

NAVODILA AVTORJEM

Splošna navodila

Članek naj bo napisan v slovenskem ali angleškem jeziku, razumljivo in jedrnato. Revija sprejema izvirne znanstvene in pregledne znanstvene članke. Izvirni znanstveni članek, naj bo dolg največ 5000 besed in pregledni znanstveni članek največ 6000 besed, vključno z referencami. Avtorji naj uporabijo Microsoft Wordovi predlogi, ki sta dostopni na spletni strani uredništva (Naslovna stran in Predloga za izvirni znanstveni/pregledni članek). Vsi članki, ki so uvrščeni v uredniški postopek, so recenzirani s tremi anonimnimi recenzijami. Revija objavlja le izvirna, še neobjavljena znanstvena dela. Za trditve v članku odgovarja avtor oziroma avtorji, če jih je več (v nadaljevanju avtor), zato morajo biti podpisani s celotnim imenom in priimkom. Navesti je potrebno korespondenčnega avtor (s polnim naslovom, telefonsko številko in elektronskim naslovom), ki bo skrbel za komunikacijo z uredništvom in ostalimi avtorji. Avtor mora pri oddaji članka dosledno upoštevati navodila glede standardizirane znanstvene opreme, videza in tipologije dokumentov ter navodila v zvezi z oddajo članka. Članek bo uvrščen v nadaljnjo obravnavo, ko bo pripravljen v skladu z navodili uredništva.

Če članek objavlja raziskavo na ljudeh, naj bo v podpoglavju metod *Opis poteka raziskave in obdelave podatkov* razvidno, da je bila raziskava opravljena skladno z načeli Helsinško-Tokijske deklaracije, opisan naj bo postopek pridobivanja dovoljenj za izvedbo raziskave. Eksperimentalne raziskave, opravljene na ljudeh, morajo imeti soglasje komisije za etiko bodisi na ravni ustanove ali več ustanov, kjer se raziskava izvaja, bodisi na nacionalni ravni.

Naslov članka, izvleček, ključne besede, tabele (opisni naslov in legenda) ter slike (opisni naslov oziroma podpis in legenda) morajo biti v slovenščini in angleščini, leto velja tudi za angleško pisane članke, le da so v tem primeru našete enote navedene najprej v angleščini in nato v slovenščini. Skupno število slik in tabel naj bo največ pet. Tabele in slike naj bodo v besedilu članka na ustreznem mestu. Za prikaz rezultatov v tabelah, slikah in besedilu je treba uporabljati statistične simbole, ki jih avtor najde na spletni strani revije, poglavje Navodila. Na vsako tabelo in sliko se mora avtor v besedilu sklicevati. Uporaba sprotnih opomb pod črto ni dovoljena.

Etična načela

Če uredništvo ugotovi, da rokopis krši avtorske pravice, se rokopis takoj izloči iz uredniškega postopka. Plagiatorstvo ugotavljamo s *Detektorjem podobnih vsebin* (DPV) in *CrossCheck Plagiarism Detection System*. Avtorji ob oddaji članka podpišejo *Izjavo o avtorstvu* in z njo potrdijo, da noben del prispevka do sedaj ni bil objavljen ali sprejet v objavo kjer koli drugje in v katerem koli jeziku.

V primeru etičnih kršitev se sproži postopek pregleda in razsojanja, ki ga vodi uredniški odbor revije. Na drugi stopnji etičnega presojanja razsodi Častno razsodišče Zbornice Zveze.

Opredelitev tipologije

Uredništvo razvrsti posamezni članek po veljavni tipologiji za vodenje bibliografij v sistemu COBISS (Kooperativni online bibliografski sistem in servisi) (dostopno na: http://home.izum.si/COBISS/bibliografije/Tipologija_slv.pdf). Tipologijo lahko predlagata avtor in recenzent, končno odločitev sprejme glavni in odgovorni urednik.

Metodološka struktura članka

Naslov, izvleček in ključne besede naj bodo v slovenščini in angleščini. Naslov naj bo skladen z vsebino članka in dolg največ 120 znakov. Oblikovan naj bo tako, da je iz njega razviden uporabljeni raziskovalni dizajn. Če naslovu sledi podnaslov, naj bosta ločena s podpičjem. Navedenih naj bo od tri do šest ključnih besed, ki natančneje opredeljujejo vsebino članka in ne nastopajo v naslovu. Izvleček naj bo strukturiran, vsebuje naj 150–220 besed. Napisan naj bo v tretji osebi. V izvlečku se ne citira.

Strukturirani izvleček naj vsebuje naslednje strukturne dele:

Uvod (Introduction): Navesti je treba ključna spoznanja dosedanjih raziskav, opis raziskovalnega problema, namen raziskave, v katerem so opredeljene ključne spremenljivke raziskave.

Metode (Methods): Navesti je treba uporabljeni raziskovalni dizajn, opisati glavne značilnosti vzorca, instrument raziskave, zanesljivost instrumenta, kje, kako in kdaj so se zbirali podatki in s katerimi metodami so bili obdelani in analizirani.

Rezultati (Results): Opisati je treba najpomembnejše rezultate raziskave, ki odgovarjajo na raziskovalni problem in namen raziskave. Pri kvantitativnih raziskavah je treba navesti vrednost rezultata in raven statistične značilnosti.

Diskusija in zaključek (Discussion and conclusion): Razpravljati je treba o ugotovitvah raziskave, navesti se smejo le zaključki, ki izhajajo iz podatkov, pridobljenih pri raziskavi. Navesti je treba tudi uporabnost ugotovitev in izpostaviti pomen nadaljnjih raziskav za boljše razumevanje raziskovalnega problema. Enakovredno je treba navesti tako pozitivne kot tudi negativne ugotovitve.

