

### Continuing Medical Education (CME) Requirements

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) guidelines for continuing medical education, the ASN has the following expectations to guide faculty as they develop the educational content of their session or publication.

### Commercial Bias

If commercial products are mentioned, the author must present objective information about those products, based on scientific methods generally accepted in the medical community. To ensure a fair and balanced approach without promotion of a specific product, device, or pharmaceutical, the ASN requires adherence to the following:

- Objectively select and present in an unbiased format, with content based on current scientific methods and evidence generally accepted in the medical community.
- Give a balanced view of therapeutic options (ie, discuss all available).
- Be impartial by using generic names when talking about technologies, programs, products, devices, drugs, and services.
- Use trade names only for clarification. When use of a trade name is necessary, trade names of all appropriate companies' products should be used to ensure fair balance and objectivity.

### CME Content

- All recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
- All scientific research referred to, reported, or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.

### Disclosure

- **Financial disclosure.** Authors are required to disclose all financial relationships with any commercial interest that provides products or services that may be relevant to the content of this continuing medication activity, not only for themselves, but also for a spouse or partner.
- **Unlabeled use disclosure:** It is recommended that unlabeled use be noted in the syllabus as appropriate. The following statement is published to provide information to the learner.

*This educational activity may contain discussion of published and/or investigational uses of agents that are not indicated by FDA. The American Society of Nephrology does not recommend the use of any agent outside of the labeled indications. Please refer to the official prescribing information for each product for discussion of approved indications, contraindications and warnings.*

- **Statement of Informed Consent:** Patients have a right to privacy that should not be infringed upon without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, an informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

Authors are to indicate when informed consent has been obtained in the article.

- **Additional Ethical Considerations:** NephSAP follows the International Committee of Medical Journal Editors' Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Please review the ethical considerations in the conduct and reporting of research and the publishing and editorial issues related to publication in biomedical journals at [www.icmje.org](http://www.icmje.org).
- **Statement of Human and Animal Rights:** NephSAP also follows ICMJE's URMSBJ guidelines for human and animal rights. When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation and with the Helsinki Declaration (<http://www.wma.net/e/policy/b3.htm>). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.
- **Scientific Data:** NephSAP follows the Council of Science Editors' editorial policy statements including the policies on access to scientific data, conflicts of interest, and referral of possible misconduct. Please review these policies at [www.councilscienceeditors.org/services/draft\\_approved.cfm](http://www.councilscienceeditors.org/services/draft_approved.cfm).

## **General Syllabus Information**

### **Outline, Blueprint**

- An outline is due to the Editor-in-Chief three months prior to the due date, and must include the following:
  - Syllabus major and minor headings
  - Name of the Associate Editor assigned to the topics
  - Blueprint of questions submitted in the first draft (40 questions), and where the correct answers are found within the major content areas

## Syllabus

- Original syllabus manuscripts should be approximately 15,000 words in length; about 100 to 125 pages double-spaced, excluding figures, tables, and references, roughly equal to 40 to 50 printed pages.
- The literature reviewed in the syllabus should reflect the major clinically relevant findings (advances in knowledge) that have been published in the 18-month period preceding the submission of the syllabus, although a limited amount of introductory information can be included (with reference to reviews, book chapters, etc.). We are NOT trying to write a book chapter or a scholarly review, but we are trying to provide a reasonably comprehensive review of the most important recent developments in the field (with comments about controversies if they exist).
- New findings should be placed into perspective with existing knowledge by brief comments and appropriate citations.
- If controversies exist regarding interpretation of the findings, they should be described, and the author should express an opinion regarding his/her position regarding the controversy, along with recommendations for how the practitioner should use the information in medical care.
- The narrative should be critical and thorough, but crisp and readable. There should be a strong focus on analysis and interpretation. It is not necessary to be comprehensive in coverage, but the review should include articles that have an immediate or possible future impact on the practice of nephrology. The main focus should be on clinical science (epidemiology, diagnosis, prognosis, and treatment) with only limited coverage of laboratory-based science (animal and in-vitro experimentation).
- Any potential content overlap with another theme issue should be reviewed with the Editor-in-Chief at the time the outline is submitted.
- Drug dosages should be carefully checked and compatible with manufacturer's recommendations and FDA approval. If non-FDA approved drugs are discussed, it should be noted that they are experimental and not approved for clinical use in the USA. If such drugs are approved and in clinical use in other countries it is acceptable to note that fact, if applicable to referenced material.
- Include normal reference values (metric and SI) whenever a laboratory value is included the question text (stem or answers).
- Given that other publications form the basis for the *NephSAP* syllabus, please use quotation marks when quoting verbatim from these sources.
- Six "red boxes" per issue must be included in the manuscript submission. Co-authors will be requested to submit, along with the FIRST DRAFT of the syllabus a total of six (6) succinct statements (*25 words or less, one or two sentences*) summarizing key points covered in the text. These statements should be placed in appropriate places within the text of the syllabus (similar to the placement of a Figure or a Table). The six (6) summary statements (three by each co-author) should be carefully selected to represent very important findings covered in the text of the syllabus.

