

The *RJCCN* publishes manuscripts on nephrology especially critical care nephrology and related topics. Original research papers, case reports, and letters to the editor are considered for publication, all of which undergo extensive peer review prior to their acceptance. Review articles and Editorials are invited, but unsolicited reviews can be proposed to the editors by sending the title for initial consideration. Primarily, they are reviewed by the editors and biostatistical advisors. If extensive revision is not required, peer review will be done by at least 2 experts in the field. Otherwise the author(s) have to revise their manuscripts before the peer review process. Based on the comments of reviewers and the responses or revisions of the author(s), the Editorial Board either accepts or rejects the manuscripts. Reviewers' and authors' identities are kept confidential, and the existence of a submitted manuscript is not revealed to anyone other than the reviewers and editorial team.

Submission of Manuscripts

Manuscripts along with a covering letter and the signed Authors' Agreement Form (available from www.rjccn.org) should be submitted to the Editor-in-Chief of the *RJCCN* via the online submission system.

Electronic submission. The online submission is available on the journal's web site (www.rjccn.org) and is the only way of manuscript submission.

Identifiers

ORCID ID is essential for corresponding author.

The DOI will be gotten by journal after preparing the proof format.

Preparation of Manuscripts

General Instructions. Manuscripts should follow the stylistic conventions set forth in the *American Medical Association Manual of Style*, 10th edition. The Editors have the right to make editorial corrections and additional changes with the knowledge and approval of corresponding author. The preferred word processing format for the manuscript file is Microsoft Word. The main manuscript should carry the title page, abstract, main text, references, figures legends, and tables of the paper. Figures, including diagrams, photographs, etc, should be supplied separately and submitted as supplementary files. Please do not attach figures in the digital format of the main manuscript.

Manuscripts should be double-spaced, with 2.5-cm margins on all sides of the paper. All abbreviations must be spelled out the first time they are used, followed by the abbreviated form in parentheses. Units of measurement must be complied with the International System of Units (SI).

Original Research Papers. The journal considers Systematic Reviews and Meta-analysis as Original Articles provided that they are conducted using a rigorous, transparent, and reproducible methodology and comply with international reporting standards. Original papers should be arranged as: Title Page, Abstract, Introduction, Methods, Results,

Discussion, Conclusions, Acknowledgements, References, Tables, and Legends. The title page must include the following: title; full first name; surname; affiliations of each contributor; each author's highest academic degree; the name, full postal address, telefax/telephone numbers of the contributor who will deal with correspondence; keywords; and the total number of pages and figures being submitted. A structured abstract (with the subheadings Introduction, Materials and Methods, Results, and Conclusions) should appear on the second page of the manuscript and should not exceed 250 words. The main text (excluding the abstract and references) should not exceed 3000 words.

Reports of Clinical Trials. Original research papers that report a randomized controlled trial, should comply with the guidelines provided by the Consolidated Standards of Reporting Trials (CONSORT) group. Also, supplying the manuscript with a CONSORT flowchart diagram is highly encouraged. Please refer to the CONSORT web site to see the guidelines and the flowchart template.

Although it is not obligatory yet, researchers who would like to publish reports of their clinical trial in *RJCCN* are strongly encouraged to register their studies in a registry of clinical trials proposed by the World Health Organization or the International Committee of Medical Journal Editors. As an option, the Iranian Registry of Clinical Trials is a registry suggested by the World Health Organization.

Reviews. Anyone wishing to write a review for the journal should first contact the editors. Review articles should be composed of systematic critical assessments of literature and data sources pertaining to clinical topics, emphasizing factors such as cause, diagnosis, prognosis, therapy, or prevention. They should have unstructured abstracts. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. Authors of review articles should be experts and have contributions in the field of the addressed subject.

Special Reports. Manuscripts that cannot be considered as a review or original article, or those with special features, such as national reports, will be considered to be published in this section, upon the decision of the editor. An unstructured abstract not longer than 120 words is required for this section. The body of the manuscript should not exceed 1200 words. Tables and/or Figures should be limited to 2 ones and references to 15 in maximum.

Case Reports. Case reports should be arranged as follows: Title Page, Abstract (nonstructured, not exceeding 150 words), Introduction, Case Report, Discussion, Conclusions, References, and Legends. The length should not exceed 700 words.

