

### TABLE OF CONTENTS

- About *JASN*
- Review Process
- Manuscript Types
- Manuscript Submission
- General Formatting Requirements
- Instructions about Manuscript Components
  - Title Page
  - Significance Statement
  - Abstract
  - Visual Abstract
  - Methods
  - Author Contributions
  - Acknowledgements
  - Disclosures
  - Supplemental Material
  - References
  - Tables
  - Figures and Figure Legends
- Data Sharing
- Guidelines and Checklists
  - Randomized Controlled Trials
  - Requirement for Registration of Clinical Trials
- Publication Policies
  - Conflict of Interest Disclosure Policy
  - Embargo Policy
  - Open Access
  - Transfer of Copyright
  - Duplicate Submission/Redundant Publication
  - Preprint Policy
  - Permission to Reprint
  - ASN Policy on Scientific Misconduct
- Revisions, Accepted Manuscripts, Proofs
- Publication Fees
- Disclaimer

### ABOUT JASN

*JASN* publishes original research reports and editorial matter in areas of basic and clinical science relevant to the broad discipline of nephrology. Subjects appropriate for *JASN* include renal cell biology, developmental biology of the kidney, genetics of kidney disease, cell and transport physiology, hemodynamics and vascular regulation, mechanisms of blood pressure regulation, renal immunology, renal pathology, pathophysiology of renal disease, nephrolithiasis, clinical

nephrology including dialysis and transplantation, clinical hypertension, epidemiology of kidney disease, hypertension and associated cardiovascular disease. Articles addressing health care policy and care delivery issues of relevance to nephrology are welcome.

### REVIEW PROCESS

*JASN* can publish only a small fraction of submitted manuscripts. Selection of manuscripts for publication is based on the importance of the scientific question, the quality and statistical strength of the data reported, the methodological approach, and the significance of the conclusions reached. All submitted manuscripts are reviewed by at least two members of the editorial team. Based on an assessment of priority, approximately two-thirds of submitted manuscripts are not sent out for external review; this decision is provided promptly to the authors. Manuscripts undergoing external review are evaluated by at least two experts and by the Editors. To expedite manuscript review, reviewers are asked to return their comments within 2 weeks, with the goal of providing the initial response to submitting authors within 4 weeks. Out of the manuscripts that are reviewed, only approximately one third are finally accepted for publication.

### MANUSCRIPT TYPES

*Original Articles* are full-length manuscripts reporting original research findings. Key requirements are listed in the table below.

#### JASN Formatting Requirements for Original Articles

---

A Significance Statement
A Structured Abstract
Complete Methods section describing experimental approach
Methods placed after the Introduction
Word limits of 3500 words
No limit on words for the Methods section
Word limits also do not include references, figure legends, and tables
No limits on number of Tables
No more than 8 figures, each figure with no more than 8 panels
Supplemental material may include other relevant material, additional figures, tables, and videos
Supplemental material must have Table of Contents

---

*Original Articles* are limited to 3500 words (including significance statement, abstract, and main text, excluding Methods) and eight data figures. Methods, references, figure legends, and tables are not included in the word count.

Data presentation is a key element of *Original Articles*. Final manuscripts are subject to a strict limit of eight data figures, and each figure to no more than eight panels. There is no limit on the number of tables. *JASN* will consider initial submissions that do not comply with the figure limits, but manuscripts must comply with these limits for final consideration. *Original Articles* may include Supplemental material with additional relevant supporting figures and tables.

*JASN* editors strongly encourage inclusion of a simple schematic drawing in the Discussions section illustrating the main concept of the work. This figure does not count to the limits on data display items. It may be included in the discussion section in the printed version. In accepted articles it may also be used in the Visual Abstract. The Visual Abstract, which is published Online only, is described below.

**Rapid Communications** are short, expedited publications of research findings of exceptional importance. This manuscript type has been established to give authors the opportunity to submit in a concise format a novel research result for expedited assessment. This category is restricted to findings of sufficient scientific or clinical urgency to justify accelerated review and publication. Articles accepted for consideration in this category will be subject to accelerated handling, with a goal of time from initial submission to online publication of less than 90 days. *Rapid Communications* are limited to 2000 words, including the abstract, significance statement, and main text as well as up to four data display items (figures and tables) and a schematic drawing that does not count to the figure limits. Methods, references, figure legends, and tables are not included in the word count. Word limits are strictly enforced.