Struktura izvirnega znanstvenega članka (1.01)

Izvirni znanstveni članek je samo prva objava originalnih raziskovalnih rezultatov v takšni obliki, da se raziskava lahko ponovi ter ugotovitve preverijo.

Revija objavlja znanstvene raziskave, za katere zbrani podatki niso starejši od pet let ob objavi članka v reviji.

Uvod: V uvodu opredelimo raziskovalni problem, in sicer v kontekstu znanja in znanstvenih dokazov, v katerem smo ga razvili. Pregled obstoječe znanstvene literature mora utemeljiti potrebo po naši raziskavi in je osnova za oblikovanje namena in ciljev raziskave, raziskovalnih vprašanj oziroma hipotez in izbranega dizajna raziskave. Uporabimo znanstvena spoznanja in koncepte aktualnih mednarodnih in domačih raziskav, ki so objavljena kot primarni vir in niso starejša od deset oziroma pet let. Obvezno je citiranje in povzemanje spoznanj raziskav in ne mnenj avtorjev. Na koncu opredelimo namen in cilje raziskave. Priporočamo zapis raziskovalnih vprašanj (kvalitativna raziskava) oziroma hipotez (kvantitativna raziskava).

Metode: V uvodu metod navedemo izbrano raziskovalno paradigmo (kvantitativna, kvalitativna) in uporabljeni dizajn izbrane paradigme. Podpoglavja metod so: *opis instrumenta*, *opis vzorca*, *opis poteka raziskave in obdelave podatkov*.

Pri *opisu instrumenta* navedemo: opis sestave instrumenta, kako smo oblikovali instrument, spremenljivke v instrumentu, merske značilnosti (veljavnost, zanesljivost, objektivnost, občutljivost). Navedemo avtorje, po katerih smo instrument povzeli, ali navedemo literaturo, po kateri smo ga razvili. Pri kvalitativni raziskavi opišemo tehniko zbiranja podatkov, izhodiščna vprašanja, morebitno strukturo poteka zbiranja podatkov, kriterije veljavnosti in zanesljivosti tehnike zbiranja podatkov.

Pri *opisu vzorca* navedemo: opis populacije, iz katere smo oblikovali vzorec, vrsto vzorca, kolikšen je bil odziv vključenih v raziskavo, opis vzorca po demografskih podatkih (spol, izobrazba, delovna doba, delovno mesto ipd.). Pri kvalitativni raziskavi opredelimo še možnosti vključitve in izbrani način vključitve v raziskavo, vrsto vzorca, velikost vzorca in pojasnimo zasičenost vzorca.

Pri *opisu poteka raziskave in obdelave podatkov* navedemo etična dovoljenja za izvedbo raziskave, dovoljenja za izvedbo raziskave v organizaciji, predstavimo potek izvedbe raziskave, zagotovila za anonimnost vključenih ter prostovoljnost pri vključitvi v raziskavo, navedeno obdobje, kraj in način zbiranja podatkov, uporabljene metode analize podatkov, pri slednjem natančno navedemo statistične metode, program in verzijo programa statistične obdelave, meje statistične značilnosti. Pri kvalitativni raziskavi natančno opišemo celoten potek raziskave, način zapisovanja, zbiranja podatkov, število izvedb (opazovanj, intervjujev ipd.), trajanje izvedb, sekvence, transkripcijo podatkov, korake analize obdelave, tehnike obdelave in interpretacije podatkov ter receptivnost raziskovalca.

Rezultati: Rezultate prikažemo besedno oziroma v tabelah in slikah ter pazimo, da izberemo le en prikaz

za posamezen rezultat in da se vsebina ne podvaja. V razlagi rezultatov se osredotočamo na statistično značilne rezultate in tiste, ki so nas presenetili. Rezultate prikazujemo glede na stopnjo zahtevnosti statistične obdelave. Pri prikazu rezultatov v tabelah in slikah je za vse uporabljene kratice potrebna pojasnitev v legendi pod tabelo ali sliko. Rezultate prikažemo po postavljenih spremenljivkah, odgovorimo na raziskovalna vprašanja oz. hipoteze. Pri kvalitativnih raziskavah prikažemo potek oblikovanja kod in kategorij, za vsako kodo predstavimo eno do dve reprezentativni izjavi vključenih v raziskavo, ki najbolje predstavita oblikovano kodo. Naredimo shematični prikaz dobljenih kod in iz njih razvitih kategorij ter sodbo.

Diskusija: V diskusiji ugotovitve raziskave navajamo na besedni način (številčnih rezultatov ne navajamo).

Nizamo jih po posameznih spremenljivkah in z vidika postavljenih raziskovalnih vprašanj oz. hipotez, ki jih ne ponavljamo, temveč nanje besedno odgovarjamo. Rezultate v razpravi pojasnimo z vidika razumevanja, kaj lahko iz njih razberemo, razumemo in kako je to primerljivo z rezultati drugih raziskav in kaj to pomeni za uporabnost naše raziskave. Pri tem smo odgovorni in etični ter rezultate pojasnjujemo z vidika spoznanj naše raziskave in z vidika spoznanj, ki so preverljiva, splošno znana in primerljiva z vidika drugih raziskav. Pazimo na posploševanje rezultatov in se pri tem zavedamo omejitev raziskave z vidika instrumenta, vzorca in poteka raziskave. Upoštevamo načelo preverljivosti in primerljivosti. Oblikujemo rdečo nit razprave kot smiselne celote, komentiramo pričakovana in nepričakovana spoznanja raziskave. Na koncu razprave navedemo priporočila, ki so plod naše raziskave, in področja, ki jih nismo raziskali, pa bi jih bilo treba, ali pa smo jih, vendar naši rezultati ne dajejo ustreznih pojasnil. Navedemo omejitve raziskave.

