

Please kindly follow the guidelines below to write your chapter(s)/part(s) you have been allocated to by your Editor:

- Text to be written in British English (e.g., haemodialysis, paediatric, anaemia, uraemia, centre, programme [unless computer related then program] ...).
- According to literature <https://pubmed.ncbi.nlm.nih.gov/32409237/>, when referring to 'patients' the word "patient" should be replaced with "people/person with CKD/ESKD/AKI". Also, we kindly recommend the use of "kidney" instead of "renal": e.g., kidney disease, kidney care, etc.
- Writing units of measurements, lab test results etc., for example: 120/75 mmHg; 25 kg/m²; 60 ml/min/1.73m² (NOT: 120/75mmHG; 25kg/m²; 60ml/min/1.73m²)
- Avoid, as best as possible, to label a patient with the disease (e.g., patient with CKD; patients with diabetes...etc).
- Each chapter to be approximately 1,000 -1,200 words (may vary depending on the edition)
- Referencing: Vancouver style
 - ✓ In-text superscript number citation:
e.g., before¹⁻³, a comma/semicolon
e.g., after a full stop.^{2,3,4}
 - ✓ Reference list at the end of the chapter. The list should be in numerical order and each number matches and refers to the one in the text. The journal's name should be in italics. For example:
 1. Neugarten J, Acharya A, Silbiger SR. Effect of gender on the progression of nondiabetic renal disease: a meta-analysis. *J Am Soc Nephrol*. 2000;11(2):319–29.
 2. Kim Y, Yu MY, Yoo KD, Jeong CW, Kim HH, Min SI, et al. Long-term Mortality Risks Among Living Kidney Donors in Korea. *Am J Kidney Dis*. 2020;75(6):919-925. doi: 10.1053/j.ajkd.2019.09.015.
 3. Thomas N (ed.) Renal Nursing: Care and Management of People with Kidney Disease. 5th Edition. London. Wiley Blackwell; 2019.
 4. Directive 2010/45/EU of the European Parliament and of the Council of 7 July 2010 on standards of quality and safety of human organs intended for transplantation. Available at: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02010L0053-20100806> (accessed 3rd April 2021)
- Each chapter must follow a clear layout:
 - ✓ Title
 - ✓ Starting with 2 or 3 Learning objectives
 - ✓ Body of the text: **Introduction**, other **Subheadings** and **Conclusion** (include illustrations, where/if appropriate)
 - ✓ References

- Revision process:
 - ✓ 1st draft of chapters in word document will be collected by the Editor/Project Leader & sent to the Publications Coordinator for review work.
 - ✓ All chapters will be **screened for plagiarism**
 - ✓ Revision will be implemented in collaboration with the **EDTNA/ERCA members of Scientific Board**
 - ✓ During revisions the authors will be requested to implement the comments/corrections made by the reviewers (accept/reject previous track changes). **Please use the review editing mode of WORD for your comments/ corrections.**
 - ✓ All chapters will be **linguistically proofread**

Timeframe with deadlines:

- **28/02/2022** – 1st draft completed by authors
- **31/3/2022** – 1st revision completed by review team and return chapters to authors
- **15/04/2022** - 2nd draft completed by authors
- **30/04/2022** – 2nd Revision completed by review team and return chapters to authors
- **15/05/2022** – FINAL word doc ready by the authors
- **30/05/2022** - Development of the PDF - layout and cover design
- **15/06/2021** - PDF proofreading completed
- **30/06/2021**- FINAL pdf ready and Printing to start if applicable

First version of the book will be electronic. Printing will be according to agreement and sponsorship. This book will be planned to be launched at the Plenary Session in the International Conference in September every year.

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