At the discretion of the author, the Results and Discussion sections can be combined. Supplemental material may be included. Other formatting requirements of *Original Articles* apply.

**Editorials** are invited opinion pieces of approximately 1000 words (with one figure) that are generally related to published material in the same issue. Up to ten references are allowed.

**Perspectives** articles address topical issues, controversies, recent scientific developments or novel observations relevant to any aspect within the broad compass of nephrology and hypertension, from basic science to public policy. They may challenge dogma or present a distinctive point of view. Articles should be timely and engaging. For particularly controversial topics, the Editors may solicit a counterpoint *Perspective*.

*Perspectives* may be submitted for consideration for publication without an invitation, or may be solicited by the Editors. Special articles such as summaries of proceedings and policy statements are appropriate for this publication category. *Perspectives* must not exceed 1250 words, and may have no more than ten references and one figure or table. For solicited *Perspectives*, these limits may be extended at the discretion of the Editors. *Perspectives* should not include an abstract. Manuscripts submitted as *Perspectives* will be reviewed by the Editors and may be subjected to additional peer review at the discretion of the Editors.

**Reviews** summarize and interpret existing literature on topics of interest to *JASN* readership. Both invited and unsolicited

*Reviews* are accepted for consideration. Review articles should be limited to approximately 3000 words (excluding title page, figure legends, tables, and references). Authors should strive for a balanced, scholarly analysis in areas with opposing points of view. All submitted reviews are read by the Editors and, if judged potentially suitable for publication, are subjected to external peer review by at least one additional expert.

Manuscripts reporting extensive systematic review of existing literature and/or meta-analysis of previously published results, for example reanalysis of individual patient level data, may be submitted as *Original Articles*. These articles should adhere to PRISMA guidelines and be formatted as *Original Articles*. They will be subject to the same review expectations as other *Original Articles*.

**Letters to the Editors.** *JASN* accepts *Letters to the Editors* about articles appearing in recent issues. *Letters* may be submitted that address issues in any article type. Submission of *Letters* within 4 months of the online publication or 2 months of the print publication of the original article is strongly encouraged. In most instances, *Letters* will be provided to the authors of the original article for comment. *Letters* are limited to 400 words and four references, one of which should be to the article under discussion. *Letters to the Editors* should have no more than four authors and should not include figures.

## MANUSCRIPT SUBMISSION

All manuscripts must be submitted online. From <http://jasn.asnjournals.org/>, click on "Online Submission." Type your existing login/password, or click on "Create an Account." (Be careful not to create multiple accounts.) Click on "Author" and follow the instructions. If at any time during the online submission process you have a question or need help, click on "Help" in the upper right-hand corner. *JASN* accepts no responsibility for manuscript files that are lost or destroyed through problems with the electronic submission process. Authors may choose to submit a single concatenated PDF (exclusive of supplemental materials) for the initial submission but are required to submit all components individually for revised manuscripts.

## GENERAL FORMATTING REQUIREMENTS

Manuscripts should be in English and double-spaced, with page numbers but no line numbers. Authors whose native language is not English should seek linguistic support. *JASN* cannot edit manuscripts that require extensive syntactical and/or spelling revisions. The quality of the writing is reviewed along with the scientific content and can be a basis for rejection.

### Manuscript Element Order:

- *Original Articles* and *Rapid Communications* should have the following elements in the following order: title page, significance statement, abstract, introduction, methods, results, discussion, author contributions, acknowledgments, disclosures, Supplemental material Table of Contents, references, tables, figures, and figure legends.

- Supplemental material should be submitted in a separate PDF document or supplemental spreadsheets, except for spreadsheets of “-omic” data, which should be uploaded separately as Supplemental Spreadsheets.
- *Perspectives* and *Editorials* should have the following elements in order: title page, integrated discussion, acknowledgments including disclosure of financial interests, references, and figure legend or table.
- *Reviews* should have the following elements in order: title page, abstract, integrated discussion, acknowledgments including disclosure of financial interests, references, tables, figures, and figure legends.
- *Letters to the Editors* should have the following elements in order: title page, integrated discussion, acknowledgments including disclosure of financial interests, and references.

