

**INSTRUCTION FOR AUTHORS**

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PROFESE on-line is an independent peer-reviewed journal for health professions, published by the Professional and Trade Union of Medical Workers of Bohemia, Moravia and Silesia. Manuscripts are accepted from academics, health professionals, students and other health care workers. The content of the journal aims at publishing original (unpublished elsewhere) articles whose findings improve the quality of care and contribute to development of the theoretical basis of all branches of health care:

- original research studies
- theoretical studies
- reviews
- editorials
- case reports
- good practices
- book reviews

Only manuscripts that meet scientific and formal standards must be submitted. The manuscript format is based on the relevant state norms. Articles must be written in Czech or Slovak and accompanied by English versions of the title, abstract and key words. Each manuscript is peer-reviewed by two reviewers independent on each other; the process is double-blind. The report, together with suggested corrections, is sent to the author for revision. The final decision on accepting and adapting a manuscript for publishing is solely made by the editors. There is no reward for articles published in the journal. No off-prints are provided. Manuscripts must be sent by email to the editor-in-chief:

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## Submitting a manuscript

- by e-mail at [mareckov@tunw.upol.cz](mailto:mareckov@tunw.upol.cz)
- the attached file must be called as follows: last name *underscore* month *underscore* year *underscore* type of file.doc  
**example:** novotna\_08\_06\_title.doc (for the title page)  
novotna\_08\_06\_text.doc (for the article text)
- graphs, figures and tables must be inserted in the text
- the manuscript must be accompanied by the author's declaration stating that the manuscript is original (download at <http://www.pouzp.cz/files/pdf/declaration-authors.pdf>), signed by the author and all co-authors of the submitted manuscript; the declaration must be sent in printed version to the editor-in-chief (see above).

## Manuscript format

The authors are fully responsible for the contents of their articles. Published articles are property of the journal. Parts of articles, figures or graphs may only be reproduced if fully cited.

## Format settings

- word processor: Microsoft Office 97-2003 (.doc) or Microsoft Office 2007 (.docx)
- font type: Courier New
- font size: 12pt
- line spacing: 1.5
- margins: 2.5 left/right, 3.5 top/bottom
- text alignment: left (not justified)
- number of graphs or tables: 3
- length no more than 10 standard pages (no more than 18 000 characters / article with spaces)
- 1 standard page (1800 characters = 60 characters/30 lines)
- tables and graphs are included in the maximum length (10 standard pages)

## Manuscript structure

### 1. title page (a separate file) containing:

- article title (in Czech/Slovak only) CAPITAL LETTERS
- name, surname of the author and co-authors; no titles
- workplace of the author and co-authors (see the example below)
- contact information of the author and all co-authors (name, surname, titles)
- workplace (full name of the workplace, institution, street name, house number, city, postcode, e-mail address, fax number if available)

#### *Title page example (a separate file)*

**VALIDIZACE OŠETŘOVATELSKÝCH DIAGNÓZ**

\*Jana Koutná, \*\*Ivana Hanzlíková  
\*II. interní klinika, Fakultní nemocnice Olomouc  
\*\* Ústav teorie a praxe ošetřovatelství, Fakulta  
zdravotnických věd, Univerzita Palackého v Olomouci

Name and surname including title(s)  
contact information of the author and all co-authors, full  
name of the workplace including the full address, e-mail and  
fax number, if available

### 2. article text (a separate file) containing:

- article title in Czech/Slovak and English CAPITAL LETTERS
- abstract (no more than 250 words) in Czech/Slovak and English:
  - structured abstract in case of empirical studies - aim, methods, results, conclusions
  - in case of theoretical study - objective, background, methods and analysis, conclusions
- key words (5-8) in Czech/Slovak and English
- text of article by the structure of empirici/theoretical studies (see Basic criteria for article contents)
- reference list (included in the text) – **only works referred to in the text may be listed**; they must be in alphabetical order by author (unnumbered) as shown below

*Article text example (a separate file)***BURDEN IN FAMILY CAREGIVER****Abstract****Key words**

