SUBMISSION GUIDELINES

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 Submissions will be withdrawn if the author / presenter has not registered by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.

General Submission Information

Submission Types

1. Paper Submissions (for Oral presentations)
Paper submissions are invited for consideration for oral presentations at the conference. Only full papers of around 5,000 words will be considered. Papers must include a 250-300 word abstract. The oral presentations will take the form of a 20-minute presentation, followed by a 5-minute review by a peer scholar, following by audience questions and comments. The papers must conceptually or empirically advance the field of organizational studies in health care. Papers should align with the conference theme. Paper submissions will be double-blind peer-reviewed. The best papers will be eligible for awards and inclusion in an edited book. All accepted papers will be made available to conference delegates.

2. Symposium Submissions
Symposium sessions are panels in which a number of speakers or facilitators discuss a common theme in a manner that brings new insights to a particular theme within the field of Organizational Behaviour in Health Care. Symposium submissions will be single-blind peer-reviewed. This means that reviewers will see the names of the authors. There are two types of symposia: Panel Symposia, which engage a group of panelists in a formal interactive discussion; and Presenter Symposia, which involve a series of authored papers on a particular theme.

All symposium submissions must include:

1. A title page that includes: an explicit designation if it is for a Presenter or a Panel symposium; title of symposium (in Title Case); Complete formal names and affiliations of all participants; and a list of up to six keywords.
2. A 3-6 page overview of the symposium that includes: an explanation of why the symposium should be of interest to conference delegates; and proposed format of the symposium, designed to fit a 90-minute session.

Below is additional information about, and required for, submission of a potential Panel or Presenter symposium:

Panel Symposia: The purpose of a Panel Symposium is to engage a group of panelists in an interactive discussion. There are no titles associated with the panelists' presentations. Proposals for panel discussions should include clear descriptions of the topics to be discussed and the procedures that will be used to manage the discussion among panelists and with the audience. In addition to the abstract, and the two requirements listed above for all Symposium submissions, Panel symposium submissions must include: a summary, of up to 5-pages, of the scope of the panelists' discussion. There may be no formal paper presentations within a Panel Symposium.

Presenter Symposia: Presenter Symposia involve a series of thematically linked, authored papers – abiding by the same guidelines as for paper submissions for regular, parallel oral presentations – on a particular theme. In addition to the quality of individual papers, symposia are judged on overall quality, potential interest to delegates, and innovation and contribution. In a Presenter Symposium, titles are associated with each presentation. Presenter symposia can involve co-authored papers, and co-authors will be listed in the program. In addition to the abstract and the two requirements listed above for all symposium submissions, Presenter symposium submissions must include: an additional 2-5 page synopsis of EACH presentation, not including references. Each presentation may include a maximum of two additional pages of tables and figures.

Please also consult the "Submission Formatting Requirements" on the conference information page: www.shoc.org.uk/conferences

Submission Process

- To make a submission, please follow the links after clicking here: https://obhc2018.exordo.com/
  or click the "Make a submission" button on the website of the Society for Organizing in Health Care: http://shoc.org.uk/
- You will need to create an author account
- Click the "New Submission" link
- Choose from one of two submission formats: "Oral" or "Symposium".

- On the next page, type in the "title", and then copy and paste the "abstract" (250-300 words for oral presentations and 450-500 words for symposia).
- Indicate whether or not it is a "student submission"
- Enter you personal title, institution, country and telephone number.
- Add authors as appropriate.
- Tick "All Topics"
- Then click "Upload Paper" to upload you submission (in PDF format);
  - for "Oral presentations", this will be a full, referenced paper of no more than 5,000 words, in a single PDF file.
  - for "Symposium" presentations, this will include all documents indicated above, in a single PDF-file.
- Click "DONE: Save submission"

PLEASE NOTE: If the guidelines and formatting instructions are not met, the submission may not be reviewed.