

OŠETROVATEĽSTVO A PÔRODNÁ ASISTENCIA

ČASOPIS SLOVENSKEJ KOMORY SESTIER A PÔRODNÝCH ASISTENTIEK
PROFESSIONAL JOURNAL OF NURSING AND MIDWIFERY

INSTRUCTIONS FOR AUTHORS

Purpose and scope

Professional Journal of Nursing and Midwifery (NaM) is an official journal of the Slovak Chamber of Nurses and Midwives. It is a peer-reviewed scientific journal published with periodicity of every two months (6 times a year). The area of interest are mainly reports from nursing, midwifery, health policy and all topics related to the work of nurses and midwives. The journal accepts original articles which help the development of nursing and midwifery, represent nursing as a separate scientific discipline, allow to advance the profession and form the health policy. NaM also contributes to the development of nursing and midwifery internationally by publishing reports from foreign nursing organizations such as the International Council of Nurses (ICN), European Federation of Nurses (EFN), the European Federation of Midwives (EFM)... NaM wants to become the main source of information for nurses and midwives in Slovakia and abroad.

NaM receives unsolicited original manuscripts, where nurses and midwives reflect the importance of their work and document their experiences and research activities. Basic information about local actions in the nursing and health care can significantly influence the formation of state health policy and become a useful source of information in a global context. The main goal and interest of the journal is publishing scientific and professional works from the area of regulation of professions, workplace issues, innovations in practice, patient safety, quality and improvement of education, ethics, experience, life experience of nurses and midwives, the effects of globalization and the impact of technologies on nursing and midwifery, health and social system.

General information for authors

In the line with the main interests and goals of the journal, which range we noted above, we prefer manuscripts dealing with nursing, midwifery, health policy and similar related topics. We accept empirical and non-empirical research studies, expert contributions focusing on clinical practice, case studies (case reports) and short notifications, news from home and abroad.

Please read the instructions for authors which contain the requirements for the submission of manuscripts, as well as information concerning the procedure for the authors in the case that the manuscript was accepted for publication in NaM.

ETHICAL PRINCIPLES OF PUBLISHING

NaM follows the ethical principles of publishing below.

Authorship and acknowledgement

The authors present a document on the assumption that the manuscript has been read and approved by all authors and all authors agree on the submitted manuscript. All authors have to agree on the final form of the document and have to fulfil at least one of the following conditions: author and co-authors contributed to the conception and obtained data significantly or collaborated in the analysis and interpretation of data, prepared an article or revised the important content critically. Respondent of research or other participant who is not qualified as an author shall be indicated in the acknowledgment.

Resources and funding

The authors have the option to list all sources of funding (institutional, private and corporate financial support). This information in form of the name of supporting organization, or grant should be included on the front page under the heading "funding". These information will be given in the published article.

Ethical approval *

Experimental studies on human subjects will be published only if the research was carried out in full compliance with ethical principles. The part of the manuscript should also include statement that the present study was independently assessed and approved by ethics committee. The edition reserves the right to refuse documents, if doubts exist about propriety of actions. The surveys conducted via an online questionnaire or other surveys are not subject to ethical approval where it's impossible to obtain the written consent of the respondent, or the ethics committee respectively.

(* optional)

The appeal decision

The authors who wish to appeal against the decision of the editorial office in case of rejecting the manuscript can do so via e-mail addressed to the editorial office with a detailed explanation of the reasons why they disagree.

Authorization

If the manuscript uses all or part of the previously published figures, tables, or charts, they must have permission from the relevant copyright holder. The author of the manuscript is required to provide the editorial office with the copy of written consent with publication. If the author doesn't provide written consent to the editorial office, editors will not publish the material.

