

NAVODILA ZA PRIPRAVO PRISPEVKA IN POVZETKA PRISPEVKA V SLOVENSKEM JEZIKU

Na 4. nacionalni konferenci javnega zdravja po tipologiji dokumentov za vodenje bibliografij v sistemu COBISS sprejemamo naslednje vrste del: **1.08 Objavljeni znanstveni prispevek na konferenci**, **1.09 Objavljeni strokovni prispevek na konferenci** ter **1.12 Objavljeni povzetek znanstvenega prispevka na konferenci**.

Pri pripravi dela **1.08 Objavljeni znanstveni prispevek na konferenci**, je potrebno pred oddajo prispevka anonimizirati raziskovalne podatke in zagotoviti njihovo skladnost z etičnimi načeli. **Raziskovalne podatke shranite v zaupanja vreden digitalni repozitorij**, kot so Digitalni repozitorij raziskovalnih organizacij Slovenije - DiRROS, Repozitorij Univerze v Ljubljani, Zenodo (splošni repozitorij EU raziskav), Dryad Digital Repository, Open Science Framework ipd. Repozitorij bo vašim raziskovalnim podatkom dodelil trajni identifikator (npr. DOI ali številko vnosa v repozitorij), kar omogoča njihovo citiranje v vašem prispevku.

Primer: Mlakar A, Gril Rogina K, Šmigoc M, Kukec A, Gnidovec Stražičar B. Research dataset for the article "Psychometric validation of the Epworth Sleepiness Scale for Children and Adolescents (ESS-CHAD) in Slovenia: Implications for public health research and practice": Dataset [Internet]. Ljubljana: Repository of the University of Ljubljana; 2026 [cited 2026 Jan 14]. Available at: <https://repozitorij.uni-lj.si/lzpisGradiva.php?lang=slv&id=177973>

Pri pripravi del **1.09 Objavljeni strokovni prispevek na konferenci** ter **1.12 Objavljeni povzetek znanstvenega prispevka na konferenci** odlaganje raziskovalnih podatkov v zaupanja vreden digitalni repozitorij **ni potrebno**.

Prispevki naj bodo dolgi do 8 strani, za pisanje uporabite pisavo Times New Roman, velikost 12. Slovenskemu naslovu prispevka/povzetka naj sledi angleški prevod; prav tako naj angleški prevod sledi tudi povzetku in ključnim besedam.

Navodila za pripravo znanstvenega prispevka/povzetka prispevka:

NASLOV PRISPEVKA/POVZETKA

(velike tiskane črke, pisava Times New Roman, velikost 16, krepko)

ANGLEŠKI PREVOD NASLOVA PRISPEVKA/POVZETKA

(velike tiskane črke, pisava Times New Roman, velikost 16, krepko)

Znanstveni naziv, ime in priimek posameznega avtorja

(male tiskane črke, pisava Times New Roman, velikost 14)

Institucija posameznega avtorja

(male tiskane črke, pisava Times New Roman, velikost 12, ležeče)

* E-poštni naslov korespondenčnega avtorja

(male tiskane črke, pisava Times New Roman, velikost 12)

Povzetek: *Strukturiran povzetek naj obsega do 350 besed, opisuje ključne vsebine prispevka in vsebuje sledeče točke:*

Uvod:

Metode:

Rezultati:

Diskusija in zaključek:

(pisava Times New Roman, velikost 12, ležeče)

Ključne besede: *pojem 1, pojem 2, pojem 3, pojem 4, pojem 5, pojem 6*

(navedite 4–6 ključnih besed, pisava Times New Roman, velikost 12, ležeče)

Abstract: *A structured abstract should be up to 350 words, describe the key content of the paper and include the following points:*

Methods:

Results:

Discussion and conclusion:

(Times New Roman, size 12, italic)

Keywords: *keyword 1, keyword 2, keyword 3, keyword 4, keyword 5, keyword 6*

(list 4–6 keywords, Times New Roman, size 12, italic)