## INSTRUCTIONS ABOUT MANUSCRIPT COMPONENTS

**Title Page:** Title (150 character limit including spaces), authors (first name, middle initial and last names) and affiliations (including division and/or department), running title (no more than 35 characters including spaces), separate word count for abstract and text, the corresponding author’s name, address, and e-mail information, and key words. All manuscripts, including *Editorials*, *Perspectives*, *Reviews* and *Letters to the Editors*, should include a title page.

Both the full title and the running title should be constructed carefully to be maximally informative to a general nephrology audience. Authors are urged to avoid use of abbreviations in full title. Standard abbreviations may be used in running titles. Both full titles and running titles are required for all submissions except *Letters to the Editor*. The running title may appear in an abbreviated Table of Contents section on the front cover.

**Significance Statement:** A 120-word summary of the submitted work, the Significance Statement, is required for *Original Article* and *Rapid Communication* submissions but not for other manuscript types. It should be informative to the general reader of *JASN*, not just those working in the same research area and should avoid the pronoun ‘we’.

It should address three questions:

1. What was previously known about the specific topic of the manuscript? This statement should not reiterate facts well known to the renal research community.
2. What were the most important findings? If studies are animals, this should be specified.
3. How does the new information advance a new understanding of the kidney and its diseases?

**Example:** Fibrillary GN (FGN) is a primary glomerular disease with a poor prognosis. Currently, FGN poses substantial diagnostic challenges, in part because specific histological biomarkers of this disease have not been identified. This paper describes the discovery, using proteomics, of a new potential biomarker, DnaJ heat shock protein family (Hsp40) member B9 (DNAJB9). It demonstrates overabundance of DNAJB9 in FGN glomeruli, but not in glomeruli from patients with other glomerular diseases or from healthy subjects. The high specificity of DNAJB9 for

FGN makes DNAJB9 a potentially useful diagnostic marker. Study of its function may provide important clues to the underlying pathogenesis of FGN.

**Abstract:** Abstracts are limited to 250 words. Abstracts for *Original Articles* and *Rapid Communications* should include the following elements, designated explicitly: Background, Methods, Results, Conclusions. Abstracts should be written for maximum clarity, with limited use of abbreviations defined within the abstract. The species used should be identified. All numbers cited in the abstract should be included in the Results section. *Reviews* require an abstract; the structure is at the discretion of the author. *Editorials* and *Perspectives* do not have an abstract.

**Visual Abstract:** Visual Abstracts are brief summaries of *Original Articles* and *Rapid Communications* published Online only. They serve to summarize the work for online readers and may be used in social media postings. Authors do not need to include a Visual Abstract with their original submission. Instructions and a template are provided for articles considered for final acceptance.

**Methods:** *JASN* Editors consider the Methods section a critical element in the manuscript. The information provided in the Methods section should be readable and complete enough to give the reader a fundamental understanding of what studies were performed and the core principles of the methodology. Additional technical information about methods may be included in the Supplemental material, but reference to Supplemental material should not be needed to understand the core experimental steps and principles.

The Method section is not included in the word limits. It follows the Introduction section. It should include, as appropriate, oversight of animal or human studies, the population studied, animals used, cell lines and/or the data resources used, the experimental design(s), outcome measures, and measurement methods.

**Statistics:** The final section of the Methods should describe the statistical analytic methods used. *JASN* editors encourage inclusion of a table explaining the statistical methods used for each experimental series, the unit of analysis (for example per animal or per sample) and/or data type.

Where applicable, the following additional information should be included in the methods:

**Data sharing information.** If data generated in the reported studies is subject to *JASN* data sharing policies (see below) appropriate links and dataset identifiers should be included in the methods section. The original submission should include a reviewer password (token) to allow access to archives data sets.

**Animals.** For all animal studies, *JASN* requires that authors state their adherence to the NIH Guide for the Care and Use of Laboratory Animals or the equivalent. Authors reporting animal studies are encouraged to refer to the ARRIVE guidelines: <https://www.nc3rs.org.uk/3rs-resources>.