Zaključek: Na kratko povzamemo ključne ugotovitve izvedene raziskave, povzamemo predloge za prakso, predlagamo možnosti nadaljnjega raziskovanja obravnavanega problema. V zaključku ne citiramo ali povzemamo.

Članek naj se zaključi s seznamom literature, ki je bila citirana ali povzeta v članku.

Struktura preglednega znanstvenega članka (1.02)

V kategorijo preglednih znanstvenih raziskav sodijo: sistematični pregled literature, pregled literature, analiza koncepta, razpravni članek (v nadaljevanju pregledni znanstveni članek). Revija objavlja pregledne znanstvene raziskave, za katere je bilo zbiranje podatkov končano največ tri leta pred objavo članka v reviji.

Pregledni znanstveni članek je pregled najnovejših raziskav o določenem predmetnem področju z namenom povzemati, analizirati, evalvirati ali

sintetizirati informacije, ki so že bile publicirane. V preglednem znanstvenem članku znanstvena spoznanja niso le navedena, ampak tudi razložena, interpretirana, analizirana, kritično ovrednotena in predstavljena na znanstvenoraziskovalen način. Na osnovi kvantitativne obdelave podatkov predhodnih raziskav (metaanaliza) ali kvalitativne sinteze (metasinteza) rezultatov predhodnih raziskav prinaša nova spoznanja in koncepte za nadaljnje raziskovalno delo. Struktura preglednega znanstvenega članka je enaka kot pri izvornem znanstvenem članku.

V **uvodu** predstavimo znanstveno, konceptualno ali teoretično izhodišče kot vodilo pregleda literature. Končamo z utemeljitvijo, zakaj je pregled potreben, zapišemo namen, cilje in raziskovalno vprašanje.

V **metodah** natančno opišemo uporabljeni raziskovalni dizajn pregleda literature. Podpoglavja metod so: *metode pregleda, rezultati pregleda, ocena kakovosti pregleda in opis obdelave podatkov. Metode pregleda* vključujejo razvoj, testiranje in izbor iskalne strategije, vključitvene in izključitvene kriterije za uvrstitev v pregled, raziskane podatkovne baze, časovno obdobje iskanja objav, vrste objav z vidika hierarhije dokazov, ključne besede, jezik pregledanih objav. *Rezultati pregleda* vključujejo število dobljenih zadetkov, število pregledanih raziskav, število vključenih raziskav in število izključenih raziskav. Uporabimo diagram poteka raziskave skozi faze pregleda, pri izdelavi si pomagamo z mednarodnimi standardi za prikaz rezultatov pregleda literature (npr. PRISMA-Preferred Reporting Items for Systematic Review and Meta-Analysis). *Ocena kakovosti pregleda in opis obdelave podatkov* vključuje oceno uporabljene iskalne strategije in kriterijev za dokončni nabor uporabljenih zadetkov, kakovost vključenih raziskav z vidika hierarhije dokazov ter način obdelave podatkov.

Rezultate prikažemo tabelarično kot analizo kakovosti vključenih raziskav. Tabela naj vključuje avtorje raziskave, leto objave raziskave, državo, kjer je bila raziskava izvedena, namen raziskave, raziskovalni dizajn, proučevane spremenljivke, instrument, velikost vzorca, ključne ugotovitve idr. Jasno naj bo razvidno, katere vrste raziskav glede na hierarhijo dokazov so vključene v pregled literature. Rezultate prikažemo besedno, v tabelah in slikah, navedemo ključna spoznanja glede na raziskovalni dizajn. Pri kvalitativni sintezi uporabimo kode in kategorije kot rezultat pregleda kvalitativne sinteze. Pri kvantitativni analizi opišemo uporabljene statistične metode obdelave podatkov iz vključenih znanstvenih del.

V **diskusiji** v prvem delu odgovorimo na raziskovalno vprašanje, nato komentiramo ugotovitve pregleda literature, kakovost vključenih raziskav, svoje ugotovitve primerjamo z rezultati drugih primerljivih raziskav, razvijemo nova spoznanja, ki jih je doprinesel pregled literature, njihovo teoretično, znanstveno in praktično uporabnost, navedemo omejitve raziskave, uporabnost v praksi in priložnosti za nadaljnje raziskovanje.

V **zaključku** poudarimo doprinos izvedenega pregleda, opozorimo na morebitne pomanjkljivosti v splošno uveljavljenem znanju in razumevanju, izpostavimo pomen bodočih raziskav, uporabnost pridobljenih spoznanj in priporočila za prakso, raziskovanje, izobraževanje, menedžment, pri čemer upoštevamo omejitve raziskave. Izpostavimo teoretični koncept, ki bi lahko usmerjal raziskovalce v prihodnosti. V zaključku ne citiramo ali povzemamo.

Navajanje literature

Vsako trditev, teorijo, uporabljeno metodologijo, koncept je treba potrditi s citiranjem. Avtorji naj uporabljajo *APA 6 - American Psychological (APA Style, 2021)* za navajanje avtorjev v besedilu in seznamu literature na koncu članka. Za navajanje avtorjev v **besedilu** uporabljamo npr.: (Pahor, 2006) ali Pahor (2006), kadar priimek vključimo v poved. Ko avtorje v besedilu navajamo prvič zapišemo do 5 avtorjev s priimki (zadnja dva priimka ločimo z »&«: (Stare & Pahor, 2010; Sharp, Novak, Aarons, Wittenberg, & Gittens, 2007). Če je avtorjev več kot 5 navedemo le prvega in dopišemo »et al.«: (Chen et al., 2007). V nadaljnjem tekstu pišemo kadar so 3 ali več avtorjev priimek prvega avtorja in »et al.« (več o uporabi najdete na strani <https://blog.apastyle.org/apastyle/2011/11/the-proper-use-of-et-al-in-apa-style.html>). Če navajamo več citiranih del, jih ločimo s podpičji in jih navedemo po kronološkem zaporedju, od najstarejšega do najnovejšega, če je med njimi v istem letu več citiranih del, jih razvrstimo po abecednem vrstnem redu: (Bratuž, 2012; Pajntar, 2013; Wong et al., 2014). Kadar citiramo več del istega avtorja, izdanih v istem letu, je treba za letnico dodati malo črko po abecednem redu: (Baker, 2002a, 2002b).

