

SESTRINSKI GLASNIK/ NURSING JOURNAL [SG/NJ]

INSTRUCTIONS FOR AUTHORS

EDITORIAL POLICY

Sestrinski glasnik/Nursing Journal (SG/NJ) is a peer reviewed journal open to scientists from all fields of biomedicine and health related research, providing a forum for the publication of high quality original research, review, brief communications, and case reports, Letters to the editor, and images in nursing.

NJ welcomes scientific contributions in the field of nursing education, practice, research, health care education, midwifery, and ethics in medicine, nursing management, public health and the history of nursing and medicine.

Papers from the annual meetings of the Croatian Nurses Association, American Organization of Nurse Executives, European Federation of Nurses Associations and International Council of Nurses that support the evidence-based practice for educationalists worldwide will also be considered in the course of the following year.

The journal will publish papers that show originality and high standards of presentation, in particular, work that is original, analytical and constructively critical of both previous work and current initiatives.

Authors are invited to submit articles which will stimulate debate on research in nursing and related health care education, and which will meet and develop the journal's academic and ethical standards.

Incorporated images are welcome.

All manuscripts must be written in Croatian or English and in accordance with the ICMJE Recommendations (Recommendations by the International Committee of Medical Journal Editors, formerly the Uniform Requirements for Manuscripts) available at the webpage: <http://www.icmje.org/>

All manuscripts are subject to review by the Editor in Chief, Associate Editors, invited referees and a statistician when appropriate. Acceptance is based upon the originality, significance, and validity of the material presented.

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<http://www.wma.net/en/30publications/10policies/b3/index.html>

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Uniform Requirements for manuscripts submitted to Biomedical journals

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This must be stated at an appropriate point in the article.

Conflict of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: '**Conflicts of interest: "NONE"**'.

As for the conflict of interest, all authors must sign ICMJE COI disclosure Statement Form. The document is available at (http://www.icmje.org/coi_disclosure.pdf).

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All authors should have made substantial contributions to all of the following:

- (1)** the conception and design of the study, or acquisition of data, or analysis and interpretation of data;
- (2)** drafting the article or revising it critically for important intellectual content;
- (3)** final approval of the version to be submitted.

Authorship Statement form/Conflict of interest disclosure

All contributing authors must fill out and sign these statements and submit them to the Editorial Office. Accepted manuscripts will not be published until signed statements from all authors have been received. As for Authorship criteria, the SG/NJ adheres to the ICMJE recommendations, which propose that authorship is based on the following 4 criteria:

- [1]** Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
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(<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>).

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This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts.

Before the accepted manuscript is published in an online issue.

Requests to add or remove an author, or to rearrange the author names, must be sent to the Editor in Chief from the corresponding author of the accepted manuscript and must include:

(a) the reason the name should be added or removed, or the author names rearranged;

(b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement.

In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Requests that are not sent by the corresponding author will be forwarded by the Associate editor to the corresponding author, who must follow the procedure as described above. Note that:

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Contributors and Acknowledgements

All those individuals who provided help during the research (e.g., providing language help, writing assistance or proofreading the article, etc.) that do not meet criteria for authorship should be acknowledged in the paper.

Registration of clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in SG/NJ in accordance with International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals. For more information, please review the Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals, <http://www.elsevier.com/patient-consent-policy>, as well as <http://publicationethics.org/case/informed-consent>.

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Accessibility

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GUIDELINES FOR AUTHORS

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Submission

All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

Please submit your article to the Editor in Chief to e-mail: visnja.vicic-hudorovic@skole.hr, or to the editorial office at: hums@hums.hr.

Submission letter

All new manuscripts should be accompanied by a submission letter that includes the following statements:

- (a)** there has been no duplicate publication or submission elsewhere;
- (b)** all authors have read and approved the manuscript;
- (c)** subject to acceptance, authors will transfer copyright to the Publisher; and
- (d)** there is no ethical problem or conflict of interest (see ethics in publishing).

The submission letter should also indicate the type of paper and the appropriate subject category.

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The journal employs a double blind peer review process for all submissions.

Please submit the names and institutional e-mail addresses of several potential referees. Note that the editor in chief retains the sole right to decide whether or not the suggested reviewers are used.

From now on, all reviewers, editors, section editors, Editorial Board members, included in the publication process will also be asked to disclose any potential conflict of interest regarding the manuscript they are asked to review (primarily relationships with the pharmaceutical industry).

Use of word processing software [only for articles written at English language]

The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text.

However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier:

<http://www.elsevier.com/guidepublication>).

Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Article structure

In order to meet the standards of scientific writing, the SG/NJ strongly advise the inexperienced authors, that before the first submission, study the European Association of Scientific Editors [EASE] Guidelines for Authors and Translators of Scientific Articles to be Published in English ([English and Croatian version, pdf format](#)), available at:

<http://www.ease.org.uk/publications/author-guidelines>

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Word Limits

Papers should not exceed 3000 words for an original article [OA], review article [RA], Editorial [ED], Historical Pages [HP], Patient safety [PS], Workplace safety [WPS] (excluding references). Brief Communication [BC], Case Report [CR], Images in nursing [IiN] and Letter to the Editor [LTTE] should not exceed 1000 words.

