

ElectronicHealthcare

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Author Guidelines

Mission Statement

Electronic Healthcare explores e-models, e-practices and e-products for e-health in the Canadian healthcare system as well as abroad. Its stated objective is to document best practice in health service delivery and policy development. Excellence is achieved through constant innovation, motivated people and inspired leadership at all levels of the organization.

Electronic Healthcare provides our readers with ideas, analysis, policies and best practices that have been subject to independent reviews.

Readership

Electronic Healthcare readers are administrators, academics, insurers, suppliers and policy pundits.

Types of Articles

Submissions can be made for these editorial departments. If an author's idea does not appear to fit within any of these categories, authors are encouraged to contact the managing editor.

Feature

A thorough analysis of e-health issues. Manuscripts should be no more than 5,000 words inclusive of figures/tables. Submissions must include an abstract (maximum 150 words).

Commentary

An explanatory series of notes or comments; probably and explanatory essay or a record of events or facts. Manuscripts should be approximately 5,000 words inclusive of figures/tables. Submissions must include an abstract of 150 words or less.

Case Study

A brief statement of background and context, a description of the initiative, a presentation of results (including challenges that arose and how they were addressed) and a discussion of lessons learned, highlighting those that are potentially transferable to other topics and settings. Manuscripts should be no more than 2000 words inclusive of figures/tables. Submissions must include an abstract (maximum 100 words).

Manuscript Preparation

Pages should be numbered consecutively throughout. The author should email the manuscript as an attachment to Managing Editor, Ania Bogacka at abogacka@longwoods.com. Correspondence via email is strongly encouraged.

Authors should provide a manuscript that is written in an interesting style, free of professional jargon. Material must be written for senior administrators by experts whose authority comes from careful analysis and study or from a profound personal experience. Preferably, ideas have

been tested in the real world and so can be readily applied by management.

Submission of an article implies that it has not been previously published, is not being considered for publication elsewhere, and that the contents are original. Along with one or two sentences of biographical information to appear in the journal describing the main themes of the paper.

Manuscripts must be accompanied by a cover letter which should include the following information.

- A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
- A statement of financial or other relationships that might lead to a conflict, or perceived conflict, of interest, if that information is not included in the manuscript itself.
- The authors must meet the three **authorship criteria of the International Committee of Medical Journal Editors:**

“An author is someone who:

- 1. Contributed substantially to conception and design, or acquisition of data, or analysis and interpretation of data AND*
- 2. Drafted the article or revised it critically for important intellectual content AND*
- 3. Gave final approval of the version to be published.”*

- Authors also have the option of including a statement indicating names of individuals who should not be asked to review the paper because of potential conflict of interest.

Manuscripts should also be accompanied by a face sheet that gives the title of the paper, five to seven key words and the names of the authors and their credentials, and current titles, e.g.,

Lois M. Smith, RN, MScN
Nurse Practitioner
XYZ hospital
Thistown, Province/State (no periods used in degrees).

Author Disclosure

It is the policy of Longwoods Publishing Corporation that all authors of its medical publications disclose relationships with any commercial interest that may present a conflict of interest if:

- a) the relationship is financial and occurred within the past 12 months;
and
- b) the author discusses products or services of that commercial interest.

Relevant financial relationships are those relationships in which the author (and/or the author's spouse or partner) benefits in any dollar amount by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest, or other financial benefit. Financial benefits are usually associated with roles, such as employment, management position, independent contractor (including contracted research), consulting, speaking and teach-

ing, membership on advisory committees or review panels, board membership, and/or other activities for which remuneration is received or expected.

All authors must read and sign the [Longwoods Author Disclosure Form](#).

Guidelines for Style

Manuscript submissions will be copy-edited for grammar, punctuation and consistency of spelling and style; in some cases they will be edited for length. All Longwoods publications use Canadian spelling and follow the **Oxford Canadian Dictionary** (first choice listed). Note, however, that “healthcare” is one word as both an adjective and a noun.

General Points of Style

- use double quotation marks, with single quotation marks within the double as necessary
- commas and periods always within the quotation marks
- series or serial comma not used to separate final elements in lists (e.g., CEOs, directors, managers and supervisors)
- articles and prepositions within titles and headings lowercased
- that/which distinction made for restrictive/nonrestrictive clauses (That clauses (restrictive clauses) are essential to the meaning of a sentence, e.g., The animals that performed well in the first experiment were used in the second experiment. Which clauses (non-restrictive clauses), which are set off with commas, add further information.)
- en dash used to set off phrases within sentences; space either side (e.g., “The best American non-profit HMOs – e.g., Kaiser Permanente, Group Health and Intermountain Health – spend up to 10% on information technology alone.”)
- ellipses set tight; space either side for three ellipses (e.g., “To you it is commanded ... that what time ye hear the sound of the cornet, flute ... and all kinds of music)

Dates

- March 2003 (no comma)
- March 12, 2003
- The 1990s (no apostrophe)

Numbers

- numbers below 10 spelled out; 10 and above as numerals
- percentages always expressed as numerals, with percentage sign e.g., 2%, 37%
- dollar amounts – \$10 million; \$2 billion

References

The use of footnotes and endnotes is strongly discouraged. Instead, short explanatory remarks should be placed parenthetically in the text.