Kadar navajamo sekundarne vire, uporabimo »cited in«: (Lukič, 2000 cited in Korošec, 2014). Če pisec članka ni bil imenovan oz. je delo anonimno, v besedilu navedemo *naslov*, v oklepaju pa zapišemo »Anon.« ter letnico objave: *The past is the past* (Anon., 2008). Kadar je avtor organizacija oz. gre za korporativnega avtorja, zapišemo ime korporacije (Royal College of Nursing, 2010). Če ni leta objave, to označimo z »n. d.« (ang. no date): (Smith, n. d.). Pri objavi fotografij navedemo avtorja (Foto: Marn, 2009; vir: Cramer, 2012). Za objavo fotografij, kjer je prepoznavna identiteta posameznika, moramo pridobiti dovoljenje te osebe ali staršev, če gre za otroka.

V **seznamu literature** na koncu članka navedemo bibliografske podatke/reference za *vsa v besedilu citirana ali povzeta dela* (in samo ta!), in sicer po abecednem redu avtorjev. Sklicujemo se le na objavljena dela. Kadar je avtorjev do vključno sedem, moramo navesti vse avtorje. Pred zadnjim avtorjem damo znak &. V primeru, da je avtorjev 8 ali več, navedemo prvih šest avtorjev, dodamo tri pike in zadnjega avtorja. V primeru, da imamo med viri dva avtorja z istim priimkom in enakimi prvimi črkami imena, moramo avtorjevo polno ime napisati v oglatih oklepajih za začetnico imena.

Za oblikovanje seznama literature velja velikost črk 12 točk, enojni razmik, leva poravnava ter 12 točk prostora za referencami (razmik med odstavki, ang. paragraph spacing).

Pri citiranju, tj. dobesednem navajanju, citirane strani zapišemo tako v navedbi citirane publikacije v besedilu: (Ploč, 2013, p. 56); kot tudi pri ustrezni referenci v seznamu (glej primere v nadaljevanju). Če citiramo več strani iz istega dela, strani navajamo ločene z vejico (npr.: pp. 15–23, 29, 33, 84–86). Če je citirani prispevek dostopen na spletu, na koncu bibliografskega zapisa navedemo »Retrieved from« in datum dostopa ter zapišemo URL- ali URN-naslov (glej primere).

Avtorjem priporočamo, da pregledajo objavljene članke na temo svojega rokopisa v predhodnih številkah naše revije (za obdobje zadnjih pet let).

Ostali primeri citiranja so avtorjem na voljo na <https://apastyle.apa.org/>.

Primeri navajanja literature v seznamu

Citiranje knjige:

Nemac, D., & Mlakar-Mastnak, D. (2019). *Priporočila za telesno dejavnost onkoloških bolnikov*. Ljubljana: Onkološki inštitut.

Ricci Scott, S. (2020). *Essentials of maternity, newborn and women's health nursing* (5th ed.). Philadelphia: Lippincott Williams & Wilkins.

Citiranje poglavja oz. prispevka iz knjige, ki jo je uredilo več urednikov:

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

Longman, L., & Heap, P. (2010). Sedation. In R. S. Ireland (Ed.), *Advanced dental nursing* (2nd ed., pp. 159–224). Hoboken: Blackwell Publishing.
<https://doi.org/10.1002/9781118786659.ch4>

Citiranje knjige, ki jo je uredil en ali več urednikov:

Farkaš-Lainščak, J., & Sedlar, N. (Eds.). (2019). *Ocena potreb, znanja in veščin bolnikov s srčnim popuščanjem in obremenitev njihovih neformalnih oskrbovalcev: znanstvena monografija*. Murska Sobota: Splošna bolnišnica.

Citiranje člankov iz revij:

East-Telling, C., Kingston, P., Taylor, L., & Emmerson, L. (2021). Ageing simulation in health and social care education: A mixed methods systematic review. *Journal of Advanced Nursing*, 77(1), 23–46.
<https://doi.org/10.1111/jan.14577>

Selfridge, M., Card, K. G., Lundgren, K., Barnett, T., Guarasci, K., Drost, A. ... Lachowsky, N. (2020). Exploring nurse-led HIV Pre-Exposure Prophylaxis in a community health care clinic. *Public Health Nursing*, 37(6), 871–879.
<https://doi.org/10.1111/phn.12813>

Oh, H.-K., & Cho, S.-H. (2020). Effects of nurses' shiftwork characteristics and aspects of private life on work-life conflict. *PLoS ONE*, 15(12), Article e0242379.
<https://doi.org/10.1371/journal.pone.0242379>

Marion, T., Reese, V., & Wagner, R. F. (2018). Dermatologic features in good film characters who turn evil: The transformation. *Dermatology Online Journal*, 24(9), Article 4. Retrieved December 4, 2019 from <https://escholarship.org/uc/item/1666h4z5>

