Health & Caring **XX**(x), 202X

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paper title

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**Abstract** The abstract of the paper, in the form of a single paragraph not exceeding 250 words, should briefly summarize the essential information on the presented study. The abstract should give the background, objectives, methods, results, and conclusions of the research project. The abstract should not include detailed description, citations or mathematic equations.

**Keywords** List 3–10 appropriate keywords specific to the article, separated by commas

# Introduction

The introduction should give an outline of the state of the art in the field of the presented research problem. It should include (depending on expected knowledge of readers) some information on theoretical background of the research, definition of key concepts, explanation of principles, laws, formulae etc. The aim of the research should be also defined and justified in the introduction. Please use Calibri font with a spacing 1.5.

## Section heading

The introduction is followed by further sections according to the authors’ needs. To keep the structure of the headings clear, it is not recommended to put long sections of text between a heading and the next lower-level heading (in a place like this).

## Subsection heading

The template makes use of Word styles for text formatting. Individual formatting without using the predefined styles is not recommended besides highlighting parts of text by **boldface** or *italics*, necessary modifications in tables and other simple formatting. Default styles are used for normal text (Normal) and for three levels of numbered section headings (Heading 1, 2, 3).

## Front matter

The first lines in the template contain the journal title, volume, DOI and the Creative Commons licence – this information will be added by the editor before publishing.

These lines are followed by the paper title in the English language and names of all authors (in the order *first name*, *last name*) without academic degrees or other information. Each author’s name is followed by a reference to a footnote where affiliation is given, with the address of the institution but without e-mail or phone contacts. In case of more authors from the same institution and department, only one footnote should be inserted and a reference for other authors should be added manually – an example is also included in this template.

One of the authors is marked as the corresponding author, which is done by an asterisk following the affiliation reference. The asterisk refers to a manually added footnote containing the phone and e-mail contacts of the corresponding author.

The front matter of the document ends with two paragraphs containing the abstract of the paper and keywords in English. Both paragraphs are formatted using the style Abstract.

## Special formatting

### Bullet-point list

This is an example of an unordered (bullet-point) list in the text. Suitable indentation is defined in the multilevel list style List A:

* list item (level 1),
* list item (level 1),
  + list item (level 2),
  + list item (level 2),
    - list item (level 3),
* list item (level 1).

### Enumerated list

This is an example of an ordered (enumerated) list using the style List B:

1. list item (level 1),
2. list item (level 1),
   1. list item (level 2),
      1. list item (level 3).

# Objects

## Figures

Figures (photographs, drawings, diagrams, plots) should be inserted “in line with text” rather than as floating objects with text wrapping. In case of narrow figures which would leave large white areas on the sides, it is possible to put two of them next to each other and refer to them as “left”/“right” or “a)”/“b)”.

A figure is inserted into a paragraph with the style Paragraph with figure which takes care of centering and prevents page breaks. Every figure has a caption below containing a brief description of the figure and a reference to the source if necessary. The caption starts with “Fig.” and a number; it is recommended to make use of the captions tool to insert the captions and make cross-references. Cross-reference to a figure in the text should be as follows: (see Figure 1), Figure 1 shows ... etc.

Figure 1 Figure sample; source: ...

## Tables

The table style is characterized by thicker horizontal lines on top and bottom (1 pt) and thinner lines below the table header (0,5 pt), which may be used in other suitable places as well. Vertical lines are not used. This formatting can be easily applied by using the table style “Table A”. Coloured background of table cells should be used only if required to convey information.

Text alignment within cells follows the needs of the particular data reported. To remove extra vertical paragraph spaces, it is recommended to apply the No Spacing text style and then modify text alignment and other font/paragraph attributes if required (e.g. set smaller font size if it is necessary to accommodate the table to the page width).

Table 1 Table sample; source: ...

