

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. 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 templates accessible on the website of the editorial board (Title Page and Template for Original Scientific Article/ Review Rrticle). 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 Nurses Association.

In exceptional cases, the editorial board of the Nursing Review, after consulting with the author and the editorial committee, may publish a “correction” (errata) to the article.

Ethical oversight and research ethics

Authors are required to provide information on the ethical aspects of the research. In the case of research approval by an ethics committee, they should state the name of the ethics committee and the decision number. If the research did not require special permission from an ethics committee, the authors must explain this.

If the article publishes research on humans, it should be clear in the subsection of methods “Description of research process and data processing” that the research was conducted in accordance with the principles of the Helsinki-Tokyo Declaration, and the process of obtaining permissions for conducting the research should be described. Experimental research conducted on humans must have the consent of an ethics committee, either at the level of the institution or multiple institutions where the research is conducted, or at the national level.

Data sharing and copyright

Copyright is protected under the Creative Commons Attribution 4.0 License. The author transfers the following material copyrights to the Nursing Review, Ob železnici 30A, 1000 Ljubljana: the right to reproduce in an unlimited quantity, in all known forms of reproduction, which includes the right to store and reproduce in any electronic form (Article 23 of the Copyright and Related Rights Act – ZASP); the right to distribute (Article 24 of ZASP); the right to make available to the public including making available through the World Wide Web or computer network (Article 32.a of ZASP); the right to process, especially for the purpose of translation (Article 33 of ZASP). The transfer of rights applies to the entire article (including images, tables, and any attachments). The transfer is exclusive and unlimited in space and time.

Archiving and preservation

The publication is part of the PKP Preservation Network - LOCKSS, which ensures safe and continuous archiving of content. The Slovenian Nursing Review can be found in the Registry of THE KEEPERS, the OAI-PMH repository, and in Dlib - the Digital Library of Slovenia.

Review Process

Articles are reviewed with external professional review. Reviews are anonymous. An article proceeds to the editorial process if it meets the publication criteria. It will be sent for external professional (anonymous) review. Scientific articles are reviewed three times. Reviewers receive the text of the article without the author's personal information, review it based on set indicators, and suggest improvements. After the review process is completed, the editorial office returns the article to the author for approval of the corrections, to consider them, and to prepare the final draft. The author is obliged to review the improvements and consider them to the greatest extent possible. If the author does not follow any of the suggested improvements, they must explain this in writing. The final draft is sent to the editorial office for language review.

Publication Fees

Publishing an article in the Nursing Review is not subject to a fee. If the author withdraws from publishing the article after the review has been prepared, a fee is charged.

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

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

Included in the category of review scientific research are: literature review, concept analyses, discussionbased 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 7- American Psychological (APA Style, 2020) 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 after the relevant word and before the punctuation mark: (Pahor, 2006) or Pahor (2006) when the surname is included in the sentence. For more than three authors in the text, write "et al." (separate two surnames with "&": (Stare & Pahor, 2010; Chen et al., 2007). If citing multiple works, separate them with semicolons and list them alphabetically, separated by a semi-colon (Bratuž, 2012; Pajntar, 2013; Wong et al., 2014).

Secondary sources should be referenced by 'cited in' (Lukič, 2000 as 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.

All in-text citations should be listed in the **references** at the end of the document. Only the citations used are listed in the references, which should be arranged in alphabetical order according to authors' last names. 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. We list up to 20 authors. In case there are more than 20 authors, we list 19, add a comma,

Conference papers:

Conference paper author, X. X. (year). Conference paper title. In A. A. Editor (Ed.), Conference proceedings title. (#-#). Publisher. DOI/URL

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, B. M. Kaučič & J. Ramšak-Pajk (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* (pp. 38–46). Visoka šola za zdravstveno nego.

Thesis or dissertation:

Author, X. X. (Year). Title. [Degree project/Bachelor's thesis/Master's thesis, University]. Database Name/Archive Name. URL

Rebec, D. (2011). *Samoocenjevanje študentov zdravstvene nege s pomočjo video posnetkov pri poučevanju negovalnih intervencij v specialni učilnici* [magistrska naloga, Univerza v Mariboru].