Copyright Statement

The authors submit a document which affirms that the work and its basic essence has not been disclosed as periodic or aperiodic publication in any scientific journal, professional journal, proceedings, yearbooks, bulletins, etc., whether in printed or electronic form. Articles published in this journal are protected by copyright laws relating to the translation rights and exclusive rights of reproduction and distribution of all articles published in the journal. The work may not be published elsewhere in any language without the written permission of the publisher (SCoNaM). None of the materials published in the journal can be stored on microfilm or videotape, in electronic databases or reproduced photographically without the prior written permission of the publisher. If the contribution is accepted, an e-mail will be formally sent to the author with acknowledgment of receipt paper. The notification of acceptance does not mean its publication. After the receipt of the paper the author agrees, that he/she will not send it to other publishers.

Contribution to the edition

NaM accepts all manuscripts electronically by sending the contribution to the e-mail address casopis.sksapa@gmail.com.

Contribution Review

All manuscripts submitted to the NaM edition that will meet the requirements of empirical contributions, will be examined by two experts who are active in the area. NaM uses anonymity in making revisions. The names of reviewers will not be disclosed to authors and the names of the authors will not be disclosed to the reviewers. Therefore we ask that the text under consideration will be separated from the title page of the contribution.

STRUCTURE OF THE CONTRIBUTION

Theory

There are interesting theories related to nursing and midwifery focusing on individual applied branches of nursing. Manuscripts of theoretical character may focus on organizational, technological, political or economic theories that have an impact on health, providing medical and nursing care. Also suitable articles are with a special focus on the application of nursing theories, standards and assessment tools in nursing and midwifery in terms of theory and practice.

Professional contributions

The professional works are represented by contributions that are not scientific and exploratory in nature. Articles are characterized by a high degree of professional processing of the topic by qualified authors. They use the popular- science style, through which a well-established, proven expertise and scientific knowledge is provided to a wider audience in an appropriate form. The formal side of professional articles is the same as in scientific articles. Professional information are characterized with verification, usability and clarity. Unlike the scientific articles are professional articles are written understandable style, that is closer to the general public.

Research contributions

The scientific contributions from one specific scientific discipline are prioritized for the scientific community. The published specific issues, the latest research findings, unpublished scientific information and use of scientific and educational style, specific terminology and patterns limit the reading community to a small group of scientists and specialists in the field. Research works / studies which expand the body of knowledge about nursing and midwifery as a science will be included in the reviewed part "The Supplementum". The studies also use qualitative methods, such as: ethnography, ethnography focusing on nursing, recognized theories, phenomenology, critical theories, focus groups methods, hermeneutics, participative observation, case studies, recognition, or other innovative methods that apply to nursing and health care. Welcome are also discussions and analytical articles on topics such as development and conducting of research. The part of this department is also presentation of the results of quantitative research methods, including statistical processing using the full width of various operations and analyses, for example averages, standard deviations, indexes, correlations, matrices, and multivariate statistical methods - factor analysis, clustering analysis, regression models, etc...

Clinical practice

The goal of this section is presenting expertise, variations and patterns in the context of nursing and health care. Examples of suitable topics for this department are: defining beliefs and values, culture, professional models of providing health care by nurse in interaction with patients / clients, family and community, or presenting the results of nursing care.

International cooperation

Short messages and announcements focusing on examples of international cooperation in the field of practice, education and research will serve as an international forum for nurses and other health care unions with the sharing of expertise, knowledge, ideas and experience of nurses and health care professionals in the international context.

FORMAL PRESENTATION OF CONTRIBUTIONS

Cover letter has to be a part of all manuscripts and should contain the information that the material has not been published in another journal, and its publication isn't planned in another journal. The cover letter is sent to the president of the editorial board along with the manuscript via e-mail to casopis.sksapa@gmail.com. The cover letter should contain information about why the author considers the paper's importance of publishing.

The title page has to accompany all manuscripts. It includes: the name of the material in the Slovak and English languages (abbreviations in the title are not allowed), name of author / authors in exact order, including academic titles and contact information (address, e-mail) with a precise indication using numbers in superscript. Authors' names should be published only on the title page. Information on financial support, grant (required).

Acknowledgement should be recorded as a separate file, if in reasonable case.

