

## MANUSCRIPT SUBMISSION GUIDELINES

### General policies

The manuscript should be written clearly and succinctly in a standard Slovene or English language and conform to acceptable language usage. Its length must not exceed 5000 words for quantitative and 6000 for qualitative research articles, excluding the title, abstract, tables, pictures and literature. The authors should use the Microsoft Word template, accessible at the editorial website. All articles considered for publication in the Slovenian Nursing Review will have been subjected to an external, triple-blind peer review. Manuscripts are accepted for consideration by the journal with the understanding that they represent original material, have not been published previously and are not being considered for publication elsewhere. Individual authors bear full responsibility for the content and accuracy of their submissions. The statement of responsibility and publication approval must be signed by the authors' full name. The author's (or authors') professional, academic titles and possible appointments to pedagogical or research title must be included. If the article is written in English, all the titles must be translated into the English language. In submitting a manuscript, the authors must observe the standard scientific research paper components, the format and typology of documents, and submission guidelines. The manuscript must be accompanied by the authorship statement, a copy of which is available on the journal website. The statement must be undersigned by the author and all co-authors in the order in which each is listed in the authorship of the article. The manuscript will not be submitted to editing process before the statement has been received by the editorial office. The latter should also be notified of the designated corresponding author (with their complete home and e-mailing address, telephone number), who is responsible for communicating with the editorial office and other authors about revisions and final approval of the proofs. The title page should include the manuscript title and the full names of the authors, their highest earned academic degrees, and their institutional affiliations and status. The manuscript is eligible for editorial and reviewing process if it is prepared according to the uniform requirements set forth by the editorial committee of the Slovenian Nursing Review.

If the article publishes human subject research, it should be evident from the methodology chapter that the study was conducted in accordance with the Declaration of Helsinki and Tokyo. All human subject research including patients or vulnerable groups, health professionals and students requires review and approval by the ethical committee on institutional or national level prior to subject recruitment and data collection.

The title of the article, abstract and key words, tables (descriptive subtitle and legend), illustrations (descriptive subtitle or signature and legend) must be submitted in Slovene and English. The same applies to the articles written in English, where the above units must be given first in the English language, followed by the Slovene translation. The total of five data supplements per manuscript is allowed.

Tables and other data supplements should adequately accompany the text. The results presented in tables and other data supplements should be presented in symbols as required by the journal, available at the journal website, chapter Guidelines. The authors should refer to each of these supplements in the text. The use of footnotes and endnotes is not allowed.

### Typology of articles

The editors reserve the right to re-classify the article in a topic category that may be more suitable than originally submitted. The classification follows the adopted typology of documents/works for bibliography management in COBISS (Cooperative Online Bibliographic System and Services) accessible at: [http://home.izum.si/COBISS/bibliografije/Tipologija\\_slv.pdf](http://home.izum.si/COBISS/bibliografije/Tipologija_slv.pdf). Reclassification can be suggested by the author or reviewer, the final decision rests with the editor-in-chief and the executive editor.

### Methodological structure of an article

**The title, the abstract and the key words** should be written in the Slovene and English language. A concise but informative title should convey the nature, content and research design of the paper. It must not exceed 120 characters. If the title is followed by a subtitle, a semicolon should be placed in between. Up to six key words separated by a semicolon and not included in the title, define the article content and reflect the article's core topic or message. Articles must be accompanied by an abstract of no more than 150-220 words written in the third person. Abstracts accompanying articles must be structured and should not include references.

**A structured abstract** is an abstract with distinct, labelled sections for rapid comprehension. It is structured under the following headings:

**Introduction:** This section states the main question to be answered, and indicates the exact objective of the paper and the major variables of the study.

**Methods:** This section provides an overview of the research or experimental design, the research instrument, the reliability of the instrument, methods of data collection, and analysis indicating where, how and when the data were collected.

**Results:** This section briefly summarizes and discusses the major findings. The information indicated in this section should be directly connected to the research question and purpose of the study. In

quantitative studies it is necessary to state the statistical validity and statistical significance of the results.

**Discussion and conclusion:** This section states the conclusions and discusses the research findings drawn from the results obtained. Presented in this section are also limitations of the study and the implications of the results for practice and relevant further research. Both, the positive and the negative research findings should be adequately presented.

## Structure of an Original Scientific Article (1.01)

An original scientific article is only the first-time publication of original research results in a way that allows the research to be repeated, and the findings checked. The research should be based on the primary sources which are not older than five years at the time of the publication of the article.

