

Use UK/British spelling throughout**Incorrect**

program
organized
ischemic, anemia, hemodynamic
low to middle income
peri operative, intra operative
79 year old woman
e-mail
19th to the 22nd July / 23 to 26 October 2012
et al
socioeconomic
health care

Correct

programme
organised
ischaemic, anaemia, haemodynamic
low- to middle-income
peri-operative, intra-operative
79-year-old woman
email
19–22 July / 23–26 October 2012
et al.
socio-economic
healthcare

Use correct terminology**Incorrect**

Caucasian

Correct

White

Avoid unnecessary full stops**Incorrect**

M.R. Davids
Prof. Rashad S. Barsoum

Correct

MR Davids
Prof Rashad S Barsoum

Avoid using titles before names, and degrees/qualifications after author names and in the Acknowledgements. Use full names if we have them.**Incorrect**

Dr MR Davids MMed, PhD
Prof A Assounga

Correct

MR Davids
Alain Assounga

Standardise numbers, units and related spacing**Incorrect**

0,2%
0.2 %
19.95±6.46
twenty one, ninety nine
>50mmHg
6 – 12 ng/ml
(see Fig. 1)
9 days
nineteen days

Correct

0.2% [use a decimal point, not a decimal comma]
0.2%
19.95 ± 6.46
twenty-one, ninety-nine
> 50 mmHg
6-12 ng/mL
(see Figure 1)
nine days [write out numbers up to nine]
19 days [numerals for 10 or more]

40 000 000

p value

P=0.003

P < 0.01

P <0.001

p = 0.017

40 million

P value

P = 0.003

P = 0.008 [exact p value to 3 decimals]

P < 0.001

P = 0.017 [capital P]

NB: When there is no qualifier immediately before a number, there is no space between the sign and the number: e.g. the P value was >0.001; the difference was +23; the standard deviation was ± 10 .

When there is a qualifier directly associated with a number, as in an equation, there are spaces on either side: e.g. $P < 0.001$; $P = 0.004$; the mean value was 10 ± 3 .

References

In-text citations in square brackets, e.g. [6,12] and [2-5,18]. No spaces within brackets.

Bibliography – First six authors then a comma and et al.

Examples:

Articles: Levey AS, Eckardt KU, Tsukamoto Y, Levin A, Coresh J, Rossert J, et al. Definition and classification of chronic kidney disease: a position statement from Kidney Disease: Improving Global Outcomes (KDIGO). *Kidney Int.* 2005; 67:2089-2100.

Books: Halperin ML, Goldstein MB, Kamel KS. Fluid, electrolyte, and acid-base physiology: a problem-based approach. Philadelphia, PA: Saunders; 2010.

Book sections or chapters: Topham PS, Chen Y. Renal biopsy. In: Floege Jr, Johnson RJ, Feehally J, editors. *Comprehensive clinical nephrology*. 4th ed. Philadelphia, PA: Saunders; 2010. pp. 75-84.

Correct use of dashes and their keyboard shortcuts

Em-dash (to separate extra information in a sentence)

Alt 0151 or Ctrl Alt – (minus sign on keypad)

En-dash (for ranges, e.g. 3.7–4.5)

Alt 0150 or Ctrl – (minus sign on keypad)