

Formatting Guide for Rapid Communications

This is a flexible format for use by the CSN Covid-19 Rapid Response Program.

Mandatory formatting requirements

- **Compliance with limitations for word count**
 - **Limit 5,000 words**
- **Non-declarative title that includes the words ‘Rapid communication’**
- **Structured abstract using headings below, no more than 4096 characters including spaces (about 650 words)**
- **Structured manuscript using any sensible structure; a possible structure is provided below**
- **Author names, followed by ‘for the CSN Covid-19 Rapid Response Program’**

Overview

Rapid communications are evidence-based summaries of information on Covid-19 and kidney disease. The content may be **clinical, ethical, policy** or **legal**. The scope of the rapid communication should be defined in the work. The standards of systematic reviewing cannot be applied to a work produced so rapidly; we expect the authors to use methods that are as unbiased as resources permit and to highlight limitations. Grey literature and policy documents may be cited.

Title Page

The title page should:

- Present a title that includes the study design e.g.:
 - "Diagnosis and management of X: A narrative review"
 - Because the scientific process is rarely unequivocal, we do not favor declarative titles (e.g. "A reduces Y in the treatment of C"). However, if you feel your work is best served by a declarative title, you may use one and justify it in the cover letter.
- 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 Please minimize the use of abbreviations and do not cite references in the abstract.

Abstracts for narrative reviews 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

No French translation will be provided, to avoid delay in publication.

Keywords

Five keywords representing the main content of the article.

Introduction

Scope and purpose.

Methods

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.

Review

Organize the review in logical sections with structured headings. Define your use of language or ratings systems that codify the strength of evidence or strength of recommendations. Document disagreements between authors or minority reports. **It is preferable, where evidence is poor, to state clearly that no suggestion or recommendation on an issue can be made. In this case we suggest outlining possible acceptable approaches and their relative merits.** Integrate discussion of the limitations of the data and evidence into your review.

Limitations

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

Conclusion

Usually one to three summary sentences.

Ethical considerations

- usually none for this manuscript type