## Questions

It is strongly suggested that the task of question writing should be completed PRIOR to writing the syllabus text. This procedure ensures that questions are written with the careful attention they require.

- **Question blueprint:** A blueprint of the first draft 40 questions is to be submitted corresponding to the first draft of the syllabus, indicating where the correct answers are found within the major content areas. This blueprint provides an estimate of the number of questions that will be included in the final draft of the syllabus (25 questions), relating to each topic covered in the Syllabus.
- **Question style:** All questions must be written according to ABIM style guidelines (multiple choice with a SINGLE BEST ANSWER, not True-False). Each question must have one unambiguously correct answer, and 3 or 4 incorrect but plausible answers (eg, A, B, C, D, and possibly E).
  - No more than 10% of the total number of questions may have only 3 incorrect answer options.
  - No more than 10% of the total number of questions in the FINAL DRAFT may be EXCEPT or NEGATIVE questions.
  - Mutually exclusive answers should be used only for questions with three options (eg "increased", "decreased", or "stay the same").
  - The distracters "all of the above" and "none of the above" are not to be used in any question.
  - 75% of the FINAL DRAFT questions should have 5 optional answers (one correct and 4 incorrect distractors). 85% or more of the FINAL DRAFT questions should consist of questions with a brief clinical stem. All incorrect answers (distractors) should be plausible but clearly less correct than the correct answer. The clinical stem should be reasonably brief, but should contain not only sufficient information to allow a correct answer to be selected, but also enough information to make the distractors plausible.
  - Give normal values (including SI units) for laboratory tests that are not in the usual list; use consistent units of measure.
  - Abbreviations should be avoided in both the questions and answers.
  - Non-FDA approved drugs, devices, or diagnostic tests may not be the subject of questions.
  - Questions testing basic science or pathophysiology knowledge are acceptable, but should have some clinical relevance (ie, diagnostic testing, prognosis, treatment, genetic counseling etc).

Summary	First Draft	Final Draft
Total number of questions	40	25
Question style	N = no more than	N = no more than
3 Incorrect answers 10%	4	3
Except or negative 10%	4	3
5 Optional answers 75%	30	19
Brief clinical stem 85%	34	21
Test clinical reasoning, judgment, and synthesis 80%	32	20
Total recall 20%	8	5

