

## INSTRUCTIONS FOR AUTHORS

Journal: **Zdravstveno varstvo (ZV) ISSN 0351-0026 (print edition) / Slovenian Journal of Public Health (SJPH) ISSN 1854-2476 (electronic edition)**

Slovenian Journal of Public Health publishes internationally oriented articles on the broad area of public health and encourages interdisciplinary approach to public health. It focuses on all specific issues in public health especially in Central and South East Europe, i.e. primary care, prevention of communicable and noncommunicable diseases, health promotion, environmental and occupational health, organization and management in public health, social and economical aspects of public health.

The journal publishes original invited editorials, research papers, study protocols, and systematic reviews in English language only.

Instructions are in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Complete instructions are published in *N Engl J Med* 1997; 336: 309-15 and in *Ann Intern Med* 1997; 126: 36-47 and on the URL address: <http://www.icmje.org>.

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### ETHICAL GUIDELINES

Submission of a manuscript to ZV/SJPH implies that all authors have read and agreed to its content. Research involving human subjects (including human material or human data) that is reported in the manuscript must have been performed in accordance with the [Declaration of Helsinki](#) of 1975, as revised in 2000 and must have been approved by an appropriate ethics committee. A statement detailing this, including the name of the ethics committee and the reference number where appropriate, must appear at the end of all manuscripts reporting research on human subjects. If a study has been granted an exemption from requiring ethics approval, this should also be detailed at the end of the manuscript. The authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. Further information and documentation to support this should be made available to editors on request. Manuscripts may be rejected if the editors consider that the research has not been carried out within an ethical framework. In rare cases, the editors may contact the ethics committee for further information.

For all research involving human subjects, informed consent to participate in the study should be obtained from participants (or their parent or guardian in the case of children) and a statement to this effect should appear in the manuscript.

For all articles that include information or images relating to individual participants, written informed consent for the publication of these images must be obtained from the participant (or their parent or guardian in the case of children) and a statement to this effect should be included in the manuscript. These documents must be made available to editors if requested, and will be treated confidentially.

For research carried out on animals, authors are encouraged to comply with the "Animal Research: Reporting In Vivo Experiments" ([ARRIVE](#)) guidelines and must comply with local or institutional ethics approval requirements on the care and use of animals for research. A statement detailing such ethics approval and/or guidelines must be included in the manuscript. Relevant information should be included in the article as outlined in the guidelines.

Authors who have done the project with the support of a company, should indicate this in the statement at the end of the manuscript.

ZV/SJPH requires authors to declare any competing financial or other interest in relation to their work. All competing interests that are declared must be listed at the end of the manuscript.

Required statements at the end of the manuscript are:

**CONFLICTS OF INTEREST** (The authors declare that no conflicts of interest exist.)

**FUNDING** (The study was financed by ... )

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Complete the data on the author and co-authors accurately and in full. Provide the corresponding author (with full address, telephone number and e-mail address), who will communicate with the Editorial Office and other authors.

The language of the manuscript is English. Original studies and reviews must include Slovenian language translations of the title, the abstract and key words. English speaking authors submit all the text only in English, obligatory secondary abstract is the same as the first abstract (please repeat it in English).

A special field for translation is provided only for the second language (Slovenian language) version of the abstract; other data must be written in the requested fields bilingually. The first abstract is always in English (limit 250 words), the secondary abstract is in Slovenian language with limitation of 400 words (extended abstract). English speaking authors submit all the text only in English!

After the entry of the structured data, please submit the attachment - the manuscript (from the Introduction part onward), which may not include author's data already written in the structured fields. The name of the file may not include the author's personal data or titles of institutions included in the preparation of the manuscript. Include graphic and image material in the text where it should be positioned. Submit only one document (one attached file).

Please use Line counter in the Word program.

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We give some detailed instructions in the continuation.

Manuscript should be written in Word for Windows word processor. Contribution should be typed with double-spaced with margins of at least 25 mm.

Original scientific articles should be divided into following headings: 1 Introduction, 2 Methods, 3 Results, 4 Discussion and 5 Conclusions (this is also the structure of the abstract). Other types of articles and systematic review articles can be designed differently, but the division in headings and subheadings should be clearly evident from the size of characters in the titles. Headings and subheadings should be numbered decadally by standard SIST ISO 2145 and SIST ISO 690 (e. g. 1, 1.1, 1.1.1 etc.).

## LENGTH

Required length for invited editorial is 250 to 1000 words and for research article 2000 to 4500 words with tables and references. The revision may have 5000 words.

## TITLE AND AUTHORS

The title of the article should be short and concise, descriptive and not affirmative (statements are not allowed in the title). Names of authors with concise academic and professional degrees and full address of the department, institution or clinic where the work has been performed should be cited. Authors should be qualified for authorship. They should contribute to the conception, design, analysis and interpretation of data, and they should approve the final version of the contribution.

