



National Institute of Public Health
Slovenian Journal of Public Health
Editorial Office
Trubarjeva cesta 2, SI - 1000 Ljubljana
T 0038612441543
E zdrav.var@nijz.si

<https://nijz.si/nijz/revije/revija-zdravstveno-varstvo/>
<https://reference-global.com/journal/SJPH>

Zdravstveno varstvo (ZV)
ISSN 0351-0026 (print edition)
Slovenian Journal of Public Health (SJPH)
ISSN 1854-2476 (electronic edition)

SLOVENIAN JOURNAL OF PUBLIC HEALTH INSTRUCTIONS FOR REVIEWERS

July 2026



To make your job easier, we have prepared instructions on how to submit reviews for the *Slovenian Journal of Public Health*. We appreciate your time and effort in helping improve the quality of our journal. Thank you very much for your valuable reviews.

SHORT DESCRIPTION OF THE SLOVENIAN JOURNAL OF PUBLIC HEALTH

For those of you who are not familiar with our journal, we would like to provide some general information.

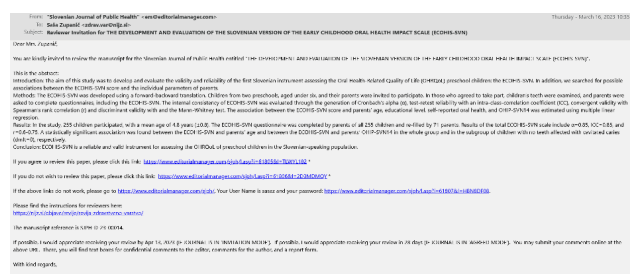
The *Slovenian Journal of Public Health* has been published since 1962 by the National Institute of Public Health in Slovenia. Since 2003, the journal has been a peer-reviewed scientific journal with English abstracts, and since 2014, an international scientific public health journal in English only. The journal's mission is to promote new achievements in the broad field of public health in Slovenia and Central and South-East Europe. The *Slovenian Journal of Public Health* publishes internationally oriented articles and encourages an interdisciplinary approach to public health. The journal is a forum for exchanging new public health concepts and solutions among researchers. The journal mainly publishes original scientific articles, and on occasion also systematic reviews, methodological articles, and invited editorials. It is published four times a year, with up to 35 articles each year, and has an average annual rejection rate of around 80%. The journal is indexed in major international databases, such as PubMed, Web of Science, and Scopus, and has had an impact factor since 2011, ranging from 0.16 to 2.5. As an open-access journal it is available online on Paragidm <https://reference-global.com/journal/SJPH>.



Submitted manuscripts with a public health theme of international relevance are forwarded to two editors for review after technical integrity and plagiarism checking with [Crossref iThenticate](#). If a manuscript is judged worthy of the peer-review process, the editor sends it to three internationally renowned reviewers for review, at least one of whom must be from outside Slovenia. The review process is double-blinded. Our aim is that the process is fast, fair and constructive.

REVIEWER INVITATION LETTER

An invitation will be sent to you by the *Slovenian Journal of Public Health*, with the subject line 'Review Invitation' and the manuscript title.



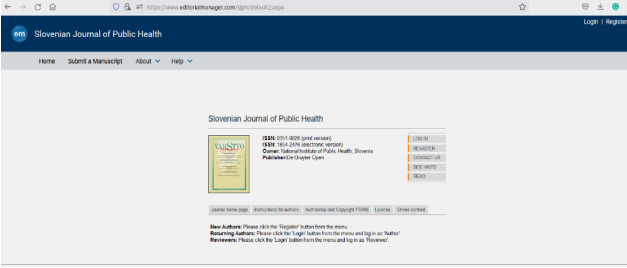
The email body will contain an abstract which can help you determine whether the topic of the manuscript is within your field of expertise.

