SLOVENIAN JOURNAL OF PUBLIC HEALTH INSTRUCTIONS FOR AUTHORS

June 2025

NIJZ National Institute of Public Health

These instructions are in accordance with the ICMJE recommendations for the conduct, reporting, editing and publication of scholarly work in medical journals. Complete instructions can be found in the following PDF: http://www.icmje.org/icmje-recommendations.pdf.

SHORT DESCRIPTION OF THE SLOVENIAN JOURNAL OF PUBLIC HEALTH

The Slovenian Journal of Public Health has been published since 1962 by the National Institute of Public Health in Slovenia. Since 2003, the journal has been a peer-reviewed scientific journal with English abstracts, and since 2014, an international scientific public health journal in English only. The journal's mission is to promote new achievements in the broad field of public health in Slovenia and Central and South-East Europe. The Slovenian Journal of Public Health publishes internationally oriented articles and encourages an interdisciplinary approach to public health. The journal is a source for exchanging new public health concepts and solutions among researchers. The journal mainly publishes original scientific articles, and on occasion also systematic reviews, methodological articles, and invited editorials. It is published four times a year, with up to 35 articles each year, and has an average annual rejection rate of around 80%. The journal is indexed in major international databases, such as PubMed, Web of Science, and Scopus, and has had an impact factor since 2011, ranging from 0.16 to 2.4. As

an open-access journal it is available online on De Gruyter, Sciendo https://sciendo.com/journal/SJPH.

MANUSCRIPT SUBMISSION

The journal welcomes submissions in electronic form to the web-based peer-review system, Editorial Manager at http://www.editorialmanager.com/sjph/, and no longer accepts submissions by email or post.
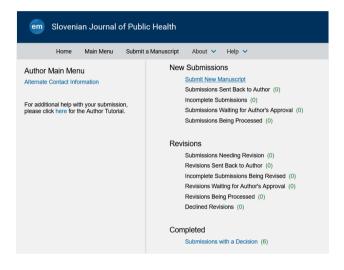

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Log in to the EM application as an author (Author Login). The first time you log in, you will need to register by entering your author data. For all subsequent logins, you will only need the login information sent to your email address after the initial login to the system.

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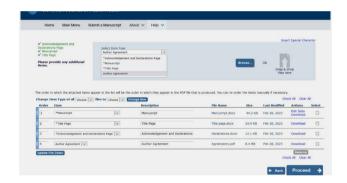

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SUPPLEMENTARY INFORMATION (Additional Information)

In the Additional Information field please confirm the following statements:

- the article has not yet been published or sent for publication to some other journal,
- the manuscript has been read and approved by all the authors,
- any experiments on humans were carried out following the ethical standards of the Helsinki-Tokyo Declaration, and
- any experiments on animals were performed by following the related ethical principles.

In the second window, please describe the novelties that your manuscript brings to the field of public health. The text here is limited to 20,000 characters, including spaces.
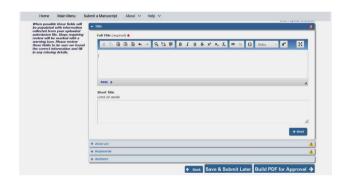
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The metadata (Manuscript Data) are the title, abstract, keywords, and authorship. The title, abstract, and keywords are submitted in English and Slovene (the latter not applicable for foreign authors) in structured fields. There is a separate field for entering a different language only for the abstract, and the remaining data must be entered in English and Slovene (the latter not applicable for foreign authors) in the appropriate identical field in the second line. The first abstract is always in English (up to 250 words – the system counts the words for you), and the second in Slovene (extended abstract – up to 400 words). Please list 4 to 6 keywords in plural form and both languages (if applicable). If possible, align these keywords with the MeSH thesaurus. Enter the names of the authors as accurately as possible. You may reorder the authors by dragging and dropping an author's summary line to the correct position in the Current Author List. Please select a corresponding author, who will be responsible for communication with the editorial office, and the co-authors (we need the address, telephone number, and email address of each author).

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You have now submitted the manuscript to the editorial office, and the editorial process can now begin. Thank you for choosing the Slovenian Journal of Public Health to submit your manuscript. If you have any problems, please do not hesitate to contact the editorial office.

