

SLOVENIAN JOURNAL OF OCCUPATIONAL THERAPY

The aim and objectives

Slovenian journal of occupational therapy is a national scientific and professional journal which publishes articles from all fields of occupational therapy. It also publishes articles from occupational therapy in the fields of health prevention, activities in acute phases and during rehabilitation, team work, inter-professional cooperation, marketing of occupation therapy activities, undergraduate and postgraduate education, as well as integration of the profession in different stages of an individual's life, their contextual factors, cooperation, and integration into individuals' environment of as well as society.

The journal publishes original and previously unpublished works in the form of professional and scientific articles, case reports, and review articles.

The journal is published at least once a year. Occasionally, supplement issues or special editions are published.

Editorial board

Editor-in-chief:

Katarina Galof

Editorial board members:

Andreja Švajger

Jelka Janša

Julija Ocepek

Lea Šuc

Marija Tomšič

Tanja Križaj

Zdenka Pihlar

Publishing:

Slovenian Association of Occupational Therapists

Published by:

Slovenian Association of Occupational Therapists

Editorial address:

Slovenian Association of Occupational Therapists

Linhartova 51, 1000 Ljubljana

Instructions for the authors of papers

Papers should be sent via e-mail exclusively to katarina.galof@zf.uni-lj.si in MS Word document. The file name (SRDT-Galof) should include surname of the author who will correspond with the editorial. Each article will be peer-reviewed by two reviewers according to the editor's judgement. After the review and completed editorial processes (45 days), the article is returned to the author to confirm and implement the suggested amendments and prepare the corrected version, which should be resubmitted together with the corrected original (15 days).

When papers include human subject research, it should be evident from the paper that the study was conducted in accordance with ethical principles (Occupational therapy Code of Ethics, Declaration of Helsinki, legislation on research ethics). Participants should sign a written consent for voluntary cooperation. It should be stated whether the approval by the ethical committee was obtained.

The cover letter must include:

1. A statement that the article (except abstract) has not been published elsewhere.
2. A statement that of all the authors (individually named) agree with the contents and publications of the paper.
3. Date when the study was approved by the ethics committee.
4. A statement that the participants gave written consent to participate in the study.
5. Written permission of the copyright holders to publish the article.

Article structure

The article must be written in English and should not be longer than 12 typed pages (including the first page and References). Use the font "Times" or "Times New Roman", size 12. There should be single-line spacing. The text should be justified and the paragraphs should not be indented. Leave a blank line between paragraphs.

Page size should be A4 – 21 cm x 29.7 cm. 2.5 cm margins should be used at the bottom, top and on the right, and 3 cm margin on the left.

The title (first) page of the article must include:

- title of the article in English
- names and surnames of all the authors with exact professional and academic titles, and full addresses of the institutions in English
- e-mail address of the author responsible for corresponding with the editorial board
- the abstract
- key words (up to 5)

Then follow next pages, depending on the type of article:

Research paper: Background, Methods, Results, Discussion, Conclusion, References (description follows).

Case report has the following structure: Title, Abstract, Background, Case description (includes presentation of a person studied, measuring procedures, intervention procedures and results), **Discussion, Conclusion and References.** **Case study** follows and includes procedures and standards of research methodology.

Case report describes clinical practice (clinical experiences from practice). Most often they refer to one or more persons studied, but they can also include reports about measuring tools, or the use of equipment or a certain device for therapeutic or research purposes. In clinical cases, there is no control group, with which the relationship between cause and effect would be determined between independent and dependent variables. The term ‘case report’ is attached to the description of good practice and does not include research methodology. General aim of writing a case report is to present clinical experiences from the practice.

Structure and contents of article parts

- **Abstract:** a concise summary of entire contents of the text in 180 words, written in the third person (is, are), exact and easy to understand. Abstract includes **Background**, which describes the main purpose of the study. **Methods** include a sample, the ways of selecting the sample, the methods used, and the duration of intervention. **Results** present the main results of the study. **Conclusions** summarize the conclusions from the results gained in the study. With review papers, the structure of the abstract should be adjusted accordingly. Abstract is concluded with **key words** (up to 5 words), which are not included in the title of the article.
- **Background:** describe the review of the topic, which you studied in your research. The aim of the study is presented in the last paragraph of the Background.
- **Methods:** describe the methods of work, which you applied in researching the problem that you present in the paper. In Methods the contents should be as follows: the participants, measuring methods, description of methods or description of therapeutic procedures and statistical methods.
- **Results:** are presented in text format, tables or figures. Order number and table title should be placed above the table.
Figures (graphs, photos, tables) should be numbered as they appear in the text (Figure 1). Description of the figure should be below it and in italics. The description should be concise, but easy to understand without the need to read the contents of the article. Printing will be black and white therefore use black and white graphics.
- **Discussion:** it should put the results into scientific frame.
- **Conclusion:** shortly summarize the thoughts and main ideas that are, according to your judgement, most important for the participants of congress and readers of congress proceedings.

