**SPECIFICATIONS**

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| **Subject of the contract** | **Online publication of the scientific journal Zdravstveno varstvo, use of the Editorial Manager programme and indexing in databases** |
| **Type** | **Simplified procedure** |
| **Tender reference number** | **80K240821** |

The subject of the contract is publication of the scientific journal Zdravstveno varstvo (Slovenian Journal of Public Health), online version ISSN [1854-2476](tel:18542476) on the website of a prominent international scientific publisher.

The journal seeks to appear as an open access publication, it does not intend to charge APC costs, copyright is held by the NIJZ.

The journal is a quarterly and each year publishes around 35 peer-reviewed scientific articles.

We are seeking a publisher for a 3-year period (2022-2024).

We edit articles using the Editorial Manager programme, which the publisher should offer as a tool for working with full software, educational and service support. Each year we receive for editing around 180 manuscripts. We check for plagiarism using the CrossCheck programme, which the publisher should also provide.

The publisher should also take over indexing in bibliographical and full-text databases in which the journal Zdravstveno varstvo already participates, and in databases that will appear in the future and enhance the journal’s recognition. We require the conversion into full-text XML format of approximately 250 pages annually.

**THE TENDERER MUST PROVIDE:**

* a journal website;
* a platform for publication, distribution and long-term access to archive content of the journal, comprising around 35 articles each year;
* a system for reviewing plagiarism;
* a system for online submission of manuscripts and journal editing (expressly the Editorial Manager system); online submission of manuscripts, support for the review and editorial process, support for authors, editors and reviewers including education, long-term storage of manuscript archives, articles, reviews and editorial decisions. Around 180 manuscripts are received annually;
* generating DOI numbers for published articles;
* creating metadata and XML format for articles comprising around 250 pages annually;
* provision of indexing of the journal in databases in which the journal Zdravstveno varstvo already participates, and in databases that will appear in the future and which will be important for the journal and enhance its recognition. Support particularly in the databases Scopus, Clarivate Web of Science, PubMed, Medline and more.
* ensuring long-term access to the journal in internationally recognised repositories such as PubMed Central, in open-access journal directories (DOAJ), online libraries and so forth.
* annual reporting on operation of the journal; annual report on IF achievement, number of views of our website, number of articles users have downloaded from the website and so forth.
* advice and efforts towards enhancing the recognition of the journal (IF); in the sense of keeping pace with developments in the area of databases, proposing inclusion in new databases and procedures to be carried out by the tenderer itself, proposing guidelines for development and so forth.
* the journal Zdravstveno varstvo must be freely accessible, and access to our articles should not have a paywall;
* the journal does not seek to charge APC costs;
* copyright is retained by the NIJZ.

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| By signing below, the tenderer confirms agreement with the contracting authority’s specifications and technical requirements.  Place and date: Signature of tenderer: |