Brief Communications. Original research papers can also be published in a brief format. Submitted papers that are of interest but are not acceptable as a full-length original

Instructions to Authors

contribution are offered by the editor to be published in this section. Also, the authors can primarily submit their papers for consideration of publication in this section. An unstructured abstract not longer than 150 words is required for this section. The body of the manuscript should not exceed 1500 words, and no heading or subheading should be used. Tables and/or Figures should be limited to 2 ones and references to 15 in maximum.

Editorial. Editorials are concise scholarly articles that provide expert commentary, perspective, or insight on topics of current interest in nephrology, especially critical care nephrology, including recently published articles in the journal. Editorials are usually invited by the Editor-in-Chief or Editorial Board. Editorials should be focused, balanced, and evidence-based, not exceed 1,200 words, include a limited number of references (up to 15). It must not contain original unpublished data.

Commentary. A Commentary provides expert analysis, critique, or perspective on a published article, emerging clinical topic, or issue in critical care and nephrology. It is not original research but should be scholarly, evidence-based, and concise. Commentaries are usually invited by the Editor-in-Chief or Editorial Board. Commentaries should be focused, balanced, and evidence-based, not exceed 1,200 words, include a limited number of references (up to 20) and 1 to 2 Figures. It must not contain original unpublished data.

Letters to the Editors. Correspondence will be considered for publication if it contains constructive criticism on previously published articles in *the RJCCN*, the authors of which will have the right of reply. Also, reports of limited research or clinical experiences can be submitted in the form of a letter. The length should not exceed 700 words.

Fillers. Fillers are materials, including text and image, to be published in the blank spaces of the journal. The subject is not restricted, but those related directly or indirectly to medicine are preferred. Quotations, interesting pictures, historical notes, and notice on events are some examples. Please contact the editorial office via e-mail (info@rjccn.org) to send fillers.

References. Our reference style requirements are in accordance with Vancouver style as defined by the Uniform Requirements for Manuscripts Submitted to Biomedical Journals by the International Committee of Medical Journal Editors (ICMJE updated October 2008, available from: <http://www.icmje.org/>). Number references in the order in which they appear in the text; do not alphabetize. In text, tables, and legends, identify references with superscript Arabic numerals in parentheses.

Note: List all authors when there are 6 or fewer; when there are 7 or more, list the first 6, followed by "et al"

Samples:

Articles in journals

Raaijmakers R, Schroder C, Monnens L, Cornelissen E, Warris A. Fungal peritonitis in children on peritoneal dialysis. *Pediatr Nephrol.* 2007;22:288-93.

More than 6 authors

Piraino B, Bailie GR, Bernardini J, Boeschoten E, Gupta A, Holmes C, et al. Peritoneal dialysis-related infections recommendations. *Perit Dial Int.* 2005;25:107-31.

Books and other monographs

Brady HR, Clarkson MR, Lieberthal W. Acute renal failure. In: Brenner BM, Livine SA, editors. *Benner & Rector's the kidney*. 7th ed. Philadelphia: WB Saunders; 2004. p. 1215-75.

For samples of reference citation formats, authors should consult National Library of Medicine web site:

http://www.nlm.nih.gov/bsd/uniform_requirements.html

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Figures and Tables. Figures and tables should be kept to a necessary minimum and their information should not be duplicated in the text. Figures must be supplied either as JPEG or TIFF. Do not embed the figures in the manuscript file. Tables should be typed on separate sheets of the manuscript file, be numbered (with Arabic numbers), and have a title. Include double-spaced legends (maximum length, 60 words) on separate pages. Computer-generated images and photographs must have acceptable quality (at 300 dpi or higher).

Covering Letter. All manuscripts must be accompanied by a covering letter signed by all authors. The name, address, telephone number, fax number, and E-mail address of the corresponding author must be provided. Previous publications or presentations of the manuscript or its parts, conflict of interests, and financial supports, if any, should be addressed in the covering letter.

Ethical Requirements and Authors' Responsibility

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If the work involves experimentation on living animals,

the author(s) must provide evidence that the study was performed in accordance with local ethical guidelines. If the study involves human beings, the author(s) must include a statement that the study was approved by the local ethical committee and that informed consent was obtained from the study participants. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed. All relevant permissions to cite the unpublished observations of others must be obtained by the manuscript author(s). The names and initials of these persons must be cited in the text, and permission from the original author(s) must be obtained. Permission also must be obtained to reproduce or adapt any figures or tables that have been published previously.

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