If, for any reason, you decide not to participate in the review process (self-declaration on conflicts of interest), please click the second link in the email to decline the invitation. This way we can exclude you from the process and invite another reviewer. You can use the box provided to state the reason for declining, such as not being in your field of expertise, being busy, or having conflicts of interest. We would also be very grateful if you could suggest other experts from the field who may be interested in participating. You can submit your decision by clicking the submit button. If you have decided not to review the manuscript then we sincerely hope that you will accept a different one on another occasion. You will receive a thank you email once your decision has been submitted.

If you decide to accept the invitation and take part in the review process, please click the first link. Now you will get an insight into the entire manuscript. The deadline for submitting the review is one month, and the system will automatically send you reminders. If you also want to review the revision of the manuscript, you will receive a second invitation. If you think it would be good for the manuscript to be reviewed by another reviewer (such as for a multidisciplinary or borderline topic), please mention this in your review.

EDITORIAL MANAGER SYSTEM

The journal welcomes reviews in electronic form to the web-based peer-review system, Editorial Manager (EM) at <http://www.editorialmanager.com/sjph/>, and no longer accepts reviews by email or post.



REVIEWER LOGIN

Please use the login information you have received by email. Log in to the EM application as a reviewer ('Reviewer Login').



REVIEW SUBMISSION

The system will notify you that the manuscript that you accepted by clicking the link in your email is awaiting your review in the 'Pending Assignments' section.



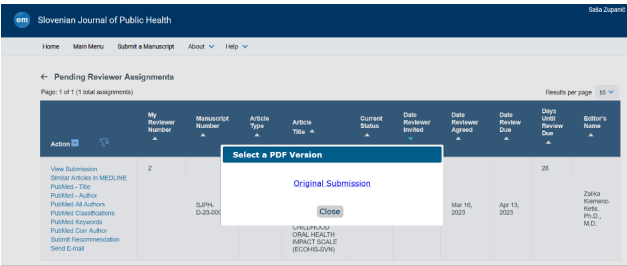
DATA INPUT

Submitting a review requires viewing the manuscript ('View Submission') and submitting your recommendation ('Submit Recommendation').

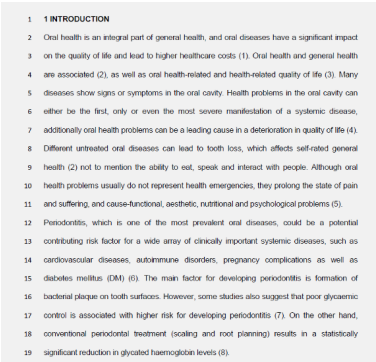


VIEW SUBMISSION

To view the manuscript, click on the 'View Submission' button. The manuscript will appear in PDF format and you can save it to your computer to read and study later.



There are line numbers in the PDF. They can help you to give specific remarks on parts of the manuscript.



SUBMIT RECOMMENDATION

Once your review is written, you can submit it by clicking the **‘Submit Recommendation’** button.

First, you need to state your **recommendation** for corrections. You can choose from several options: accepting the manuscript without corrections, requesting minor or major revisions, or rejecting the manuscript. Please, evaluate the manuscript, giving a rating from 1-100.



The screenshot shows the website of the Slovenian Journal of Public Health. At the top, there is a navigation bar with links for Home, Main Menu, Submit a Manuscript, About us, and Help. Below this, a banner indicates the submission of Reviewer Recommendations and Comments for Manuscript Number SJPH 0-23-00014. The main content area is titled 'THE DEVELOPMENT AND EXPANSION OF THE SLOVENIAN VERSION OF THE EARLY CHILDHOOD DATA HEALTH IMPACT SCORES (SCDS-EV)' and includes a 'Original Manuscript' link and a 'Review 2' button. A 'Recommendations' section is visible, showing a list of reviewers (e.g., 'No Recommendations', 'Accept', 'No Recommendations') and a 'Log out of' button. A 'Chemical Measurement Print (1-100)' button is also present. The bottom of the page features a 'Slovenian Instructions' link.