Text of the article - see the structure above

**References****Article text format**

- do not divide words at the ends of lines; do not use hard returns (Enter) at the end of lines
- do not indent paragraphs or insert an empty line between them; use a hard return at the end of a paragraph
- do not use coloured text or underlined words or sentences
- separate the sections with an empty line; **use bold for their titles** (i.e. introduction, objective, subjects and methods, results, discussion, conclusions)
- use the same bullets, numbers or letters throughout the text
- minimize the use of abbreviations and acronyms
- **identify references in the text as follows:**
  - *references with a single author:* ...věkové skupiny. (Vránová, 2005, s. 167)
  - *references with two authors:* ...snížilo se na 5,9 %. (Cherry, Smith, 2002, s. 548)
  - *reference with more than two authors:* ... dle úrovně důkazů. (Melnik et al., 2007, s. 831)
  - *author's name mentioned in the text:* ... Fineout (2008, s. 123) připomíná, že ...
  - *references with no authors:* ... je definován jako kmetství (Encyklopedický slovník, 2005, s. 11)
  - *more than one reference:* ... v levém horním břišním kvadrantu (Bennett, 2006, s. 176; Krišková a kol., 2006) listed in alphabetical order

## Instructions for listing references

- **monographs** (books)

### single author:

MAREČKOVÁ, J. 2006. *Ošetrovatelské diagnózy v NANDA doménách*. 1. vyd. Praha: Grada Publishing, 2006. 264 s. ISBN 80-247-1399-3.

### two (three) authors:

MELNYK, B. M., FINEOUT-OVERHOLT, E. 2005. *Evidence-based Practice in Nursing and Healthcare: A Guide to Best Practice*. 1st ed. Philadelphia: Lippincott, Williams & Wilkins. 2005. 624 p. ISBN 0-7817-4477-6.

### more than three authors:

DUŠKOVÁ, L. et al. 1994. *Mluvnice současné angličtiny na pozadí češtiny*. 2. vyd. Praha: Academia, 1994. 531 s. ISBN 80-200-0486-6.

- **part of a monograph** (book chapter)

IVANOVÁ, K., ZAMBORIOVÁ, M., HOLMANOVÁ, E. 2005. Kingové model otevřených systémů. In Žiaková, K. et al. *Ošetrovatelství: konceptuální modely a teorie*. 1. vyd. Ostrava: Ostravská univerzita, 2005. s. 139-170. ISBN 80-7368-068-8.

- **journal article**

SIKOROVÁ, L. 2007. NANDA diagnostika – součást vzdělávání sester. *Profese*. 2007, roč. 2, č. 1, s. 5-6. ISSN 1802-2081.

ALFREDSOTTIR, H. J., BJORNSDOTTIR, K. A. 2008. Nursing and patient safety in the operating room. *Journal of Advanced Nursing*. 2008, vol. 61, no. 1, p. 29-37. ISSN 0309-2402.

- **article in conference proceedings**

JAROŠOVÁ, D. Ošetrovatelství založené na důkazech jako součást výuky. In BUŽGOVÁ, R. A SIKOROVÁ, L. (eds.). *Ošetrovatelská diagnostika a praxe založená na důkazech II. Nursing diagnostics and evidence based practice II*. Ostrava: Ostravská univerzita, 2008. s. 26-30. ISBN 978-80-7368-499.

- **CD-ROM citation**

NOVÁ, H. Elektronické informační zdroje v knihovnách České republiky. *Informace na dlani 2001* [CD-ROM]. Praha: Albertina Icome Praha, 2001 [cit. 2001-09-24].

- **electronic journal article**

HEJNA, I. Konektivita hybridní knihovny. *Ikaros* [online]. Leden 1999, roč. 3, č. 10 [cit. 1999-12-31]. Dostupný z WWW: <http://ikaros.cuni.cz>. ISSN 1082-9873.

- **web page**

VÍT, M. 2008. *Hemoragická žloutenka Ebola v Ugandě*. [online]. poslední revize 11. 2. 2008 [cit. 2008-04-12]. Dostupný z WWW: <http://www.mzcr.cz/Pages/283-hemoragicka-horecka-ebola-v-ugande.html>.

- **legislative documents**

Česko. Zákon č. 106 ze dne 11. května 1999 o svobodném přístupu k informacím. In *Sbírka zákonů České republiky*. 1999, částka 39, s. 2578-2582. Dostupný také z WWW: <http://www.mvcr.cz/sbirka/1999/sb039-99.pdf>.

## Examples of table, graph and figure numbers and descriptions

Put the numbers and descriptions above tables and below graphs/figures. Font size may be less than 12pt.

