

ERA Scientific Documents Policy

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Purpose

ERA Bodies produce scientific, educational and strategic outputs that support the Association's mission. This policy aims to establish clear, transparent, and efficient processes for planning, drafting, reviewing, approving, and publishing documents (scientific, educational and strategic) produced under the auspices of the European Renal Association (ERA), ensuring quality, timeliness, and alignment with ERA strategy and ethics

All outputs must be consistent with ERA's objectives, comply with this policy and the Constitution/Rules, and uphold scientific integrity and ethical standards.

Outputs may include scientific publications, awareness campaigns, reports, statements, educational materials, workshops, surveys, policy-oriented activities and any other initiative aligned with the ERA Body's mandate.

Scope

This policy covers all documents authored on behalf of ERA Council or the ERA Bodies (i.e. Committees, and Working Groups (WGs)), including:

- Position Statements
- Consensus Statements
- Controversy Reports
- Meta-analyses and Reviews
- Endorsements and Commentaries (including KDIGO guidelines)
- Clinical Guidelines in collaboration with external societies
- Original Research Articles
- Any other document/material approved by the ERA Council

Governing Principles

All ERA official documents should be disseminated via ERA official Journals. When NDT or CKJ are the publication organs, the Editor's editorial responsibility and peer review apply to all documents except for the ERA Council Position Statements.

Once manuscripts submitted on behalf of an ERA body are accepted in NDT or CKJ, ERA covers the respective Open Access fees.

Manuscripts prepared by ERA bodies may also be submitted to other general medical journals (non-nephrology).

Publication in nephrology journals that are not ERA journals will only be permitted in exceptional cases. Prior discussion with the Council is not required in the following cases

- Rejection by all ERA journals
- Receipt of a formal invitation from another nephrology journal requesting submission.

In all other cases, **prior approval from the ERA Council is required.**

In all cases of publishing work from ERA bodies in non-ERA Nephrology journals, ERA **will not cover** Open Access fees or any other publication costs.

When an ERA Body submits a manuscript to an external nephrology journal following an invitation all references to ERA bodies, endorsements, or affiliations must be omitted.

Branding and Official Wording

All outputs, whether publications, campaigns, statements, posters, videos or digital content, must clearly indicate that they originate from an official ERA Body.

The following formulation (adapted as needed) must be included:

"This [article/material/campaign] was produced by/on behalf of the ERA [Name of Body], which is an official body of the ERA (European Renal Association)."

ERA's visual identity, logos and templates must be used in accordance with ERA branding guidelines. No ERA Body may represent itself using any alternative branding without Council approval".

IMPORTANT: To be considered as written "On behalf of the ERA Body":

a) At least **three** current ERA Body Board Members must be among the authors of the paper so that it can

and

b) The Chair and Vice Chair of the respective ERA Body must also endorse the manuscript, should they not be authors.

If this minimum number of three is not reached, the article must be defined as written "In collaboration with the ERA Body".

Roles

Council – ERA Council (strategic approvals; Position Statements).

Renal Science Chair (RSC) - Responsible for evaluation or for notification only

ERA HQ – In CC on all notifications; ensuring process tracking.

Editors (NDT/CKJ) – Exercise editorial responsibility and peer review for non-Council documents.

Article Types & Definitions

Position Statements

Strategic, authoritative ERA positions on important topics; infrequent; authored and approved by the ERA Council; These statements are published in NDT or CKJ and undergo review by the Editor-in-Chief of the journal prior to publication to ensure editorial oversight and alignment with journal standards.”

Advocacy or Public Affairs Statements

These are official communications approved by the ERA Council or Officers. Their primary purpose is to express ERA’s position on specific policy, regulatory, or public health issues, often aimed at external stakeholders such as policymakers, institutions, or the public.

Unlike scientific manuscripts, these statements are **not intended for publication in ERA journals (NDT or CKJ)** and are typically disseminated through direct channels such as email, newsletters, or the ERA website.

Consensus Statements, Clinical Guidelines

Best practice/clinical practice statements from WGs/ERA bodies. The idea should be evaluated by the RSC and approved by the Council.