1 UVOD (velike tiskane črke, pisava Times New Roman, velikost 14, krepko)

2 METODE

3 REZULTATI

3.1 Podpoglavje 1 (male tiskane črke, pisava Times New Roman, velikost 12, krepko)

4 DISKUSIJA

5 ZAKLJUČEK

ZAHVALA IN IZJAVA O FINANCIRANJU (izbirno)

6 IZJAVA O DOSTOPNOSTI RAZISKOVALNIH PODATKOV (obvezno)

7 LITERATURA

V kolikor prispevek vsebuje sliko ali tabelo, je naslov slike oziroma tabele naveden nad sliko oziroma tabelo, vir pa pod sliko oziroma tabelo. Uporabite pisavo Times New Roman, velikost 10. V kolikor je izvedljivo, vas prosimo, da pri oddaji prispevka priložite slike tudi kot samostojne datoteke v ustreznem slikovnem formatu.



Vir: Vir slike

Tabela 1: Naslov tabele

X	y	z
15	20	25

Vir: Vir tabele

Citiranje in navajanje literature: Pri citiranju in navajanju literature sledite 7. verziji APA standardov. V pomoč so vam lahko navodila na spletnem naslovu: <https://apastyle.apa.org/style-grammar-guidelines/references>.

Pri urejanju referenc priporočamo uporabo enega izmed orodij za urejanje referenc (npr. Mendeley).

Navedba financiranja: Če je raziskava, na kateri temelji vaš znanstveni prispevek, financirana, navedite financerja.

Primer: Raziskavo je financirala Javna agencija za znanstvenoraziskovalno in inovacijsko dejavnost v okviru projekta (dodajte naslov in številko projekta).

Izjava o dostopnosti raziskovalnih podatkov: Izjava mora jasno opredeliti dostop do raziskovalnih podatkov, ki podpirajo ugotovitve, predstavljene v znanstvenem prispevku.

Če so raziskovalni podatki shranjeni v digitalnem repozitoriju, zapišite povezavo do podatkov, trajni identifikator (npr. DOI ali številko vnosa v repozitorij) in številko reference v seznamu literature. Če podatkov ni mogoče odprto deliti, je treba v izjavi jasno in utemeljeno pojasniti razloge za omejitev dostopa. Izjava mora zajemati tako raziskovalne podatke, ustvarjene med raziskavo, kot tudi vse sekundarne vire podatkov, ki ste jih v raziskavi ponovno uporabili.

Primeri: Raziskovalni podatki, ki podpirajo ugotovitve te raziskave, so na voljo v repozitoriju Zenodo na naslovu <https://doi.org/10xxxxx> (ref. 59).

Anonimizirani podatki, zbrani v tej raziskavi, so shranjeni v DiRROS pod dostopno številko xxxxx in so na voljo na: [URL] (ref. 30).

Deljenje podatkov za to raziskavo ni mogoče, saj niso bili ustvarjeni ali analizirani nobeni raziskovalni podatki.

Navodila za pripravo strokovnega prispevka:

Pri pripravi strokovnega prispevka je povzetek lahko nestrukturiran, struktura prispevka naj je smiselno prilagojena vsebini prispevka.

Citiranje in navajanje literature: Pri citiranju in navajanju literature sledite 7. verziji APA standardov. V pomoč so vam lahko navodila na spletnem naslovu: <https://apastyle.apa.org/style-grammar-guidelines/references>.

Pri urejanju referenc priporočamo uporabo enega izmed orodij za urejanje referenc (npr. Mendeley).

INSTRUCTIONS FOR PREPARING A PAPER AND ABSTRACT OF A PAPER IN ENGLISH LANGUAGE

At the 4th National Conference of Public Health, we accept the following types of works according to the typology of documents for bibliographic management in the COBISS system: **1.08 Published scientific paper at a conference**, **1.09 Published professional paper at a conference** and **1.12 Published abstract of a scientific paper at a conference**.

When preparing work **1.08 Published scientific paper at a conference**, it is necessary to anonymize the research data and ensure their compliance with ethical principles before submitting the paper. **Store the research data in a trusted digital repository**, such as the Digital Repository of Research Organizations of Slovenia - DiRROS, the University of Ljubljana Repository, Zenodo (general EU research repository), Dryad Digital Repository, Open Science Framework, etc. The repository will assign a permanent identifier (e.g. DOI or repository entry number) to your research data, which allows them to be cited in your scientific paper.

