



Full article preparation and submission guidelines

SCIENTIFIC AND PROFESSIONAL INTERNATIONAL CONFERENCE »HEALTH OF THE WORKING-AGE POPULATION«

IZOLA, SLOVENIA
22 SEPTEMBER 2017

General guidelines

The authors with the accepted abstract should prepare a full article **in English language** according to these guidelines. The submission of a full article is not a prerequisite for an active participation on the conference but merely an opportunity for the authors to publish their article.

Deadlines:

- Deadline for the full article submission: **20 June 2017**.

Abstract and full articles should be submitted as a .doc and .pdf files, figures should be submitted in a zip file) to the e-mail: conference@fvz.upr.si. The filename should include the name and surname of the first author, e.g. Katarina_Babnik.doc and Katarina_Babnik.pdf. In case of two or more submitted full articles, the number should be included at the end of the surname. The zip file with figures should be named similarly as the article file: Katarina_Babnik.zip.

The article should not exceed 3000 words (approx. 6 printed pages, references included), A4 format, Times New Roman font size 12 pt, all margins 25 mm, single spacing, justified alignment, paragraphs without indentation but separated by a blank line. The article should be written in English language.

Section headings should be written in Times New Roman font size 12 pt. First level headings should be in lowercase letters and **bold**, the second level headings (subsection) in lowercase letter and italics. Papers should not consist of more than two levels of headings.

The title, abstract and keywords should be written in English language. The abstract should not exceed 200 words. Please use the final version of abstract, confirmed by the reviewers. There should be from 3 to 6 keywords. The title, abstract and keywords should be presented on the title pages; the Introduction should be positioned on the next page.

The authors are invited to use the article template. In case there are figures in the article, please send the figures (separately in each file) in TIFF format (resolution min: 300 dpi, in case of MS Excel charts, please, send also the original file) in the aforementioned zip file.



Definition of the article typology

Only scientific and review articles should be submitted. The article type determines its and the abstract structure. The scientific article should present the results of the research performed and should be structured according to the IMRAD structure (Introduction, Methods, Results and Discussion), in case of review articles the structure should follow the presented content.



Structure of the articles

An article should consist of the following items:

- Title (in English),
- Information about the authors: name and surname of the author/s, institution, address and e-mail address for each author and co-authors,
- Abstract and keywords (in English),
- Introduction,
- Methods (empirical contribution),
- Results (empirical contribution),
- Structured content (theoretical contribution) or Discussion (an empirical contribution),
- Conclusions,
- References.



Example of the article structure

Title (Times New Roman, 14 pt, bold, lowercase letters)

Name and surname

Name of the institution

Address

E-mail

Abstract (Times New Roman, 12 pt, bold, lowercase letters)

The abstract is written in Times New Roman, 12 pt, justified alignment, maximum length: 200 words. No references should be included in the abstract. In case of scientific article, Abstract should include the following sections: *Introduction, Methods, Results, Discussion* and *Conclusions*.

Key words (Times New Roman, 12 pt, italic): ...

A blank line should be inserted between the Abstract and key words. Key words should not be capitalised, Times New Roman, 12 pt, alignment: justified, separated by a comma. Three to six key words should be included.

Introduction (Times New Roman, 12 pt, bold, lowercase) / **Methods** / **Results** / **Discussion** / **Conclusions** / **References**.

Section heading (heading 1: Times New Roman, 12 pt, bold, lowercase)

Subsection heading (heading 2: Times New Roman, 12 pt, italic, lowercase)

Please, avoid the use of footnotes.

Tables should be numbered with consecutive Arabic numerals. They should consist of at least two columns and have a descriptive title above the table, a heading, a summary column, footnotes and legends of the abbreviations or symbols. Times New Roman, 12 pt, lowercase should be used for the fonts in the table, and Times New Roman, 10 pt, for the tables' legend.

Tables should be formatted according to the following example, central alignment. Please, use MS Word to create tables and insert tables directly in the text.

