Manuscript submission

[Nephrological Nursing is the Official Journal of the Spanish Society of Nephrological Nursing]

Manuscript submission

"Enfermería Nefrológica" Journal

Introduction

Welcome to the platform of the journal "Enfermería Nefrológica", where you can register as an author in order to send manuscripts for publication.

To do this:

- Access the website: www.enfermerianefrologica.com

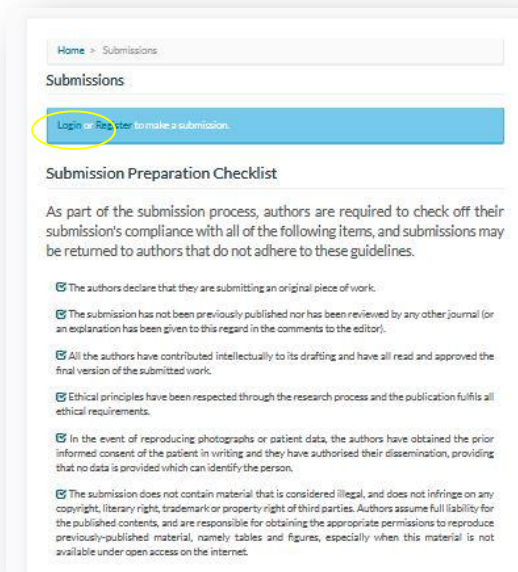- Log in from the homepage.

Enter

Authors must be registered before submitting a manuscript. Please consult our registration guide.

Click the "Login" button to start accessing the platform.

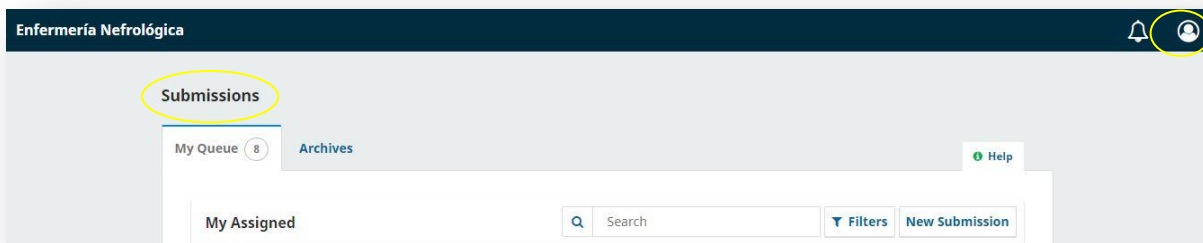or use the "Submit an article" button then "Make a Submission".

The first option is quicker, but the second option allows you to review the rules that must be met when publishing and see the list of requirements for submitting manuscripts.

Submitting a manuscript

Once logged in, you'll find the following screen:

Your username will appear in the upper right corner, where we can access our registration data, password, and log out.

In the left margin, you'll see the section "Submissions", where you can upload your manuscript to the platform.

Start the manuscript submission process

Before starting the process, please prepare the files to upload to the journal, as well as any tables or graphs.

The Nephrological Nursing journal needs three files, as well as the original tables or images.

File 1:
- Manuscript cover letter.
- Publication agreement, content responsibility, and non-publication in another medium form.

File 2:
- Fully identified work (including tables and annexes).

File 3:
- Fully anonymous work (including tables and annexes).

In addition to these files, we recommend sending original tables and images to facilitate printing layout.

When these files ready, the manuscript can then be submitted. To do this, click on the "New submission" button. This submission consists of several sections:
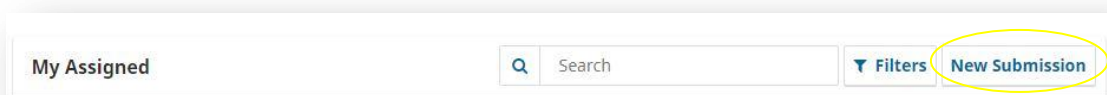
Process

Start submitting the manuscript.

Step 1. Start

This step will provide the journal with the necessary information about the article to be submitted.

Here we specify the language in which the submission will be made and to which of the sections the work will be sent. The sections to which it can be sent are editorial, review, originals, clinical cases, letters to the editor, short original, continuing education, other sections. (Consult the publication rules to know what is included in each of these sections).

In the "Categories" section, select the subject of the article from ACKD, Vascular Access, Transplantation, Peritoneal Dialysis, Haemodialysis and Integral Care. If only the "Prepublication" category appears, leave it unchecked.