Example: Mlakar A, Gril Rogina K, Šmigoc M, Kukec A, Gnidovec Stražišar B. Research dataset for the article "Psychometric validation of the Epworth Sleepiness Scale for Children and Adolescents (ESS-CHAD) in Slovenia: Implications for public health research and practice": Dataset [Internet]. Ljubljana: Repository of the University of Ljubljana; 2026 [cited 2026 Jan 14]. Available at: <https://repositorij.uni-lj.si/lzpisGradiva.php?lang=slv&id=177973>

When preparing **1.09 Published professional paper at a conference** and **1.12 Published abstract of a scientific paper at a conference**, **depositing research data in a trusted digital repository is not required**.

Papers should be up to 8 pages long, and should be written in Times New Roman, size 12.

Instructions for preparing a scientific paper/abstract:

TITLE OF A PAPER/ABSTRACT

(uppercase letters, Times New Roman, size 16, bold)

Scientific title, Name and Surname of an individual author

(lowercase letters, Times New Roman, size 14)

Individual author's institution

(lowercase letters, Times New Roman, size 12, italic)

* E-mail address of the corresponding author

(lowercase letters, Times New Roman, size 12)

Abstract: A structured abstract should be up to 350 words, describe the key content of the paper and include the following points:

Introduction:

Methods:

Results:

Discussion and conclusion:

(Times New Roman, size 12, italic)

Keywords: *keyword 1, keyword 2, keyword 3, keyword 4, keyword 5, keyword 6*

(list 4–6 keywords, Times New Roman, size 12, italic)

1 ABSTRACT (uppercase letters, Times New Roman, size 14, bold)

2 METHODS

3 RESULTS

3.1 (lowercase letters, Times New Roman, size 12, bold)

4 DISCUSSION

5 CONCLUSION

ACKNOWLEDGEMENTS AND FUNDING (optional)

6 RESEARCH DATA AVAILABILITY STATEMENT (mandatory)

7 LITERATURE

If the paper contains a figure or table, the title of the figure or table is listed above the figure or table, and the source is listed below. Use Times New Roman, size 10. If possible, please attach the figures as separate files in the appropriate image format when submitting the paper.

Figure 1: Title of the figure



Source: Source of the figure

Table 1: Title of the table

X	y	z
15	20	25

Source: Source of the table

Citing and listing the literature: When citing and listing the literature, follow the 7th version of the APA standards. You may find helpful the instructions at the following website: <https://apastyle.apa.org/style-grammar-guidelines/references>.

When editing references, we recommend using one of the reference editing tools (e.g. Mendeley).

Funding: If the research on which your scientific paper is based was funded, please indicate the funder.

Example: The research was funded by the Slovenian Research and Innovation Agency under the project (add the project title and number).

Research data availability statement: This statement must clearly specify how the research data underlying the scientific paper can be accessed.

If research data are deposited in a digital repository, include direct hyperlinks and persistent identifiers (such as a DOI or accession number) where available. If data cannot be shared openly - for example, to protect study participants' privacy - this restriction must be clearly explained. The statement should cover both original data generated during the research and any secondary data sources reused to support the results and analyses.

Examples: The experimental data supporting this study's findings are available in Zenodo at <https://doi.org/10xxxx> (ref. 59).

Anonymized data collected in this research are deposited in the DiRROS repository under accession number xxxxx and available at: [URL] (ref. 30).

Data sharing is not applicable to this study, as no research datasets were generated or analyzed.

Instructions for preparing a professional paper:

When preparing a professional paper, the abstract can be unstructured, and the structure of the paper can be meaningfully adjusted to the content of the paper.

Citing and listing the literature: When citing and listing the literature, follow the 7th version of the APA standards. You may find helpful the instructions at the following website: <https://apastyle.apa.org/style-grammar-guidelines/references>.

When editing references, we recommend using one of the reference editing tools (e.g. Mendeley).