication on *AJKD* electronic pages

Because *AJKD* receives many more meritorious papers than can be published in the print edition, some case reports may be accepted for publication solely on the *AJKD* web site (www.ajkd.org). When this occurs, the editorial office will specify potential electronic publication in the initial decision letter e-mailed to the authors. These articles will be listed in the printed table of contents and the author and subject indexes of the printed version. They also will be included in *Index Medicus* and MEDLINE. Manuscripts published exclusively on the web edition will incur no page charges or charges for color figures. They will be subject to the same copyright laws as the printed edition. A sample citation for electronic edition articles is as follows:

Smith AB, Jones CD: Article title. *Am J Kidney Dis* 31(3):E3, 1998 (available www.ajkd.org)

Additional information

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The *AJKD* web site (www.ajkd.org) contains information about the following:

Announcement Guidelines Conflict of Interest Policy Cost of Color Reproduction Excess Page Charge Policy Figure Instructions Letter to Editor Instructions Quiz Page Instructions Supplement Guidelines Système International (SI) Converter

Editorial office contact information

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Cost of Color Reproduction

Authors are responsible for the cost of color reproduction for the print version of the journal.

The issue manager at the Publisher will contact the author for approval before printing. The author may choose to have their figure(s) produced in black and white (B/W) for the print version of the journal, but the figure(s) will appear in color for the web version of the journal. If the author chooses B/W, he/she must realize that many color figures will not transfer to B/W. The issue manager will contact the author when there is a problem reproducing the figure. If the author chooses to have the figure(s) in color, the Publisher, not the editorial office, will send the bill to the author.

The Publisher provides the cost for color reproduction. The information below is only a guide to estimate color reproduction costs:

- The first color figure will cost \$650 and each additional figure will cost \$100. Multipart figures will generally be considered as one figure. The publisher will do everything possible to keep a figure to one page without compromising the quality of the reproduction.

Excess Page Charge Policy

The AJKD allows authors four free printed pages, but each additional page costs the authors \$75.00. AJKD holds all authors responsible for payment of excess page charges for published manuscripts. If the corresponding author is not the person to be billed, the AJKD editorial office must be notified immediately with the correct billing information.

After three invoices have been sent over a period of 4 months without payment, the editorial office will notify all co-authors that no further papers will be considered or published until the outstanding invoice is paid in full.

Figure Guidelines

Figures for Accepted Manuscripts

The online system Editorial Manager allows the use of figures in various formats; however, the Publisher has specific requirements for printing artwork. After acceptance of a manuscript, the author must provide two hard copies of each figure to the editorial office. The Publisher can only scan high-resolution figures. If the Publisher experiences difficulty with the quality of the figures, the author will be contacted.

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Letter to the Editor Guidelines

Letters to the Editor are considered for publication (subject to editing and abridgement without notice). **ALL LETTERS TO THE EDITOR MUST BE SUBMITTED ONLINE VIA EDITORIAL MANAGER** (<http://ajkd.edmgr.com>).

Letters should be in response to an AJKD article, and that article should have appeared no more than 6 months previously. The title must be different from that of the original article. If in response to a letter, enter In Reply for title. Letters must be submitted double-spaced, and must not exceed 250 words (excluding

references, maximum number 10) and contain no more than one figure or table. Receipt of letters is not acknowledged, and there is no guarantee that your letter will be published. Submitting the letter constitutes your permission for its publication in any current or subsequent issue or edition of AJKD, in any form or media, now known or hereafter developed.

Quiz Page Guidelines

Provide short, concise history, maximum 150 words. Follow AJKD style for Système International units.

For print page, use maximum of four figures.

Open [PDF file](#) to view previous quiz page and preferred format.

The answer page appears only on the web. The text for the answer to the quiz can be expanded and, if desired, the author may use more figures.