Author, X. X. (Year). Title. [Doctoral thesis/Licentiate thesis, University]. Database Name/Archive Name. URL

Kolenc, L. (2010). *Vpliv sodobne tehnologije na profesionalizacijo poklica medicinske sestre* [doktorska naloga, Univerza v Ljubljani].

Ahmed, S. (2020). Healthcare financing challenges and opportunities to achieving universal health coverage in the low- and middle-income country context. [Doctoral thesis, Karolinska Institutet]. Karolinska Institutet Open Archive. <https://openarchive.ki.se/xmlui/handle/10616/46957>

Laws, codes, regulations, and organizations:

Title of the law (year). URL

Zakon o pacientovih pravicah (ZPacP). (2008). Uradni list RS, št. 15 Uradni list RS, št. 58/11, 40/12 – ZUJE, 90/12, 41/17 – ZOPOPP in 200/20 – ZOOMTVI. <http://pisrs.si/Pis.web/pregledPredpisa?id=ZAKO4281>

Kodeks etike v zdravstveni negi in oskrbi Slovenije in Kodeks etike za babice Slovenije. (2014). Ljubljana: Zbornica zdravstvene in babiške nege Slovenije – Zveza strokovnih društev medicinskih sester, babic in zdravstvenih tehnikov Slovenije.

Organization. (year). Title (Collection title or serial number). Publisher. URL

World Health Organization. Department of Reproductive Health and Research. (2019). *Respect women: Preventing violence against women* (WHO/RHR/18.19). <https://www.who.int/reproductivehealth/publications/preventing-vaw-framework-policymakers/en/>

Zavod Republike Slovenije za šolstvo. (2019). *Letno poročilo o delu Zavoda Republike Slovenije za šolstvo za obdobje od 1. 1. 2018 do 31. 12. 2018*. <https://www.zrss.si/wp-content/uploads/2020/06/2019-02-21-porocilo-2018.pdf>

Electronic resources

Surname, X. X./Organization. (Date). Title. URL

Bologna, C. (2018, June 27). *What happens to your mind and body when you feel homesick?*. *HuffPost*. https://www.huffingtonpost.com/entry/what-happens-min-body-omesick-us_5b201ebde4b09d7a3d77eee1

ARTICLE SUBMISSION GUIDELINES

The corresponding author must submit the manuscript electronically using the Open Journal System (OJS) available at: <http://obzornik.zbornicazveza.si/>. The authors should adhere to the accepted guidelines and fill in all the sections given.

If the article submitted does not comply with the submission guidelines, the editorial board retains the right to reject the article. Changing the order of authors or corresponding authors during the publication process is not permitted. We therefore ask authors to carefully review the sequence of authors stated in the 'Title Page' – Names of Authors document.

Prior to article submission, the authors should prepare the manuscript in the following separate documents.

1. The TITLE PAGE, which should include:

- the title of the article;
- the full names of the author/s in the same order as that cited in the article;
- the data about the authors (name, surname, their highest academic degree, habilitation qualifications and their institutional affiliations and status, e-mail address, ORCID, Twitter), 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; authors' signatures; the e-statement of authorship 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, masters 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 articles written in the Slovene language, the English version of the statements must be included). The statements should be included before the 'References' 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 recognising 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 including the following statement: 'The authors declare that no conflicts of interest exist.'

Funding

The authors are responsible for recognising 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 including 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. STATEMENT OF AUTHORSHIP

The statement of authorship and permission to publish the article should include authors' signatures and their contribution to the paper in line with the principles and recommendations of the ICMJE.

3. THE MAIN DOCUMENT should be anonymised and include the title (without the names of authors and contact data), abstract, key words, the text in the designated format, tables, figures, images and literature. Authors may present up to 5 tables/figures in the article.

Length of the manuscript: The length of the paper 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 stated in the 'Title Page' document.

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. Authors are required to use the Microsoft Word template available at the Slovenian Nursing Review website.

The tables should contain information organised into discrete rows and columns. They should be numbered sequentially 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 summarising the data in respective rows and columns, and, if necessary, notes and legends. No empty cells should be 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 table sizes.