Table 1: Caption (Times New Roman, 12 pt, lowercase).

Users' level of satisfaction	M	SD

M... mean

SD... standard deviation

N = 824

Graphs, drawings and photographs should be marked as Figures, numbered with consecutive Arabic numerals. The figure title and/or text should be indicated similarly as in the following example. There should be a blank line between the figure and its caption. Figures should be submitted separately as already mentioned and named as in the article: Figure 1, Figure 2, ... Figure n. The proceeding will be published in black and white; authors should avoid the use of too complex patterns and colours. The example of the figure is presented below.

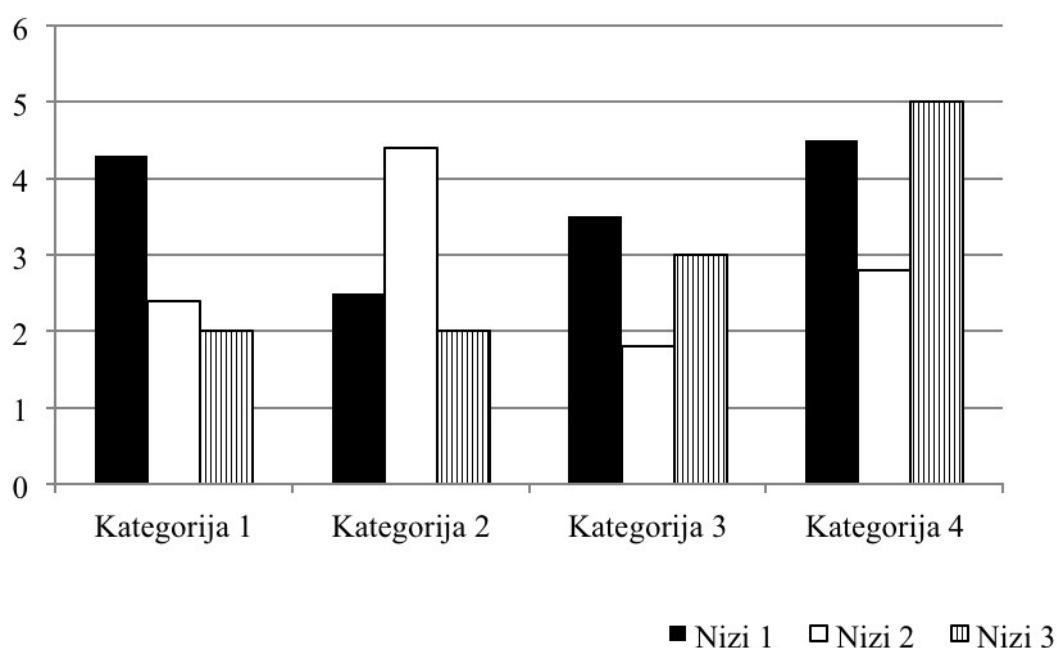


Figure 1: Title (Times New Roman, 12 pt, alignment: left).

References (Times New Roman, 12 pt, bold, lowercase)

ISO 690 is used for the in-text citation and references.

In-text citation

The citation should be included before the period or in the proper place within the sentence: (Surname, year).

Example of citation of one author (Novak, 2006).

Example of citation of two authors of the same reference (Novak and Koren, 2007).

Example of citation of three or more authors of the same reference (Novak et al., 2011).

In case of citation of two or more references, they should be divided by the semicolon(s); and listed chronologically.

Example of citation of three different references (Bratož, 1999; Cek et al., 2001; Antončič, 2002).

If more references have the same year of publication, they should be listed in author's surname or institution's name alphabetical order:

(Antončič, 2002; Bratož, 2002; Cek et al., 2002).

In-text citations: author/authors:

Novak (2006) argues that ...

Novak (2006) and Koren (2007) found ...

If the text is quoted directly from the original text, the year in the citation should be followed by the pages.

Novak (2007, pp. 40–45) presented that “quote”.