They can also be written in collaboration with Working Groups or other ERA Bodies and/or other Societies. If a third party is involved, a duly executed written agreement (MoU – Memorandum of Understanding) between ERA and the third party is required. This agreement must be signed **prior** to the start of the initiative, in order to safeguard ERA’s reputation and mitigate any potential legal risks.

Controversy (Conference) Reports

Full-length reports reflecting debated topics and meeting outputs.

Meta-analyses/Reviews

Evidence syntheses or narrative analyses produced by ERA bodies (including WGs).

Endorsements/Commentaries

ERA will provide responses to guidelines from other organizations, such as KDIGO, focusing on their implementation in Europe. These commentaries will highlight similarities or differences with previous European documents from ERA or other European specialty society. The Corresponding/First Author will be a member of the ERA Body or designated taskforce (see more details below), while the others involved in the paper will be listed as co-authors. In case of a transversal topic or lack of proposals 6 months prior to the KDIGO publication, the Council, led by the RSC, will be responsible in selecting an external taskforce that will work on these types of articles.

Clinical Guidelines in Collaboration with External Societies – Jointly developed guidelines with other nephrology or medical societies. In this case a duly executed written agreement (MoU – Memorandum of Understanding) between ERA and the other society is required.

Original Research Articles – Clinical or basic research outputs from ERA bodies (including WGs).

High-Level Workflows

Position Statements (Council)

1. Draft prepared under Council leadership.
2. Council discusses and approves the final text.
3. Submitted to NDT/CKJ for publication as a Position Statement, review by the Editor-in-Chief of the journal prior to publication.

Consensus Statements, Clinical Guidelines

1. **Notify the RSC** by email (CC: ERA HQ), including topic and people/authors involved.
2. **Submit application form** signed by the ERA Body Chair
3. **Council receives RSC evaluation** and approves/does not approve the proposal.
4. **MoU signature** with the third part (eventually) involved.
5. When finalized, **circulate the final version to Board members** of ERA Bodies are involved (for information).
6. **Submit** to the selected journal (NDT or CKJ). Exceptions to this rule are possible for non-nephrological journals. For all other cases, refer to the *Governing Principles* section.

Other Articles (Controversy Reports; Reviews/Meta-analyses; Endorsements/Commentaries; Original Research)

1. **Notify RSC** by email (CC: ERA HQ) with topic and people/authors involved (for information).
2. **Circulate the final version to Board members** of the ERA Bodies involved before submission (for information).
3. **Submit** to the journal (NDT or CKJ). Exceptions to this rule are possible for non-nephrological journals. For all other cases, refer to the *Governing Principles* section.

Commentaries to KDIGO/External Guidelines

1. **Notify the RSC** by email (CC: ERA HQ), including topic and people/authors involved. Decisions on the authors for the commentaries should be finalized within **6 months prior to** the expected KDIGO publication date.
2. **Submit application form** signed by the ERA Body Chair
3. **Council receives RSC evaluation** and approves/does not approve the proposal.
4. **MoU signature** with the third part (eventually) involved.
5. When finalized, **circulate the final version to Board members** of the ERA Bodies involved (for information).
6. **Submit** to the selected journal (NDT or CKJ).

Responsibilities

Who	What
Council	Approvals
Renal Science Chair	Evaluations or notification only.
R&D Manager	Tracking.
ERA Body or Task Force Leads	Drafting.
Journal Editors	Peer review (except Position Statements).
ERA HQ	In CC on all notifications; ensuring process tracking.

Compliance & Review

Policy reviewed annually in March. Appeals can be escalated to the ERA Council or the RSC via the ERA HQ.

Annex A - ERA Article Types & Responsibilities

Article Type	Responsible (R)	Accountable (A)	Notified (N)	Informed (I)
Position Statements	ERA Council	ERA Council		ERA HQ
Advocacy/Public Affairs	P.A./M&C	ERA Council / Officers	Officers	ERA HQ
Consensus Statements, Clinical Guidelines	ERA Body / Task Force	ERA Council/RSC	RSC, External Society	ERA HQ
Other Articles (Reports, Reviews, Research)	ERA Body / Task Force	ERA Body Chair	Editors	ERA HQ
Endorsements/Commentaries	ERA Body / Task Force	ERA Council	RSC	ERA HQ

Key Roles

R (Responsible): Executes the task (drafting, preparation).

