



National Institute of Public Health
Trubarjeva 2, 1000 Ljubljana,
Slovenia
jzdravje@nijz.si,

<https://www.nijz.si/en/nijz/presentation/journal-javno-zdravje>

++386 | 2441 543

INSTRUCTIONS FOR AUTHORS

Journal: Javno Zdravje (JZ)
ISSN 2591-0906

MANUSCRIPT SUBMISSION

Manuscripts can be submitted to email address jzdravje@nijz.si. Please, use regular mail to send authorship and copyright agreement with a manual signature. Mail the agreement to the address:

**Nacionalni inštitut za javno zdravje, za revijo Javno zdravje
Trubarjeva 2
1000 Ljubljana**

Typologies of manuscripts that are published by the journal:

- Original research
- Review article
- Professional article
- Discussion piece and invited editorials
- Letter-to-the-editors

The title, abstracts and keywords of the manuscript have to be in Slovenian as well as in English. The rest of the manuscript can be written either in Slovenian or English. The document should be of a .doc, .docx, or .odt format.

Original research manuscript should contain following headings: introduction, methodology, results, discussion, and conclusions. Manuscripts of other typologies can have a different structure, although the titles should be discernible from the body of the text based on font size.

LENGTH

Required length for invited editorial and letter-to-the-editors is up to 750 words, for a discussion piece up to 2500 words, for a professional article up to 4500 words, and for research article up to 7000 words with tables and references.

TITLE PAGE

The title page is the first page of the manuscript. It contains:

Title

The title has to be in Slovenian and English. It should be short and concise. In case the title exceeds 100 signs, please add a short version of the title, which should not be longer than 100 signs (spaces included).

Authors

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 or design of the work, acquisition, analysis and interpretation of data,
- critically revise the draft,
- approve the final version of the manuscript,
- and agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Two short abstracts

Required length of a single short abstract is up to 45 words. Two short abstracts should be written. The first one titled "Kaj je znanega?" ("What is known?") should summarise the relevant background knowledge on which the manuscript is based on. The second short abstract is be titled "Kaj je novega?" ("What is new?") and should summarize the main findings or message of the manuscript. Please, use short and concise sentences. The short abstracts will be placed on the title page.

TYPOLOGY OF MANUSCRIPT

Authors should state the (desired) typology of their manuscript. The editors will make the final decision on the typology of the published article.

REFERENCES

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. List the names of all authors, if there are six authors or more, list the first six authors than add et al.

EXAMPLES FOR LITERATURE CITATION

example for a book:

1. Premik M. Uvod v epidemiologijo. Ljubljana: Medicinska fakulteta, 1998. 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. Barry HC, Hickner J, Ebell MH, Ettenhofer T. A randomized controlled trial of telephone management of suspected urinary tract infections in women. J Fam Pract 2001; 50: 589-94.

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. Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. Semin Oncol 1996; 23 (Suppl 2): 89-97.

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. Bartol T. Vrednotenje biotehniških informacij o rastlinskih drogah v dostopnih virih v Sloveniji: doktorska disertacija. Ljubljana: Biotehniška fakulteta, 1998.

example for electronic sources:

9. Mendels P. Textbook publishers extend lessons online. Available Sept 23, 1999 from: <http://www.nytimes.com/library/tech/99/09>.

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. Letters, numbers or symbols should be clear, even and of sufficient size to be still legible on a reduced illustration.

Freehand or typewritten lettering in the illustration is unacceptable.

Each figure should be cited in the text.

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).

ABBREVIATIONS

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.

ETHICAL GUIDELINES

Submission of a manuscript to JZ 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.

JZ 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 ...)

ETHICAL APPROVAL (Received from the ...)

EDITORIAL WORK

The received manuscript is submitted by the editor to two international professional reviewers. After the reviewing process, the contribution is sent to the author for approval and consideration of corrections. 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.

The journal office strives for rapid editorial process. Authors should adhere to the deadlines set by them in letters; otherwise it may happen that the article will be withdrawn from the editorial process. Any appeal of the authors deals the Editorial Board of the JZ.

Authors share the copyright to the article with the publisher and grant the publisher the right of first publication under the conditions of the Creative Commons Attribution 4.0 International License (CC-BY license). This license allows others to share and adapt published articles with an acknowledgement of the work's authorship and initial publication in this journal.