

Manuscript Formatting Requirements

Authors are encouraged to follow the typesetting and layout requirements as guidelines *in preparing their manuscript for initial submission and peer review*. All manuscripts accepted for publication must meet these requirements.

FORMATTING REQUIREMENTS

- As manuscript files need to be easily accessible by a number of different persons involved in the refereeing and the revision of manuscript, .doc or .docx files are preferred.
- Do not include a title page in this file. Begin the document with the abstract and key messages followed by the main body of the article. The online submission process will prompt you to enter the title of your paper as well as the abstract and keywords in separate data fields.
- Write your article in English or French.
- Page size should be 8.5 x 11-inches.
- All margins (left, right, top and bottom) should be 2.5 cm, including your tables.
- Single space your text.
- Page numbering should appear at the bottom of each page.
- Use straight ('/') rather than smart punctuation (' / ')
- Use a single column layout.
- Font: 12 pt. Times or the closest comparable font available.
- All tables should be embedded in the main text of the manuscript. Figures should be high-resolution and submitted as a separate .png or .jpeg file.
- Copyedit your manuscript.

ADDITIONAL RECOMMENDATIONS

Indenting, Line Spacing, and Justification

Indicate the start of a new paragraph with two hard returns—that is, by inserting an empty line between single-spaced paragraphs.

Language & Grammar

All submissions must be in English or French.

Authors should follow Canadian English or Québécois French spelling conventions as set out in: *Canadian Oxford Dictionary*, 2nd ed. Oxford University Press or *Canadian Oxford Dictionary Online* and *Le grand dictionnaire terminologique* (GDT), Office québécois de la langue française. In matters of style other than those detailed below please refer to *The Chicago Manual of Style*, 16th ed. University of Chicago Press or *Chicago Manual of Style Online*.

Emphasized Text

Whenever possible use *italics* to indicate text you wish to emphasize rather than underlining it.

Non-English/French Language Terms

Whenever possible, terms 'borrowed' from a language other than the language in which the article is written should be set in *italics* rather than underlined.

Headings

LEVEL 1 HEADINGS should be flush-left and appear in all caps and boldface. **Level 2** Headings should be flush-left, sentence case, and appear in boldface.

Titles

Whenever possible, **titles of books, movies, etc.**, should be set in *italics* rather than underlined.

Footnotes

Footnotes should appear at the bottom of the page on which they are referenced rather than at the end of the paper. Footnotes should be in 10 pt. using Times or closest comparable font available. They should be single-spaced and there should be a footnote separator rule (line). Footnote numbers or symbols in the text must follow, rather than precede, punctuation. Excessively long footnotes are probably better handled in an appendix.

Tables and Figures

Tables and figures should have short, descriptive titles that appear above the table or figure. All footnotes to tables and their source(s) should be typed below the tables. Column headings should clearly define the data presented. **Tables and figures** should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type (less than 8 pt font) in tables and figures. All tables and figures must fit within 1.5" (3.8 cm) margins on all sides (top, bottom, left and right) in both portrait and landscape view. **Figures must be supplied as separate .jpeg or .png files.**

Numbers

Spell out whole numbers from one through ten and numbers beginning a sentence.

Percentages

In the main text as well as in Tables and Figures, percentages should be given in numerals followed by %.

Dates

Specific dates are expressed using cardinal numbers. The day-month-year date style is preferred (e.g., *The amendment was approved on 12 April 2012*).

Decades are expressed in numerals. No apostrophe appears between the year and the *s* (e.g., *the 1980s and 90s*).

Quotations

In general, short quotations, especially ones that are not a full sentence, are run in – that is, integrated into the text in the same type size and font and enclosed in quotation marks. A hundred words or more – or at least eight lines – are set off as a block quotation (indented from both the right and left margins). Block quotations are not enclosed in quotation marks.

Quoted sentences that run into the text are enclosed in double quotation marks. Single quotation marks enclose quotations within a quotation, and single words and phrases. Although material set off as a block quotation is not enclosed in quotation marks, quoted matter *within* the block quotation is enclosed in double quotation marks.

Periods and commas precede closing quotation marks, whether double or single. Colons, semicolons, question marks, and exclamation points, however, follow closing quotation marks unless a question mark or exclamation point belongs within the quoted matter.

Text Citations

All sources should be cited using author-date format. Author-date citations within the text are listed with the punctuation shown below:

(Smith 2002; 2009; Smith and Jones 2011, 45)

Separate years from page numbers with a comma. Separate works from one another with a semicolon. If listing two works by the same author, repeat only the year. List up to three authors of a single work. If a work has four or more authors, list only the first and use “et al.” (Stabile, Laporte, Coyte 2006; Lavis *et al.* 2006, 621). If two or more works share the same authors and dates, use “a,” “b,” and so on to distinguish among them (e.g., Asada 2010a; 2010b)

References, however, should list all authors.

Author-date citations are usually placed just before a mark of punctuation. If syntax permits, an author-date citation may precede a quotation.

Where the author’s name appears in the text, it need not be repeated in the parenthetical citation.

With long quotations set off as a block of text indented from the right and left margins, citations appear at the end of the block quotation. The opening parenthesis appears after the final punctuation mark of the quoted material. No period either precedes or follows the closing parenthesis.

References

It is the author's obligation to provide complete references with the necessary information, **including Digital Object Identifiers or DOIs**. Format DOIs as a hyperlink -- e.g., <https://doi.org/10.13162/hro-ors.v8i2.4114>

After the last sentence of your submission, please insert a line break—not a page break—and begin your references on the same page, if possible, beginning with the Level 1 Heading, “**REFERENCES**”.

References should contain only works cited in the article. Authors have the option of including a **For More Detail** list of resources in addition to the **References**. This list may include media releases; government reports; and/or one or two seminal, insightful pieces from the academic literature. The **For More Detail** list should appear right after the list of **References**.

References should be listed alphabetically by author surname, and by year of publication, from oldest to newest work in style shown below. Note that all titles except periodicals are in sentence style, with only the first word and proper nouns capitalized. Book and journal titles appear in italics. No quotation marks are used around titles. An author’s edited works are listed after authored ones.

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