## ABSTRACT AND KEY WORDS

The abstract of the original scientific article should be structured (Introduction, Methods, Results, Conclusions) and of no more than 250 words (Slovenian language abstracts are limited to 400 words). The abstract should be written in third person. The abstract of a original scientific article should state the purpose of the investigation, basic procedures, main findings together with their statistical significance, and principal conclusions. 3 - 10 key words should be cited for the purpose of indexing. Terms from MeSH - Medical Subject Headings listed in Index Medicus should be used. The abstract should normally be written in one paragraph, only exceptionally in several. The author propose the type of the article, but the final decision is adopted by the editor on the base of the suggestions of the professional reviewers.

## REFERENCES

We recommend authors to review prior issues of our journal (the last five years) for any relevant literature on their paper's topic.

Each mentioning of the statements or findings by other authors should be supported by a reference. References should be numbered consecutively in the same order in which they appear in the text. Reference should be cited at the end of the cited statement. References in text, illustrations and tables should be indicated by Arabic numerals in parentheses ((1), (2, 3), (4-7) etc). References, cited only in tables or illustrations should be numbered in the same sequence as they will appear in the text. Avoid using abstracts and personal communications as references (the latter can be cited in the text). The list of the cited literature should be added at the end of the manuscript. Literature should be cited according to the enclosed instructions that are in accordance with those used by U. S. National Library of Medicine in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus (complete list on the URL address: <http://www.nlm.nih.gov>). List the names of all authors, if there are six authors or more, list the first six authors than add et al.

If the article/book has a DOI number, the author should include it at the end of the reference.

## EXAMPLES FOR LITERATURE CITATION

example for a book:

1. Anderson P, Baumberg P. Alcohol in Europe. London: Institute of Alcohol Studies, 2006.

example for the chapter in a book:

2. Goldberg BW. Population-based health care. In: Taylor RB, editor. Family medicine. 5th ed. New York: Springer, 1999:32-6.

example for the article in a journal:

3. Florez H, Pan Q, Ackermann RT, Marrero DG, Barrett-Connor E, Delahanty L, et al. Impact of lifestyle intervention and metformin on health-related quality of life: the diabetes prevention program randomized trial. J Gen Intern Med. 2012;27:1594-601. doi: 10.1007/s11606-012-2122-5.

example for the article in a journal with no author given:

4. Anon. Early drinking said to increase alcoholism risk. Globe. 1998;2:8-10.

example for the article in a journal with organization as author:

5. Women's Concerns Study Group. Raising concerns about family history of breast cancer in primary care consultations: prospective, population based study. *Br Med J.* 2001;322:27-8.

example for the article from journal volume with supplement and with number:

6. de Villiers TJ. The role of menopausal hormone therapy in the management of osteoporosis. *Climacteric.* 2015; 18(Suppl 2):19-21. doi: 10.3109/13697137.2015.1099806.

example for the article from collection of scientific papers:

7. Hickner J, Barry HC, Ebell MH, Ettenhofer T, Eliot R, Sugden K, et al. Suicides and non-suicidal deaths in Slovenia: molecular genetic investigation. In: 9th European Symposium on Suicide and Suicidal Behaviour. Warwick: University of Oxford, 2002:76.

example for master theses, doctor theses:

8. Shaw EH. An exploration of the process of recovery from heroin dependence: doctoral thesis. Hull: University of Hull, 2011.

example for electronic sources:

9. EQ-5D, an instrument to describe and value health. Accessed January 24th, 2017 at: <https://euroqol.org/eq-5d-instruments/>.

## TABLES

Type on the place in the text where they belong. Tables should be composed by lines and columns which intersect in fields. Number tables consecutively. Each table should be cited in the text and supplied with a brief title. Explain all the abbreviations and non-standard units in the table.

## ILLUSTRATIONS

Illustrations should be professionally drawn. When preparing the illustrations consider the black-and-white print. Illustration material should be prepared in black-and-white (not in color!). Surfaces should have no tone-fills, hatchings should be chosen instead (in case of bar-charts, so called pie-charts or maps). In linear graphs the individual lines should also be separated by various kinds of hatching or by different markers (triangles, asterisks ... ), but not by color. Graphs should have white background (i. e. without background).

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Accompanying text to the illustration should contain its title and the necessary explanation of its content. Illustration should be intelligible also without reading the manuscript. All the abbreviations from the figure should be explained. The use of abbreviations in the accompanying text to the illustration is unacceptable. Accompanying texts to illustrations should be written in the place of their appearing in the text.

If the identity of the patient can be recognized on the photograph, a written permission of the patient for its reproduction should be submitted.

## UNITS OF MEASUREMENT

Should be in accordance with International System of Units (SI).

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Avoid abbreviations, with the exception of internationally valid signs for units of measurement. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text, abbreviation used in further text should be cited in parentheses.

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The received manuscript is submitted by the editor to three international professional reviewers. After the reviewing process, the contribution is sent to the author for approval and consideration of corrections. The final copy is then again submitted to the Editorial Office. The Editorial Office allows for a maximum of three revisions to be dealt with. If the third revision of the manuscript does not take into account all the comments of the reviewers, the manuscript will be withdrawn from the editorial process. During the editorial process, the secrecy of the contribution content is guaranteed. All the articles are language edited. Author receives in consideration also the first print, but at this stage corrigenda (printing errors) only are to be considered. Proofreading should be returned in three days, otherwise it is considered that the author has no remarks.

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