The platform provides a small checklist for the preparation of the submission to make sure the manuscript has met all the requirements and include any items that may have been overlooked. The system verifies that all the boxes have been ticked and cannot proceed with the submission if any of them remain unticked. This checklist is also available to download so that the author can review everything before uploading the manuscript to the platform.

You can also send a specific comment to the editor by including it in the white box available in this step.

Finally, you must accept the copyright policy on the platform.

If the information provided has not been filled out in its entirety, the system will display a notice indicating that some information is missing.

Step 2. Upload Submission

In this step, the files are uploaded to the platform.

The prepared manuscript must have been edited using a word processor, preferably Microsoft Word.
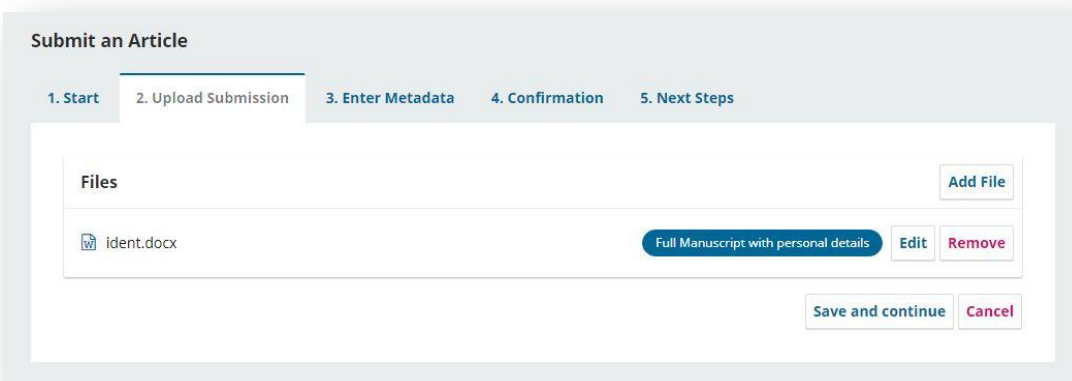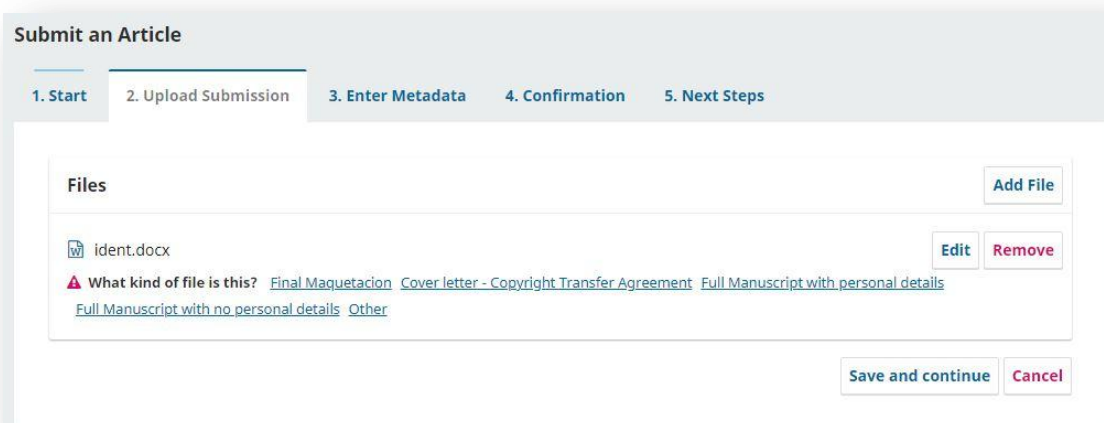
Once the previous step has been saved, the platform automatically enables the upload of the file in three steps: select the component to upload, upload the file, assign the metadata, and finish.

This first screen specifies guidelines to ensure that articles are correctly reviewed anonymously.

To ensure the integrity of anonymous peer reviews of submissions to this journal, every effort is made to prevent authors from knowing the identity of the reviewers, and vice versa. To do this, authors, editors, and reviewers (who upload documents as part of the review) must verify that the necessary steps related to the text and file properties have been followed:

The authors of the document have deleted their names from the text and have used "author" and the year used in the references and footnotes instead of the name of the author, the title of the article, and so on.

In the case of Microsoft Office documents, the author's identification must also be removed from the file properties (see in the File option in Word) by clicking on the options indicated below. Go to File in the main menu of the Microsoft application: File - Save As - Tools (or Options on Mac) - Security - Remove personal information from the file properties when saving - Save.

