

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 Publication Co-ordinator. When you will be start thinking of the project you 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.

The Editor's roles are:

- To identify the authors,
- To allocate content/chapters to the authors
- To collect 1st draft of chapters upon their completion & send to Publication Coordinator
- To make sure authors keep 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 Publication 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 the Editor to prepare an outline of the content of the book, i.e., chapter titles in a couple of slides with the following information:

- publication rationale
- to whom it is addressed to
- the learning objectives
- 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...).
- 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.
- Avoid, as best as possible, to label a patient with the disease (e.g., ~~CKD-patient~~/patient with CKD; ~~diabetic-patients~~/patients with diabetes...etc).
- Each chapter to be approximately 1,000 -1,200 words

- 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. Please see examples below:
 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. **In case of many authors, up to six names and then et al to be written.**
 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 (in English Language)
- 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

New!!! Criteria for book listing at the National Library of Medicine -PubMed bookshelf category

In order to list the EDTNA/ERCA books at the NLM-bookshelf category-PubMed, there are certain criteria that needs to be met according to the content evaluation process followed so as for a title to be viewed as of very high or essential importance to a broad audience in the biomedical field of NLM. The Editor should take into consideration the following important points for an application to be successful:

- The material to be of international interest.
- The editorial scope of the handbook to be broad
- Not all editors and authors to be affiliated within a single institution
- **The editorial team and authorship to demonstrate more diversity**
- Appropriate in -text citation & most recent literature

Annual timeframe with deadlines:

- **28th February** – 1st draft of WORD doc completed by authors
- **30th March** – Revision & finalisation of WORD doc
- **30th April**- Development of the PDF - layout and cover design
- **15th May** - PDF proofreading completed
- **30th June**- FINAL PDF ready & printing to start if applicable

First version of the book will be electronic. Printing will follow 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.liosidou@edtnaerca.org

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EDTNA/ERCA Executive Committee Member

Publications Coordinator