For studies that report several experimental series, inclusion of a supplemental table summarizing key features of all experimental series is strongly encouraged. The table should list the series, animals used, the intervention, the sample size, outcome measures, whether there was experimenter or observer blinding and figure and table numbers for results.

**Cell lines.** Authors must describe the source of all cell lines utilized. Authors are also encouraged to include information regarding authentication of cell lines and testing for mycoplasma contamination.

**Antibodies.** A description of all antibodies used should be included in the methods, providing the source and catalog/clone number for commercial antibodies or a description/reference to a description of the generation of custom antibodies. Steps to verify specificity should be described.

*Author Contributions:* A statement of the contribution of each author to the manuscript is required for all *Original Articles* and *Rapid Communications* and encouraged for other submissions. The statement should describe the contribution of each author, following the criteria recommended by the International Committee of Medical Journal Editors (ICMJE). Authorship credit should be based on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; 3) final approval of the version to be published; and 4) agreement to be accountable for all aspects of the work. The full text of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals is available (<http://www.icmje.org/>).

*Example:* M.A.K. and M.B.B. designed the study; K.I., C.-R.Y. and H.J.J. carried out experiments; K.I., C.-R.Y., V.R., H.J.J. and M.A.K. analyzed the data; M.A.K., C.-R.Y. and H.J.J. made the figures; K.I., H.-J.J., M.A.K. drafted and revised the paper; all authors approved the final version of the manuscript.

The American Society of Nephrology (ASN) journals have adopted the following statement of editorial policy from the Information for Authors of the *Annals of Internal Medicine*: “Medical writers and industry employees can be legitimate contributors, and their roles, affiliations, and potential conflicts of interest should be described when submitting manuscripts. These writers should receive acknowledgment on the byline or in the acknowledgments section in accord with the degree to which they contributed to the work reported in the manuscript. The Editors consider failure to acknowledge these contributors (“ghostwriting”) as unacceptable.” *JASN* reserves the right to retract articles that do not meet the above criteria for authorship.

*Acknowledgments:* This statement should include acknowledgment of scientific contributions and financial support for the research.

*Disclosures:* Authors are required to divulge any potential financial conflicts of interest on all submitted manuscripts.

Conflicts to be reported include relationships with pharmaceutical firms, device firms or other entities (such as employment contracts, consultancy, advisory boards, speaker bureaus, membership on Board of Directors, stock ownership, stock options). Ownership of intellectual property in any way related to the work under consideration, including patents and patent submissions, must also be reported. All potential conflicts of interest from the time of initial conception and planning of the work to the present should be reported. We also require authors to report all other financial relationships with entities in the biomedical arena that could be perceived to influence the submitted work. This includes all sources of revenue paid (or promised to be paid) directly to you or to your institution on your behalf over the 36 months prior to submission of the work. These disclosure requirements are consistent with the recommendations from the International Committee of Medical Editors (ICMJE). The disclosure statement should be placed in the main text of the manuscript immediately following the Acknowledgements.

In the initial submission, disclosing conflicts is the responsibility of the corresponding author. For all manuscripts invited to submit a revision, each author must complete the ICMJE form for Disclosure of Potential Conflicts of Interest (<http://www.icmje.org/conflicts-of-interest/>). This is a condition for further consideration of the submitted revision. If needed, the initial disclosure statement will be edited to include the “Disclosure Statement” generated by the ICMJE form for each author.

*Supplemental Material:* Supplemental material critical to the scientific story, such as technical method descriptions, additional figures, tables, video files or spreadsheet datasets, may be included. Supplemental material will be examined by reviewers for appropriateness. If the manuscript is accepted, the Supplemental material will be posted online along with the main paper.

The Supplemental material should begin with a Table of Contents listing all elements included. The Table of Contents for the Supplemental material should also be listed in the manuscript following the Acknowledgments and Financial Disclosures. In general, elements included in the Supplemental material should be cited in the text of the main manuscript.

Upload all Supplemental material (except for spreadsheet documents and video files) as a single indexed PDF file. Supplemental information may not be recomposed, enhanced, or manipulated after final submission. Supplemental information is posted as submitted and is not copy-edited.

