INSTRUCTIONS FOR AUTHORS

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MANUSCRIPT SUBMISSION

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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.
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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.

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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.

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

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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.

**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.

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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.

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