

## ***KI Reports Manuscript Submission Style Checklist***

### **Manuscript Formatting Checklist**

- ☐ Make abstract structured, with introduction, methods, results and conclusion subheads.
- ☐ Below the title, provide corresponding author's name, e-mail address complete mailing address.
- ☐ Methods section must appear before results section.
- ☐ **Include the subhead "Disclosures" in the manuscript after the discussion but before the references.** Below it, list any author financial disclosures. If none, write "nothing to disclose."
- ☐ **Provide figures as separate files** in ppt, eps, jpg or tiff format. (**NO PDF/png format**). Place figure legends in the manuscript after the references but **exclude** figures from the manuscript file.
- ☐ **Label figure files according to their number (i.e., Figure 1, etc.).** Provide figures in color if possible.
- ☐ **Place tables in the main manuscript file after the references. Create tables using MS Word.**
- ☐ Clearly cite all tables and figures in the manuscript text with the table/figure number(s).
- ☐ Clinical trials: include STROBE/CONSORT statement **as a separate supplementary PDF file.** Systematic reviews: include PRISMA checklist. See [www.equatornetwork.org](http://www.equatornetwork.org).

### **Revisions**

- ☐ Provide two versions: **one clean version with NO track changes, and a second, marked version.**
- ☐ Include a point-by-point response to the reviewers provided in the "author response" box.
- ☐ **Upload all figures, supplemental files and disclosure forms.**
- ☐ **Provide completed ICJME financial disclosure forms for ALL AUTHORS.** The form is located here [ICJME | Disclosure of Interest](#) and in manuscript central in the "Instructions & Forms" section. For authors with no disclosures, use one form with one name and write "on behalf of the co-authors."

### **Supplemental Material**

- ☐ **COMBINE ALL SUPPLEMENTARY MATERIAL IN ONE PDF FILE, including checklist if applicable.** Include all supplementary titles/legends in the supplementary file.
- ☐ **Include subhead "Supplementary Material" in the manuscript before the references.** Below, list a short title/legend for each supplementary item, the file format in parentheses [e.g., "(PDF)"], and write "Supplementary information is available at *KI Report's website*."
- ☐ **Cite each individual supplementary material item in the manuscript text** using the "S" prefix (e.g., Supplementary Table S1, Supplementary Methods, Supplementary References, etc.).

### **Nephrology Rounds (NR)/Research Letter (RL)**

- ☐ **No abstract**
- ☐ **Limit: 1,200 words of article text, 2 tables/figures, and 9 references.** Additional text, tables, figures and references are accepted, and must be provided **in a separate supplemental PDF file.** Format supplementary references with the prefix "S" (e.g. S1).
- ☐ **RL must include methods as supplementary material in a separate PDF file.**
- ☐ **NR must include a table with teaching points and a patient content statement.** Include subhead "Patient Consent" placed after the "Disclosures" section. Below it, write "The authors declare that they have obtained consent from the patients discussed in the report."

THANK YOU FOR PROVIDING A CORRECTLY FORMATTED MANUSCRIPT