References

There are few styles of referencing. The most often used are the Harvard and Vancouver referencing styles. Recently, there has been a predominance of combination of Harvard and Vancouver referencing styles in biomedicine circles, which is our requirement as well.

- **The combination of Harvard and Vancouver referencing styles**

In the text, list surname of the author and the date of publication, i.e., (Hoyer, 2005). When there are two authors, list both (Kofjač and Mihelič, 1994). If there are more authors, list only the first and add »et al.«, which is an abbreviation for Latin »et alii«, and it means »and others«, or in Slovene referencing »in sod.«, which means »and colleagues« (Jakovljevič in sod., 2005). If more works are referenced in connection with an idea, listings should be separated with a semicolon (Bauer in Lebar, 1999; Morra in Knobf, 1983). When more works that the author or a group of the same authors published in one year are cited, sequential letter of the alphabet should be written after years, i.e., »a«, »b« etc. They should be listed in the References as well (Marentič - Požarnik, 1991a). When the author is listed in a sentence, the year of publication should be written in brackets after the surname »Elkind (1980) reports, that /.../«.

Basic data about the work should be written in the language in which it was written, i.e., as listed in the original.

Citations are always taken from the original text. In case the original text could not be obtained, a source from which we cited should be also listed (Brajša, 1993, cited after Hoyer, 1995).

When a work that has no authors listed is cited, instead of a surname the beginning of the work's title should be listed.

In the Reference, works are listed in the alphabetical order of the authors' surnames. If more works of the same author are listed, they should be listed in chronological order of their publications. If there are six authors in the Reference, all should be listed, if there are more, however, list the first three and add »et al.« when foreign authors are cited, or »and colleagues«, when Slovene authors are cited. The names of the authors and the title should be written in the language in which the work was written. In English citations (references) all the words except the first ones and proper nouns are written with lower-case.

Journal titles should be abbreviated according to Index Medicus or Journals Database in the frame of the PubMed system (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>).

At articles and journals list also Volume and number of the journal beside the year of publication.

When writing the number of pages, write the first page of reference, dash and the last page of reference, where only the part of the last page that is different from the first should be written, i.e., for the pages 181–193 write only 181–93.

Elements that constitute article referencing

Author/-s (the year of publication). Article title. Official abbreviated journal title Year (number): first–last page.

Sample references:

Journal article – one author:

Skočir AP (2005). Možnosti preprečevanja, odkrivanja in obravnave poporodne depresije – vloga babic in medicinskih sester. Obzor Zdr N 39 (3): 181–93.

Citation in the text (Skočir, 2005).

Journal article – two authors:

Sevšek F, Gomišček G (2004). Shape determination of attached fluctuating phospholipid vesicles. Comput Methods Programs Biomed 73 (3): 189–94.

Citation in the text: (Sevšek, Gomišček, 2004).

Journal article – up to 6 authors:

Jevšnik M, Ovca A, Bauer M, Fink R, Oder M, Sevšek F (2013). Food safety knowledge and practices among elderly in Slovenia. Food Control 2(31): 284–90.

Citation in the text (Jevšnik et al., 2013).

Journal article – more than 6 authors:

Flanagan L, Roe B, Jack B et al. (2014). Factors with the management of incontinence and promotion of continence in older people in care homes. J Adv Nurs 70(3): 476–95.

Citation in the text (Flanagan et al., 2014).

Journal article – with digital object Identifier - DOI:

Petrič M, Vauhnik R, Jakovljević M (2014). The impact of hatha joga practice on flexibility: a pilot study. Altern Integr Med 3(2): 160. doi: 10.4172/2327-5162.1000160.

Citation in the text (Petrič et al., 2014).

Journal article – author is organisation:

ACP - American College of Physicians (2009). Clinical ecology. Ann Int Med 111 (2): 168–78.

First citation in the text (ACP – American College of Physicians, 2009), the following citation (ACP, 2009).

Journal article in a supplement:

Golbert JH (2005). Interprofessional learning and higher education structural barriers. *J Interprof Care* 19 (Suppl 1): 87–106.

Citation in the text (Golbert, 2005).

Newspaper article:

Branc T (2006). Odpadkov je vsako leto manj. *Delo*, 10. 4. 2006, 4.

Citation in the text (Branc, 2006).

Article without author:

Epidemiology for primary health care (1976). *Int J Epidemiol* 5: 224–5.

Citation in the text (Epidemiology, 2006).

Book chapter:

Foley ME (2003). A collective voice in the workplace. In: Zerwekh J, Claborn JC, eds. *Nursing today*. 4th ed. St. Louis: Saunders, 371–92.

Citation in the text (Foley, 2003).

Švigelj V (2006). *Nezavest*. V: *Prva pomoč*. 1.izd. Ljubljana: Rdeči križ Slovenije, 33–48.

