

# **SUBMISSION FORMATTING REQUIREMENTS**

**12<sup>th</sup> Organisational Behaviour in Health Care (OBHC) Conference**

**Manchester, UK – 15<sup>th</sup>-17<sup>th</sup> April 2020**

**Theme: *'Managing Healthcare Organisations in Challenging Policy Contexts: Integration or Fragmentation?'***

**Submissions 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 Submissions will be withdrawn if the author / presenter has not registered by 18th March 2020.**

## **Formatting Requirements for Oral Presentation Submissions**

### **1. General**

- 12pt Times New 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: 6,000 words maximum (excluding references and tables)
- 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.

### **2. Page 1**

- Title of the paper: centred in bold 14 pt Times New 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 New Roman.
- Indicate whether a Competitive (CP) or Working (WP) Paper

### **3. Page 2**

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

### **4. 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.

### **5. References and citations**

#### **5.1. 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).

## 5.2. 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.
- Single and multiple-author reference for books: Schein, E. (2003) *Organizational Culture and Leadership*. San Francisco, CA: JosseyBass.
- Edited book: Flynn, R. and Williams, G. (eds) (1997) *Contracting for Health: Quasi-Markets and the National Health Service*. Oxford: Oxford University Press.
- 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.
- Single and multiple-author reference for a chapter 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

- We welcome different formats of symposia, including:
  - Panel symposia, engaging a group of panelists in a formal interactive discussion around a theme or question relevant to the field
  - Interactive workshops, creatively engaging the audience members in debate, simulation and/or learning activities
- Length: 1,500 words maximum (excluding references and tables)
- Symposia should be designed to fit a 90-minute session
- Your extended abstract should include:
  - Title of the symposium
  - Organisers' names and affiliations
  - Theoretical and/or policy background
  - Objectives of the symposium
  - Explanation why the symposium would be of interest to the OBHC audience
  - Proposed format of the symposium, highlighting individual contributions of symposium organisers
  - Summary of the panelists' discussion (for panel symposia)
  - Description of interactive activities you plan to integrate into your symposium (for interactive workshops)