Sundaram, V., Shah, P., Karvellas, C., Asrani, S., Wong, R., & Jalan, R. (2020). Share MELD-35 does not fully address the high waiting list mortality of patients with acute on chronic liver failure grade 3. *Journal of Hepatology*, 73(Suppl. 1), S8–S9.
[https://doi.org/10.1016/S0168-8278\(20\)30578-X](https://doi.org/10.1016/S0168-8278(20)30578-X)

Livingstone-Banks, J., Ordóñez-Mena, J. M., & Hartmann-Boyce, J. (2019). Print-based self-help interventions for smoking cessation. *Cochrane Database of Systematic Reviews*.
<https://doi.org/10.1002/14651858.CD001118.pub4>

Anonymous. (2010). Food safety shake-up needed in the USA. *The Lancet*, 375(9732), 2122.
[https://doi.org/10.1016/S0140-6736\(10\)60979-8](https://doi.org/10.1016/S0140-6736(10)60979-8)

Citiranje prispevka iz zbornika referatov:

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NAVODILA ZA PREDLOŽITEV ČLANKA

Članek je treba oddati v e-obliki preko spletne strani revije. Revija uporablja *Open Journal System* (OJS), dostopno na: <http://obzornik.zbornica-zveza.si>. Avtor mora natančno slediti navodilom za oddajo članka in izpolniti vse zahtevane rubrike.

V primeru oddaje članka, ki ni skladen z navodili, si uredništvo pridružuje pravico do zavrnitve članka. Spreminjanje vrstnega reda avtorjev ali korespondenčnega avtorja tekom postopka objave članka ni dovoljeno, zato naprošamo avtorje, da skrbno pregledajo v dokumentu Naslovna stran vrstni red avtorjev.

Pred oddajo članka naj avtor članek pripravi v naslednjih treh ločenih dokumentih.

1. NASLOVNA STRAN, ki vključuje:

- naslov članka;
- avtorje v vrstnem redu, kot morajo biti navedeni v članku;
- popolne podatke o vseh avtorjih (ime, priimek, dosežena stopnja izobrazbe, habilitacijski naziv, zaposlitev, e-naslov, ORCID, Twitter) in podatek o tem, kdo je korespondenčni avtor; če je članek napisan v angleščini, morajo biti tako zapisani tudi vsi podatki o avtorjih; podpisi avtorjev; v sistem je vključena e-izjava o avtorstvu;
- informacijo, ali članek vključuje del rezultatov večje raziskave oz. ali je nastal v okviru diplomskega, magistrskega ali doktorskega dela (v tem primeru je prvi avtor vedno študent);
- izjave (statements): avtorji morajo ob oddaji rokopisa podati sledeče izjave (pri slovensko pisanem članku so vse izjave tako v slovenščini kot tudi v angleščini), ki bodo po zaključenem recenzentskem postopku in odločitvi za sprejem članka v objavo prikazane na koncu članka pred poglavjem *Literatura*.

Zahvala/Acknowledgements

Avtorji se lahko zahvalijo posameznikom, skupinam ali sodelujočim v raziskavi za sodelovanje v raziskavi (izbirno).

Nasprotje interesov/Conflict of interest

Avtorji so dolžni predstaviti kakršnokoli nasprotje interesov pri oddaji članka. V kolikor avtorji nimajo nobenih nasprotujočih interesov naj zapišejo naslednjo izjavo: »Avtorji izjavljajo, da ni nasprotja interesov.«

Financiranje/Funding

Avtorji so dolžni opredeliti kakršnokoli finančno pomoč pri nastajanju članka. Ta informacija je lahko podana z imenom organizacije, ki je financirala ali sofinancirala raziskavo, ter v primeru projekta z imenom in številko projekta. V kolikor ni bilo nobenega financiranja, naj avtorji zapišejo naslednjo izjavo: »Raziskava ni bila finančno podprta.«

Etika raziskovanja/Ethical approval

Avtorji so dolžni podati informacije o etičnih vidikih raziskave. V primeru odobritve raziskave s strani komisije za etiko zapišejo ime komisije za etiko in številko odločbe. V kolikor raziskava ni potrebovala posebnega dovoljenja komisije za etiko, so avtorji to dolžni pojasniti. Glede na posamezen tip raziskave lahko avtorji na primer zapišejo tudi naslednjo izjavo: »Raziskava je pripravljena v skladu z načeli Helsinško-Tokijske deklaracije (World Medical Association, 2013) in v skladu s Kodeksom etike v zdravstveni negi in oskrbi Slovenije (ali) Kodeksom etike za babice

Slovenije (2014),« v skladu s katero je treba v seznamu literature navajati oba vira.

Prispevek avtorjev/Author contributions

V primeru članka dveh ali več avtorjev so avtorji dolžni opredeliti prispevek posameznega avtorja pri nastanku članka, kot to določajo priporočila International Committee of Medical Journal Editors (ICMJE), dostopno na: <http://www.icmje.org/recommendations>. Vsak soavtor članka mora sodelovati v najmanj dveh strukturalnih delih članka (Uvod/Introduction, Metode/Methods, Rezultati/Results, Diskusija in zaključek/Discussion and conclusion). Za vsakega avtorja je treba napisati, v katerih delih priprave članka je sodeloval in kaj je bil njegov prispevek v posameznem delu.

2. IZJAVA O AVTORSTVU

Izjavo o avtorstvu in strinjanju z objavo prispevka, s podpisami avtorjev in razčlenitvijo delov pri katerih so sodelovali na podlagi ICMJE smernic h katerim je revija zavezana.

3. GLAVNI DOKUMENT, ki je anonimiziran in vključuje naslov članka (obvezno brez avtorjev in kontaktnih podatkov), izvleček, ključne besede, besedilo članka v predpisani strukturi, tabele, slike in literaturo. Avtorji lahko v članku uporabijo največ 5 tabel oziroma slik.