Citation in the text (Švigelj, 2006).

Paper in proceedings of Slovene papers:

Kadivec S (2003). Organizacijski vidik sistema izboljšanja kakovosti v zdravstveni negi. V: *Zbornik predavanj in posterjev 4. kongresa zdravstvene nege*, Portorož, 1.–3. oktober 2003. Ljubljana: Zbornica zdravstvene nege Slovenije – Zveza društev medicinskih sester in zdravstvenih tehnikov Slovenije, 277–83.

Citation in the text (Kadivec, 2003).

Paper in proceedings of foreign papers:

Ferfila N (2003). Impacts on organizational scheme of municipal waste management in Slovenia. In: *22nd International scientific conference on development of organizational sciences*, Portorož, March 26–28, 2003. Kranj: Moderna organizacija, 303–7.

Citation in the text (Ferfila, 2003).

Elements that constitute book and other monographies' referencing

Author(-s) (year of publication). Book title. Izdaja. Kraj izdaje: založba, začetna–končna stran. Entire monography or only its part can be referenced; in the latter case, write the page numbers that are referenced.

Sample references

One author:

Hoyer S (2005). *Pristopi in metode v zdravstveni vzgoji*. Ljubljana: Visoka šola za zdravstvo, 206–11.

Citation in the text (Hoyer, 2005).

More authors:

Polit DF, Beck CT (2006). *Essentials of nursing research*. 6th ed. Philadelphia: Lippincott Williams & Wilkins, 34–51.

Citation in the text (Polit, Beck, 2006).

Only editors are listed:

Sweet RL, Wiesenfeld HC, eds. (2006). *Pelvic inflammatory disease*. London: Taylor & Francis, 121–30.

Citation in the text (Sweet, Wiesenfeld, 2006)

Master thesis, doctoral thesis, bachelor thesis:

Uršič B (2006). *Pomen čustvene inteligentnosti na delovnem mestu fizioterapevta*. Diplomsko delo. Ljubljana: Visoka šola za zdravstvo.

Citation in the text (Uršič, 2006).

Lejko B (2005). *Rentgenski film*. Študentska Prešernova nagrada. Ljubljana: Visoka šola za zdravstvo.

Citation in the text (Lejko, 2005).

Kvas A (2003). *Razlike v odnosu do izobraževanja in zdravja, vrednot, etike in samopodobe medicinskih sester v Sloveniji*. Magistrsko delo. Ljubljana: Fakulteta za družbene vede. Available at: <https://.....>

Citation in the text (Kvas, 2003).

Book on CD-ROM:

Wood R, Shechter J (2003). *Histology* [CD-ROM]. Sunderland: Sinauer Associates.

Citation in the text (Wood, Shechter, 2003).

Elements that constitute referencing sources from internet

Author(-s) (year of publication). Title. Publication. Place of publishing: publisher. E-mail address. <date of access>

E-mail address (URL) and the date, when the information was found on web page are obligatory data. Publication and publisher are listed if these data are accessible and provable.

Sample references

Web page and e-book:

Holland M (2004). *Guide to citing internet sources*. Poole: Bournemouth University. http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html <13. 4. 2006>.

Citation in the text (Holland, 2004).

Lah A (2002). *Okoljski pojavi in pojmi*. Ljubljana: Svet za varstvo okolja Republike Slovenije. <http://www.gov.si/svo/> <13. 4. 2006>.

Citation in the text (Lah, 2002).

BiomedCentral. <http://www.biomedcentral.com/> <15. 5. 2006>.

Article from e-journal:

Rožič - Hristovski A, Hristovski D (1997). *Biomedicina Slovenica na www*. *Isis* 6 (3): 31–2. <http://www.mf.uni-lj.si/isis/isis97-3/html/bs.html> <13. 4. 2006>.

Citation in the text (Rožič - Hristovski, Hristovski, 1997).

List of document references

When writing a diploma work and seminars, a candidate often uses other references like documents about residents, facilities, records of visits, examinations, technical approvals, test results, expert evaluations and opinion, and other document references. If they use such material, a special list must be written and titled Document references. The references are listed in alphabetical order.

Sample references

IVZ Ljubljana – Inštitut za varovanje zdravja (1999). Izvid mikrobiološke preiskave vzorca pitne vode vodnega zajetja Rakitna; št. izvida 1567, 20. 3. 1999.

Citation in the text (IVZ, 1999).

ZZV Ljubljana - Zavod za zdravstveno varstvo (2015). Načrt o izvajanju deratizacije mesta Ljubljane v letu 2016; št. načrta 1/98, 1. 5.2015.

Citation in the text (ZZV, 2015).

Referencing Official Gazette and laws:

Zakon o visokem šolstvu (2004). Official Gazette RS, No. 14 (100): 12005–21.

Citation in the text (ZVis, 2004).