Longwoods follows a **modified APA (American Psychological Association) style for referencing source material**. In-text references should be placed in parentheses and consist of last name of the author(s) and the year of publication of the work to which reference has been made. No punctuation separates the two items.

In-text References

One Author:

The theory was first propounded in 1970 (Goodenough 1971).

Alternatively, author surnames may be integrated into the text, followed immediately by the year of publication in parentheses: Goodenough (1971) was the first to propound the theory.

Two Authors:

EI has been proven to positively affect an organization's success (Cooper and Sawaf 1997).

Multiple Authors/Citations:

Any health organization could potentially benefit from this type of approach (Madden et al. 1995).

Madden et al. (1995) propose the following solutions ...

This trend is reflected in recent surveys of healthcare organizations (Gaudine 2000; Pimentel 2000; Canadian Physiotherapy Association 2000; Parent et al. 2001)

In-text citations requiring page references to quoted material should be styled as follows: (Goodenough et al. 1979: 22-23; Simcoe 1980: 734-35.)

Reference List

Ensure that all sources cited in the text are included in a "Reference" list at the end of the article. The accompanying list should be in alphabetical order and include full publication details. For multiple entries by the same author, arrange citations in chronological order, earliest year first. In the examples shown here, the following rules are observed:

- in citations with multiple authors, invert the first-name
- no parentheses for year of publication
- article titles in upper and lower case, enclosed in double quotation marks
- volume number, issue number, page references styled as follows (plain type - no italics):
15(3): 319-25

Sample References

Anis, A.H., D. Guh and X. Wang. 2001. "A Dog's Breakfast: Prescription Drug Coverage Varies Widely across Canada." *Medical Care* 39(4): 315-26.

Boyatzis, R., D. Goleman and K. Rhee. 2000. "Clustering Competence in Emotional Intelligence: Insights from the Emotional Competence Inventory (ECI)." In R. Bar-On and J.D.A. Parker, eds., *The Handbook of Emotional Intelligence*. San Fransisco, CA: Jossey Bass.

Drinka, T.J.K. and P.G. Clark. 2000. *Healthcare Teamwork: Interdisciplinary Practice and Teaching*. Westport, CT: Auburn House

Shortell, S.M., J. Zimmerman, D.M. Rousseau, R.R. Gillies, Wagner, E.A. Draper, W.A. Knaus and J. Duffy. 1994. "The Performance of Intensive Care Units: Does Good Management Make a Difference?" *Medical Care* 32(5): 508-25.

Citations of all material accessed on-line should be as complete as possible and include all the information that would normally be cited for a print source. In addition, the date of access/retrieval should be included.

Ontario Canadian Intergovernmental Conference Secretariat. 2005. "A 10-Year Plan to Strengthen Health Care." Retrieved July 4, 2008. <http://www.scics.gc.ca/cinfo04/800042005_e.pdf>.

Tables and Figures

Tables and figures should follow the material they illustrate.

All illustrations consisting of line art (pie charts, bar graphs, etc.) should be labeled as “**Figures**” and numbered consecutively within the article (Figure 1, Figure 2, etc.). Include an appropriate title, legend and sourceline, where required, for each Figure.

Similarly, all Tables should be numbers consecutively within the article (Table 1, Table 2, etc.).

Figures

To ensure accurate reproduction of your figure, graph or picture in any Longwoods publication, please provide, in addition to the Word document, the original file you “placed” into your Word document (see below for examples). If the figure being used was not created by you, and therefore obtaining on original is not possible, please provide any text from the figure as a separate Word Document.

Acceptable file formats:

- jpg, eps, tiff or psd (at a resolution of 300 dpi)
- Adobe Illustrator (.ai or eps file)

Note: Powerpoint and Excel files are acceptable if you used these programs to create the original figure or graph.

If a figure has been previously published, in part or in total, acknowledge the original source and submit written permission from the copyright holder to reproduce or adapt the material.

For a more detailed explanation of submitting figures, please refer to the [Longwoods Artwork Guidelines](#). Files for figures, graphs, tables, etc. should be sent directly to our production department upon acceptance of paper at: jwhitehead@longwoods.com.

Tables

Number tables consecutively and supply a brief title for each. The table number should appear centered on the first line, while the table title should appear on the next line, also centered. Include explanatory footnotes for all nonstandard abbreviations. Cite each table in the text in consecutive order. They should be self-explanatory and not duplicate the text. If you use data from another published or unpublished source, obtain permission and acknowledge fully. Please include all Tables in one file, separate from the article text.

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