A (Accountable): Final decision-maker; evaluate or approve.

N (Notified): Receive the summary proposal for information only.

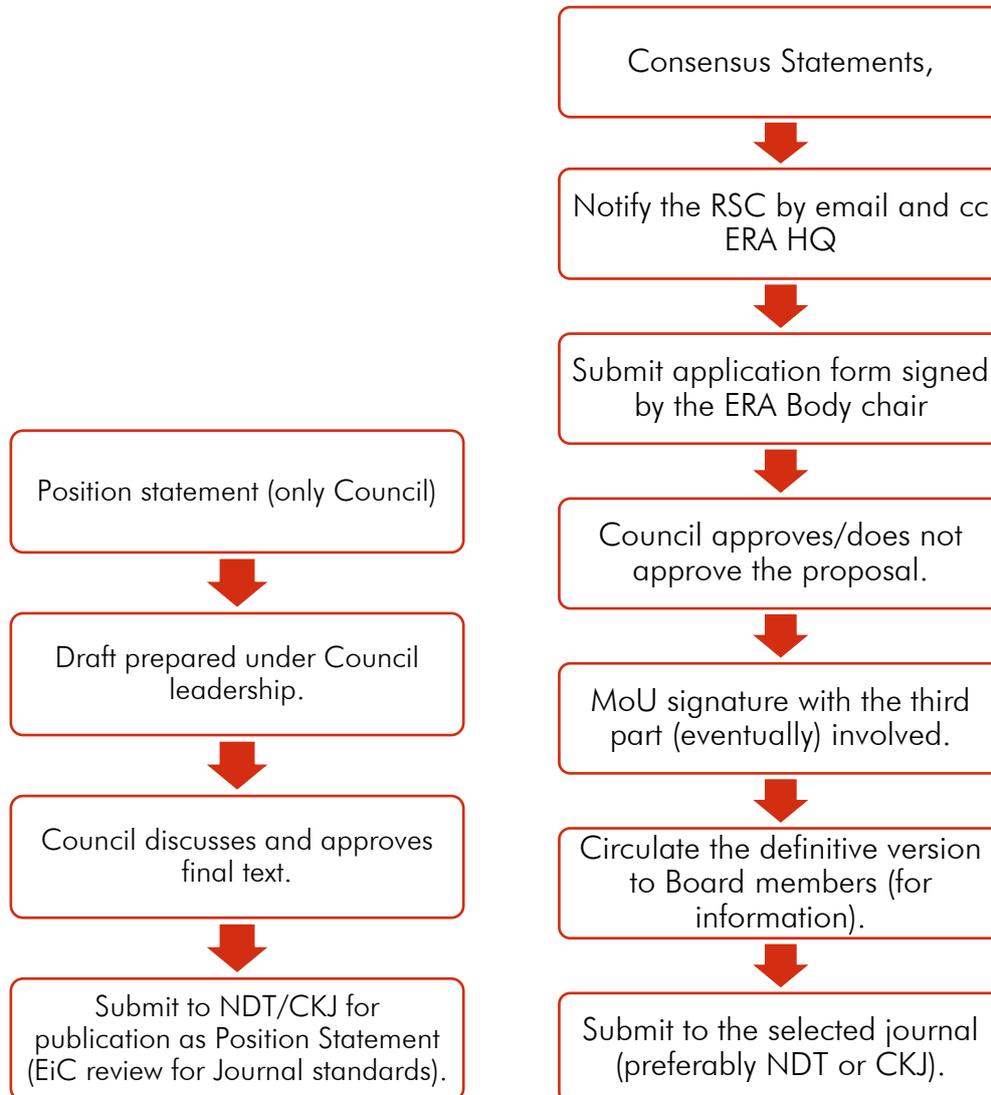
I (Informed): Kept updated on progress and decisions.