Obseg članka: članek naj vsebuje največ 5000 besed za kvantitativno in do 6000 besed za kvalitativno zasnovane raziskave. V ta obseg je vključen izvleček, tabele, slike in seznam literature. Število besed članka je treba navesti v dokumentu »Naslovna stran«.

Za **oblikovanje besedila članka** naj velja naslednje: velikost strani A4, dvojni razmik med vrsticami, pisava Times New Roman, velikost črk 12 točk in širina robov 25 mm. Obvezna je uporaba oblikovne predloge za članek (Word), dostopne na spletni strani Obzornika zdravstvene nege.

Tabele naj bodo označene z arabskimi zaporednimi številkami. Imeti morajo vsaj dva stolpca ter opisni naslov (nad tabelo), naslovno vrstico, morebitni zbirni stolpec in zbirno vrstico ter legendo uporabljenih znakov. V tabeli morajo biti izpolnjena vsa polja, obsegajo lahko največ 57 vrstic. Za njihovo oblikovanje naj velja naslednje: velikost črk 11 točk, pisava Times New Roman, enojni razmik, pred in za vrstico 0,5 točke prostora, v prvem stolpcu in vseh stolpcih z besedilom leva poravnava, v stolpcih s statističnimi podatki leva poravnava, vmesne pokončne črte pri prikazu neizpisane. Uredništvo si pridružuje pravico, da preobsežne tabele, v sodelovanju z avtorjem, preoblikuje.

Slike naj bodo oštevilčene z arabskimi zaporednimi številkami. Podpisi k slikam (pod sliko) in legende naj bodo v slovenščini in angleščini, pisava Times

New Roman, velikost 11 točk. Izraz slika uporabimo za grafe, sheme in fotografije. Uporabimo le dvodimenzionalne grafične črno-bele prikaze (lahko tudi šrafure) ter resolucijo vsaj 300 dpi (dot per inch). Če so slike v dvorazsežnem koordinatnem sistemu, morata obe osi (x in y) vsebovati označbe, katere enote / mere vsebujeta.

Članki niso honorirani. Besedil in slikovnega gradiva ne vračamo, kontaktni avtor prejme objavljeni članek v formatu PDF (Portable Document Format).

Predložitev članka s strani urednikov ali članov uredniškega odbora

Spodbudno je, da uredniki in člani uredniškega odbora Obzornika zdravstvene nege objavljajo v reviji. V izogib vsakršnemu konfliktu interesov, člani uredniškega odbora ne vodijo uredniškega postopka za svoj članek. Če eden izmed urednikov predloži članek v uredništvo, potem drugi urednik sprejema odločitve vezane na članek. Uredniki ali člani uredniškega odbora ne opravljajo recenzije ali vodijo uredniškega postopka sodelavcev iz institucije v kateri so zaposleni, pri čemer morajo paziti na nastanek potencialnih konfliktov interesov. Od vseh članov uredniškega odbora kot tudi urednikov se pričakuje, da bodo spoštovali zasebnost, sledili načelu pravičnosti in sporočali morebitne konflikte interesov, ki jih imajo do avtorjev oddanih člankov.

Sodelovanje avtorjev z uredništvom

Članek mora biti pripravljen v skladu z navodili in oddan prek spletne strani revije na <http://obzornik.zbornica-zveza.si>, to je pogoj, da se članek uvrsti v uredniški postopek. Če uredništvo presodi, da članek izpolnjuje kriterije za objavo v Obzorniku zdravstvene nege, bo poslan v zunanjo strokovno (anonimno) recenzijo. Recenzenti prejmejo besedilo članka brez avtorjevih osebnih podatkov, članek pregledajo glede na postavljene kazalnike in predlagajo izboljšave. Avtor je dolžan izboljšave pregledati in jih v največji meri upoštevati ter članek dopolniti v roku, ki ga določi uredništvo. Uredništvo predlaga avtorju, da popravke/spremembe v članku označi z rumeno barvo. V kolikor avtor članka ne vrne v roku, se članek zavrne. V kolikor avtor katere od predlaganih izboljšav ne upošteva, mora to pisno pojasniti. Po zaključenem recenzijem postopku uredništvo članek vrne avtorju, da popravke odobri, jih upošteva in pripravi čistopis. Čistopis uredništvo pošlje v jezikovni pregled.

Avtor prejme prvi natis v korekturo s prošnjo, da na njem označi vse morebitne tiskovne napake, ki jih označi v PDF-ju prvega natisa. Spreminjanje besedila v tej fazi ni sprejemljivo. Korekture je treba vrniti v treh delovnih dneh, v nasprotnem uredništvo meni, da se avtor s prvim natisom strinja.

NAVODILA ZA DELO RECENZENTOV

Recenzentovo delo je odgovorno in zahtevno. S svojimi predlogi in ocenami recenzenti prispevajo k večji kakovosti člankov, objavljenih v Obzorniku zdravstvene nege. Od recenzenta, ki ga uredništvo neodvisno izbere, se pričakuje, da bo odgovoril na vprašanja, ki so postavljena v obrazcu OJS, in ugotovil, ali so trditve in mnenja, zapisani v članku, verodostojni in ali je avtor upošteval navodila za objavlanje. Recenzent mora poleg znanstvenosti, strokovnosti in primernosti vsebine za objavo v Obzorniku zdravstvene nege članek oceniti metodološko ter uredništvo opozoriti na pomanjkljivosti. Ni treba, da se recenzent ukvarja z lektoriranjem, vendar lahko opozori tudi na jezikovne pomanjkljivosti. Pozoren naj bo na pravilno rabo strokovne terminologije. Posebej mora biti recenzent pozoren, ali je naslov članka jasen, ali ustreza vsebini; ali izvleček povzema bistvo članka; ali avtor citira (naj)novjšo literaturo in ali citira znanstvene raziskave avtorjev, ki so pisali o isti temi v domačih revijah; ali se avtor izogiba avtorjem, ki zagovarjajo drugačna mnenja, kot so njegova; ali navaja tuje misli brez citiranja; ali je citiranje literature ustrezno, ali se v besedilu navedena literatura ujema s seznamom literature na koncu članka. Dostopno literaturo je treba preveriti. Oceniti je treba ustreznost slik ter tabel, preveriti, če se v njih ne ponavlja tisto, kar je v besedilu že navedeno. Recenzentova dolžnost je opozoriti na morebitne nerazvezane kratice. Recenzent mora biti še posebej pozoren na morebitno plagiatstvo in krajo intelektualne lastnine.

