

## NAVODILA AVTORJEM

### Splošna navodila

Članek naj bo napisan v slovenskem ali angleškem knjižnem jeziku, razumljivo in jedrnat, dolg naj bo največ 5000 besed za kvantitativno in do 6000 besed za kvalitativno zasnovane raziskave. Število besed se nanaša na besedilo članka in ne vključuje naslova, izvlečka, tabel, slik in seznama literature. Avtorji naj uporabijo Microsoft Wordovo predlogo, ki je dostopna na spletni strani uredništva. 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 mora le-ta biti podpisan s celotnim imenom in priimkom, treba je navesti strokovne naslove, akademske nazive avtorja in izvolitev v pedagoški ali raziskovalni naziv, v kolikor ga avtor ima. Če je članek napisan v angleškem jeziku, morajo biti v angleškem jeziku zapisani tudi strokovni naslovi, akademski nazivi in izvolitev v pedagoški ali raziskovalni naziv. 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 oz. podpis in legenda) morajo biti v slovenščini in angleščini, le-to 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.

### 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](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 oz. 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)

oz. 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 opis 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 oz. 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 povzemanja, analiziranja, evalviranja ali sintetiziranja 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 *harvardski sistem* (npr. Anglia 2008) 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. Če gre za dva soavtorja, priimeka ločimo z »&«: (Stare & Pahor, 2010). V besedilu navajamo *do dva avtorja*, če je avtorjev več navedemo le prvega in dopišemo »et al.«: (Chen, et al., 2007). 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.« (angl. 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 več in smo v besedilu navedli le prvega ter pripisali »et al.«, v seznamu navedemo prvih šest avtorjev in pripišemo »et al.«, če je avtorjev več kot šest. Za oblikovanje seznama literature velja velikost črk 12 točk, enojni razmik, leva poravnava ter 12 točk prostora za referencami (razmik med odstavki, angl. 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 »Available at:« ter zapišemo URL- ali URN-naslov ter v oglatem oklepaju dodamo datum dostopa (glej primere).

## Primeri navajanja literature v seznamu

### Citiranje knjige:

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.

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

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.

### Citiranje knjige, ki jo je uredil en ali več avtorjev:

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.

### Citiranje članka iz revij (v drugem primeru dostopnega tudi na spletu):

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.

### Citiranje anonimnega dela (avtor ni naveden):

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

### Citiranje dela korporativnega avtorja:

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

### Citiranje članka iz suplementa revije oz. suplementa številke revije:

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.

### Citiranje prispevka iz zbornika referatov:

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 osredinjeni 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.

### Citiranje diplomskega, magistrskega dela, doktorske disertacije:

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.

## Citiranje zakonov, kodeksov, pravilnikov:

*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.

## Citiranje zgoščenk (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.

## 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. Pred oddajo članka naj avtor članek pripravi v naslednjih dveh 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) in podatek o tem, kdo je korespondenčni avtor; če je članek napisan v angleščini, morajo biti tako zapisani tudi vsi podatki o avtorjih; 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. 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/slik.

**Obseg članka:** članek naj vsebuje največ 5000 besed za kvantitativno in do 6000 besed za kvalitativno

zasnovane raziskave. V ta obseg se ne štejejo 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 števkami. 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 števkami. 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.

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

## 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. 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, sicer 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 objavljanje. 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)novejšo 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 recenzijem 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.

---

## Literatura

World Medical Association, 2013. World Medical Association Declaration of Helsinki: ethical principles for medical research involving human subjects. *Journal of the American Medical Association*, 310(20), pp. 2191–2194. Available at: <http://www.wma.net/en/20activities/10ethics/10helsinki/DoH-Oct2013-JAMA.pdf> [1. 9. 2016].

*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.

Posodobljeno: 21. 11. 2016

---

Citirajte kot:

Obzornik zdravstvene nege: navodila avtorjem in recenzentom, 2016. *Obzornik zdravstvene nege*. Available at: <http://www.obzornikzdravstvenenege.si/Navodila.aspx> [23.12.2016].

## 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 osredičeni 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**

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 on a 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 major conclusions. Reviewers are obliged to inform the editorial board of any inconsistencies. The review focuses also on proper use of the conventional citation style and accuracy and consistency of references (concordance of in-text and and-of-text reference), 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. The reviews are subjected to an external, blind, peer review process. Through the OJS system prospective reviewer will receive a manuscript with the authors' names removed from the document. 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 function *Track changes*. The reviewed manuscript, including anonymised suggestions, are loaded in the OJS system and made accessible to the author. The reviewer should be careful to mask their identity before applying this function. The final acceptance and publication decision rests with the editorial board.

---

## Literature

World Medical Association, 2013. World Medical Association Declaration of Helsinki: ethical principles for medical research involving human subjects. *Journal of the American Medical Association*, 310(20), pp. 2191–2194. Available at: <http://www.wma.net/en/20activities/10ethics/10helsinki/DoH-Oct2013-JAMA.pdf> [1. 9. 2016].

*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.

*Updated on November 21, 2016*

---

### Cite as:

Slovenian Nursing Review: author/reviewer guidelines, manuscript submission guidelines, 2016. *Obzornik zdravstvene nege*. Available at: <http://www.obzornikzdravstvenenege.si/Navodila.aspx> [23.12.2016].

# OBZORNIK ZDRAVSTVENE NEGE SLOVENIAN NURSING REVIEW

## NAROČILNICA

Naročam **OBZORNIK ZDRAVSTVENE NEGE** na moj naslov:

Ime: \_\_\_\_\_

Priimek: \_\_\_\_\_

Ulica: \_\_\_\_\_

Pošta: \_\_\_\_\_

Obkrožite vaš status: študent/ka, zaposlen/a, upokojen/a.

Naročnino bom poravnal/a v osmih dneh po prejemu računa.

Kraj in datum: \_\_\_\_\_ Podpis: \_\_\_\_\_



# OBZORNIK ZDRAVSTVENE NEGE SLOVENIAN NURSING REVIEW

## NAROČILNICA

Smo pravna oseba in naročamo \_\_ izvod/ov **OBZORNIKa ZDRAVSTVENE NEGE** na naslov:

Ime / Naziv: \_\_\_\_\_

Ulica: \_\_\_\_\_

Pošta: \_\_\_\_\_

Naročnino bomo poravnali v osmih dneh po prejemu računa. Davčna številka: \_\_\_\_\_

Kraj in datum: \_\_\_\_\_ Podpis in žig: \_\_\_\_\_