The abstract is short, precise, concise and specific characteristics of the contribution. The abstract text is usually written as one paragraph coherently and it should concisely define the objectives (what and why was monitored), a general description of the methods used (what and how was done), the main results (what was found or found out), conclusion and possible application in practice (what are the implications). Abstract should have 150-200 words. The abstract is required in Slovak (or Czech) and English languages.

Keywords derive from the title and text of the contribution and are 5-8 in count. Keywords are required in Slovak (or Czech) and English languages.

Text of the contribution should include introduction, materials and methods, results, discussion and conclusions.

Introduction involves the reader into the literature review of research problems. It contains a theoretical basis, essential connections, status of solving the problem, unresolved issues and setting goals or research problems.

Material and methods provide enough information about the possibility to reproduce the author's findings in further research. Measuring tools, materials, methods, timing of studies and files tracking (population and sample selection methods, inclusion and exclusion criteria for the respondents) must be described accurately. Also important is the information about the ethical standards, informed consent, funding, grants, projects, and so on.

The results are presented by the author mainly in the synthetic form and the information is given in condensed form with highlighting and describing the significant trends. It's advisable to combine text with tables, graphs, pictures. Characteristics: what was observed (logical arrangement of results from the most important to less important, from simple to complex), accentuation of the main results.

Discussion is the most important and the most remarkable part of the contribution, in which the author analyzes, interprets and illustrates the main results. He/she considers the theoretical or clinical relevance of results, and provides its own contribution to the problem, confrontation and comparison of the results with the objectives of the work, addresses the tested hypotheses, provides the pros and cons of achievements. In this part of the work there are not mentioned the results mentioned in the previous section. It is necessary to avoid unsubstantiated assertions and conclusions that don't arise from the results. It's advisable to indicate the degree of generalization of results (internal and external validity) and, optionally, add specific recommendations for practice and further research. The discussion should include a comparison of results with other studies and relevant theories, as well as the limits of the study. Characteristic parts: what the results mean, summary of the main results, a reflection on the main results (relation to expectations, references and studies), what conclusions can be made (characters, principles, explanations, relationships)

Conclusion contains a brief description of the work with evaluation results and estimates the work's importance of theory and practice. It may also contain suggestions to improve policies and methodology research.

Bibliography

Bibliographic references are given at the end of work and should consist of information sources cited in the text, including electronic resources. All the sources should be mentioned. The cited works which author refers to are numbered in chronological order in which they appear in the text (not in alphabetical order), indicating the serial number of the cited source in brackets at the end of a sentence or paragraph.

We ask authors that only those sources that were cited in the text of the contribution are reported in the list of references. Editorial office doesn't accept work without quotes of the documented literature or incomplete citation as "literature from the author" and the like.

The method of numerical quotations - reference numbers are given in parentheses, placed into text and link to documents in the order they are cited for the first time. If a succession of more citations of the same document exist, they have the same number as the first citation. References in the numbered list of bibliography are arranged in numerical sequence.

Example of sources cited in the text of the paper by the Vancouver method (numeric):
Musilová (1) says, that the current nursing is ... the prevention of nosocomial infections ... (2).

Indexed references from scientific journals indexed in the databases are suitable (eg. Scopus, Web of Knowledge, MedLine ...). The complete bibliographic data of the documents cited shall be in accordance with ISO 690 and 690-2.

Contact address

At the end provide contact information of the author's name, including academic titles. A full postal address, work address, phone number and e-mail address is needed.

Editing text

Use 1.5 line spacing, don't place the text in the middle of the page (don't indent, centralize), don't divide the words at the end of the line. Write the full text using font Times New Roman, font size 11, to highlight only the bold (bold), do not use high, wide or underlined font, only use curly braces. The contribution should be written in a brief, stylistically and linguistically correct manner. Explain the abbreviations properly by the whole text when used for the first time, and don't use them in the titles of articles, tables or graphs, and at the beginning and end of the sentence. Use up to three graphs in the text (tables, pictures, sketches). Text is to be placed above the table, explanatory notes below the table.

Photos, pictures

The pictures should be sent to the editor in a separate file, including descriptions in .jpg or .tiff formats with resolution of at least 300 DPI. If the images don't match the specified criteria the editor won't be able to publish them. The published picture has to contain an authorization from the respective copyright holder.