Table 8 Srovnání tělesných znaků, terapie kortikoidy a jiná léčba

<b>somatické znaky</b>	<b>kortikoidy</b>	<b>jiná léčba</b>	<b>t-test</b>
	(z)	(z)	p
tělesná výška	-0,936	0,029	0,0136
tělesná hmotnost	-0,509	-0,048	0,1092
výška vsedě	-0,648	0,582	0,0014
délka stehna - pravá	-0,177	0,509	0,0790
délka stehna - levá	-0,165	0,531	0,0806
šířka ruky - pravá	-0,125	0,530	0,0372
šířka ruky - levá	-0,112	0,423	0,0438
obvod zápěstí - pravá	-0,164	0,145	0,1064
obvod zápěstí - levá	-0,092	-0,035	0,6150
BMI	--0,088	-0,109	0,8991

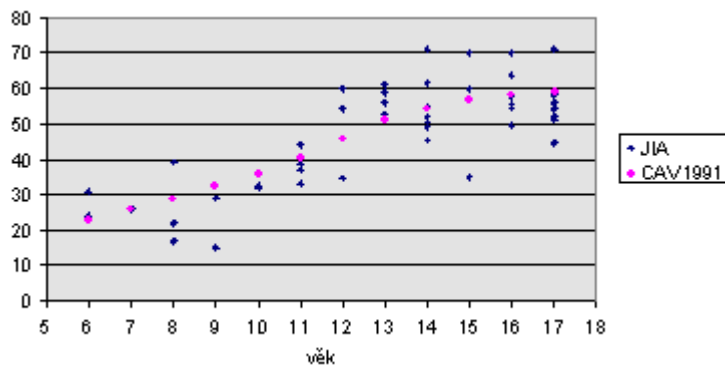


Figure 1 Tělesná hmotnost – dívky

## Basic criteria for article contents

### A. Original research (empirical) studies

(quantitative studies, qualitative studies, combined studies, case reports, good practices)

Empirical studies should:

- contribute to the development of health studies
- focus on publishing new findings, explaining aspects of the problem, explaining relations between variables

### Title

The title should clearly describe the contents of the article.

### Abstract

The structured abstract (objective, background, methods, results, conclusions) should contain: objectives, background, a brief description of the subjects, a description of methods used for collecting and processing empirical data, results, conclusions.

### Key words

The key words should characterize the contents of the article (e.g. blood pressure, hypertension) and the design (e.g. questionnaire survey, case report, field research).

### Introduction

The introduction should comprise the background and previous research (e.g. literature sources, other studies, feminist methodology, phenomenology).

**Objective**

This section should contain the objectives of the study, potential research questions, hypotheses, intentions.

**Subjects and methods**

The **subjects** section should contain information on selection (e.g. intentional, random, stratified) and characteristics of the subjects, and inclusion or exclusion criteria.

The **methods** section should list the type of the study, brief description of methods (including information on their validity and reliability) used for collecting empirical data and methods used for their processing (including the name and version number of software, if applicable).

**Results**

Results are expected to be presented for each research goal (problem or hypotheses).

The logical sequence and structure of presentation are also evaluated.

**Discussion**

The discussion should list limitations of the study, comparison of the results with those in similar studies or theories.

**Conclusion**

Expected are conclusions from the study results, suggested research in the future, recommendations for practice, education or management.

**References**

Only works referred to in the text are listed.

**B. Theoretical studies**

(theoretical studies, reviews)

Theoretical studies should:

- contribute to the development of health studies
- focus on publishing new findings, explaining aspects of the problem (e.g. a conceptual model, theory), expanding or critically assessing the existing knowledge, comparing the existing knowledge, drawing one's own conclusions from the comparison and formulating their impact on a given discipline

**Title**

The title should clearly describe the contents of the article.

**Abstract**

The abstract should contain: objective, background, methods and analysis, conclusions.

**Key words**

The key words should be terms expressing the contents and character of the work.

**Introduction**

The introduction should clearly identify the problem questions and their context in a given area (background).

**Methods**

This should explain the approach to critical analysis, comparison – aim, identification of studied phenomena, selection of literature sources – databases, key words, languages, inclusion and exclusion criteria for literature sources used.

**Text**

The text itself should explain the defined problem questions, follow the logical sequence (e.g. analyses, syntheses, comparisons), present comparison of individual literature sources and list arguments supporting or refuting the presented statements.

**Conclusion**

The conclusions should be supported by the previous text and should result from it. In this section, the author should explain how the presented conclusions correspond (or not) with the context of a given discipline (or its specific part). The author should conclude the impacts on the discipline and in what way (in his/her opinion) the work contributes to the development of the discipline.

**References**

Only works referred to in the text are listed.

**C. Book reviews**

The books reviewed should be those recently published by relevant Czech, Slovak or foreign publishers. The review should contain bibliographic information about the book (author, title, edition, publisher, number of pages, ISBN). The review should contain information about the author(s), topic of the book, its structure and length and potential readers. The author of the review should briefly describe the contents of the book – basic ideas. The review should be critical, mentioning the strengths of the book as well as the weaknesses or potential limitations. Two standard pages of the book review are accepted (i.e. length no more than 3600 characters with spaces).