*References:* *JASN* Editors value good scholarship in the selection of references, and evaluate reference accuracy as part of manuscript review. When citing a recent research finding, authors should, in general, cite the primary paper rather than a review. Statements about clinical practice should cite systematic reviews or guidelines, when available, rather than secondary sources. When online data resources have been used to generate reference data or other critical components, references should not cite secondary sources. Citations of data resources

should conform to the citation format recommended by the site: *e.g.*, USRDS. 2017 Annual Data Report.

References should be listed in order of their appearance in the text. List all authors when the number of authors is six or fewer. When the number of authors is greater than six, use *et al.* for all authors over six. Journal names should be abbreviated according to the MEDLINE list of serials. Superscripted numbers in the text should be used to indicate references; these superscripted numbers must be placed immediately after a comma or period if cited at the end of a phrase or sentence. Only peer-reviewed publications should be cited. Abstracts and papers published in preprint form should not be cited.

#### *Examples of reference formatting:*

1. Nangaku M, Pippin J, Couser WG: Complement membrane attack complex (C5b9) mediates interstitial disease in experimental nephrotic syndrome. *J Am Soc Nephrol* 10: 2323–2332, 1999
2. May RC, Mitch WE: Pathophysiology of uremia. In: *The Kidney*, 5th ed., edited by Brenner BM, Philadelphia, WB Saunders, 1996, pp 2148–2169
3. Zoccali C, Moissl U, Chazot C, Mallamaci F, Tripepi G, Arkossy O, et al.: Chronic fluid overload and mortality in ESRD. *J Am Soc Nephrol* 28: 2491–2497, 2017

**Tables:** Tables must be cited in the text and should be numbered using Arabic numerals in the order first cited. Each table should appear on a separate page of the manuscript file, beginning immediately after the references. The table number and title should be included above the table, with the title providing sufficient context to interpret the data presented. Additional information, including all abbreviations used, conversion factors for international units, and any clarifications required to understand reported statistics, should be included in notes below each table. In general, a format for tables that permits portrait rather than landscape presentation is preferred, since this facilitates on-line viewing of the pdf version of the paper.

**Figures and Figure Legends:** Up to eight figures are permitted. Each figure should have no more than eight panels. Figures must be cited in the text and numbered using Arabic numerals in the order first cited. Panels should be assigned letters (*e.g.*, Figure 1A, 1B). Figures should not be embedded in the body of the manuscript but should be uploaded as individual files. Figures should be formatted consistently and use the same symbols throughout when possible. Figures and figure legends should be inserted after the last table. Each figure legend should begin with a brief title describing the figure, followed by other information needed to interpret the data, including all abbreviations used in the figure, conversion factors for international units, and any clarifications required to understand reported statistics. Figure numbers, short titles, and figure legends should appear in the figure files themselves.

*JASN* editors discourage use of bar graphs with standard error (dynamite plunger plots), and require reformatting column bars as a dot plot in all instances when sample size is modest and individual variability is an important aspect of the data. Figures that do not meet this standard must be redrawn.

Display of original data in original form is encouraged either in the main text or in the supplemental material. At the discretion of the editors and reviewers, *JASN* regularly asks authors to provide original data for review before acceptance. Examples include full-length gel images, patch clamp recordings, Q-PCR fluorescence curves, and genome browser maps of RNA-Seq reads. *JASN* is now using Image Forensics to identify irregularities in all figures accepted for publication.

Please read our Digital Art Guidelines in “Author Resources” on the *JASN* website (<http://jasn.asnjournals.org/>). If Powerpoint files are submitted, please avoid proprietary fonts that may not be accurately represented in the final figures. Authors of accepted manuscripts must provide figures in one of the following formats: EPS, AI, TIFF, PDF, or Microsoft Powerpoint. Raster (pixel-based) images should be produced at appropriate resolution: 1200 dpi for black and white images in bitmap mode such as graphs and log scales, 600 dpi for gray scale or color combination images such as gels or blots combined with text or line-art, and 300 dpi for regular grayscale or color images without text or line-art combined. Color images should be saved in RGB mode with ICC profiles embedded if possible. Please be sure to use high resolution and maximum quality compression settings if creating PDFs.