Extent of the contribution of empirical character

From 6 to 12 standard pages (1 standard page = 1800 characters, including spaces).

Extent of the contribution of non-empirical character

From 4-6 standard pages.

Examples cited bibliographic references

monographic publications

BERRYOVA L. M. The psychology of work. Bratislava: IKAR, 2009. p. 693. ISBN 978- 80-551-182-42-0.

UNESCO. International directory of experts specializing in informatics. 3rd edition. Paris: UNESCO, 1968. Intergovernmental Informatics Programme.

Parts of monographic studies

PARKER, T., HASWELL, W. A. A text-book of zoology. 6th ed. Vol. 2, revised by W.D.Lang. London: Mamilla, 1930. Section 12, Phylum Mollusca, p. 663-782.

KOZIEROVÁ, B., ERBOVÁ, G., OLIVIERIOVÁ, R. 1. 1. Nursing. 1.1 slov.ed. Martin: Osveta, 1995. ISBN 80-217-0528-0. Chapter 35, mobility and immobility, p. 839-881.

DOBIÁŠ V. Manifest of emergency medicine in Europe. In: DOBIÁŠ V. et al. Prehospital Emergency Medicine. Martin: Osveta, 2007. p. 17-18. ISBN 978-80-8063-255-7.

VARGOVÁ A. Post-traumatic stress disorder, professional burnout syndrome, professional risk. In: DOBIÁŠ V. et al. Prehospital Emergency Medicine. Martin: Osveta, 2007. p. 228-234. ISBN 978-80-8063-255

Contribution in a monography

STEINEROVÁ, J. Introduction to Philosophy of man in library and information science. In: KIMLIČKA, et al. Library and information science at the threshold of the information society. Bratislava: Stimulus, 2000, p. 9-56.

ŽIAKOVÁ, K. Evaluation and defense of school and final thesis. In: MEŠKO, D. et al. Academic Guide. 1. slov. ed. Martin Osveta 2004, p. 197-206.

Serial publications as a whole (periodicals, newspapers, yearbooks)

New trends in nursing II. : Proceedings of the International Conference II. South Bohemian nursing days. Resp. Valerie Tóthová. 1st edition. České Budějovice: Health and Social Studies University of South Bohemia in České Budějovice in cooperation with the Deputy Director of Nursing Care Hospital České Budějovice, 2003. ISBN 80-7040-636-4.

HALAMA P, GURŇÁKOVÁ J. Emotions and emotional control in decision-making by paramedics. In: HALAMA P HANAK R, R MASARYK, (Eds.). Social processes and personality, 2012. Proceedings of the contribution from 15th international conference. Bratislava: Institute of Experimental Psychology, 2012, p. 215-218. ISBN 978-80-88910-40-4.

Contributions in serial publications

If the link is from the contribution from newspaper, magazine, conference proceeding, book or other similar publication, title of the article will be written by standard letters, the name of the source document in italics, or otherwise highlighted.

MELLANOVÁ, A., POLÁČKOVÁ, R. The students of secondary medical schools and hospital environment. In: Health. work. 1988, Vol. 38, no. 6, p. 47 -54.

ONDŘIOVÁ, I., SINAIOVÁ, A., IVANOV, I. Media Otitis in infants. In: Sister. 2004, Vol. III., No. 7-8, p. 36-37.

SCULLY P.J. Taking Care of Staff: A Comprehensive Model of Support for Paramedics and Emergency Medical Dispatchers. *Traumatology*. 2011, vol. 17, no. 4, p. 35-42. ISSN 1085-9373.

ŠEBLOVÁ J. Critical Incident Stress Management. *Emergency medicine*. 2004, Vol. 7, no. 1, p. 37-38. ISSN 1212-1924.

Standards and recommendations

ISO 690: 1987 Documentation - Bibliographic references - Content, form and structure.

Legislative documents (laws, decrees)

Act no. 576/2004 Coll. on healthcare, services related to health care and amending certain laws, as amended.

