

## INSTRUCTIONS TO AUTHORS

- A. Acta Nephrologica (Taiwan Society of Nephrology) publishes original articles on clinical and laboratory researches, brief communications, case reports, and special articles (invited) of nephrologic subjects and related fields. All manuscripts submitted to this journal should be signed by all authors in a covering letter.
- B. Articles are accepted for publication with the stipulation that they are submitted solely to Acta Nephrologica (Taiwan Society of Nephrology) and are subject to editorial revision. Once published, the copyright ownership of the article belongs to the editorial board and no part of the article may be reproduced without permission of the editorial board.

### C. Preparation of manuscripts

Manuscripts should describe fully, but as concisely as feasible, the results of original clinical and/or laboratory researches. They should follow the format outlined below.

1. Language: The manuscript must be submitted in English, and a summary in Chinese of less than 600 words with 3-5 key words is usually required.
2. Format: The manuscript should be typewritten on one side of white 21×30 cm (A4) paper, sequentially numbered, double-spaced (including references), with liberal margin (2.5 cm).
3. Title page: The full title should be concise. It should be followed by a list of authors, including their full names and institutions. Restrict the number of authors to those who have made a significant contribution. In the bottom half of the title page, list (1) a running title of less than 30 characters (including spaces between words), (2) the name, address, (3) and telephone and fax (if available) numbers of corresponding author, and (4) the address for reprint requests.
4. Abstract: Manuscript must include a brief, concise, structured (Background, Methods, Results, Conclusion) abstract of not more than 200 words followed by a list of up to 3-5 key words. Abstracts for Reviews, Special Articles and Case Reports may be unstructured.
5. Acronyms and abbreviations: All items abbreviated in the text must be spelled out at first mention, with the abbreviation/acronym following in parenthesis.
6. Text: The text should be organized in sections as follows: Introduction, Materials and Methods, Results and Discussion. Each section should begin on a new page. The generic term for all drugs and chemicals should be used.
7. Study subject coordination: In studies involving human subjects, a statement describing approval by the Institutional Review Board is required. Manuscripts reporting researches involving experimental animals must include a statement in the Methods Section indicating which guidelines for the care and use of the animals are followed.
8. Laboratory values: The International System of Units (SI units) should be used for laboratory values. Please refer to IUPAC-IUB Document No. 1 (Arch Biochem Biophys 1966; 115: 1-2), if necessary.
9. Acknowledgments: General acknowledgments for consultations, statistical analysis, etc., should be listed at the end of the text, including names of individuals involved. Financial support from external agencies, including commercial companies, for studies on which the manuscript is based, must also be acknowledged.
10. References: Place references after acknowledgements in separate page. The journals should be listed in order of their appearance in the text. Follow the style used in Uniform Requirements for Manuscripts Submitted to Biomedical

Journals (Vancouver style) (Ann Intern Med 1988; 108: 258-65). Journal names should follow Cumulated Index Medicus style. References should include, in order, names of all authors, title of article, journal name, year, volume and inclusive page numbers. Examples of references are listed as the followings (if six or fewer authors, list all, if seven or more, list first three and add et al.):

**For journal articles:**

Morrissey J, Rothstein M, Mayor G, Slatopolsky E: Suppression of parathyroid hormone secretion by aluminum. *Kidney Int* 1983; 23: 699-704.

**For books:**

Bradley EL. *Medical and surgical management*. Philadelphia; WB Saunders, 1982; 72-95.

**For chapters in books:**

Esteban R, Esteban JI, Lopez-Talavera JC, et al: Epidemiology of hepatitis C virus infection. In: Hollinger FB, Lemon SM, Margolis HS, eds. *Viral Hepatitis and Liver Disease*, Baltimore; William & Wilkins, 1991: 413-5.

11. Table: Data appearing in tables should supplement, not duplicate, the text. Tables should be typewritten on pages separate from the text with only one-table per page. Tables should be self explanatory and numbered in Roman numerals in order of their mention in the text. Provide a brief title for each table and define any abbreviations in footnote form at the bottom of the table.
12. Illustrations: Original drawings of graphs should be prepared in black India ink or typographic (press-apply) lettering. Typewritten or freehand lettering is unacceptable. All lettering should be done professionally and should be in proportion to the drawing, graph or photograph. Illustrations should be numbered in the order of their mention in the text. Only one figure should be placed on each page. Suitable legends should be typewritten, double-spaced, and listed on a separate sheet of paper after the tables. A photocopy of each figure must be attached to each copy of the manuscript. Glossy print photographs 3×4 inches (minimum) to 5×7 inches (maximum), with good black-and-white contrast or color balance, are preferred. Submit one set of glossy prints, unmounted, numbered, marked lightly on the back with author name, top designated, and two sets of clean, sharp photocopies.
13. Manuscripts of less than five pages and a reasonable number of black and white illustrations are accepted at no cost. However, the authors will be charged for the cost of production of color plates, extra pages and correction of English grammar.
14. Once published, fifty free reprints will be sent to the corresponding author. Prior notice and payment are required for extra reprints.

**D. Other Article Styles**

**Case Reports.** For case reports, the abstract should include statements of the problem, clinical manifestations, methods of treatment and outcome. The Materials and Methods and Results sections should be replaced by the *Case Report(s)* section. This section should include statements of the problem, patient history, diagnosis, treatment, results and any other information pertinent to the case(s). All other sections should follow the format for original articles.

**Brief Communications.** Manuscripts submitted as *Brief Communications* should be concise and contain short clinical or technical notes, or preliminary experimental results. They should not exceed a total of three printed pages and not include more than three illustrations. The abstract for a *Brief Communication* should not exceed 200 words. The editors reserve the right to decide what constitutes a *Brief Communication*.

E. Research conducted in human subjects must include assurance that informed consent was obtained from each patient, or the parent or guardian of each minor child.

F. Submit three copies and a covering letter of submission including copyright transfer statement to Society of Nephrology Taiwan, 4F-1, No.11, Chingtao West Road, Taipei, Taiwan 10022  
(Tel:886-2-331-0878 Fax:886-2-383-2171)

G. Checklist

- \_\_\_\_\_ Letter of submission
- \_\_\_\_\_ Signed copyright assignment form
- \_\_\_\_\_ Three copies of article
- \_\_\_\_\_ Title page
  - \_\_\_\_\_ Title of article
  - \_\_\_\_\_ Running title
  - \_\_\_\_\_ Name(s) and affiliations of author(s)
  - \_\_\_\_\_ Name, address and telephone and fax numbers of corresponding author
  - \_\_\_\_\_ Reprint requests address
- \_\_\_\_\_ Abstract (double spaced)
- \_\_\_\_\_ Text (double spaced)
- \_\_\_\_\_ References (double spaced), on a separate sheet
- \_\_\_\_\_ Tables (double spaced), on a separate sheet
- \_\_\_\_\_ Legends (double spaced), on a separate sheet
- \_\_\_\_\_ Illustration, properly labelled (two sets of glossy prints)