Submit an Article

| 1. Start | 2. Upload Submission | 3. Enter Metadata | 4. Confirmation | 5. Next Steps |

Files   Add File

▥ ident.docx   Edit   Remove

⚠ What kind of file is this?   Final Maquetacion   Cover letter - Copyright Transfer Agreement   Full Manuscript with personal details
Full Manuscript with no personal details   Other

Save and continue   Cancel

Submit an Article

| 1. Start | 2. Upload Submission | 3. Enter Metadata | 4. Confirmation | 5. Next Steps |

Files   Add File

▥ ident.docx   Full Manuscript with personal details   Edit   Remove

Save and continue   Cancel

In the case of PDF files, it is also necessary to remove the names of the authors from the document properties, which can be found in the "File" option in the main menu of Adobe Acrobat.

Click on "Send another file" until the three required files have been uploaded. You can also upload graphs or tables. Files can be uploaded from the document location on our computer or by dragging them onto the platform.
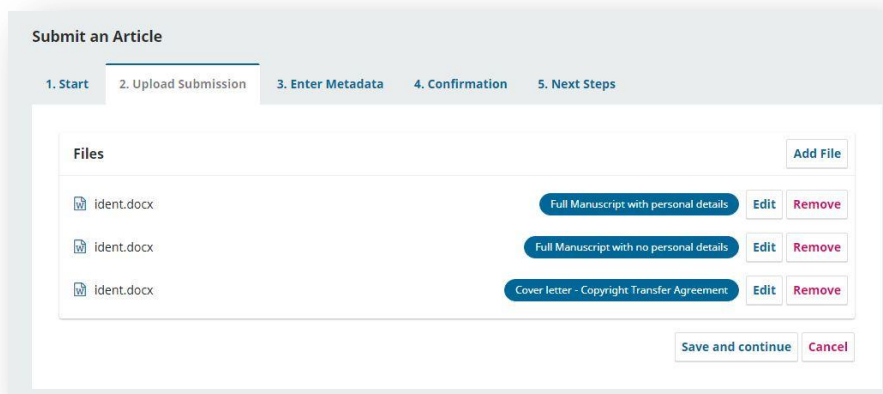
Uploaded documents can be replaced simply by clicking on "change file" and selecting the new one.

On the second screen of the file metadata, you can modify the name of the uploaded document if you wish and check its size.

On the third screen, you can specify whether you want to upload more files or finish.

Step 3. Enter Metadata

In this section, you enter the manuscript's most important data such as the title, abstract, authors, and keywords. You must enter the data marked with an asterisk (*).


This must be done in both the original language and English. The English section is displayed when hovering over the field in Spanish.

In our journal, the abstract has a word limit of (250), therefore the text must be adjusted to this limit. There is a word counter to show the number of words entered.

The section to enter the various authors of the manuscript is not immediately obvious, so please remember to register the other authors.
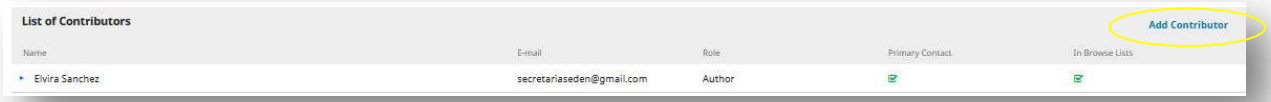
If you wish to add a new author, go to "Add collaborator". In this section enter the name, surname (remember that you must follow the scientific format used by each author in their publications. The Nephrological Nursing journal only allows a single surname, or two surnames joined by a hyphen). In the public name field, enter a suffix that indicates the profession, rank, or hierarchy that is considered relevant (MD, PhD, My etc.); if you prefer you can leave the space blank, a contact email, country, ORCID ID and place of work (affiliation), brief curriculum (bibliographic summary), role (specified if this collaborator is the author of the work or translator), ORCID configuration setting (if you have and wish to migrate the published works to this platform), then this information is saved.

In addition to the role of the collaborator (author or translator), it must be verified that the option "Include this collaborator in the lists?" is ticked. If this person is the one who will receive communications from the editorial team, the option "Main contact for editorial correspondence" must also be ticked. Validate the information by clicking "Save".

Authors can be added, edited, and deleted.

Clicking the arrow next to the name brings up the different actions for the author. Click "Edit" to modify or correct their data and "Delete" to delete the author. In the latter case, the platform generates a pop-up window with a notification that the element is going to be deleted and must be accepted or cancelled.

In the coverage information, please use a word that defines the area or scope of the editorial content of the resource such as geospatial location, chronological period, etc. This will normally include the spatial location (name of a place), time period (expression that identifies a period, date, or date range) and jurisdiction (name of an administrative entity). Best practice is to select a controlled vocabulary value such as the Geographic Names Thesaurus, for example. (Example: 21st century; Santiago (Chile))

The data must be separated by a semicolon (;).