**Introduction:** In the introductory part the research problem is defined within the context of knowledge and scientific evidence it was developed. The review of scientific literature on the topic provides a rationale behind the work and identifies a problem highlighted by the gap in the literature. It frames a purpose and aims for a study, research questions or hypotheses as well as the method of investigation (a research design, sample size and characteristics of the proposed sample, data collection and data analysis procedures). The research should be based on the primary sources of the recent national and international research which are not older than ten or five years respectively, if the topic has been widely researched. Citation of sources and references to previous research findings is obligatory, while the authors' personal views are not given. Finally, the research intentions and purposes are stated. Recommended is also the framing of research questions (qualitative research) and hypotheses (qualitative research) to investigate or guide the study.

**Method:** This section states the chosen paradigm (qualitative, quantitative) and outlines the research design. It usually includes sections on research design; sample size and characteristics of the proposed sample; description of research process; and data collection and data analysis procedures.

The *description of the research instrument* includes information about the construction of the instrument, the mode of instrument development, instrument variables and measurement properties (validity, reliability, objectivity, sensitivity). Appropriate citations of the literature used in research development should be included. In qualitative research, a technique of data collection should be given along with the preliminary research questions, a possible format or structure of data collection and process, the criteria of validity and reliability of data collection.

The *description of a sample* defines the population from which the sample has been drawn, the type of

the sample, the response rate of the participants, the respondents' demographics (gender, educational level, length of work experience, post currently held, and the like). In qualitative research, the category of sampling technique and the inclusion criteria are also defined and the sample size saturation is explained.

The *description of the research procedure and data analysis* includes ethical approvals to conduct a research, permission to conduct a research in an institution, description of the research process, guarantee of anonymity and voluntariness of the research participants, period and place of data collection, method of data collection and analysis, including statistical methods, statistical analysis software and programme version, limits of statistical significance. A qualitative research should include a detailed description of modes of data collection and recording, number and duration of observations, interviews and surveys, sequences, transcription of data, steps in the data analysis and interpretation, and receptiveness of a researcher.

**Results:** This section presents the research results descriptively or in numbers and figures. A table is included only if it presents new information. Each finding is presented only once so as to avoid repetition and duplication of the content. Explanation of the results is focused on statistically significant or unexpected findings. The results are presented according to the level of statistical complexity. All abbreviations used in figures and tables should be provided with explanatory captions in the legend below the table or figure. The results are presented according to the variables, answering all the research questions or hypotheses. In qualitative research, the development of codes and categories should also be presented, including one or two representative statements of participants. A schematic presentation of the codes and ensuing categories are given.

**Discussion:** The discussion section analyses the data descriptively (numerical data should be avoided) in relation to specific variables from the study. The results are analysed and evaluated in relation to the original research questions or hypotheses. The discussion part integrates and explains the results obtained and relates them with those of previous studies in order to determine their significance and applicative value. Ethical interpretation and communication of research results is essential to ensure the validity, comparability and accessibility of new knowledge. The validity of generalisations from results is often questioned due to the limitations of qualitative research (sample representativeness, research instrument, research proceedings). The principles of reliability and comparability should be observed. The discussion includes comments on the expected and unexpected findings and the areas requiring further or in-depth research as indicated by the study results. The limitations of the research should be clearly stated.

**Conclusion:** Summarised in this section are the author's principal points and transfer of new findings into practice. The section may conclude with specific further research proposals grounded on the substantive content, conclusions and contributions of the study, albeit limitations cited. Citations of quotes, paraphrases or abridgements should not be included in the conclusion.

The article concludes with a list of all the published works cited or referred to in the text of the paper.

## Structure of a Review Article (1.02)

Included in the category of review scientific research are: literature review, concept analyses, discussion based articles (also referred to as a review article). The Slovenian Nursing Review publishes review scientific research, the data collection of which has been concluded maximum three years before the publication of an article.

A review article is an overview of the latest works in a specific subject area, the works of an individual researcher or a group of researchers with the purpose of summarising, analysing, evaluating or synthesising the information that has already been published. Research findings are not only described but explained, interpreted, analysed, critically evaluated and presented in a scientific research manner. A review article brings either qualitative data processing of the previous research findings (meta-analyses) or qualitative syntheses of the previous research findings (meta-syntheses) and thus provides new knowledge and concepts for further research. The organizational pattern of a review article is similar to that of the original scientific article.

The **introduction** section defines the scientific, conceptual or theoretical basis for the literature review. It also states the necessity for the review along with the aims, objectives and the research question.

