

SUBMISSION FORMATTING REQUIREMENTS

11th Organizational Behaviour in Health Care (OBHC) Conference

Montreal, Quebec, Canada
13-16th May, 2018

Theme: *Coordinating Care Across Boundaries and Borders*

Submissions for presentations (by full paper) and symposia (by abstract) will open from **September 4th, 2017**. Registration will be open from October 2nd, 2017.

**Deadline for all submissions (presentations and symposia):
December 1st 2017 (11:59 Eastern Time Zone / Montreal time)**

Submission that do not follow the guidelines or submission formatting requirements may not be reviewed. All presenters must register for the conference. Submissions will be withdrawn if the author / presenter has not registered by 6th April 2018.

Formatting Requirements for Oral Presentation Submissions

1.1 General

- 12pt Times Roman font
- Double line spacing.
- Margins: 25mm on all sides.
- No footnotes permitted. Endnotes may be used, but must be kept to a minimum.
- Length: 5,000 words maximum
- Place page numbers centred at the bottom of each page.
- If you are submitting in MS Word, please make sure you have also removed any identifying author information from the document's properties.
- Submit an electronic copy (**Word, PDF only**) of your work to the online submission system and follow the instructions online.

1.2 Page 1

- **Title of the paper:** centred in bold 14 pt Times Roman.
- **Please do not enter author name or affiliation** – these will be entered in the online submission system.
- **Abstract:** 250-300 words, justified in 12 pt Times Roman.
- Indicate whether a Competitive (CP) or Working (WP) Paper

1.2.1 Page 2

- Title (no authors): in 12 pt Times Roman, centred.
- Start the paper.

1.2.2 Headings and notes

- **Headings:** a main heading, designating the topic of major sections should be centred, bold and capitalised.
- **Secondary headings:** flush with left margin, underlined.
- **Tertiary headings:** flush with left margin, in italics.
- **Notes:** at the end of the paper, preceding the references.

1.3. References and citations

1.3.1 Reference citations in the text

- Citations in the text should be by the author's last name and year of publication enclosed in parentheses without punctuation: "(Thorelli 1960)." If practical, the citation should stand by a punctuation mark. Otherwise, insert it in a logical sentence break. If you use the author's name in the sentence, there is no need to repeat the name in the citation; just use the year of publication in parentheses, as in "The Howard Harris Program (1966)..."
- If a particular page, section, or equation is cited, it should also be placed in the parentheses: "(Thorelli 1960, p. 112)" or "(Thorelli 1960, Table 1)." For multiple authors, use the full citation for up to three authors; for four or more, use the first author's name followed by "et al." (no italics). A series of citations should be listed in alphabetical order and separated by semicolons: (Thorelli 1960; Welch 1981).

1.3.2 Reference List Style

- References are to be listed alphabetically, last name first, followed by publication date in parentheses. Use authors' full first name, not just initials. The reference list should be typed double spaced on a separate page. Limit the references to only those that have been cited in the body of the article, including notes, tables, and figures.

1.3.3 Single and multiple-author reference for books:

Schein, E. (2003) *Organizational Culture and Leadership*. San Francisco, CA: Jossey-Bass.

1.3.4 Edited book

Flynn, R. and Williams, G. (eds) (1997) *Contracting for Health: Quasi-Markets and the National Health Service*. Oxford: Oxford University Press.

1.3.4 Single and multiple-author reference for journals (include author's name, publication date, article title, complete name of periodical, volume number, month of publication, and page numbers):

Scott, T., Mannion, R., Marshall, M. and Davies, H. (2003) 'Does organisational culture influence health care performance? A review of the evidence', *Journal of Health Services Research and Policy*, 8(2), 105-17.

1.3.5 Single and multiple-author reference for an article in a book edited by another author(s):

Schneider, B., Bowen, D.E., Ehrhart, M.G. and Holcombe, K.M. (2000) 'The climate of service: Evolution of a construct', in N.M. Ashkanasy, C.P.M. Wilderom and M.F. Peterson (eds), *Handbook of Organizational Culture and Climate*. Thousand Oaks, CA: Sage, 21-36.

Formatting Requirements for Symposium Submissions

1.1 General

- Use Times New Roman 12-point font, double spaced, 1-inch (2.5cm) margin all around, and 8.5"x11" page setting.
- The entire submission must be in ONE document, as a PDF file
- Be sure to number all of the pages of the submission.
- Make sure to check that the file or document uploaded is virus-free prior to submitting.
- Tables and figures must be clear, legible, and no smaller than 10- point font.

2.2 Presenter symposium submissions:

- Tables and figures must be clear, legible, and no smaller than 10-point font.

PLEASE NOTE: If any of the submission guidelines or submission formatting requirements are not met, the submission may not be reviewed.