- **Clinical stem:** The clinical stem is a case description that includes enough information (appropriate history, physical examination, laboratory data, imaging, pathology) to answer the question correctly and to make the distracters plausible, even though they are incorrect.
  - The stem should relate to the ability to answer the question correctly, and provide information necessary to answer the question.
  - Be sure to include age and gender in the stem. A site of care (office, ER, hospital, ICU) is also desirable for question classification purposes. Race, ethnicity, occupation, and/or geographic site may be added if appropriate to the question content.
  - The cases are to be intellectually challenging, test clinical reasoning, judgment, and synthesis (80% of the questions). Testing simple recall of knowledge from memory should be limited to no more than 20% of the total number of questions. Most of the questions should be answerable by someone who has read and understood the syllabus material, but questions of contemporary information not covered by the syllabus can be included.
- **Testing point:** Each question prepared at the FIRST DRAFT stage is to have an identified “testing point”. A specific and unambiguous point of knowledge or skill set relating to the identified testing point must be evaluated in each question.
  - **Cognitive Task:** Each question poses one **and only one** task
    - Testing
    - Diagnosis
    - Treatment
    - Prognosis
    - Prevention
    - Natural history
    - Pathophysiology
    - Epidemiology
  - **Cognitive Ability**
    - **Recall knowledge:** test recall of memorized knowledge. Use for new information and recent changes in practice.

- **Synthesis:** Tests recall and interpretation – asks for a conclusion. Most useful for diagnostic problems.
  - **Judgment:** Tests recall, interpretation, and decision making – asks for an action. Tests important clinical skills. Most useful for assessing clinical decision making (simulating practice).
- **Correct answers and distractors:** All question to be of the single best answer type. All questions must relate to content of the syllabus.
    - Incorrect answers should be plausible, and should not provide clues to the correct answer. Questions on controversial topics in which you have an opinion, not necessarily backed up by evidence, are acceptable. Such questions will be asking for the MOST CORRECT answer.
    - The answers should deal with either diagnosis or therapy (but not both) and may NOT be in the “All of the following answers are correct, EXCEPT “format.
    - You only need to provide the correct letter choice answer in the initial draft of 40 questions. The explanations and references need to be written for the final 25 questions and are due within 4 weeks after the submission of the final draft.
  - **Answers and explanations:** When the final 25 questions are selected, the Associate Editor/s (authors) will prepare a separate document listing the correct answer to each question (A, B, C, D, or E) and supply a brief (one or two paragraph) explanation for both correct and incorrect answers, with appropriate reference citations (1 to 3 per answer, no more than 10 total references per question). Reference citations will be especially important when the topic covered by the question (or the answer) is not thoroughly covered in the syllabus.
    - This document is due **before** the galley proofs are reviewed to allow for a final review of the questions and for verification of the answers.
  - **Question analysis based on participant responses:** The ASN/*NephSAP* staff will prepare a psychometric evaluation of each question after 100 examinations have been scored. The evaluation will rate the performance of each question by degree of difficulty, correct and incorrect answers by question, and will provide discrimination between the “best” and “worst” performing questions.)
    - The ASN/*NephSAP* staff will monitor responses (both hard copy and electronic) to the examination in order to detect faulty questions as early as possible during the scoring process. Authors will be notified if signals of poor question performance are detected.

## References

- Use the pre-specified and published list of core nephrology journals\* and general internal medicine\*\* journals shown below, which will be reviewed by all authors for each issue. Please attempt to obtain free access to on-line full article reprints from these journals. Additionally, there will be issue-specific journals (eg, Am J Transplant, J Hypertension, Renal Fail, etc).

### \* Core Nephrology Journals: (Journal Title and Title Abbreviation for Reference)

- American Journal of Kidney Diseases: *Am J Kidney Dis*
- American Journal of Nephrology: *Am J Nephrol*

- American Journal Physiology Renal Physiology: *Am J Physiol Renal Physiol*
- Clinical and Experimental Nephrology: *Clin Exp Nephrol*
- Clinical Journal of the American Society of Nephrology: *Clin J Am Soc Nephrol*
- Clinical Nephrology: *Clin Nephrol*
- Journal of Nephrology: *J Nephrol*
- Journal of the American Society of Nephrology: *J Am Soc Nephrol*
- Kidney and Blood Pressure Research: *Kidney Blood Press Res*
- Kidney International: *Kidney Int*
- Nature Clinical Practice Nephrology: *Nat Clin Pract Nephrol*
- Nephrology (Carlton): *Nephrology (Carlton)*
- Nephrology, Dialysis, Transplantation: *Nephrol Dial Transplant*
- Nephron Clinical Practice: *Nephron Clin Pract*
- Pediatric Nephrology: *Pediatr Nephrol*
- Seminars in Nephrology: *Semin Nephrol*