Authors are responsible for additional cost for pages that include color photomicrographs or multi-tone illustrations. A supplemental charge is added to page charges for each page that includes color photomicrographs or multi-toned illustrations (\$500/page). Authors should choose colors that maintain a high contrast against the background.

## DATA SHARING

*JASN* subscribes to the ICMJE Data Sharing policy for clinical trials. All submitted manuscripts reporting trials must submit a Data Sharing Plan that meets ICMJE standards. For more information see: <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>.

Datasets from systems-level analyses need to be deposited in appropriate publicly accessible archiving sites. Examples such as genomics, metabolomics and proteomics are provided here.

1. For DNA-based assays, such as GWAS (SNP array), whole-exome sequencing (WES), or whole-genome sequencing (WGS) data, including primary genotype data and genome-wide statistics:
  - European Genome-Phenome Archive (EGA) (<https://www.ebi.ac.uk/ega/>)
  - The Database of Genotypes and Phenotypes (dbGaP) (<https://www.ncbi.nlm.nih.gov/gap/>);
2. For RNA-based assays, such as genome-wide gene expression data (array-based, RNA-seq-based, other), including primary data and summary statistics:
  - European Nucleotide Archive (<https://www.ebi.ac.uk/ena/>)
  - Gene Expression Omnibus (GEO) (<https://www.ncbi.nlm.nih.gov/geo/>);
3. For proteomic data:
  - PRoteomics IDentifications database (PRIDE) (<https://www.ebi.ac.uk/pride/archive/>).

Access to included datasets should be made available to reviewers at the time of first submission. Appropriate links and dataset identifiers should be specified in the Methods section in the main text of the manuscript.

## GUIDELINES AND CHECKLISTS

JASN expects authors to adhere to established guidelines for reporting of both preclinical and clinical research. Adapted versions of checklists including the CONSORT Checklist for clinical trials, the PRISMA Checklist for systematic reviews and meta-analyses, and the STROBE Checklist for observational studies are available through Author Resources at <http://jasn.asnjournals.org>. For all clinical manuscripts, the relevant completed checklist, CONSORT, PRISMA or STROBE, should be submitted as supplementary material.

**Randomized Controlled Trials:** JASN encourages authors submitting reports of randomized controlled trials to review the CONSORT Statement (<http://www.consort-statement.org/>). The CONSORT Statement includes a checklist of items that need to be included in a comprehensive report, and a participant flow diagram. A completed CONSORT checklist should be included at the time of submission. For secondary analyses of randomized trials that are analyzed by treatment arm, the primary study report and original CONSORT checklist and participant flow diagram should be provided. Reports of randomized controlled trials that do not conform to the CONSORT guidelines may be returned to authors for revision before formal review. Authors preparing reports of randomized clinical trials are expected to include a CONSORT flow diagram (<http://www.consort-statement.org/consort-statement/flow-diagram>) as the first figure in the manuscript.

**Requirement for Registration of Clinical Trials:** The ASN requires, as a condition of consideration for publication, registration in a public trials registry. Trials must register at or before the onset of patient enrollment. This policy applies to any clinical trial starting enrollment after January 1, 2006. A clinical trial is defined as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g., phase 1 trials), are exempt. Registry criteria are established by the ICMJE. Registries that currently meet these criteria include the following:

1. The registry of the US National Library of Medicine ([www.clinicaltrials.gov](http://www.clinicaltrials.gov))
2. The International Standard Randomized Controlled Trial Number registry ([www.controlled-trials.com](http://www.controlled-trials.com))
3. The Cochrane Renal Group registry ([www.cochrane-renal.org/trialsubmissionform.php](http://www.cochrane-renal.org/trialsubmissionform.php))
4. The National (UK) Research Register ([www.update-software.com/national/](http://www.update-software.com/national/))
5. European Clinical Trials Database (<http://eudract.emea.eu.int/>)

## PUBLICATION POLICIES

**Conflict of Interest Disclosure Policy:** JASN and CJASN Editors have concluded that a common disclosure policy is in the interest of our readers and our authors. Authors are required to divulge all potential financial conflicts of interest on all manuscripts submitted to either journal, as consistent with the recommendations from the International Committee of Medical Editors (ICMJE). The disclosures as described below should include all sources of revenue paid (or promised to be paid) directly to you or to your institution on your behalf over the 36 months prior to submission of the work.