S sprejetjem recenzije se recenzent zaveže, da jo bo oddal v predpisanem roku. Če to ni mogoče, mora takoj obvestiti uredništvo. Recenzent se obveže, da vsebine članka ne bo nedovoljeno razmnoževal ali drugače zlorabil. Recenzije so anonimne: recenzent je avtorju neznan in obratno. Recenzent bo v pregled prek sistema OJS prejel le vsebino članka brez imena avtorja. V sistemu OJS recenzent poda svoje strokovno

mnenje v recenzijskem obrazcu. Če ima recenzent večje pripombe, jih kot utemeljitev za sprejem ali morebitno zavrnitev članka na kratko opiše oz. avtorju predlaga nadaljnje delo, pri čemer upošteva njegovo integriteto. Zaradi večje preglednosti in lažjih dopolnitev s strani avtorja lahko recenzent svoje pripombe in morebitne predloge vnese v besedilo članka, pri tem uporabi možnost, ki jo ponuja Microsoft Word – sledi spremembam (Track changes). Recenzent mora biti pozoren, da pred uporabo omenjene možnosti prikrije svojo identiteto (slediti spremembam, spremeni ime/Track changes, change user name). Recenzentsko verzijo besedila članka z vključenimi anonimiziranimi predlogi nato recenzent naloži v sistem OJS in omogoči avtorju, da predloge dopolnitev vidi. Končno odločitev o objavi članka sprejme uredniški odbor.

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GUIDE FOR AUTHORS

General guidelines

The manuscript should be written clearly and succinctly in standard Slovene or English and should conform to acceptable language usage. The journal accepts original and review scientific articles. Original scientific article should be up to 5000 words long, review scientific article should be up to 6000 words, including the references. The authors should use the Microsoft Word templates accessible on the website of the editorial board (Title Page and Template for Original Scientific Article/Review Article). All articles considered for publication in the Slovenian Nursing Review will be subjected to external, triple-blind peer review. Manuscripts are accepted for consideration by the journal with the understanding that they represent original material, have not been previously published and are not being considered for publication elsewhere. Individual authors bear full responsibility for the content and accuracy of their submissions and should therefore state their full name(s) when submitting the article. The submission should also include the name of the designated corresponding author (with their complete home and e-mail address, and telephone number) responsible for communicating with the editorial board and other authors. In submitting a manuscript, the authors must observe the standard scientific research paper structure, format and typology, and submission guidelines. The manuscript will be submitted to the review process once it is submitted in accordance with the guidelines of the editorial office.

If the article reports on research involving human subjects, it should be evident from the methodology section 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 the institutional or national level prior to subject recruitment and data collection.

The title of the article, abstract and key words, tables (descriptive title and legend) and figures (descriptive title, notes and legend) must be submitted in Slovene as well as in English. The same applies to articles written in English, in which these elements must be presented first in the English language, followed by their translation into Slovene. A manuscript can include a total of five tables and/or figures. Tables and figures should be placed next to the relevant text. The results presented in the tables and figures should use symbols as required by the Author Guidelines, available on the journal website. The authors should refer to each table/figure in the text. The use of footnotes or endnotes is not allowed.

Ethical principles

Should the editorial board find that the manuscript infringes any copyright, it will be immediately excluded from the editorial process. In order to detect plagiarism, a detector of similar contents *Detektor podobnih vsebin* (DPV) and the *CrossCheck Plagiarism Detection System* are used. The authors sign the Authorship Statement confirming that no part of the paper has been published or accepted for publication elsewhere and in any other language.

In case of ethical violations, a resolution and adjudication process is initiated, led by the editorial board of the journal. The second stage of the resolution process is conducted by an honorary review panel of the Slovenian Nursing Review.

Article typology

The editors reserve the right to re-classify any article under a topic category that may be more suitable than that it was originally submitted under. 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). While such reclassification may be suggested by the author or the reviewer, the final decision rests with the editor-in-chief and the executive editor.

Methodological structure of an article

The title, abstract and key words should be written in Slovene and English. 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 should define the content of the article and reflect its core topic or message. All articles should be accompanied by an abstract of no more than 150–220 words written in the third person. Abstracts accompanying articles should be structured and should not include references.

A **structured abstract** is an abstract which has individually outlined and labelled sections for quick reference. It is structured under the following headings:

Introduction: This section indicated the main question to be answered, and states 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, the place, methods and time of data collection, and methods of data analysis.

Results: This section briefly summarises and discusses the major findings. The information presented in this

section should be directly connected to the research question and purpose of the study. Quantitative studies should include the statement of 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 positive and negative research findings should be adequately presented.

Structure of an Original Scientific Article (1.01)

An original scientific article is the first-time publication of original research results in a way which allows the research to be repeated and the findings checked. The research should be based on primary sources no older than five years at the time of the publication of the article.