The **method** section accurately defines the research methods by which the literature search was conducted. It is further subdivided into: review methods, the results of the review, the quality assessment of the review and the description of data processing.

*Review methods* include the development, testing and search strategy, predetermined criteria for the inclusion in the review, the researched data bases, limited time period of published literature, types of publications according to hierarchy of evidence, key words and the language of reviewed publications.

The *results of the review* include the number of hits, the number of reviewed research works, the number of included and excluded sources consulted. The **results** are presented in the form of a diagram of all the research stages of the review. The international standards for the presentation of the literature review results may be used for this purpose (e.g. PRISMA - Preferred Reporting Items for Systematic Review and Meta-Analysis.

*The quality assessment of the review and the description of data processing* include the assessment of the research approach and the data obtained as well as the quality of included research works according to the hierarchy of evidence, and the data processing method.

The results should be presented in the form of a table and include a quality analysis of the sources consulted. The table should include the author's research, the year of publication, the country where the research was conducted, the research purpose and design, the variables studied, the research instrument, sample size, the key findings, etc.

It should be evident which studies are included in the review according to hierarchy of evidence. The results are presented verbally and visually (tables and pictures), the main findings concerning the research design should also be included. In qualitative synthesis the codes and categories are used as a result of the qualitative synthesis review. In quantitative analysis, the statistical methods of data processing of the used scientific works are described.

The first section of the **discussion** answers the research question which is followed by the author's observations on literature review findings, the quality of the research works included. The author evaluates the review findings in relation to the results from other comparable studies. The discussion chapter identifies new perspectives and contributions of the literature review, their theoretical, scientific and practical applicability. It also defines research limitations and points the way forward for applicability of the review findings and further research.

The **conclusion** section emphasises the contribution of the literature review conducted, it sheds light on any gaps in previous research, it identifies the significance of further research, the translation of new knowledge and recommendations into practice, research, education, management by taking into consideration the research limitations. It also pinpoints theoretical concept which may guide or direct further research. Citations of quotes, paraphrases or abridgements should not be included in the conclusion.

## Literature Citation

In academic writing the authors are required to acknowledge the sources from which they draw their information, including all statements, theories or methodologies applied. The authors should follow the *Harvard referencing system* (Anglia 2008) for in-text citations and in the reference list at the end of the paper. **In-text citations** or parenthetical citations are identified by the authors' surname and the publication year positioned within parenthesis immediately after the relevant word and before the punctuation mark: (Pahor, 2006). If a citation functions as a sentence element, the author's surname is followed by the year

of publication within parenthesis: Pahor (2006). In case of two authors, their surnames are separated by a "&": (Stare & Pahor, 2010). If there are *more than two authors*, only the first author's last name is noted followed by "et al.": (Chen, et al., 2007). Several references are listed in the chronological sequence of publication, from the most recent to the oldest. If several references were published in the same year, they are listed in alphabetical order: (Bratuž, 2012; Pajntar, 2013; Wong, et al., 2014).

In citing works by the same author published in the same year, a lower case letter after the date must be used to differentiate between the works: (Baker, 2002a, 2002b).

In citing secondary sources they are introduced by "cited in" (Lukič, 2000 cited in Korošec, 2014). In citing a piece of work which does not have an obvious author or the author is unknown, the in-text citation includes the title followed by "Anon." in parenthesis, and the year of publication: *The past is the past* (Anon., 2008). In citing a piece of work whose authorship is an organization or corporate author, the name of the organization is given, followed by the year of publication (Royal College of Nursing, 2010). If no date of publication is given, it is notified by a "n. d." (no date): (Smith, n. d.). An in-text citation and a full reference must be provided for any images, illustrations, photographs, diagrams, tables or figures reproduced in the paper as with any other type of work: (Photo: Marn, 2009; source: Cramer, 2012). If a subject on a photo is recognisable, a prior informed consent for publication should be gained from the subject or from a portrayed child's parent or guardian.

All in-text citations should be listed in the **reference list** at the end of the document. Only the citations used are listed in the reference list, which is arranged in the alphabetical order according to authors' last name. In-text citations should not refer to unpublished sources. If there are several authors, the in-text citation includes only the last name of the first author followed by the phrase et al. and the publication date. When authors number more than six, the reference list includes the first six authors' names followed by et al. The list of references should be in alphabetical order according to the first author's last name, character size 12pt with single spaced lines, aligned left and with 12pt spacing after references (paragraph spacing).