Full disclosures to be reported should include all of the following regardless of whether the authors perceive a direct or actual conflict with the submitted work: Relationships with pharmaceutical firms, device firms or other entities (such as small business startups, research support, employment contracts, consultancy, advisory boards, speaker bureaus, membership on Board of Directors, stock ownership and/or stock options). Ownership of intellectual property in any way related to the work under consideration, including, but not limited to, patents and patent submissions. Financial relationships of any kind with entities in the biomedical arena.

**Conflict of Interest Disclosure Policy Process:** In the initial submission, providing complete disclosures for all authors is the responsibility of the corresponding author. The disclosure statement should be placed in the main text of the manuscript immediately following the Acknowledgements. For all manuscripts invited to submit a revision, each author must complete their own ICMJE form for Disclosure of Potential Conflicts of Interest (<https://www.icmje.org/conflicts-of-interest/>). This is a condition for further consideration of the revised manuscript. If needed, the initial disclosure statement will be edited by the Editors to include the “Disclosure Statement” generated by the ICMJE form for each author.

Failure to comply with the above disclosure statement requirements could lead to the following: Incomplete disclosure of potential conflicts of interest may lead to rejection of submitted manuscripts. For conflicts identified after publication, JASN and CJASN reserve the right to sanction authors for their failure to accurately and completely report the potential financial conflicts of interest. The sanctions may range from issuing a correction, reporting to the authors’ institution, banning authors from submitting work to ASN journals for varying lengths of time, and/or retraction of the published work.

**Embargo Policy:** All information regarding the content and publication date of accepted manuscripts is strictly confidential. Information contained in or about accepted articles may not appear in print, on radio, or on television, or be released by the news media, until after 5 pm ET on the day the article appears in the Publish-before-Print page on the JASN website (JASN Express) or on the day the published version of JASN is mailed, whichever comes first. This policy is not meant to inhibit the presentation of the work to or its discussion among other researchers. For information about publication dates for specific articles, please call Christine Feheley at 202-640-4638 or email [cfeheley@asn-online.org](mailto:cfeheley@asn-online.org).

**Open Access:** The ASN recognizes and strongly supports the efforts of sponsoring agencies and institutions to increase access to the research that they fund. *JASN* submits, on behalf of its authors, all articles directly to PubMed Central, where they will be freely available within 12 months of publication. In addition, in response to the requirement of some funding agencies for the research that they fund to be freely available immediately upon publication and their willingness to cover the costs associated with doing so, *JASN* offers the Author Choice program where, for an additional fee, articles are made freely available immediately upon publication. In addition, authors are encouraged to archive their version of the manuscript in their institution's repositories (as well as on their personal websites). Authors should cite the publication reference and digital object identifier (DOI) number on any deposited version, and provide a link from it to the published article on the *JASN* website. *JASN* articles are also freely available to researchers in developing countries through the Health InterNetwork Access to Research Initiative (HINARI).

**Transfer of Copyright:** The ASN requires authors of all submitted papers to assign copyright of their published contributions. *JASN's* author copyright license form provides details of the policy. After submission of an article, each author will receive an email with a link to a copyright form. Each author will need to sign and date the form and submit electronically. This is done all through ScholarOne and will guarantee that each author understands and consents to our publication policy. *JASN* recognizes that for US Government employees, work created within the scope of their employee is in the public domain, and copyright transfer is not required for such work.

**Duplicate Submission/Redundant Publication:** In submitting a manuscript to *JASN*, authors must state that neither the manuscript nor any significant part of it is under consideration for publication elsewhere or has appeared elsewhere in a manner that could be construed as a prior or duplicate publication of the same, or very similar, work. Abstracts are not considered prior publications. Should there be a possibility of doubt concerning prior publications, the title page and abstract of such material and of related manuscripts submitted for publication at other journals should be included with the submitted paper.