Answer the questions about the clarity of the presentation, the literature, the quality of the design, the adequacy of the analyses, the interpretation of the results, the importance of the results, the appropriateness for the field of public health and for our journal.

Home
Main Menu
Submit a Manuscript
About
Help

Manuscript Rating

These instructions are customizable by the journal.

***Clarity of Presentation (5=not applicable, 4=excellent, 3=good, 2=adequate, 1=poor)**

☐	☐	☐	☒	☐
Not	1	2	3	4

***Adequacy of Literature Review (5=not applicable, 4=excellent, 3=good, 2=adequate, 1=poor)**

☐	☐	☒	☐	☐
Not	1	2	3	4

***Quality of Design (5=not applicable, 4=excellent, 3=good, 2=adequate, 1=poor)**

☐	☐	☒	☐	☐
Not	1	2	3	4

***Frequency of Analysis (5=not applicable, 4=excellent, 3=good, 2=adequate, 1=poor)**

☐	☐	☒	☐	☐
Not	1	2	3	4

***Interpretation of Results (5=not applicable, 4=excellent, 3=good, 2=adequate, 1=poor)**

☐	☐	☒	☐	☐
Not	1	2	3	4

***Appropriateness of Inferences (5=not applicable, 4=excellent, 3=good, 2=adequate, 1=poor)**

☐	☐	☒	☐	☐
Not	1	2	3	4

***Appropriateness for JGIM (5=not applicable, 4=excellent, 3=good, 2=adequate, 1=poor)**

☐	☐	☒	☐	☐
Not	1	2	3	4

If you would like to review the revised manuscript, please select 'Yes' for the last item.

Once you have completed your review, please fill in the author's box ('[Reviewer Comments to Author](#)'), and use the second box to provide us with your opinion for the editors ('[Reviewer Confidential Comments to Editor](#)'). If you used AI language models (e.g. GPT, Gemini, Claude, Grok, Perplexity, ai...) in the preparation of your review, please kindly inform the editors. List them and describe their use. Example of AI note: The reviewer used an AI tool to organise his/her own original ideas and to improve readability and language clarity. The reviewed text was not uploaded into any AI system and AI did not participate in the review in any way.

[illegible]

If you decide to reject the manuscript, clearly state the reasons for your decision and add or choose from among the already-listed weaknesses.

The *Slovenian Journal of Public Health* is a scientific journal with an impact factor of about 2. If a manuscript is in the review process, it does not necessarily mean that the article will be published. Reviews should be written in English and be as detailed and specific as possible. Carefully read the manuscript and evaluate its content and relevance to our journal. Provide a detailed review of the manuscript, including any errors or omissions, and highlight any major strengths or weaknesses. Make sure to provide a constructive and unbiased opinion of the manuscript. Divide your review into main remarks and suggestions. Give your opinion on each part of the manuscript (title, abstract, introduction, methods, results, conclusions, references, tables and figures). Please do not edit the manuscript's language, just note that the manuscript requires language editing. Note that young authors who are not experienced in scientific publishing also submit manuscripts. Please help them with advice and guidance, especially if the manuscript is not presented in the most formal manner but contains important findings and messages.

Once you have entered all the necessary information, confirm your review and submit it twice - first with the 'Proceed' button, then with 'Submit Review to Editorial Office'.

[illegible]

After successfully submitting your review, you will receive a thank-you email. If you choose to review the revised manuscript, we will invite you again to evaluate the revision. The procedure for submitting a review of the revision is the same as that set out above.

ACKNOWLEDGEMENT

Reviewing is a very responsible and demanding task, as your opinion often leads an editorial decision and thus contributes significantly to the fate of the manuscript. With your evaluations and suggestions, you also contribute significantly to the improvement of the quality of the *Slovenian Journal of Public Health*. We greatly appreciate your invaluable work. However, we do not pay for reviews.

If you encounter any difficulties in submitting your review, please contact the editorial office at zdrav.var@nijz.si for assistance.

Prepared by: Saša Zupanič, Executive Editor