**Author Guidelines**

**AIM AND SCOPE**

**Croatian Nursing Journal** is a peer-reviewed nursing journal that publishes original articles that advance and improve nursing science and practice and that serve the purpose of transfer of original and valuable information to journal readers. Croatian Nursing Journal is published biannualy in the English language. Authors are invited to submit original papers in the form of research findings, systematic and methodological review and literature review related to nursing.

**SUBMITTING A MANUSCRIPT**

All manuscripts must be written in 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: <http://www.icmje.org>.
The manuscripts must be submitted through an online submission system available at http://www.cnj.hr.
The submission system guides you stepwise through the process of entering your details and uploading your files. Manuscripts should be uploaded in Step 2 (*Upload Submission*) and cover letter, title page, tables, figures and/or other documents in Step 4 (*Upload Supplementary Files*).
The Croatian Nursing Journal uses the Diamond Open Access model. The articles go through the process of peer review and there are NO author charges. All articles are freely available at our website to all users immediately upon publication and are published under CC BY-NC license.

**AUTHORSHIP**

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. All others who contributed to the work who are not authors should be named in the Acknowledgments. All authors should take responsibility for the integrity of the whole work, from inception to published article. Each manuscript is checked for plagiarism detection system. By submitting your manuscript to this journal you accept that it will be screened for plagiarism.

**COVER LETTER**

Manuscripts must be accompanied by a cover letter signed by all authors including a statement that the manuscript has not been published or submitted for publishing elsewhere, a statement that the manuscript has been read and approved by all the authors, and a statement about any financial or other conflict of interest. A statement of copyright transfer to the journal must accompany the manuscript.

 **PREPARATION OF MANUSCRIPT**

The manuscript must be prepared using Microsoft Office Word, in a 12-point font, double spacing, in either Times New Roman, Arial or Calibri.

Double spacing should be used throughout, including the title page, abstract, text, acknowledgments, references, individual tables, and legends. Pages should be numbered consecutively, beginning with the title page. The page number is to be written in the lower right-hand corner of each page. Manuscript must not exceed 7500 words including the abstract, text, references, tables and figures.  The text should be accompanied by the title page as a separate page.

The text of the manuscript should be divided into sections: Abstract and Key words, Introduction, Methods, Results, Discussion, Acknowledgment, References.

**Title page**

The title page should include:

* the title of the article (which should be concise but informative)
* full name of the author(s), with academic degree(s) and institutional affiliation
	+ If authors belong to several different institutions, superscript digits should be used to relate authors’ names to respective institution. Identical number(s) should follow the authors’ name and precede the institution names
* the name and mailing address of the author responsible for correspondence including his/her e-mail address
* acknowledgments – if any acknowledgment are to be included, they should be briefly stated.

**Abstract and Key Words**

The first page should contain the title and the abstract (summary) both in English and Croatian, of no more than 250 words each.

The abstract should state the purposes of the study or investigation, basic procedures, main findings, and principal conclusions. It should emphasize new and important aspects of the study or observations. Below the abstract, the authors should provide 3 to 8 key words or short phrases that will assist in cross-indexing the article and may be published with the abstract. Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used for key words.

**Introduction**

State the purpose of the article and summarize the rationale for the study or investigation. Give a critical review of relevant literature.

**Methods**

Describe the selection and identify all important characteristics of the observational or experimental participants. Specify carefully what the descriptors mean and explain how the data were collected. Identify the methods, apparatus with the manufacturer’s name and address in parentheses, and procedures in sufficient detail to allow other workers to reproduce the results. Provide references to established methods and statistical methods used. Describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used. Use only generic names of drugs. All measurements should be expressed in SI units.

**Ethics**

Papers dealing with experiments on human subjects should clearly indicate that the procedures followed were in accordance with the ethical standards of the institutional or regional responsible committee on human experimentation and with the Helsinki Declaration and Uniform Requirements for Manuscripts submitted to Biomedical journals. This must be stated at an appropriate point in the article.

**Statistics**

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. Whenever possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty. Specify the statistical software package(s) and versions used.

**Results**

Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize main findings.

**Discussion**

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. Include in the Discussion section the implications of the findings and their limitations, including implications for future research, but avoid unqualified statements and conclusions not completely supported by the data. Relate the observations from your study to other relevant studies. State new hypotheses when warranted, but clearly label them as such.

**Conclusion**

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. Identify recommendations for practice/research/education or management as appropriate, and consistent with the limitations.

**Tables**

Please ensure to embed all tables and figures directly into the text of your manuscript. Do not submit tables as photographs. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short heading. Each table should be self-explanatory. Legend or key should be placed in footnotes below the table.

**Figures**

Figures and illustrations should be professionally drawn and photographed. Make sure that letters, numbers, and symbols should be legible even when reduced in size for publication. Figures should be numbered consecutively according to the order in which they have been first cited in the text.

The preferred formats are JPEG and TIFF, although any format in general use that is not application-specific is acceptable. Make sure that minimum resolution should be 300 DPI.

Graphs, charts, titles and legends in accepted manuscript will be edited prior to publication. Preferred format for graphs or charts is xls or xlsx.

**Abbreviations**

Use only standard abbreviations. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

**Acknowledgments**

List all contributors who do not meet the criteria for authorship, such as a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Financial and material support should also be acknowledged.

**References**

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in the text, tables, and legends by Arabic numerals in brackets. Use of the DOI is highly encouraged.

References style should follow the NLM standards summarized in the International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals: Sample References, available at <http://www.nlm.nih.gov/bsd/uniform_requirements.html>

References to papers accepted but not yet published should be designated as “in press” and in case of e-publication ahead of print, the author should provide DOI. The author should obtain written permission to cite such papers as well as verification that they have been accepted for publication.

List of references should include only those references that are important to the text. Long list of references is not desirable. We kindly ask that authors limit their references to 50 in total. All citations in the text must be listed in the references, and all references should be cited in the text. References should be the most current available on the topic.

**EDITORIAL PROCESS**

After submission of the manuscript, the author will receive a letter confirming manuscript receipt. All manuscripts received are anonymously sent to two reviewers. Croatian Nursing Journal is committed to promote peer review quality and fairness. The reviewers are asked to treat the manuscript with confidentiality. Authors are welcome to suggest up to five potential reviewers for their manuscript (excluding co-authors or collaborators for the last three years), or to ask for exclusion of reviewer(s) and the reasons for it. The Editorial Board may or may not accept authors’ suggestions regarding reviewers. Usually four to six months after submission, the authors will receive the reviews. Generally, the instructions, objections and requests made by the reviewers should be closely followed. The authors are invited to revise their manuscript in accordance with the reviewers’ suggestions, and to explain amendments made in accordance with the reviewers’ requests. The articles that receive more than one reviewer’s recommendations for “major review” are sent after revision to the same reviewer, who makes final recommendation about the revised article. Based on the reviewers’ suggestions and recommendations, the Editorial Board makes final decision about the acceptance of the submitted article.

Authors will receive a letter confirming acceptance of the paper submitted for publication. Corresponding author will receive page-proof version of the article to make final corrections of possible printing errors.

The Croatian Nursing Journal adheres to the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](http://www.icmje.org/recommendations/) (2016) of the International Committee of Medical Journal Editors and to the Committee on Publication Ethics (COPE) general guidelines for ethical conduct in publishing.

For questions about the editorial process (including the status of manuscript under review) please contact the editorial office info@cnj.hr.

**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](http://cnj.hr/index.php/cnj/about/submissions#authorGuidelines), which is found in About the Journal.

**Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.