Figures should be numbered consecutively in the order first cited in the text, using Arabic numerals. Captions and legends should be given below each figure in Slovene and English, Times New Roman font, size 11. Figures refer to 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 a 2-dimensional coordinate system, both axes (x and y) should include the units or measures used.

The author will receive no payment from the publishers for the publication 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.

Article submissions by editors and members of the editorial board

Editors and members of the Slovenian Nursing Review editorial board are encouraged to publish in the journal. To avoid any conflicts of interest, members of the editorial board do not process their own papers. If one of the editors submits a paper, another editor processes it. Editors or members of the editorial board also do not deal with the review or processing of papers by research collaborators or colleagues in their work institutions, and need to be very mindful of any potential conflict of interest. All members of the editorial board as well as editors are expected to exercise discretion, fairness and declare to the editing team any proximity to submitting authors.

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 manuscripts prepared according to the adopted guidelines. Initially all papers are assessed by an editorial committee which determines whether they meet the basic standards and editorial criteria for publication. All articles considered for publication will be subjected to a formal blind peer review by three external reviewers in order to satisfy the criteria of objectivity and 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 an agreed time period set by the editorial board. If the manuscript is not received by the given deadline, it will not be published. If the 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 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 the publication process. If authors do not reply within three days, the first printed version is accepted.

GUIDE TO REVIEWERS

Reviewers play an essential part in science and in scholarly publishing. They uphold and safeguard the scientific quality and validity of individual articles and also the overall integrity of the Slovenian Nursing Review. Reviewers are selected independently by the editorial board on account of their content or methodological expertise. For each article, reviewers

must complete a review form in the OJS format including criteria for evaluation. The manuscripts under review are assessed in light of the journal's guidelines for authors, the scientific and professional validity and relevance of the topic, and methodology applied. Reviewers may add language suggestions, but they are not responsible for grammar or language mistakes. The title should be succinct and clear and should accurately reflect the topic of the article. The abstract should be concise and self-contained, providing information on the objectives of the study, the applied methodology, the summary and significance of principal findings, and the main conclusions. Reviewers are obliged to inform the editorial board of any inconsistencies. The review focuses also on the proper use of the conventional citation style and accuracy and consistency of references (concordance of in-text and end-of-text references), evaluation of sources (recency of publication, reference to domestic sources on the same or similar subjects, acknowledgement of other publications, possible avoidance of the works which contradict or disaccord with the author's claims and conclusions, failure to include quotations or give the appropriate citation). All available sources need to be verified. The figures and tables must not duplicate the material in the text. They are assessed in view of their relevance, presentation and reference to the text. Special attention is to be paid to the use of abbreviations and acronyms. One of the functions of reviewers is to prevent any form of plagiarism and theft of another's intellectual property.

The reviewers should complete their review within the agreed time period, or else immediately notify the editorial board of the delay. Reviewers are not allowed to copy, distribute or misuse the content of the articles. Reviews are subjected to an external, blind peer review process. The prospective reviewer will receive a manuscript with the authors' names removed from the document through the OJS system. For each article, reviewers must complete a review form in the OJS system with the evaluation criteria laid out therein. The reviewer may accept the manuscript for publication as it is, or may require revision, remaking and resubmission if significant changes to the paper are necessary. The manuscript is rejected if it fails to meet the required criteria for publication or if it is not suitable for this type of journal. The reviewer should, however, respect the author's integrity. All comments and suggestions to the author are outlined in detail within the text by using the MS Word *Track Changes* function. The reviewed manuscript, including anonymised suggestions, are uploaded to the OJS system and made accessible to the author. The reviewer should be careful to mask their identity before completing this step. The final acceptance and publication decision rests with the editorial board.

References

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Kodeks etike v zdravstveni negi Slovenije. (2024). Zbornica zdravstvene in babiške nege Slovenije - Zveza strokovnih društev medicinskih sester, babic in zdravstvenih tehnikov Slovenije.

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PMid:24141714

Updated on June 2024

Cite as:

Slovenian Nursing Review. (2024). Guide for authors and reviewers. *Slovenian Nursing Review*, 58(2), 150–158.