Specify the language in which the content of the document is written. This will usually be Spanish, but our magazine also publishes full papers in English and Portuguese.

Keywords will also be requested. These must be completed in both Spanish and English. These fields must be entered individually, pressing "enter" to proceed to the next one.

This is O.K.

This is wrong

In "citations", the work's bibliographic references must be specified and separated by a line without numbering as the platform will automatically number them; this avoids duplicate references appearing.

The OpenAire ProjectID and Funding details fields are to be filled in if the work has received some type of grant. It would then be necessary to specify the project number of the work receiving the grant so that it can be entered in the metadata. If it is a European Union initiative that complies with the OpenAIRE platform, it must be specified in this field.

Any other funding should be specified under "Funding Details", which also includes European funding which will be re-entered in this field to identify the granting entity.

To add them go to "Add financing", add the name of the entity and grant number then click "save".

Step 4. Confirmation

Once the files have been uploaded, the metadata has been specified, and the authors have been entered, proceed to the confirmation of the manuscript submission. Decide if you are satisfied with the submission, and If not, click on "Cancel". The system will save the submission so that it can be completed at another time.
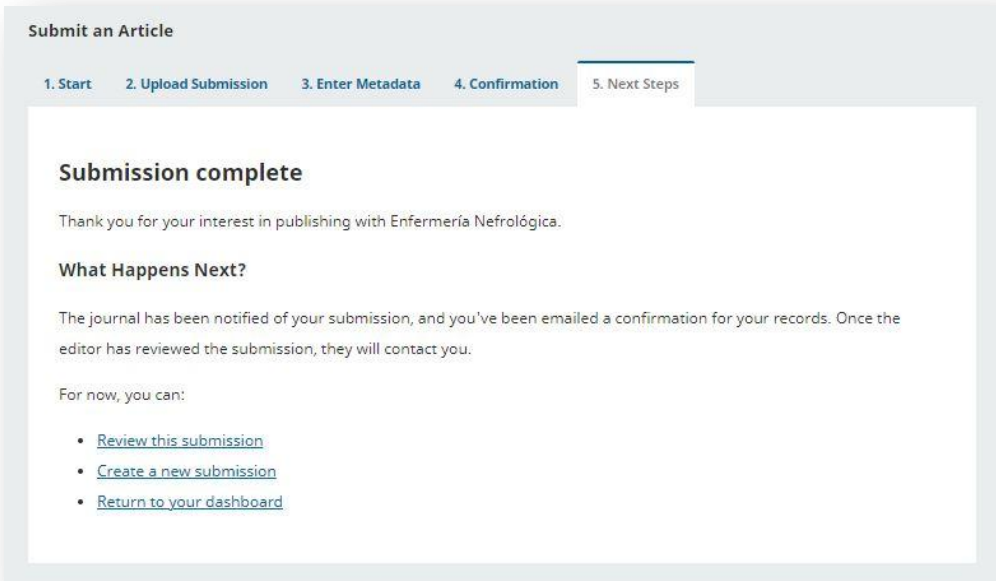
Once the button "Finish submission" is clicked, a new screen opens asking if you are sure, to confirm again, and that no errors are present.
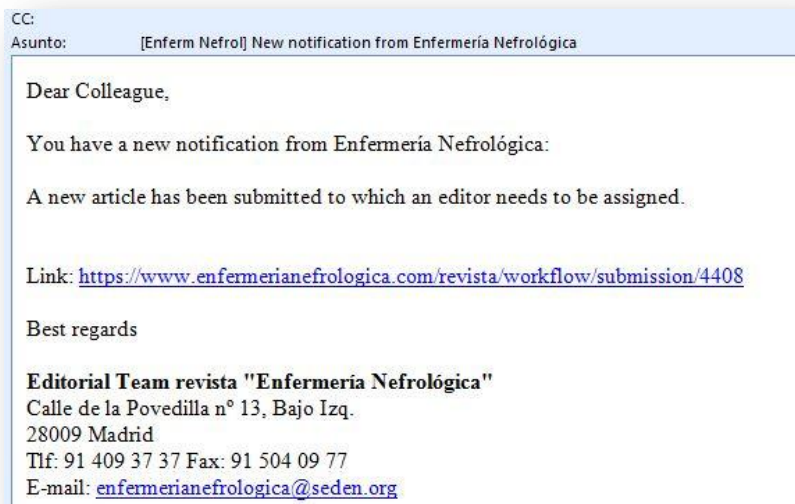
Step 5. Next Steps

In the last step, a new window will open with information about the submission. Three links are enabled that give us the option to review the submission again, submit a new manuscript, or return to the desktop.