References

References should be listed in alphabetical order of the first author's surname or institution's name (it should be consistent with the in-text citation). In case of legal acts references, the name of the act is used. Maximum 10 authors are listed in the reference, in case of more than 10 authors only first 10 are listed and et al. is appended.

In case the year of publication of a web reference is unknown, the label n. d. should be used instead of year of publication. Times New Roman, 10 pt, alignment: justified, single spacing should be used. The first line is hanging at 1 cm.

Example:

KAMEG, K.M., LUTHER SZPAK, J., CLINE, T.W. and McDERMOTT, D.S., 2014. Utilization of standardized patients to decrease nursing student anxiety. *Clinical simulation in nursing*, vol. 10, no. 11, pp. 567–573.

NIXON LINTIN, J. and JOURNELL, W., 2015. Meeting the demand for online education: a study of a state-run program designed to train virtual K-12 Teachers. In: HEAFNER, T.L., HARTSHORNE, R. and PETTY, T., eds. *Exploring the effectiveness of online education in K-12 environments*. Hershey: IGI Global, pp. 45–65.

THOMPSON, C. and ADDERLEY, U., 2014. A signal detection analysis [in press]. *International journal of nursing studies*. [viewed 10 November 2014]. Available from: <http://dx.doi.org/10.1016/j.ijnurstu.2014.10.015>

Examples of references according to their type:

a) Monography

○ **Printed edition**

SMITH, J.E., 1988. *Biotechnology*. 2nd ed. London: Edward Arnold, pp. 11–20, 25.

○ **Monography on www:**

LANDAU, S. and EVERITT, B.S., 2004. *A handbook of statistical analyses using SPSS* [online]. Boca Raton: Chapman & Hall/CRC Press LLC, pp. 30–34, 215. [viewed 10 October 2014]. Available from: http://www.academia.dk/BiologiskAntropologi/Epidemiologi/PDF/SPSS_Statistical_Analyses_using_SPSS.pdf

Please, avoid unnecessary capitalisation of article and journal titles/subtitles (use examples from COBISS).

b) Chapter in a monography

○ **Printed edition**

NIXON LINTIN, J. and JOURNELL, W., 2015. Meeting the demand for online education: a study of a state-run program designed to train virtual K-12 Teachers. In: HEAFNER, T.L., HARTSHORNE, R. and PETTY, T., eds. *Exploring the effectiveness of online education in K-12 environments*. Hershey: IGI Global, pp. 45–65.

○ **Chapter in a monography on www**

TROJANOVÁ, Z., PALČEK, P., LUKÁČ, P. and DROZD, Z., 2014. Influence of solute atoms on deformation behaviour of selected magnesium alloys. In: CZERWINSKI, F., ed. *Magnesium alloys - properties in solid and liquid states* [online]. Rijeka: InTech. [viewed 10 October 2014]. Available from: <http://dx.doi.org/10.5772/58949>

c) Diploma thesis

○ **Printed edition**

ROŠETO, S., 2014. *Identifikacija in razvoj e-vsebin o informacijski varnosti v zdravstveni negi*: diploma thesis. Izola: Univerza na Primorskem, Fakulteta za vede o zdravju, pp. 14–16, 20.

○ **Diploma thesis on www**

ŠVERKO, S., 2006. *Vpeljava PACS sistema na radiološkem oddelku, kot del prenove bolnišničnega informacijskega sistema*: diploma thesis [online]. Koper: Univerza na Primorskem, Fakulteta za management, pp. 31–33. [viewed 10 October 2014]. Available from: http://www.ediplome.fm-kp.si/Sverko_Sandi_20070622.pdf

d) Journal article

○ **Printed edition**

KAMEG, K.M., LUTHER SZPAK, J., CLINE, T.W. and McDERMOTT, D.S., 2014. Utilization of standardized patients to decrease nursing student anxiety. *Clinical simulation in nursing*, vol. 10, no. 11, pp. 567–573.

The name of the journal should not be abbreviated; unnecessary capitalisation should be avoided.