**\*\*Internal Medicine: (Journal Title and Title Abbreviation for Reference)**

- American Journal of Medicine: *Am J Med*
  - Annals of Internal Medicine: *Ann Intern Med*
  - Archives of Internal Medicine: *Arch Intern Med*
  - British Medical Journal: *Br Med J*
  - Journal of Clinical Investigation: *J Clin Invest*
  - Journal of Experimental Medicine: *J Exp Med*
  - Journal of the American Medical Association: *JAMA*
  - Lancet: *Lancet*
  - Medicine (Baltimore): *Medicine (Baltimore)*
  - Nature Medicine: *Nat Med*
  - New England Journal of Medicine: *N Engl J Med*
  - Quarterly Journal of Medicine: *Q J Med*
  - Science: *Science*
- References should be divided into sections (represented by major headings in the Syllabus Outline) and listed in numerical order of citation at the end of each section, rather than at the end of the Syllabus as a whole.
  - References should be cited in numerical order in the text, section by section. Each section listing should start with reference #1.
  - Number references in the order of appearance in the text, with only one reference to a number.
  - Use of JASN style references, as accessed through End-Notes.
  - Cited references should not exceed 250 in total. The Editor-in-Chief or the Deputy Editor may approve exceptions.
  - Citation of unpublished observations or personal communications should be placed in the text in parentheses. Such citations must include a separate permission to quote from appropriate individuals.

- Cite Advanced On-line Publications (AOP) in the reference sections of article published in the Journals. The simplest way is to use the Digital Object Identification (DOI) number.
- **Reference style:** *Journal articles, abstracts and books:* List all authors for each article cited. Journal names should be abbreviated according to the BIOSIS list of serials. The reference style for all citations should be that used by JASN as follows:

**Journal article**

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

**Book**

1. May RC, Mitch WE: Pathophysiology of uremia. In: *The Kidney*, 5th ed., edited by Brenner BM, Philadelphia, WB Saunders, 1996, pp 2148-2169

**Abstract**

1. Yoo KH, Norwood VF, Chevalier RL: Regulation of angiotensin II AT1 and AT2 receptors in neonatal unilateral ureteral obstruction [Abstract]. *J Am Soc Nephrol* 6:1035, 1995

**Manuscript Preparation**

**Text material:** All text, tables, and figure legends should be submitted by email.

1. **Software:** Microsoft Word
2. **Font:** Times New Roman, size 12
3. **Paragraph Text:** Double-spaced
4. **Titles:** Bold titles for each section
5. **References:** In numerical order by section
6. **Pages:** Numbered
7. **Tables:** All cited with reference list
8. **Figures:** All cited with reference list

**Title page**

- Title
- Authors' full name(s)
- Highest academic degrees, fellowship designations, and institutional affiliation for each author.
- Financial support used for the manuscript, including any institutional or departmental funds.
- All contact information for the corresponding author: mailing and e-mail addresses and telephone and fax numbers.

**Units of measure**

Use of Systeme International d'Unites (SI) for measurements is preferred throughout the manuscript. A .pdf file of the Laboratory Reference Values printed in the New England Journal of Medicine 351; (15) 1548-63, 2004 will be emailed to each author.

**Drug names:** Use generic names of drugs.

### **Abbreviations**

- The use of abbreviations is discouraged.
- Any abbreviation used must be defined with the first use in the body of the manuscript, in the following format example: continuing medical education (CME).

### **Tables**

- Each table should have a title and be numbered sequentially in the order of appearance in the text, using Arabic numbers.
- Tables can be saved within the text of the manuscript and should be typed single-spaced.
- Do not use tabs to create tables, and do not use table editors.
- Table building utilities will convert, providing that no special images were inserted.
- Do not reiterate tabular data in the text.
- Do not use abbreviations in table titles.
- Do not use all capital letters in table headings and text.
- Do not use center, decimal tab, and justification commands.
- Do not use spaces to separate columns.
- Do not underline or draw lines within tables.
- Footnoted information should be referenced using Roman, superscript, lowercase letters (ie, a, b) in alphabetical order (reading from left to right).
- Avoid lengthy footnotes; insert descriptive narratives within the text if needed.