Once the manuscript has been submitted, the platform sends a confirmation of receipt email.

Selecting the "Back to desktop" option takes you to the profile where you can see all the articles submitted and their status.
The profile is also accessible from the journal's homepage.
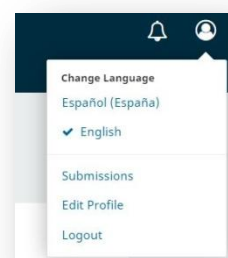
Next to each submitted work there is a registration number, which must always be

used to identify the manuscript.

Click on each article to see its content.

You can see the manuscript data by accessing "View metadata" in the upper right corner.

In the "Submissions Library" the author can have their own files to consult the article or to support it (Submissions Library), or consult the documents made available to the public by the journal's publisher (See document library).
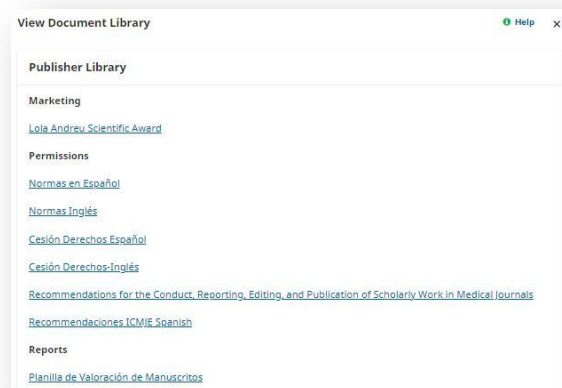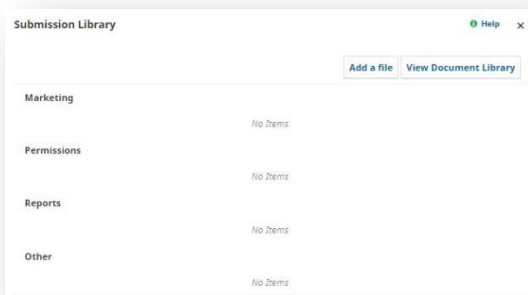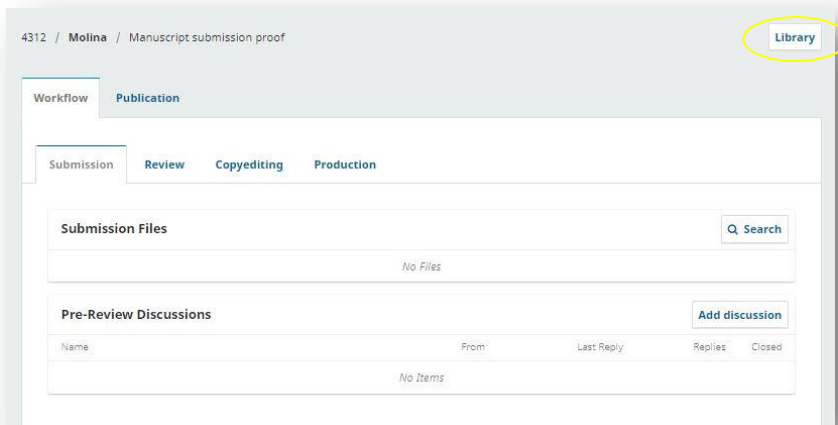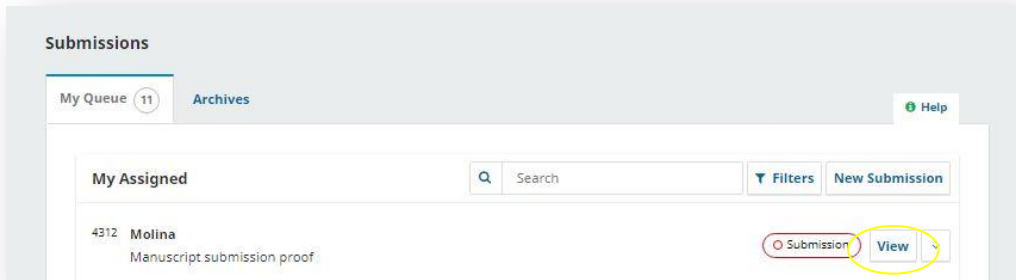
You can download all the files uploaded to the platform by clicking the "Download all files" button.