Cited pages are included in the in-text citation if the original segment of the text is cited (Ploč, 2013, p. 56) and in the reference list (see examples). If several pages are cited from the same source, the pages are separated by a comma (e.g. pp. 15–23, 29, 33, 84–86). If a source cited is accessible also on the World Wide Web, the bibliographic information concludes with "Available at", followed by URL- or URN-address and a date of access in square brackets (See examples).

## Citation Examples by Type of Reference

### Citing books:

Hoffmann Wold, G., 2012. *Basic geriatric nursing*. 5th ed. St. Louis: Elsevier/Mosby, pp. 350–356.

Pahor, M., 2006. *Medicinske sestre in univerza*. Domžale: Izolit, pp. 73–80.

Ricci Scott, S., 2007. *Essentials of maternity, newborn and women's health nursing*. 2nd ed. Philadelphia: Lippincott Williams & Wilkins, pp. 32–36.

### Citing a chapter/essay in a book edited by multiple authors:

Berryman, J., 2010. Statewide nursing simulation program. In: W.M. Nehring & F.R. Lashley, eds. *High-fidelity patient simulation in nursing education*. Sudbury (Massachusetts): Jones and Bartlett, pp. 115–131.

Girard, N.J., 2004. Preoperative care. In: S.M. Lewis, et al., eds. *Medical – surgical nursing: assessment and management of clinical problems*. 6th ed. St. Louis: Mosby, pp. 360–375.

Kanič, V., 2007. Možganski dogodki in srčno-žilne bolezni. In: E. Tetičkovič & B. Žvan, eds. *Možganska kap – do kdaj?* Maribor: Kapital, pp. 33–42.

### Citing a book edited by one or multiple authors:

Borko, E., Takač, I., But, I., Gorišek, B. & Kralj, B. eds., 2006. *Ginekologija*. 2. dopolnjena izd. Maribor: Visoka zdravstvena šola, pp. 269–276.

Robida, A. ed., 2006. *Nacionalne usmeritve za razvoj kakovosti v zdravstvu*. Ljubljana: Ministrstvo za zdravje, pp. 10–72.

### Citing a journal article (the second example refers to citing from the source available online):

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., et al., 2007. Quality and safety education for nurses. *Nursing Outlook*, 55(3), pp. 122–131.

Papke, K. & Plock, P., 2004. The role of fundal pressure. *Perinatal Newsletters*, 20(1), pp. 1–2. Available at: [http://www.idph.state.ia.us/hpcdp/common/pdf/perinatal\\_newsletters/progeny\\_may2004.pdf](http://www.idph.state.ia.us/hpcdp/common/pdf/perinatal_newsletters/progeny_may2004.pdf) [5. 12. 2012].

Pillay, R., 2010. Towards a competency-based framework for nursing management education. *International Journal of Nursing Practice*, 16(6), pp. 545–554.

Snow, T., 2008. Is nursing research catching up with other disciplines? *Nursing Standard*, 22(19), pp. 12–13.

**Citing anonymous works (author is not given):**

Anon., 2008. The past is the past: wasting competent, experienced nurses based on fear. *Journal of Emergency Nursing*, 34(1), pp. 6–7.

**Citing works with society, association, or institution as author and publisher:**

United Nations, 2011. *Competencies for the future*. New York: United Nations, p. 6.

**Citing an article from a journal supplement or issue supplement:**

Hu, A., Shewokis, P.A., Ting, K. & Fung, K., 2016. Motivation in computer-assisted instruction. *Laryngoscope*, 126(Suppl 6), pp. S5-S13.

Regehr, G. & Mylopoulos, M., 2008. Maintaining competence in the field: learning about practice, through practice, in practice. *The Journal of Continuing Education in the Health Professions*, 28(Suppl 1), pp. S19–S23.

Rudel, D., 2007. Informacijsko-komunikacijske tehnologije za oskrbo bolnika na daljavo. *Rehabilitacija*, 6(Suppl 1), pp. 94–100.

**Citing from published conference proceedings:**

Skela - Savič B., 2008. Teorija, raziskovanje in praksa v zdravstveni negi – vidik odgovornosti menedžmenta v zdravstvu in menedžmenta v visokem šolstvu. In: B. Skela - Savič, et al., eds. *Teorija, raziskovanje in praksa – trije stebri, na katerih temelji sodobna zdravstvena nega: zbornik predavanj z recenzijo. 1. mednarodna znanstvena konferenca, Bled 25. in 26. september 2008*. Jesenice: Visoka šola za zdravstveno nego, pp. 38–46.