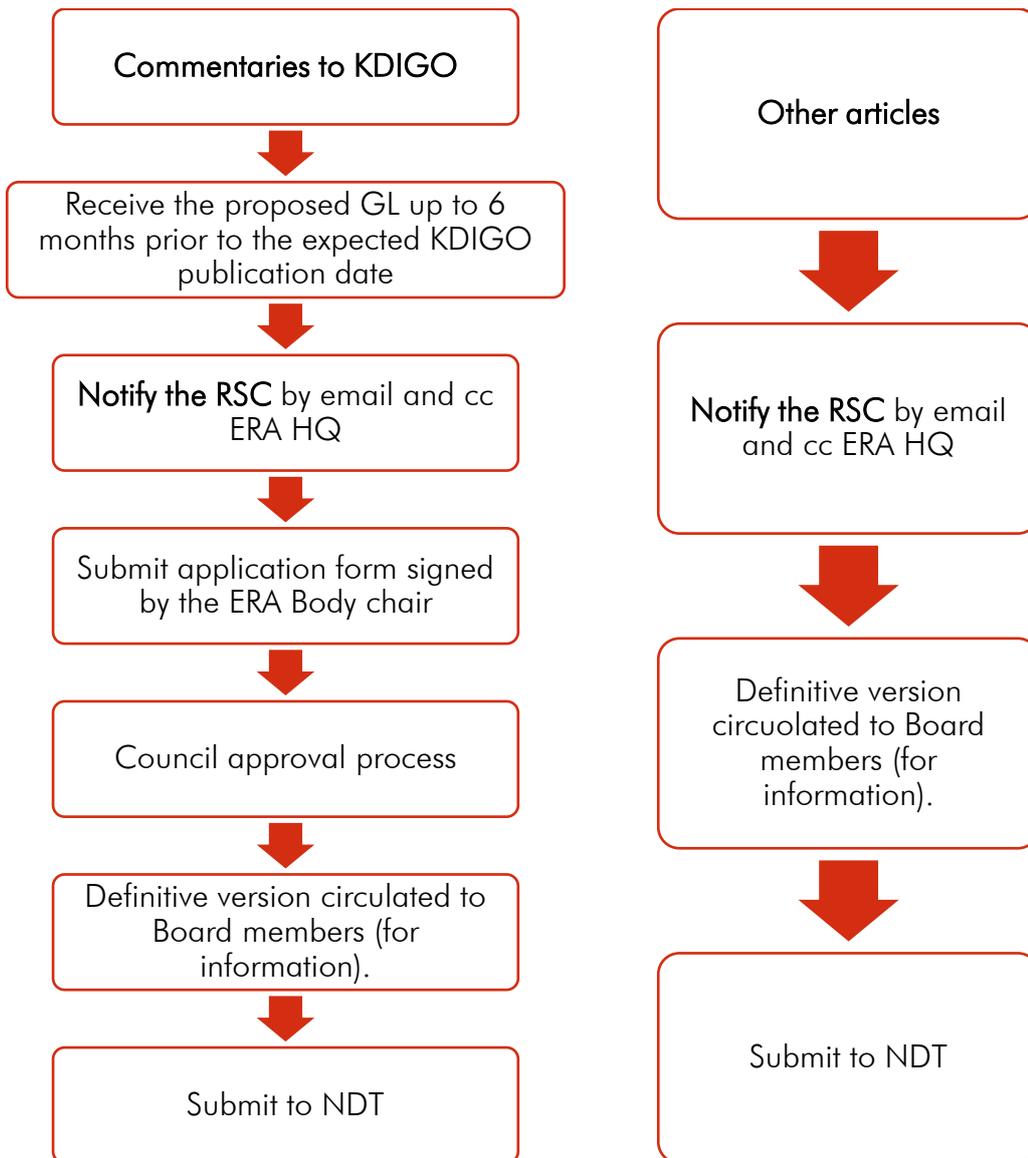
Note: P.A. Public affairs consultant; M&C Marketing and Communication team

Annex B — Decision Matrix

Type of article	Council approval	RSC notification
Consensus statements, Clinical Guidelines	Required	Required
Controversy (conference) reports	–	Required
Meta-analysis or review articles	–	Required
Endorsements/Commentary	–	Required
Research Article	–	Required

Annex C — Flow Chart (example)





Last update: February 2026