Introduction: In the introductory part, the research problem is defined in the context of theoretical knowledge and scientific evidence. The review of scholarly literature on the topic provides the rationale behind the study and identifies the gap in the literature related to the problem. It justifies the purpose and aims of the study, research questions or hypotheses, as well as the method of investigation (research design, sample size and characteristics of the proposed sample, data collection and data analysis procedures). The research should be based on primary sources of recent national and international research no older than ten or five years respectively if the topic has been widely researched. Citation of sources and references to previous research findings should be included while the authors' personal views should not. Finally, the aims and objectives of the study should be specified. We recommend formulating research questions (qualitative research) or hypotheses (quantitative research).

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

The *description of the research instrument* includes information about the structure 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, the data collection method should be stated along with the preliminary research questions, a possible format or structure of data collection and processing, the criteria of validity and reliability of data collection.

The *description of the sample* defines the population from which the sample was selected, the type of the sample, the response rate of the participants, the respondents' demographics (gender, level of educational attainment, length of work experience, post currently held, etc.). In qualitative research, the categories of the sampling procedure and inclusion criteria are also defined and the sample size and saturation is explained.

The *description of the research procedure and data analysis* includes ethical approvals to conduct the research, permission to conduct the research within the confines of an institution, description of the research procedure, guarantee of anonymity and voluntary participation of the research participants, the 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. Qualitative research should include a detailed description of the methods of data collection and recording, number and duration of observations, interviews and surveys, sequences, transcription of data, steps in data analysis and interpretation, and receptiveness of the 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 should be focused on statistically significant or unexpected findings. Results are presented according to the level of statistical complexity. All abbreviations used in figures and tables should be accompanied with explanatory captions in the legend below the table or figure. Results are presented according to the variables, and should answer all research questions or hypotheses. In qualitative research, the development of codes and categories should also be presented, including one or two representative statements of respondents. A schematic presentation of the codes and ensuing categories should be provided.

Discussion: The discussion section analyses the data descriptively (numerical data should be avoided) in relation to specific variables from the study. 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 to 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 results of the study. 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 suggestions for further research building on the topic, conclusions and contributions of the study, taking into account its limitations. Citations of quotes, paraphrases or abbreviations 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 a maximum of three years before article publication.

A review article represents an overview of the latest publications in a specific subject area, the studies of an individual researcher or group of researchers with the purpose of summarising, analysing, evaluating or synthesising previously published information. Research findings are not only described but explained, interpreted, analysed, critically evaluated and presented in a scholarly manner. A review article presents either qualitative data processing of previous research findings (meta-analyses) or qualitative syntheses of previous research findings (meta-syntheses) and thus provides new knowledge and concepts for further research. The organisational 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 research question(s).

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

Review methods include the development, testing and search strategy, predetermined criteria for the inclusion in the review, the searched databases, 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 studies, 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. 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).

Quality assessment of the review and description of data processing includes the assessment of the research approach and data obtained as well as the quality of included research studies according to the hierarchy of evidence, and the data processing method.

The results should be presented in the form of a table and should include a quality analysis of the sources consulted. The table should include the author(s) of each study, 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 the hierarchy of evidence. The results should be presented verbally and visually (tables and figures), the main findings concerning the research design should also be included. In qualitative synthesis, the codes and categories should be used as a result of the qualitative synthesis review. In quantitative analysis, the statistical methods of data processing of the used scientific works should be described.

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

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

References

In academic writing, authors are required to acknowledge the sources from which they draw their information, including all statements, theories or methodologies applied. Authors should follow the *APA 6 - American Psychological Association* (APA Style, 2021) for in-text citations and in the list of references at the end of the paper. **In-text citations** or parenthetical citations are identified by the authors' surname and the publication year placed within parentheses immediately

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Secondary sources should be referenced 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 parentheses, and the year of publication: *The past is the past* (Anon., 2008). In citing a piece of work whose authorship is an organisation or corporate author, the name of the organisation should be given, followed by the year of publication (Royal College of Nursing, 2010). If no date of publication is given, the abbreviation 'n. d.' (no date) should be used: (Smith, n. d.). An in-text citation and a full reference should 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 in the photo is recognisable, a prior informed consent for publication should be gained from the subject or, in the case of a minor, from their parent or guardian.

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Authors are advised to consult articles on the topic of their manuscript which have been published in previous volumes of our journal (over the past five-year period). Other examples of citations and references are available at <https://apastyle.apa.org/>.

Reference examples by type of reference

Book references:

Nemac, D., & Mlakar-Mastnak, D. (2019). *Priporočila za telesno dejavnost onkoloških bolnikov*. Ljubljana: Onkološki inštitut.

Ricci Scott, S. (2020). *Essentials of maternity, newborn and women's health nursing* (5th ed.). Philadelphia: Lippincott Williams & Wilkins.

References for chapter/essay in a book edited by multiple editors:

Longman, L., & Heap, P. (2010). Sedation. In R. S. Ireland (Ed.), *Advanced dental nursing* (2nd ed., pp. 159–224). Hoboken: Blackwell Publishing.
<https://doi.org/10.1002/9781118786659.ch4>

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

References for books edited by one or multiple authors:

Farkaš-Lainščak, J., & Sedlar, N. (Eds.). (2019). *Ocena potreb, znanja in veščin bolnikov s srčnim popuščanjem in obremenitev njihovih neformalnih oskrbovalcev: znanstvena monografija*. Murska Sobota: Splošna bolnišnica.

Journal article references:

Eost-Telling, C., Kingston, P., Taylor, L., & Emmerson, L. (2021). Ageing simulation in health and social care education: A mixed methods systematic review. *Journal of Advanced Nursing*, 77(1), 23–46.
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References

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