DETAILED DESCRIPTION OF THE REQUIREMENTS FOR ALL ATTACHMENTS

MANUSCRIPT

The language of the manuscript is English and UK spelling is preferred. The name of the manuscript file must not include the author's personal data or the names of the institutions involved in the preparation of the manuscript. Texts should be written using the Word for Windows word processor. The margins should be 25 mm wide, the font should be Ariel and the size 12. In Word, please use the Layout / Line numbers / Continuous format (this will add a line number in the margin of each line of the manuscript for reviewers to refer to when writing their reviews).

The manuscript should have the following sections: introduction, methods, results, discussion, conclusion and references. Invited editorials may be structured differently, but the division into chapters and sub-chapters should be clearly indicated by the bolding of the letters in the headings. Chapters and subchapters should be numbered in decimal form according to SIST ISO 2145 and SIST ISO 690 (e. g. 1, 1.1, 1.1.1, etc.).

Avoid abbreviations and acronyms, with the exception of internationally valid unit designations. If an abbreviation of a term will be used, then the first time the term appears in the text it should be written in full, followed by the abbreviation used thereafter in parentheses.

Include graphic material (tables and figures) in the text where it belongs, with headings and legends explaining abbreviations. Use black and white images, and the background should always be white. Letters, numbers or symbols in figures should be clear, uniform and large enough to be readable even when reproduced in a smaller size.

Units of measurement should be in accordance with the International System of Units (SI).

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

References: The journal follows the Vancouver numerical referencing commonly used in biomedicine. Formatted citations should be numbered consecutively in a reference list as they are cited in the manuscript text. References cited in tables or figures legends should also be numbered to be in sequence with the references cited in the text. Please do not use the footnote or endnote feature to cite or create a reference list. Try to avoid using personal communications, unpublished data, and manuscripts in preparation as references.

In-text citations: Each mention of the statements or findings by other authors should be cited. Reference numbers (Arabic numerals) in the text should appear in normal type and curved parentheses:

> Adam et al. state that the data is 'unreliable' (1, p. 122).
> This argument is increasingly relevant to the topic (2, 3) …
> Several studies (1, 4-8, 12) …

Each entry starts with the author's surname and initials. When a source has more than one author, their names are separated by commas. If a source has more than six authors, list the first six followed by 'et al.' Only the first word of the title and subtitle, along with any proper nouns, are capitalized. Titles in Vancouver referencing are consistently written in plain text, without italics or quotation marks. Journal titles should be abbreviated according to the National Library of Medicine's List of Journals Indexed for Medline; for unlisted journals, please provide complete journal titles. If the article/book has a DOI number, please include it at the end of the reference.

Below are some examples of the most commonly cited types of sources.

Journal article

> Vodička S, Zelko E. Remote consultations in general practice: A systematic review. Zdr Varst. 2022 Sep 28;61(4):224-230. doi: 10.2478/sjph-2022-0030.
>
> 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.

Book

> Wilkinson IB, Raine T, Wiles K, Goodhart A, Hall C, O'Neill H, et al. Oxford handbook of clinical medicine. 10th ed. Oxford: Oxford University Press; 2017. 123 p.
>
> Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (MO): Washington University; 1995.

Book chapter

> Goldberg BW. Population-based health care. In: Taylor RB, Robin S, editors. Family medicine. 5th ed. Cambridge: Cambridge University Press; 1999. p. 32-36.

Website

> Cancer Research UK. Current research into breast cancer [Internet]. 2020 [cited 2022 Dec 14]. Available from: https://www.cancerresearchuk.org/our-research/our-research-by-cancer-type/our-research-into-breast-cancer/current-breast-cancer-research
>
> McNeil DG. Vaccines against HIV, malaria and tuberculosis unlikely, study says. New York Times. 2018 Sep 7. [cited 2018 Nov 14]. Available from: https://www.nytimes.com/2018/09/07/health/vaccines-hiv-malaria-tuberculosis.html

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TITLE PAGE

The title page should include the following information: title, authors, affiliations, ORCID numbers of authors, email address of corresponding author, abstract, and keywords.

The title should be informative and precise, descriptive and not assertive (full sentences are not allowed in titles). The title should not contain abbreviations.