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wagon type |  | Rils212.6 | Rins655 | Rilns R26 |
| Length over buffers | [m] | 19.90 | 20.00 | 20.09 |
| Bogie pivot distance | [m] | 14.86 | 14.86 | 15.05 |
| Loading length | [m] | 18.53 | 18.51 | 18.50 |
| Loading area | [m2] | 51.2 | 50.2 | 50.5 |
| Tare | [t] | 24.5 | 24.5 | 24.6 |
| Payload | [t] | 55.5 | 65.5 | 62.4 |

Each table is preceded by table caption containing the label “Table”, number, brief description and reference to a source of the data if necessary. It is recommended to use the captions tool with the caption “Table”. A table is referred to in the text as follows: The results are summarized in Table 1.; Table 1 summarizes the results ... .

## Citations

The journal uses the APA 7 ed. style of bibliographic references. A list of cited publications is arranged in the References section at the end of the document. The items are sorted alphabetically according to the name of the first author or the institution given as author. Examples for various types of sources (journals, books, standards) are given in the References section of this template.

References in text are given in parentheses (Last name, year), similarly in the case of two authors (Johnson & Smith, 2020; Black & White, 2019) or with more than two authors (Johnson et al., 2020). The authors’ names can be used in a sentence, e.g. Johnson (2020) demonstrated that ..., Johnson and Smith (2020) demonstrated that ..., or Johnson et al. (2020) demonstrated that ....

# Conclusions

The last numbered section is Conclusions. The section should summarize the essential outcomes of the presented research, draw broader conclusions and possibly give ideas for further research. The conclusions section is not a suitable place for first presentation of the results and their analysis – this should be given in the previous sections. Conclusions can make use of a bullet-point list to clearly present individual statements.

Funding

Please add information about funding of your research.

Acknowledgements

In this section, possibly acknowledge the contribution of persons who are not among the authors of the paper.

References

**The APA (7th edition)** citation style – examples:

**Monograph:**

Koivisto, V. A. (1976). *Metabolic and hormonal effects of exercise in diabetes mellitus: an experimental and clinical study*. Veikko A. Koivisto.

**Chapter in a monograph:**

Savickas, M. L. (2005). The theory and practice of career construction. In S. D. Brown & R. W. Lent (Eds.), *Career development and counseling: Putting theory and research to work* (pp. 42–70). Wiley.

**Journal article - 1 author:**

Sandelowski, M. (1991). Telling Stories: Narrative Approaches in Qualitative Research. *Image: the Journal of Nursing Scholarship*, *23*(3), 161-166. <https://doi.org/10.1111/j.1547-5069.1991.tb00662.x>

**Journal article - 2 authors:**

Whittemore, R., & Roy, S. C. (2002). Adapting to Diabetes Mellitus: A Theory Synthesis. *Nursing Science Quarterly*, *15*(4), 311-317. <https://doi.org/10.1177/089431802236796>

**Journal article - more authors:**

Wilkinson, A., Whitehead, L., & Ritchie, L. (2014). Factors influencing the ability to self-manage diabetes for adults living with type 1 or 2 diabetes. *International Journal of Nursing Studies*, *51*(1), 111-122. <https://doi.org/10.1016/j.ijnurstu.2013.01.006>

**Units of measurement and names of medicinal products**

The results of chemical, physical and clinical tests are reported in SI units (Systeme international d´Unités). Pulse, temperature and blood pressure values may be given in conventional units. For medicinal products, the generic name should be given.

**Abbreviations**

If an abbreviation is used, the full name should be given in the text when it is first used. Do not use abbreviations in the title and summary. Abbreviations of standard units may be given without subsequent explanation.

**Link to a figure in a text: (Figure 1)**

Below the image:

Figure 1 The best book

**Reference to a table in a text: (Table 1)**

Above the table:

Table 1 Item and order errors by list similarity for native and non-native groups.

**Link to a graph in a text: (Graph 1)**

Below the graph:

Figure 1 Effects of list type on articulation of English glosses of signs

1. ~~institution name (university, faculty, department), institution address (street, postcode, town, country)~~ [↑](#footnote-ref-1)
2. ~~institution name (university, faculty, department), institution address (street, postcode, town, country)~~

   ~~\*~~ ~~corresponding author, phone: +XXX XXX XXX XXX, e-mail: xx@xx.xx~~ [↑](#footnote-ref-2)