○ **In press article**

THOMPSON, C. in ADDERLEY, U., 2014. A signal detection analysis [in press]. *International journal of nursing studies*. [viewed 10 November 2014]. Available from: <http://dx.doi.org/10.1016/j.ijnurstu.2014.10.015>

○ **Journal article on www**

VAVPOTIČ, D., ŽVANUT, B. and TROBEC, I., 2013. A comparative evaluation of e-learning and traditional pedagogical process elements [online]. *Educational technology & society*, vol. 16, no. 3, pp. 76–87. [viewed 10 October 2014]. Available from: http://www.ifets.info/journals/16_3/6.pdf

In case of referencing journal articles, conference articles, e-books the DOI link should be used (if available): <http://dx.doi.org/+DOI>

For example: <http://dx.doi.org/10.1186/1550-2783-5-S1-P5>

e) **Conference article**

o **Printed edition**

MIKLIČ, M., ČERMELJ, N. and BREMEC, T., 2009. Zdravstvena nega bolnika z bulozno epidermolizo. In: SMRKE, D., TRILLER, C., NIKOLIČ, J. and KIPRIJANOVIĆ, I., eds. *Metode sodobnega zdravljenja: zbornik predavanj / IV. konferenca o ranah z mednarodno udeležbo, Portorož, 23.-24. april 2009*. Ljubljana: Klinični oddelek za kirurške okužbe, Kirurška klinika, Klinični center, pp. 94–99.

o **Conference article on www**

ZAHLUT, A., 2013. Three lessons for new pedagogical environments. In: OREL, M., ed. *Sodobni pristopi poučevanja prihajajočih generacij: zbornik referatov/Mednarodna konferenca EDUvision 2013, Ljubljana, 28.- 29. november 2013* [online]. Polhov Gradec: Eduvision, pp. 12–16. [viewed 10 October 2014]. Available from: http://eduvision.si/Content/Docs/Zbornik%20prispevkov%20EDUvision%202013_splet.pdf

Page numbers are listed only in case they are included.

f) **web reference**

JANKOVIČ, M., 2014. *Bruto investicije v osnovna sredstva po regijah, Slovenija, 2012* [online]. [viewed 12 October 2014]. Available from: http://www.stat.si/novica_prikazi.aspx?id=6566

If the author is unknown, the organisation name should be provided.

World Health Organisation, 2014. *10 facts about neurocysticercosis* [online]. [viewed 11 November 2014]. Available from: <http://who.int/features/factfiles/neurocysticercosis/en/>

In case the year of publication is unknown, the label n. d. (“no date”) is used instead of the publication year.

g) **Legal and other acts**

o **Printed edition**

Zakon o varstvu osebnih podatkov, 2004. Official gazette of the Republic of Slovenia, no. 86/2004, pp. 12721.

Kodeks etike medicinskih sester in zdravstvenih tehnikov Slovenije – 2005, 2010. Official gazette of the Republic of Slovenia, no. 40/2010, pp. 5728-5729.

o **Published on www**

Zakon o varstvu osebnih podatkov, 2004. Official gazette of the Republic of Slovenia [online], no. 86/2004, 103. article. [viewed 12 November 2014]. Available from: <http://www.uradni-list.si/1/objava.jsp?urlid=200486&stevilka=3836>

The page number can be used instead of the article’s number, if required.

h) **Patent**

PHILIP MORRIS INC., 1981. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981-01-07.

i) **Standard**

NATIONAL INFORMATION STANDARDS ORGANIZATION, 2001. ANSI/NISO Z39.53-2001, *Codes for the representation of languages for information interchange*. Bethesda: NISO Press. National information standards series. [viewed 10 November 2014]. Available from: <http://www.niso.org/standards/z39-53-2001/>

If the dates of view or URL link are unavailable, they can be omitted.

j) **Computer program**

MOZILLA FOUNDATION, 2015. Mozilla Firefox 1.5 [computer program]. [viewed 15 June 2006]. Available from: <http://www.firefox.web.com>