Article review and editing process

You can also see the editorial process followed by Nephrology Nursing for publication in the profile section.
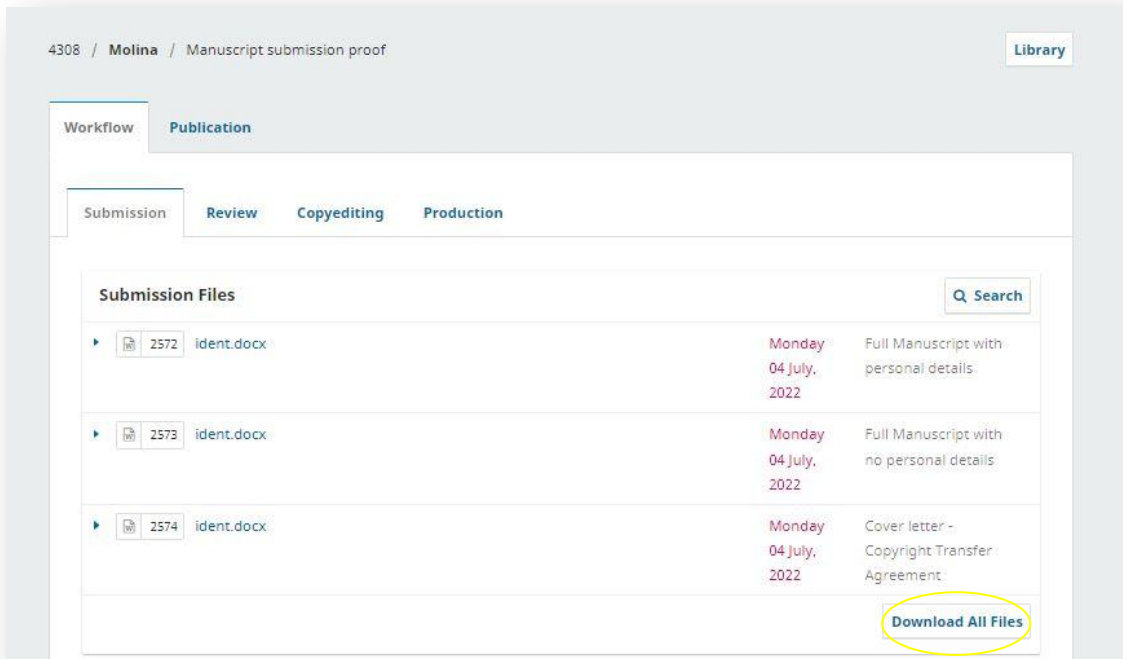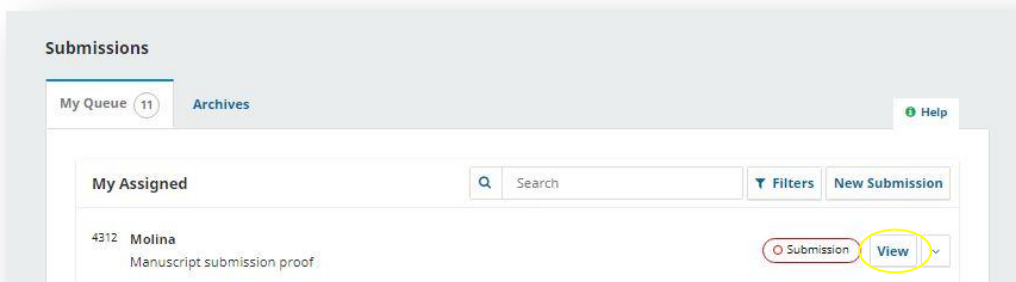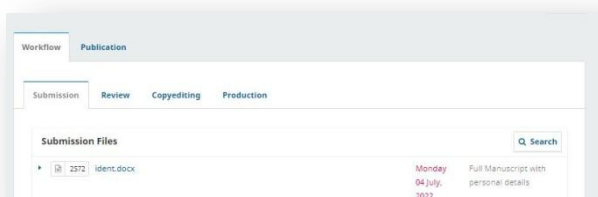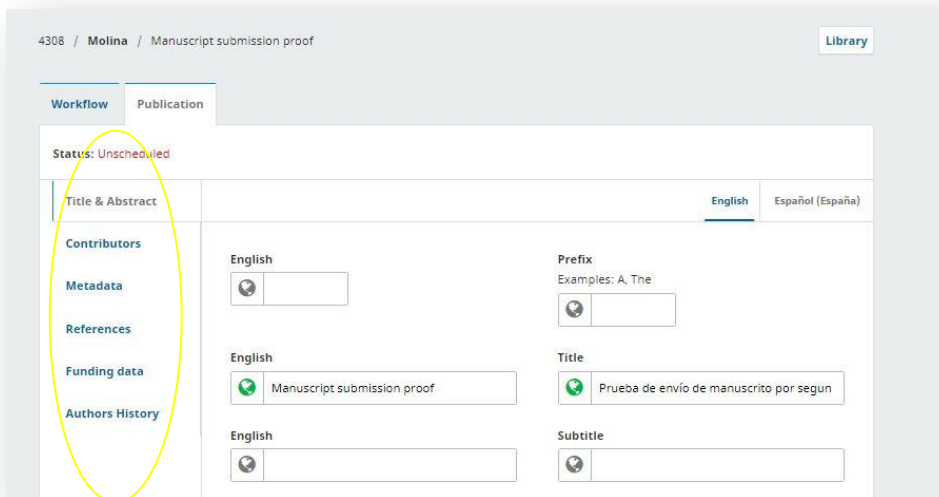