Subdivision - numbered sections

Divide your article into clearly defined and numbered sections. Subsections should be numbered **1.1** (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Theory/calculation

A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Essential title page information

Title. Preferably must be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

Running head: It must be written on English and Croatian language.

Author names and affiliations. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that phone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.

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Your title page, numbered as 1, should give the title in capital letters (not exceeding 100 letters), and a running title (not exceeding 50 letters).

Abstract

An abstract must be written at separate page, after the first page. It must be written on English and Croatian language. A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

For all original research articles, the abstract should be structured with the following headings: Introduction; Methods; Results; Discussion; Conclusion. The abstract should be a maximum of 300 words.

Keywords

Immediately after the abstract provide a maximum of 6 keywords. It must be written on English and Croatian language.

Avoid general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). These keywords will be used for indexing purposes.

Units

Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

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Number tables consecutively in accordance with their appearance in the text. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

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results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

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Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the Digital Object Identifier (**DOI**) is encouraged.

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As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

Reference style

Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

Example: '..... as demonstrated [3,6]. Holland and Jones [8] obtained a different result'

List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Examples:

Reference to a journal publication:

[1] Borneuf AM, Haigh C, 2010. The who and where of clinical skills teaching: a review from the UK perspective. *Nurse Education Today*. 2010; 30: 197-201.

Reference to a book:

[2] W. Strunk Jr., E.B. White, *The Elements of Style*, fourth ed., Longman, New York, 2000.

Reference to a chapter in an edited book:

[3] G.R. Mettam, L.B. Adams, How to prepare an electronic version of your article, in: B.S. Jones, R.Z. Smith (Eds.), *Introduction to the Electronic Age*, E-Publishing Inc., New York, 2009, pp. 281–304.

Journal abbreviations source

Journal names should be abbreviated according to the List of Title Word Abbreviations: The list of abbreviations is available at:

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One author has been designated as the corresponding author with contact details:

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Full postal address;
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All necessary files have been uploaded, and contain:

Keywords;
All figure captions;
All tables (including title, description);

Further considerations

Manuscript has been 'spell-checked' and 'grammar-checked'
References are in the correct format for SG/NJ
All references mentioned in the Reference list are cited in the text, and vice versa

Permission has been obtained for use of copyrighted material from other sources (including the Web)

Colour figures are not accepted by the SG/NJ.

For any further information please visit our customer support site at <http://www.medicinskanaklada.hr/>).

Articles types

Original article [OA]- 3000 word count

The NJ gives priority to reports of original research that are likely to change thinking about nursing science. Randomized controlled trials (RCT) should be reported in accordance with a recognized checklist. The checklist used should be mentioned in the Materials and methods section.

Brief Communication [BC]- 1000 word count

BC outlines a substantial jump in thinking that is testable. New data are not part of a BC, but you must include a section on how to test your idea.

Case Reports [CR]- 1000 word count

These papers describe, in 1500 words, a single interesting case, which should not be a rarity and that provides a teaching point.

Editorial [ED]- 3000 word count

The voice of the NJ, editorials are written in house by the journal editorial-writing team.

Historical Pages [HP]- 3000 word count

Disease focused overviews for the generalist, covering epidemiology, diagnosis and management.

Review article [REV]- 3000 word count

When writing any review paper, it is important that there should be complete transparency about the choice of material included. Since these papers should be comprehensive, we encourage citation of publications in non-English languages.

Patient safety [PS]- 3000 word count

Sentinel event monitoring and reporting, root cause analysis, incident reporting, medication safety policy and procedures, integration technology into patient care processes, cost-benefit analysis.

Workplace safety [WPS]- 3000 word count

Providing a wide overview of everyday nurses procedures, topics, with analysis of the pathologic, anatomic and physiologic conditions, evaluation of results, and recommendations for appropriate procedures. Improve quality indicated by cost-effectiveness and customer satisfaction.

Letter to the editor [LTTE]- 1000 word count

A letter sent to a journal about issues of concern from its readers.

Images in nursing [IN]

Illustrations that are in connection with the congresses, symposia.

Figures including composite parts a,b,c, etc. will only be allowed if ALL of the constituting parts are mounted into 1 image / 1 electronic file.

Notices

IMPORTANT: All papers submitted not-conforming to the above specifications will not be considered for review and immediately returned to the authors - note that it saves time and effort to submit correctly the first time around.

Language. Manuscripts must be written in Croatian or English. Spelling can be British or American, but consistent throughout.

Revised manuscripts

Label accordingly (2nd, 3rd version) including new figures, videos and tables; provide a covering letter, replying point-by-point to the Editor's and referees' comments, and describing the changes which have been made in the revised version. Highlight the changes in the revised manuscript to facilitate editorial reassessment.

Submission of manuscripts. To submit a revised manuscript, please prepare your manuscript according to the instructions set forth in detail. **Revised articles are submitted** simultaneously, by e-mail to the Editor-in-chief and NJ editorial office: visnja.vicic-hudorovic@skole.hr; hums@hums.hr.

After acceptance

Use of the Digital Object Identifier

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