Štemberger Kolnik, T. & Babnik, K., 2012. Oblikovanje instrumenta zdravstvene pismenosti za slovensko populacijo: rezultati pilotske raziskave. In: D. Železnik, et al., eds. *Inovativnost v koraku s časom in primeri dobrih praks: zbornik predavanj z recenzijo. 2. znanstvena konferenca z mednarodno udeležbo s področja zdravstvenih ved, 18. september 2012*. Slovenj Gradec: Visoka šola za zdravstvene vede, pp. 248–255.

Wagner, M., 2007. Evolucija k žensko osrediščeni obporodni skrbi. In: Z. Drglin, ed. *Rojstna mašinerija: sodobne obporodne vednosti in prakse na Slovenskem*. Koper: Univerza na Primorskem, Znanstveno-raziskovalno središče, Založba Annales, Zgodovinsko društvo za južno Primorsko, pp. 17–30.

**Citing diploma theses or master's theses and doctoral dissertations:**

Ajlec, A., 2010. *Komunikacija in zadovoljstvo na delovnem mestu kot del kakovostne zdravstvene nege: diplomsko delo univerzitetnega študija*. Kranj: Univerza v Mariboru, Fakulteta za organizacijske vede, pp. 15–20.

Rebec, D., 2011. *Samoocenjevanje študentov zdravstvene nege s pomočjo video posnetkov pri poučevanju negovalnih intervencij v specialni učilnici: magistrsko delo*. Maribor: Univerza v Mariboru, Fakulteta za zdravstvene vede, pp. 77–79.

Kolenc, L., 2010. *Vpliv sodobne tehnologije na profesionalizacijo poklica medicinske sestre: doktorska disertacija*. Ljubljana: Univerza v Ljubljani, Fakulteta za družbene vede, pp. 250–258.

**Citing laws, codes and regulations:**

*Zakon o pacientovih pravicah (ZPacP)*, 2008. Uradni list Republike Slovenije št. 15.

*Zakon o preprečevanju nasilja v družini (ZPND)*, 2008a. Uradni list Republike Slovenije št. 16.

*Zakon o varstvu osebnih podatkov (uradno prečiščeno besedilo) (ZVOP-1-UPB1)*, 2007. Uradni list Republike Slovenije št. 94.

*Kodeks etike medicinskih sester in zdravstvenih tehnikov Slovenije*, 2010. Uradni list Republike Slovenije št. 40.

*Pravilnik o licencah izvajalcev v dejavnosti zdravstvene in babiške nege Slovenije*, 2007. Uradni list Republike Slovenije št. 24.

**Citing compact disk material (CD-ROM):**

International Council of Nurses, 2005. *ICNP version 1.0: International classification for nursing practice*. [CD-ROM]. Geneva: International Council of Nurses.

Sima, Đ. & Požun, P., 2013. *Zakonodaja s področja zdravstva*. [CD-ROM]. Ljubljana: Društvo medicinskih sester, babic in zdravstvenih tehnikov.

**ARTICLE SUBMISSION GUIDELINES**

The corresponding author must submit the manuscript electronically using the Open Journal System (OJS) available at: <http://obzornik.zbornica-zveza.si/>. The authors should adhere to the accepted guidelines and fill in all the sections given. Prior to submission the authors should prepare the manuscript in the following separate documents.

**1. The title page includes:**

- the title of the article;
- the full names of the author/s in the sequence as that in the article;
- the data about the authors (name, surname, their highest academic degree, habilitation qualifications and their institutional affiliations and status, their mailing address), and the name of the corresponding author. If the article is written in the English language, the data about the authors should also be given in English. The authorship statement is included in the system;

- the information whether the article includes the results of some other larger research or whether the article is based on a diploma, master or doctoral thesis (in which case the first author is always the student) and the acknowledgements;
- authors' statements: Along with the manuscript, the authors have the obligation to submit the following statements (in the articles written in the Slovene language, the English version of the statements must be included. The statements will be included before the "Reference list" section after the manuscript has been reviewed and accepted for publication.

## Acknowledgements

All contributors who do not meet the criteria for authorship and provided purely technical help or general support in the research (non-author contributors) can be listed in the acknowledgments.

## Conflict of interest

When submitting a manuscript, the authors are responsible for recognizing and disclosing any conflicts of interest that might bias their work. If there are no such conflicts to acknowledge, the authors should declare this by the following statement: "The authors declare that no conflicts of interest exist."

