AUTHOR GUIDELINES

Submission of the Manuscript

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Manuscripts will be accepted to the review process in electronic form according to the online protocol, or sent to the email address: redakce@osu.cz. Manuscript must be written in good and clear English, free of grammatical and spelling mistakes.

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Author contributions

Each person who contributed to the manuscript should be listed. Any person who cannot be shown to have made a substantial contribution to the article cannot be listed as an author in the
A substantive contribution includes one or more of the following: conception and design (AB, MR), data analysis and interpretation (MR, IP, LH), manuscript draft (AB), critical revision of the manuscript (AB, MR, IP, LH), final approval of the manuscript (AB).

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All submitted manuscripts should include the title of the manuscript written in capital letters, and include a structured abstract in the range 150–200 words (aim, design, methods, results, conclusion) five to eight key words, and the body of the text (3,000–5,000 words) using the following structure:

Original papers – empirical study

- Introduction
- Aim
- Methods (Design, Sample, Data collection, Data analysis)
- Results
- Discussion
- Conclusion
- Ethical aspects and conflict of interest
- (Acknowledgements)
- Author contributions
- References (alphabetical order)

For quantitative studies are required statistical data processing.

Review articles

- Introduction
- Aim
- Methods (Eligibility criteria, Sources, Search, Study selection, Data analysis)
- Results
- Discussion
- Conclusion
- Ethical aspects and conflict of interest
- (Acknowledgements)
- Author contributions
- References (alphabetical order)

The manuscript should follow the PRISMA recommendations (checklist and diagram).

Other manuscripts suitable for publication

- Description of innovative practice
- Audits of best practice
Manuscript and abstract should be structured (aim, introduction, sources of evidence, discussion, conclusions and implications for nursing practice).

**Manuscript Format and Structure**

Authors are responsible for the originality of the work, its objective accuracy and formal correctness. Manuscripts must be formatted using Times New Roman font, size 12, in a normal text style and be single spaced. Pages are not to be numbered. Bold or italicized writing is to be used as little as possible.

**Tables and figures.** The maximum number of tables and figures for a single manuscript is five. All tables and figures must be contained in the same file as the main text, numbered and titled. Each table and figure must be referred to in the manuscript text. Tables must be in MS Word format and placed at the end of the manuscript (below the References section). The font sizes are 10 for text in tables, 11 for table titles and 8 (italics) for legends below tables. Data in tables must be consistent with the text. A table must not exceed one page. See an example of table format.

**Abbreviations.** Abbreviations are to be used as little as possible. When used the first time, they must be completely written out.

**Statistical data.** Statistical data must be described using formatting (symbols, abbreviations) according to examples.

**References.** The document must contain accurate and complete bibliographic references for all quotations used. The reference in the text must include the author’s last name and year of publication (Watson, 2000). A complete reference list including all citations must be included at the end of the document and include only literature that is referenced in the text. References are listed in alphabetical order by last author’s name and must not be numbered. References must include sufficient information to retrieve source material. Multiple references by different authors (e.g. Oliverius, 2003; Minarik, 2011; Lesser et al., 2015) or multiple references by the same author (e.g. Smith, 2010; Smith, 2012) must be in chronological order. For references not uniquely identified by the author’s name and year, use a letter after the year (e.g. 2009a; 2009b). For all publications/articles in the reference list, hyperlinks to the PubMed database must be provided (see examples of references).

**References – example**

**Article from journal:**


**Articles ahead of print:**
**Book:**

**Chapter from a book:**

**Internet resources:**


**Manuscript – example:**

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<td><strong>Key words:</strong></td>
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<td><strong>Text of the article</strong> (according to the provided structure)</td>
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<td><strong>References</strong></td>
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**Separate file – example:**

<table>
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<tr>
<td><strong>Alena Nováková¹, Eliška Jasná²</strong></td>
</tr>
</tbody>
</table>

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²*Department of Nursing and Midwifery, Faculty of Medicine, Ostrava University, Czech Republic*

Name of the main author, address, employer, email and telephone
Name, employer and email of all cooperating authors
Table – example:

Table 2 Correlations between ICS Nurse and CBI factors (Pearson) [font size 11; font size in table 10]

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<th>Finland</th>
<th>Greece</th>
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<td></td>
<td>r</td>
<td>p-value</td>
<td>r</td>
<td>p-value</td>
<td>r</td>
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<tr>
<td>CBI</td>
<td>0.511</td>
<td>&lt; 0.001</td>
<td>0.383 &lt; 0.001</td>
<td>0.194</td>
<td>0.023</td>
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<tr>
<td>CBI-F1</td>
<td>0.469</td>
<td>&lt; 0.001</td>
<td>0.295 0.001</td>
<td>0.213</td>
<td>0.011</td>
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<tr>
<td>CBI-F2</td>
<td>0.298</td>
<td>&lt; 0.001</td>
<td>0.218 0.018</td>
<td>0.126</td>
<td>0.120</td>
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<tr>
<td>CBI-F3</td>
<td>0.464</td>
<td>&lt; 0.001</td>
<td>0.329 &lt; 0.001</td>
<td>0.193</td>
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<tr>
<td>CBI-F4</td>
<td>0.503</td>
<td>&lt; 0.001</td>
<td>0.290 0.002</td>
<td>0.192</td>
<td>0.017</td>
</tr>
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</table>

$r =$ Pearson’s correlation coefficient [font size 8]

Figure – example 1:

**Figure 1** Correlation between burnout and length of experience in hospice care [font size 11]
**Figure – example 2:**

![Flow diagram of the exclusion process recommended by the PRISMA](image)

*Figure 2* Flow diagram of the exclusion process recommended by the PRISMA [font size 11, font size in diagram 10]

**Statistical data – example:**

\[\begin{align*}
&n = 293 \\
&SD = 3.2 \\
&\text{mean} = 5.12 \\
&r = 0.75 \\
&\text{adjusted } R^2 = 0.014 \text{ (variance)} \\
&p \leq 0.001 \\
&p = 0.005 \\
&\chi^2 = 12.71 \\
&p\text{-value is 0.048} \\
&\text{min. = } \\
&\text{max. = } \\
&\text{median = } \\
&\text{mean age was 66.4 years (SD = 12.3; range 31–92)} \\
&\text{mean score was 12.07 (95\% CI 3–25)} \\
&\text{score of 25 (OR = 1.87; 95\% CI = 1.07–3.27; } p < 0.001\text{)}
\end{align*}\]