

# Instructions for Authors

## Aim and scope of the Journal

The *African Journal of Nephrology (Afr J Nephrol)* is the official journal of the African Association of Nephrology (AFRAN) and publishes peer-reviewed papers relating to clinical or basic research in nephrology and hypertension, as well as nephrology education. The Journal considers submissions of original and review articles, case reports, technical reports, practice guidelines, images in nephrology, teaching points, proceedings of national or regional congresses, and letters to the Editor.

## General

Manuscripts may only be submitted online, via the Journal website. Manuscripts should not be under consideration by another journal and should not have been published previously except as a poster or abstract. Permission from the copyright holder must be submitted with manuscripts containing previously published material such as figures or tables.

Manuscripts which fail to satisfy the requirements set out in this document may be rejected without further review.

Authors are referred to the uniform requirements for manuscripts submitted to biomedical journals at <http://www.icmje.org/>.

### *Language policy*

Authors are invited to submit articles written in English or French. French articles must also be accompanied by an English title, abstract and a list of keywords. Please contact us if assistance is required with the translation.

### *Authorship*

All authors must have made a significant contribution and must have approved the final manuscript submitted for publication. Lesser contributions should be indicated in an Acknowledgments paragraph after the Conclusions. An authorship statement, signed by all the authors, must be submitted (as a supplementary file) that confirms all listed authors meet authorship criteria and that no others meeting the criteria have been omitted.

### *Ethics*

All studies must comply with institutional and international regulations such as the Helsinki declaration (2008). Human and animal studies require ethics committee or institutional review board

approval, and human studies require informed consent. Compliance with these requirements must be documented at the end of the Methods section of the manuscript.

### *Acknowledgements*

Manuscripts should include an Acknowledgements section, if appropriate. This follows the Conclusions and should provide detail on funding sources and other contributions to the paper that do not merit authorship.

### *Conflict of interests*

The manuscript and cover letter must include a declaration that the authors have no conflict of interests, or a statement that details the potential conflict.

### *Covering letter*

All manuscripts must be accompanied by a 1-page cover letter which specifies the type of article and summarizes the contribution it makes to the scientific literature. It should confirm that the manuscript is not under consideration by another journal and has not been previously published. It should contain an author contribution statement as well as a statement on any potential conflict of interests. The cover letter can be uploaded with the supplementary files.

## Types of contributions

### *Original articles*

These articles present new research results and should be limited to 4000 words and no more than 30 references. Section headings should include Abstract, Introduction, Methods, Results, Discussion, Conflicts of interest, Acknowledgements and References.

### *Review articles*

Review articles are usually invited. Authors who wish to submit a review article should first liaise with the editor before manuscript submission.

### *Reports of clinical trials*

Reports of clinical trials should comply with the CONSORT guidelines and include a participant flow diagram. See <http://www.consort-statement.org/> for details and for a template of the flow diagram.

The study should be included in a registry of clinical trials before commencement and the Methods section of the manuscript should cite the registration number. The Pan African Clinical Trials Registry (<http://www.pactr.org/>) is an example of such a registry.

### *Case reports*

Concise reports of unusual or informative cases should be no more than 800 words (excluding the abstract and references). The abstract should not exceed 100 words and one table and up to 2 images may be included. There should be no more than 15 references. All case reports must include a statement on ethics approval or a statement that permission for publication was granted by the patient or family.

#### *Images in Nephrology*

One or two high resolution images of exceptional interest may be submitted. These may be made available by the Journal to readers as PowerPoint slides. The accompanying text should be no more than 300 words, have a very brief abstract, and have a maximum of 6 references.

### *Congress proceedings*

Abstracts of presentations at national or regional congresses can be submitted for publication in the Journal. Congress organisers are responsible for ensuring that the abstracts are correctly formatted and checked for errors. They will be published as received and are not sent for peer review. Congress proceedings are published as a single, searchable PDF document. The first page(s) should include the name, place and dates of the congress, and a concise list of abstract titles and authors.

### *Letters to the Editor*

Letters should be no more than 250 words and relate to papers recently published in the Journal. They will be sent to the authors of the original paper for reply.

### **Manuscript layout**

Submissions should be sent by email as Microsoft Word files. UK English spelling should be used. The text should be double-spaced, Arial, with font size 12. Pages should be A4 with a 2.5 cm margin all round. All pages should be numbered consecutively commencing with the title page.

*Abbreviations* must be spelled out the first time they are used, followed by the abbreviated form in parentheses.

*Units of measurement.* Système International (SI) units must be used e.g. kg, g, µg, cm, mm, etc. An exception is blood pressure which is reported in mmHg.

*Trade names.* Non-proprietary (generic) names should be used. The source of any new or experimental preparation should be given.

### *Manuscript sections*

Each section of the manuscript should begin on a separate page in the order detailed below. Figures and tables should be included at the end and their preferred position indicated by placing only the title or caption in the main text.

#### Title page:

Include the article title (use an initial capital letter only i.e. sentence case) and avoid abbreviations within the title, list all authors and their institutional affiliations at the time of the study, provide a short running title of up to 50 characters, the word count (not including the abstract, tables and references) and the name, address and email address of the corresponding author.

#### Abstract and keywords:

Abstracts should be structured into Background, Methods, Results and Conclusions, and should not exceed 250 words in original or review articles, and 100 words in case reports. A French translation of the abstract may be submitted as an addition. Abstracts should not contain any figures, tables or references. List a maximum of 6 keywords below the abstract.

#### Main text:

Original articles should include Introduction, Methods, Results and Discussion sections, each beginning on a new page. Statistical methods must be included in the Methods section. Methods not in common use should be described fully or supported by references.

### *Tables*

Tables should not be submitted as figures but should be included at the end of the manuscript file after the references. Each table must be on a separate page, numbered consecutively and each must have a brief caption.

Indicate where each table should be placed in the main body of the final manuscript by inserting the table number and title in the appropriate position.

### *Figures*

Figures should be provided as separate high-resolution images (300 dpi) of up to 5 MB per file. They should not be embedded in the manuscript file. Multipanel figures must be provided as a single file. Figures should be numbered in the order they are mentioned in the text. Figure titles and legends should be included in the main manuscript, not in the graphic file.

Prepare figures at the final publication size, with a maximum height of 24 cm and either 1 column wide (7.4 cm) or 2 columns wide (15.6 cm).

Photomicrographs should have a scale bar and the legend should include details of the staining technique. Patients shown in photographs should

have their identity concealed or should have given their written consent to publication.

### *References*

References should be relevant and not exceed 50 for review articles, 30 for original articles, 15 for case reports, 6 for images in nephrology and 5 for letters to the editor.

We strongly recommend the use of bibliographic software tools, such as EndNote or Mendeley, for reference management and formatting. The PLOS output style should be selected when using these reference management tools.

At the end of the article the references should be numbered in the order in which they first appear in the text. They should give the names of all authors unless there are more than six, when only the first six should be given followed by et al. This should be followed by the title of the article, the abbreviated journal name, the year of publication, the volume number and the first and last page numbers. References to books should give the title, followed by the place of publication, the publisher, the year and the pages.

Citations in the text are indicated by the reference number(s) in square brackets, e.g. [1,5-7].

Examples:

Journal 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.

### **Proofs**

Upon acceptance, PDF proofs of the copyedited manuscript will be prepared. The corresponding author will be notified by email and should respond within 72 hours. Only minor corrections are allowed at this stage.

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