

Important Information for the Editors.

As the Editor of a book, you will be leading the development of the publication in all phases, in collaboration with the Publications Co-ordinator. When you start thinking of the project you will need to plan and identify the authors and the content of the book. The identification of skilled and dedicated authors is of great importance to the success of the publication.

You role as the Editor, will be:

- To identify the authors,
- To allocate content/chapters to the authors
- To collect 1st draft of chapters upon their completion & send them to the Publications Coordinator
- To make sure authors keep to the original deadlines
- To preliminary revise/check content of chapters according to guidelines provided to authors, e.g., references, layout, etc.
- Check WORD and PDF FINAL TEXT provided by the Publications Coordinator following the revisions.

Promotion of the book:

In order to promote in advance, the publication of the book and seek for sponsorship we would like you to prepare a couple of ppt slides to provide an outline of the book, with the following information:

- Book title
- publication rationale
- Aim of the publication
- to whom it is addressed to (Target group)
- proposed titles for the book and the chapters

General information for the authors

- Text to be written in British English (e.g., haemodialysis, paediatric, anaemia, uraemia, centre, programmes [unless computer related then program]...).
- 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).
- 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.

- Each chapter to be approximately 1,000 -1,200 words (may vary depending on the edition)
- Referencing: Vancouver style (Imperial College guidelines)
 - ✓ 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.

Please do not hesitate to contact me for further information at anastasia.liossatou@edtnaerca.org

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EDTNA/ERCA Executive Committee Member

Publications Coordinator

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