

## Formatting Guide for Guidelines and Guideline Commentaries

### Mandatory formatting requirements

- **Non-declarative title that includes the words ‘guideline’ or ‘commentary’ and the organization for whom the work was conducted.**
- **Structured abstract using headings below, no more than 4096 characters including spaces (about 650 words)**
- **Structured manuscript using headings below**

### Overview

This manuscript type is for dissemination of the work of committees (usually mandated through a professional society or independent research organization) that create guidelines, or comment on and contextualize guidelines.

### Title Page

The title page should:

- Present a title that is a description of what the article reports and the article type (e.g., “Guideline on the management of C,” “X in Y: CSN commentary on KDIGO guideline”)
- List the full names, institutional addresses and email addresses for all authors
  - if a collaboration group should be listed as an author, please list the Group name as an author. If you would like the names of the individual members of the Group to be searchable through their individual PubMed records, please include this information in the “Acknowledgements” section in accordance with the instructions below
- Indicate the corresponding author

### Abstract

The Abstract should not exceed 4096 characters including spaces (about 650 words), and will usually be less than 500 words. (PubMed truncates abstracts at 4096 characters.) Please minimize the use of abbreviations and do not cite references in the abstract.

The Abstract should include the following separate sections:

- Purpose of review
- Sources of information
- Methods (how was the information integrated, analyzed and synthesized?)
- Key findings. Be selective but substantive and include key recommendations, suggestions, and questions on which no suggestion could be made.
- Limitations

The abstract will be translated into French by CJKHD staff once the English is finalised.

## Keywords

Five keywords representing the main content of the article.

## Introduction

Who initiated the guideline and what was its scope and purpose.

## Methods

How was the committee formed, what sources of information were used, how were they integrated, analyzed and synthesized, and how was internal and external peer review conducted and used in the finalization of the manuscript.

## Guidelines

Organize the guideline in logical numbered sections with structured headings. Define your use of language or ratings systems that codify the strength of evidence or strength of recommendations. Document disagreements within the committee or minority reports. **It is completely acceptable, indeed preferable, where evidence is poor, to state clearly that no recommendation or suggestion on an issue can be made.**

## Limitations

If there were important limitations in your methodology, include a section describing them (optional).