## Funding

The authors are responsible for recognizing and disclosing in the manuscript all sources of funding received for the research submitted to the journal. This information includes the name of granting agencies funding the research, or the project number. If there are no such conflicts or financial support to acknowledge, the authors should declare this by the following statement: "The study received no funding."

## Ethical approval

The manuscript should include a statement that the study obtained ethical approval (or a statement that it was not required), the name of the ethics committee(s) and the number/ID of the approval. If the research required no ethics approval, the ethical and moral basis of the work should be justified. Depending on the nature of the research, the authors can write the following statement: "The study was conducted in accordance with the Helsinki-Tokyo Declaration (World Medical Association, 2013) and the Code of Ethics for Nurses and Nurse Assistants of Slovenia, (or) the Code of Ethics for Midwives of Slovenia (2014)." Both sources should be included in the reference list.

## Author contributions

In case of more than one author, the contribution of each author should be clearly defined according to the International Committee of Medical Journal Editors (ICMJE) recommendations (<http://www.icmje.org/recommendations/>). Each co-author must participate in at least two structural parts of the article (Introduction, Methods, Results, Discussion and Conclusion). In addition, it should be identified to which stage of manuscript development each author has substantially participated (conception, design, execution, interpretation of the reported study or to the writing of an article).

**2. The main document** should be anonymized and includes the title (obligatorily without the authors and contact data), the abstract, the keywords, the text in the agreed format, the tables, the figures, pictures and literature. Authors may use up to 5 tables/pictures in the article.

**Length of the manuscript:** Its length must not exceed 5000 words for quantitative and 6000 for qualitative research articles, excluding the title, abstract, tables, pictures and literature. The number of words should be given in the document "The title page".

The following **manuscript format** for submissions should be used: the text of the manuscript should be formatted for A4 size paper, double spacing, written in Times New Roman font, font size 12pt with 25 mm wide margins. Obligatory is the use of Microsoft Word template available at the Slovenian Nursing Review website.

The tables contain information organised into discrete rows and columns. They are sequentially numbered with Arabic numerals throughout the document according to the order in which they appear in the text. They should include at least two columns, a descriptive, but succinct title (*above the table*), the title row, optional row totals and column totals summarizing the data in respective rows and columns, and, if necessary, the notes and legends. There are no empty cells left in a table and the table size should not exceed 57 lines. Tables must conform to the following type: All tabular material should be 11pt font, Times New Roman font, single spacing, 0.5 pt spacing, left alignment in the first column and in all columns with the text, left alignment in the columns with statistical data, with no intersecting vertical lines. The editors, in agreement with the author/s, reserve the right to reduce the size of tables.

Figures are numbered consecutively in the order first cited in the text, using Arabic numerals. Captions and legends are given below each figure in Slovene and English, Times New Roman font, size 11. Figures are all illustrative material, including graphs, charts, drawings, photographs, diagrams. Only 2-dimensional, black-and-white pictures (also with

hatching) with a resolution of at least 300 dpi (dot per inch) are accepted. If the figures are in 2-dimensional coordinate system, both axis (x and y) should include the units or measures used.

The author will receive no payment from the publishers for the use of their article. Manuscripts and visual material will not be returned to the authors. The corresponding author will receive a PDF copy of the published article.

## The editorial board – author/s relationship

The manuscript is sent via web page to: <http://obzornik.zbornica-zveza.si/>. The Slovenian Nursing Review will consider only the manuscripts prepared according to the guidelines adopted. Initially all papers are assessed by an editorial committee which determines whether they meet basic standards and editorial criteria for publication. All articles considered for publication will have been subjected to a formal blind peer review by three external reviewers in order to satisfy the criteria of objectivity and of knowledge. Occasionally a paper will be returned to the author with the invitation to revise their manuscript in view of specific concerns and suggestions of reviewers and to return it within the agreed time period set by the editorial board. If the manuscript is not received by the given deadline, it will not be published. If authors disagree with the reviewers' claims and/or suggestions, they should provide written reasoned arguments, supported by existing evidence. Upon acceptance, the edited manuscript is sent back to the corresponding author for approval and resubmission of the manuscript final version. All manuscripts are proofread to improve the grammar and language presentation. The authors are also requested to read the first printed version of their work for printing mistakes and correct them in the PDF. Any other changes to the manuscript are not possible at this stage of publication process. If authors do not reply in three days, the first printed version is accepted.

## GUIDE TO REVIEWERS

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## Literature

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