**Preprint Policy:** Posting of unrefereed manuscripts to a community preprint server by the author will not be considered prior publication, provided that the following conditions are met:

1. During submission, authors must acknowledge preprint server deposition and provide any associated accession numbers or DOIs;
2. Versions of a manuscript that have been altered as a result of the peer review process may not be deposited;
3. The preprint version cannot be indexed (e.g., in MEDLINE or PubMed);
4. Upon publication, authors are responsible for updating the archived preprint with a DOI and link to the published version of the article; and
5. The preprint server should meet NIH standards for interim research product repositories. <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-050.html>.

**Permission to Reprint:** Letters granting permission to reprint figures or other material must be included from the publisher and

author of all previously printed or adapted material. These should be uploaded as Supporting Documents when the manuscript is submitted through ScholarOne.

**ASN Policy on Scientific Misconduct:** The ASN journals uphold the highest standards of peer review and academic publishing. The work of authors and reviewers contributes to our common aim of understanding the latest advances in basic, clinical, and translational research. Information on ASN Policy on Scientific Misconduct is available in "Author Resources" on the *JASN* website (<http://jasn.asnjournals.org/>).

## REVISIONS, ACCEPTED MANUSCRIPTS, PROOFS

Authors who have received a decision letter that indicated that *JASN* would be interested in a revised version of their paper should return to the online submission page, click on "Author," then click on "Manuscripts with Decisions" and click on "Create a Revision" of the specific manuscript. Upload a clean version of the revised paper and also a version that indicates the changes from the original version, e.g., using the "Track Changes" feature of Microsoft Word.

After a manuscript has been accepted for publication, the authors may need to upload a final set of files as a revised manuscript. The text and tables will need to be sent as a Word document (one file) and each figure in one of the following formats: EPS, AI, TIFF, or PDF. Supplemental information should be submitted in one PDF file.

Manuscripts will be copyedited, and an electronic proof will be made available for author correction and approval. Authors will be notified by email when their proofs are ready. Download, read, and correct the proof using "Commenting Tools," and upload the corrected proofs within 48 hours. Be sure that all editor or printer queries are answered. Only minor corrections are permitted. Changes to figures at proof stage will not be allowed except in rare cases. Authors will need to check coauthors' names and affiliations carefully at proof stage. Changes will not be made after the paper is posted online.

## PUBLICATION FEES

**Page Charges:** Authors will be charged \$70.00 per manuscript page.

**Figure Charges:** Authors will be charged \$500.00 per color page. Invited submissions and editorials will be exempt.

**Author Choice:** Authors may choose to have the digital posting of his/her manuscript freely accessible as soon as the issue is posted online through a program called "Author Choice." The "Author Choice" flat fee to make an author's manuscript openly accessible when the issue is posted online is \$3000, which must be prepaid before the manuscript can be made accessible. Authors will have the opportunity to make this choice when the page proofs and invoice are received.

**Payment:** Within 48 hours of proof, you will receive an email message with a link to our online billing and reprint ordering system. You must log in to this site to review your publication charge estimate

and provide payment information for all applicable charges (purchase order or credit card information). You will also have the opportunity to order reprints at this stage. If you have any questions regarding the estimate or ordering reprints, please contact [aubilling.djs@sheridan.com](mailto:aubilling.djs@sheridan.com) or call 802-560-8518. Pricing includes the purchase of reprints by the author(s) for personal use only. Nonauthors can purchase reprints *via* Sheridan Content Services. Contact Marcus Glover at 800-635-7181, ext. 8065, or email [marcus.glover@sheridan.com](mailto:marcus.glover@sheridan.com).

*For editorial questions email [bobrien@asn-online.org](mailto:bobrien@asn-online.org).*

## **DISCLAIMER**

The statements and opinions contained in the articles of *JASN* are solely those of the individual authors and contributors and not of the ASN. The appearance of advertisements in the Journal is not a warranty, endorsement, or approval of the products or services advertised or of their safety. The ASN and the Publisher disclaim responsibility for any injury to persons or property resulting from any ideas or products referred to in the articles or advertisements.

---

Version 1.0 posted 10/1/2017

Version 1.1 posted 1/30/2018

Version 2.0 posted 3/1/2018

Version 3.0 posted 7/1/2018

Version 4.0 posted 3/1/2019