Decree no. 364/2005 Coll., Establishing the scope of nursing practice provided by the nurse independently and in cooperation with the physician as amended

Personal correspondence and manuscripts

MESÁROŠOVÁ, J. Department of Nursing FSVaZ UKF Nitra. The documentation of nursing process. August 25, 2004. Personal communication.

ANDRASCIKOVA, Š. Department of midwifery FZ PU Prešov. Communication in nursing. 2001. 34 p. The manuscript.

Web Links

YOUNG R. *EMS Stress and Paramedic Students*. Mr. Robin Young - Professor. Paramedic Program at Humber Institute of Technology and Advanced Learning. [Online]. 2006 p.1-3 [vid. 2012-04-04]. Available from: http://www.tema.ca/Acute_5.pdf

PAJONK F. G, ANDRESEN B, SCHNEIDER-AXMANN T, TEICHMANN A, GÄTRNER U, LUBDA J, MOECKE H, KNOBELSDORFF in G. Personality traits of emergency physicians and paramedics. *Emergency Medicine Journal* doi [online]. 2010 10.1136/emj.2009083311. 2010 [vid. 2010-01-07]. Available from: <http://emj.bmj.com/content/early/2010/05/31/emj.2009.083311.abstract>.

On-line information

All information and communication is done via e-mail.

For all information please contact the Chairman of the Editorial Board PhDr. Lukáš Kobera, PhD. E-mail: casopis.sksapa@gmail.com

Example of contribution

COMPETENCES OF NURSES IN ANESTHESIOLOGY AND INTENSIVE CARE

KOMPETENCIE SESTIER V ODBORE ANESTÉZIOLÓGIA A INTENZÍVNA STAROSTLIVOSŤ

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Abstract (in Slovak or Czech language and English)

Objectives, methodology, results, discussion, conclusion

Keywords (5-8 keywords in Slovak or Czech and English languages)

Text of contribution

Bibliographic resources

Example of table

Tab. 70 Statistical summary...

<i>Smoking patient</i>	<i>count</i>	<i>average</i>	<i>Standard deviation</i>	<i>Variation coef.</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Scope</i>	<i>Std. obliquity</i>
1 (yes)	125	1,608	0,490161	30,4827%	1,0	2,0	1,0	-2,04409
2 (no)	56	1,125	0,333712	29,6633%	1,0	2,0	1,0	7,12036
Total	181	1,45856	0,499662	34,2571%	1,0	2,0	1,0	0,921139

Example of chart

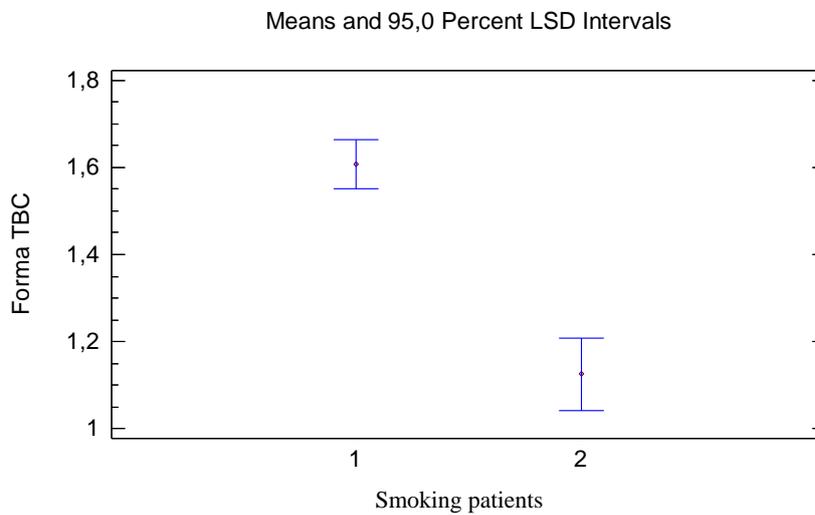


Chart 1 Mean values...

Text translation: Eva Čechová