

HEALTHCARE  
**POLICY**  
Politiques de Santé

Longwoods Publishing 260 Adelaide Street East, No.8 Toronto, ON M5A 1N1 Canada  
Tel: 416-864-9667 Fax: 416-368-4443 www.healthcarepolicy.net

## Author Guidelines

### Mission Statement

*Healthcare Policy / Politiques de Santé* is a peer reviewed journal for publicizing of research relating to health policy development and decision making in spheres ranging from governance, organization and service delivery to funding and resource allocation.

The journal is open to researchers from a broad range of disciplines including health sciences, social sciences, humanities, ethics, law and management sciences. Authors come from a broad range of disciplines including social sciences, humanities, ethics, law, management sciences, and knowledge translation. Manuscripts may be submitted in either English or French.

Themes addressed in the journal include those identified in the national consultation on health services and policy issues in Canada, *Listening for Directions II*:

- Workforce planning, training, and regulation
- Management of the healthcare workplace
- Timely access to quality care for all
- Managing for quality and safety
- Understanding and responding to public expectations
- Sustainable funding and ethical resource allocation
- Governance and accountability
- Managing and adapting to change
- Linking care across place, time, and settings
- Linking public health to health services

### Readership

*Healthcare Policy / Politiques de Santé* circulates to individuals and academic associations with important decision-making responsibilities affecting the access and utilization of healthcare resources. Our audience includes but is not limited to health system managers, practitioners, policy makers, educators and academics.

### Review Process

*Healthcare Policy / Politiques de Santé* is a peer reviewed journal. The peer review process includes both academic and decision-maker reviewers and considers both the scientific quality of the work and its contribution to knowledge that can inform health policy, planning and management.

### Types of Articles

Submissions can be made for these editorial departments.

**Research Papers** should be approximately 3,500 words (12-15 typewritten, double-spaced pages) inclusive of figures and tables. Submissions must include an abstract (maximum 150 words).

**Knowledge Translation, Linkage and Exchange** provides a forum for knowledge translation (KT) case studies and studies of the effectiveness of KT strategies. Case study submissions should be a maximum of 2,000 words, exclusive of abstract and references. Submission must include an abstract of no more than 100 words, a brief statement of background and context, a description of the KT 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.

**Data Matters** presents brief, focused papers that report analyses of health administrative or survey data that shed light on significant health services and policy issues. Submissions to Data Matters should be a maximum of 1,500 words, exclusive of abstract (maximum 100 words), references, and should include no more than three tables or figures.

The **Discussion and Debate** section of *Healthcare Policy / Politiques de Santé* offers a forum for essays and commentaries that address: 1) important health policy or health system management issues; or 2) critical issues in health services and policy research. Submissions should be a maximum of 2,000 words exclusive of abstract (maximum 100 words) and no more than 20 references.

**Health Technology Briefs** provides a forum for brief reports of health technology assessments and policy analyses that can inform Canadian health policy development and health system management. Submissions from health technology assessment organizations or researchers working in other settings should be no more than 1,500 words, exclusive of up to two tables and 10 references and 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](mailto:abogacka@longwoods.com). Correspondence via email is strongly encouraged.

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.
- A statement that the authors listed 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 describing the main themes of the paper and the names, credentials and affiliations of all authors, along with the name, address, email and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs., e.g.,

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

Names of authors should not appear in the text.

### **Author Disclosure**

It is the policy of Longwoods Publishing Corp. that all authors of its 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 teaching, membership on advisory committees or review panels, board membership, and/or other activities for which remuneration is received or expected. To this end, 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 Francisco, 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](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.**

Please note that *Healthcare Policy / Politiques de Santé* is printed in black and white. This should be considered for readability purposes when sending your files for graphs and figures (no legend if possible, but rather each bar being titled on the x-axis; no 3-D, no shading; all graphs having the same axis of 100%, and labelled accordingly).

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](mailto: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. Please also send the Excel spreadsheets, since the Journal will need to work on these to make them readable in black and white (no legend, but rather each bar being titled on the x-axis; no 3-D, no shading; all graphs having the same axis of 100%, and labeled accordingly).

Please consider that the journal size is 7"(width) x 10"(height) and printed in black and white. Your supporting graphic, table or figure must be readable and fit within that format or it may be excluded from the final version.

### **Permission**

Data and/or figures reproduced from another published source must be properly cited and acknowledged. Authors are required to obtain written permission from the appropriate author and/or copyright holder to reproduce previously published or copyrighted material, including extensive quotations (longer than 500 words), tables, figures, graphs, etc. Authors must also obtain permission from at least 1 author when citing unpublished data, "in-press" articles, and/or personal communications. Permission should accompany the manuscript.

### **Editor**

Address all correspondence to the Managing Editor:

Ania Bogacka  
Managing Editor  
Longwoods Publishing Corporation  
260 Adelaide Street East, P.O. Box 8  
Toronto, ON M5A 1N1  
Telephone: 416 864-9667  
Fax: 416 368-4443  
Email: [abogacka@longwoods.com](mailto:abogacka@longwoods.com)