In "My assigned submissions", you will find the manuscripts submitted, next to the name of the article you will find the current step. The steps are: "Submission", "Review", "Editorial" and "Production".

Sending section (Submission): manuscripts sent to the journal that have not yet been assigned for review by the editor will have this status.

Review section: here you will be able to see both documents and notifications by the editorial team regarding the submitted article.

Respond to a review

Once the review process is complete, the editor will notify you of their decision by email.
After receiving the email, log into your profile.
Select the "Review" link next to your proposal to view the decision.
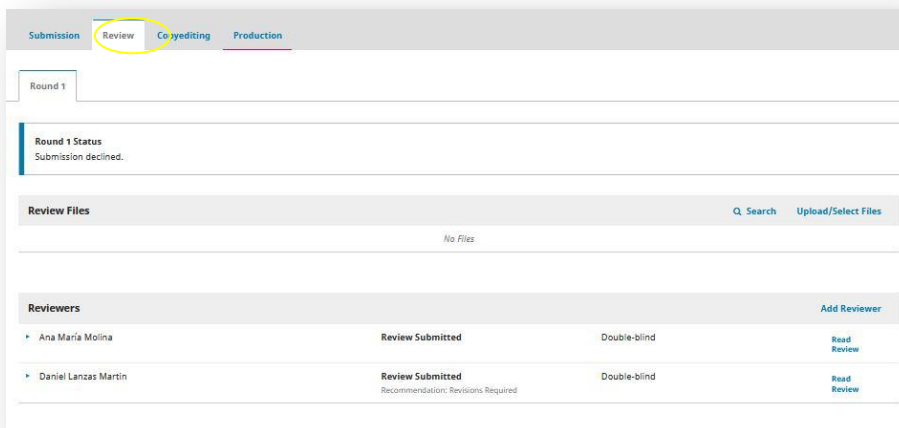
From here, you can view the editorial decision (revisions requested) and a link to the notification sent by the editor. Based on the comments sent by the editor, modify your manuscript accordingly and upload it to the platform in "Upload files in Review". The uploading process is similar to the initial submission process.

Once the file is uploaded, it will be visible in the "Article Review" section.

Inform the Editor

The next step is to inform the editor that the revised file is now available to continue with the editorial process by going to the "Review Discussion" panel.

From here select "Add discussion". Add a user and include the editor.
Add a subject line (Subject) and the message you want to send.

Press "Accept" to send the message.
Once the submission step has been completed, it is necessary to wait for the revisions made to be approved.
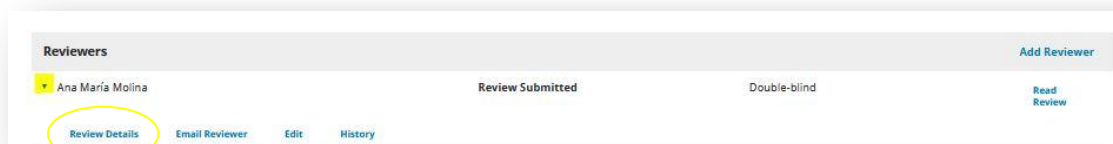
Accepted revisions

When the editor receives the manuscript, the author will receive an email indicating that their revision has been accepted. There will also be a notification in the profile.

If major revisions are requested, the article will return to the peer review process, which will be repeated. It is possible that both manuscripts with major and minor revisions will receive additional revisions. Once the author has made the revisions and the editor has accepted them, the manuscript moves to the next stage.

Revision and amendment request by the reviewer

In case the editors have requested minor revisions, the publisher will send an email to the author to request them, and the corrected manuscript files will be re-submitted.
To do this, the author must enter the "Submission" section, select the work, and go to review. In this section, click on "Upload file" and attach the modified articles. Once this is done, the editor will receive a notification so that he/she can check that the requested changes have been made. Once it has been confirmed that the modifications have been correctly made, they will be sent to the "Editorial" section.