### **Figures**

- Figures must be cited in the text, in numerical order, using Arabic Numbers.
- Figure legends should contain enough information for the reader to understand the illustration without referring to the text, but they should be concise and should not repeat information already stated in the text.
- If figures are reproduced or adapted from previously published material, a complete reference list including the original figure number must be submitted.
- Cadmus obtains the permission from the original publisher at no charge to the author.
- Increased use of color and commissioned new art: By arrangement with a medical illustrator, JASN, CJASN and *NephSAP*, will offer original color art illustration preparation to the authors of invited material, including the Co-Editors of the entire *NephSAP* issue.

Authors will need to submit sketches or line drawings of art to be prepared at the time of submission of the FIRST DRAFT of the syllabus.

### **Digital art submissions**

- Artwork should be submitted in its final size for printing. For optimal results scaling, rotation, and cropping should be done using an image editing program, rather than a page layout program.
- Files should be saved as and submitted in .tiff or .eps format. All graphics should be prepared using a program that creates files in a format to ultimately be converted to .tiff or .eps, and sent as individual files.
- Color files should be submitted as CMYK (cyan, magenta, yellow, black) and not RGB (red, green, blue).
- Files downloaded from the Web or Internet (.jpeg or .gif) do **NOT** reproduce well in print. Therefore, we cannot accept .jpeg or .gif files, or files downloaded from the Internet. A pdf file of the source article must be included to extract the figure.
- A graphic artist is available to draw original figures approved for publication by the Editor-in-Chief.
- **Resolution**
  - Line art should be saved at a resolution of at least 1200 dpi, and in a bitmap monochrome color mode.
  - Gray halftones (photographs, CT scans, radiographs, etc.) should be saved at a resolution of at least 300 dpi in grayscale color mode.
  - Color halftones should be created at 600 dpi and saved as either CMYK or grayscale color modes.
  - Images saved at 72 dpi are not acceptable for printed publications.
- Save each figure in a separate file.
- Include a directory on the digital file indicating the original article and figure numbers.
- If the files are large, you may be required to upload your figures; instructions will be emailed to you when necessary.
- **Rapid Inspector:** All figures will be evaluated using Rapid Inspector, a program designed to check figures for compliance with the printer's requirements.
  - If a figure does not meet the requirements, Rapid Inspector will indicate that the graphic has failed and will give a brief summary of the problem with suggested methods of correction. You may be required to resubmit these figures.
  - For additional information on submitting graphics, or if you have questions regarding specifications for figure files, please visit the Cadmus website: [Cadmus Knowledgeworks](http://art.cadmus.com/da/index.jsp) at the link below:

<http://art.cadmus.com/da/index.jsp>

### **Copyright Transfer**

- Copyright interests forms will be signed by all authors for each issue and include the following statement:

*"In consideration of the American Society of Nephrology's taking action in reviewing and editing this submission, the author(s) undersigned hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership to the ASN in the event this work is published by the ASN."*

The signatures indicate that each author has approved the final version of the manuscript and is prepared to take public responsibility for the work.

### **Proofs**

- Manuscripts will be copyedited, and electronic proofs will be made available for author's approval.
- Authors will be notified by email when their proofs are ready--approximately 6 weeks before the publication of the issue in which the article is set to appear (approximately 4 weeks after submission to ASN).
- Download, print, read, correct, and return the original set of proofs with the manuscript and figure copy within the timeframe provided in the email.
- Verify the answers and explanations to be distributed to the participants.
- Be sure that all Editor's and printer's queries are answered.
- Only minor corrections are permitted.
- The prints of your illustrations should be reviewed carefully and any corrections noted on the figure proof.