

OBHC 2008 Author Guidelines

Introduction

Selected best papers will be submitted with a view to publishing them in a special issue of *Journal of Health Organization and Management* or a book of the conference by Palgrave-Macmillan. We have based these guidelines on the JHOM instructions for authors.

Full papers should be supplied in **Word format**, not PDF, in **Times New Roman, 12 point, single spaced**. All authors' details must be printed on a title page and authors should not be identified anywhere else in the article.

We suggest papers should be not more than **4,000 words in length**. A title of not more than eight words should be provided.

The reviewing process

Each paper which is being considered is reviewed by the editors and, if it is judged suitable for the special issue of JHOM or the book, it is then sent to two referees for double blind peer review. Based on their recommendations, the editors then decide whether the paper should be accepted as it is, revised or rejected. The JHOM editor may make use of [iThenticate software](#) for checking the originality of submissions received.

Manuscript requirements

Authors **must** supply a **structured abstract** set out under 4-6 sub-headings: Purpose; Methodology/Approach; Findings; Research limitations/implications (if applicable); Practical implications (if applicable); and, the Originality/value of paper. Maximum is 250 words in total. In addition provide up to six **keywords** which encapsulate the principal topics of the paper. For more information and guidance on structured abstracts visit: <http://www.emeraldinsight.com/structuredabstracts>

Where there is a **methodology**, it should be clearly described under a separate heading. **Headings** must be short, clearly defined and not numbered. **Notes** or **Endnotes** should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

In the text of the paper the preferred position of all tables, figures and plates should be indicated by typing on a separate line the words "Take in Figure (No.)" or "Take in Plate (No.)". Tables should be typed and included as part of the manuscript. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables, figures and plates. Ensure that tables and figures are complete with necessary superscripts shown, both next to the relevant items and with the corresponding explanations or levels of significance shown as footnotes in the tables and figures.

References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef. You should include all author names and initials and give any journal title in full. You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names or, (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:

For books: surname, initials, (year), *title of book*, publisher, place of publication, e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.

For book chapters: surname, initials, (year), "chapter title", editor's surname, initials, *title of book*, publisher, place of publication, pages, e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice - a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.

OBHC 2008 Author Guidelines

For journals: surname, initials, (year), "title of article", *journal name*, volume, number, pages, e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.

For electronic sources: if available online the full URL should be supplied at the end of the reference.

Final submission of article

The manuscript will be considered to be the definitive version of the article. The author must ensure that it is complete, grammatically correct and without spelling or typographical errors and track change off. It must be a Microsoft word document.

The final submission should be uploaded to: <http://www.obhc2008.online-registry.net/>
When entering the online system you will be requested to use your original login and password. Go to **Re-Submission of Contributions and upload** your completed final submission. Please remember to log-off.