If the corrections to be made are more extensive, a new round of revisions is created, so that once these modifications have been uploaded, the editor assigns the work to two new reviewers who review it again. When both reviews are positive, the manuscript is accepted, and the next step is taken.

Copyediting Section:
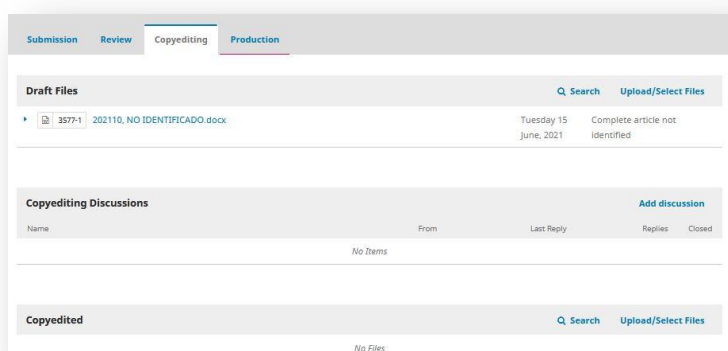
At this stage, the author is able to review the definitive file of the manuscript that will subsequently be printed. This is where proofreading is carried out by the editorial team.

The author will receive an email indicating that the proofs are available. These can be accessed in the profile. The "Tasks" section will display the messages received from the editorial team.

Go to "Linked Discussion" to open it, read the message, and open the attached file.

Once you have read the attachment, you can reply to the editor indicating the necessary changes or your approval by selecting the add message button. If necessary, a revision can be attached. You can see who the last person to reply to the message was in the profile.

The role of the author in this process is now complete and the final galley proofs must be awaited before publication.

Production section: at this stage, the authors of the accepted articles will be able to inspect the printed or galley proofs (pdf) before the final edition. Only minor corrections, typographical errors, a comment, or a note inserted in the document itself will be accepted.

The author will receive an email indicating that the files are available. To see them, enter your profile, go to the manuscript in question, and click "Production".

The author will have 72 hours for review. If the corrected proofs are not received within the established period, the drafting committee will not be responsible for any error or omission that may be published.
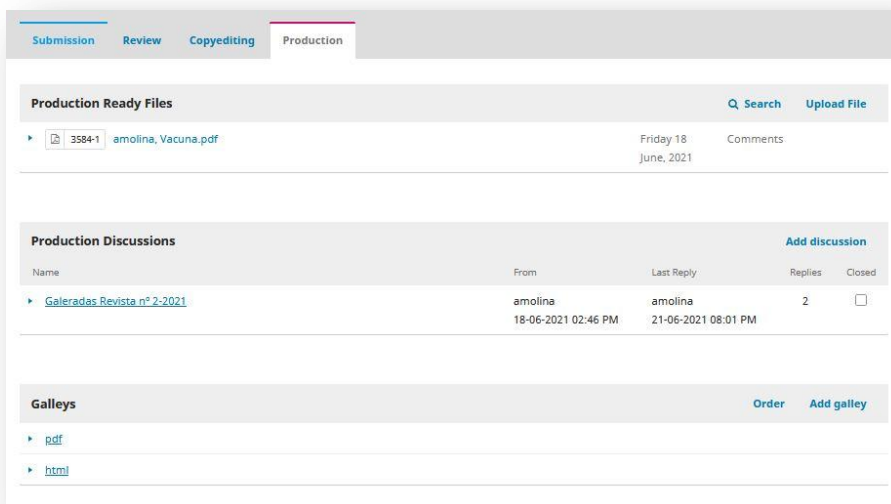
In this phase, the notification tool can also be used to contact the editor or vice versa and send the various comments on the galley proofs. To start using it, go to "Add discussion" and write your comments or reply to the editor in the box.
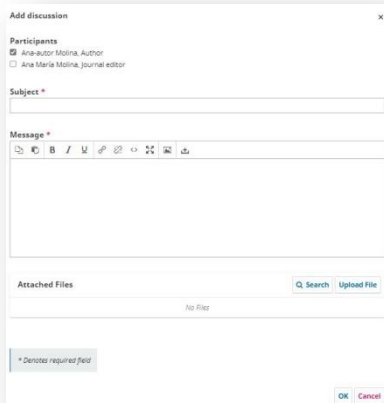
Once the issue of the journal is published, the author listed as the corresponding author of the article will receive a copy of the printed journal, as well as the authorship certifications of all the article's authors.