The names of the authors should be given in the order preferred, with the full addresses of the institutions where the authors are employed. Authors must meet the conditions for authorship. They must contribute to the conception and design or analysis and interpretation of the data, they must intellectually conceive of and critically review the manuscript, and they must agree with the final version of the manuscript. Simply collecting data is not sufficient for authorship. Shared first authorship is allowed for up to two authors. Please give the ORCID numbers of the authors and the email address of the corresponding author.

The abstract should be structured in the IMRC structure and no longer than 250 words in English and 400 words in Slovenian. The abstract for invited editorials may be unstructured. The abstract should summarize the content of the manuscript, written in the third person, and avoid abbreviations and acronyms.

Between 3 and 6 keywords should be listed.

ACKNOWLEDGEMENT AND DECLARATION PAGE

The acknowledgement should be placed first in the document. It should thank all contributors who did not receive authorship of the manuscript.

The document should then include the following statements:

CONFLICTS OF INTEREST

(The authors declare that no conflicts of interest exist.)

FUNDING

(The study was financed by ...)

ETHICAL APPROVAL

(Received from the… or description of the ethical aspect of the research)

INFORMED CONSENT

(Written informed consent was obtained from all individual participants included in the study. The study was conducted in accordance with the Declaration of Helsinki.)

AVAILABILITY OF DATA AND MATERIALS

(All data and materials used in this study were collected from publicly available sources and are available upon reasonable request.
or
Data sharing is not applicable to this article as no datasets were generated or analysed during the current study.)

AI USAGE STATEMENT

(Authors should only use generative AI and AI-assisted technologies (like ChatGTP) to improve readability and language of the manuscript. Authors must disclose the use of these technologies in the writing process by adding the AI usage statement. Example: During the preparation of this work the author(s) used [NAME TOOL /SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.)

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Research involving human subjects (including human material or human data) must have been performed in accordance with the Declaration of Helsinki 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 in all manuscripts reporting research on human subjects. If a study has been granted an exemption from requiring ethics approval, this should also be detailed. The authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved any questionable aspects of the study. Further information and documentation to support this should be made available to the editors on request. A manuscript 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 related 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 minors) and a statement to this effect should be provided.

For all manuscripts 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 minors) and a statement to this effect should be provided. 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 provided.

Declarations must disclose any financial or other interests of the pharmaceutical industry or equipment manufacturers and institutions associated with the manuscript.

You can find examples of such attachments on the journal's website.

EDITORIAL WORK

All submitted manuscripts are first checked by the editorial office for compliance with the journal's scope (public health topics from Central and South-Eastern Europe) and technical requirements. Plagiarism is checked using Crossref iThenticate. If plagiarism is detected in the results, the manuscript is excluded from the editorial process; otherwise, authors are given the opportunity to revise the manuscript. The similarity index without references must not exceed 20%.

Manuscripts with international or significant regional public health relevance are forwarded to two editors for initial assessment. Manuscripts that meet scientific and ethical standards are then included in the peer review process.

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Editors (members of the Editorial Board) may serve as reviewers only when their specific expertise is relevant and it is not possible to obtain three external reviews within a reasonable timeframe. In such cases, the Editor-in-Chief ensures that there is no conflict of interest and that the Editorial Board member is not involved in the final decision regarding the manuscript.

The editorial process is independent, confidential, and conducted in accordance with the highest ethical standards and the guidelines of ICMJE and COPE. All manuscripts are handled impartially, regardless of the institution or country of origin of the authors.

Peer Review Timelines:

Reviewers have 28 days to prepare their review.

The first editorial decision for geographically irrelevant manuscripts is communicated to authors within a few days. The time from submission to the first editorial decision for manuscripts undergoing peer review is usually about 3 months, and the time to the final editorial decision (including revisions) is between 5 and 6 months.

Authors must submit the first revised version within 2 months, and all subsequent revisions within 1 month. If the editorial team is preparing a new issue and time is limited, these deadlines may be shortened.

A maximum of three revisions is allowed. If, after the third revision, all comments are still not addressed, the manuscript is rejected.

After acceptance, the manuscript undergoes language editing in both English and Slovenian. Authors receive brush proofs for correction of typographical errors only, which must be returned within three days.
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For any questions or difficulties in submitting your manuscript, please contact zdrav.var@nijz.si. The main contact person is Saša Zupanič, Executive Editor

Prepared by: Saša Zupanič, Executive Editor