

Guidelines for Authors

The *Canadian Journal of Physician Leadership (CJPL)* is a peer-reviewed journal published by the Canadian Society of Physician Leaders. It focuses on topics and issues related to leadership and the health care system as they pertain mainly, but not exclusively, to physicians and physician leaders.

Article classification

The CJPL accepts articles in the following categories. Please indicate which category your paper matches most closely:

Research paper — These are articles that report empirical research undertaken by the author(s). This type of article must involve primary or secondary data collection and analysis and may involve a randomized, matched or otherwise well controlled design, or exploratory/pilot research, using quantitative and/or qualitative research methods. The text's maximum word count is limited to 5,000 (not including the article's Title and Subtitle, Abstract, Keywords, Table, Figures, Acknowledgements and References), and no more than 10 references are required (more references can be added if needed). These articles are peer reviewed.

Viewpoint — These are articles that address established expertise and/or reasoned reflection associated with key health systems issues such as health policy and service development. This type of article can also involve theory development or philosophical (epistemological and/or ethical) reasoning. The text's maximum word count is limited to 2,500 (not including the article's Title and Subtitle, Abstract, Keywords, Table, Figures, Acknowledgements and References), and no more than 5 references are required (more references can be added if needed). These articles are typically reviewed only by the Editor-in-Chief (EIC).

Case study — These are articles that address established or innovative organizational practices and their evaluation within or across health care and related organizations. This type of article may involve quality assurance or quality improvement initiatives within one or more teams. The text's maximum word count is limited to 2,500 (not including the article's Title and Subtitle, Abstract, Keywords, Tables, Figures, Acknowledgements and References), and no more than 5 references are required (more references can be added if needed). These articles are typically reviewed only by the EIC.

Special Section — These are articles that address special topics, such as in relation to health economics, health informatics, and leadership education and training (such as coaching and more). This type of article may be part of a series of articles such as the coaching corner. The text's maximum word count is limited to 2,500 (not including the article's Title and Subtitle, Abstract, Keywords, Tables, Figures, Acknowledgements and References), and no more than 5 references are required (more references can be added if needed). These articles are typically reviewed only by the EIC.

Book review — These are articles that address a book of interest to leaders and health systems in the broadest sense. This type of article includes a summary of the book and a balanced opinion of its quality and interest. The text's maximum word count is limited to 1,000 words, and no references are required. These articles are typically reviewed only by the EIC.

Letter to the editor — These are articles that comment on an article published in the *CJPL* in the last year or address a new issue of concern to physician leaders. For this type of article, if it expresses an opinion that is particularly controversial or topical, the *CJPL* may publish a response to this letter in the same issue in which the letter is printed or soon after. The text's maximum word count is limited to 500 words, and no more than 3 references are required (including the article that the letter is commenting on or a reference reporting the new issue of concern that the letter is addressing). These articles are typically reviewed only by the EIC.

Format

Please submit articles in Microsoft Word format. Acceptable file types for figures are listed below.

Abstract

Please provide a short abstract of up to 250 words. Abstracts of scientific articles must be structured (including the subtitles: Introduction (with objectives/questions/hypotheses near its end), Methods, Results, Discussion, and Conclusion). Abstracts of other types of articles can be unstructured.

Keywords

Five keywords that reflect the article's topic and focus should be provided.

Article title, subtitle, and running title

The article title (with subtitle if needed) should not exceed 12 words. A running title of up to eight words may also be provided.

Author details

Please provide the full names of all contributing authors, arranged in the correct order for publication. A corresponding author should be identified and a correct email address provided for each author. No more than two designations are included after author names in the byline, but others may be included in the author's bio at the end of the article.

Biographies and acknowledgements

Please provide a very brief bio (no more than 100 words) including each author's current affiliation and/or position to appear at the end of the article. If these differ from an author's affiliation at the time the research was carried out or the article was written, please provide both.

Sponsorship and funding

Please declare all sources of funding and sponsorship and a statement to this effect in an Acknowledgements section. Please disclose any conflicts of interest or potential conflicts of interest — or confirm that there are no such conflicts.

Informed consent and research ethics review

If your article includes primary data about individual patients, volunteers, or any other individual, you must confirm in writing that you have obtained their fully informed, voluntary, and written consent to collect and publish these primary data; if some of the participants were legally incapable to consent to such research, please add who were their substitute decision makers for this research (roles, not names, such as first kin, public guardian or other). Please write in the Methods section (preferably at or near its end): The principal study of primary data that this article reports was approved by the research ethics board(s) of [institution(s)].

Author attestation (for multiple authors)

Each author must declare his or her individual contribution to the article. All authors must have participated substantially in the research and/or article preparation (please specify the type of contribution). The statement that all authors have approved the final article should be true and must be included with the article.

Headings

Concise subheadings may be used, but please ensure that a hierarchy is clear. The preferred format is bold for first level subheadings and italics for second-level subheadings. Lower levels of headings should not be necessary.

Footnotes

Footnotes should be used only if absolutely necessary. Please use footnote symbols.

Figures

Please provide a clear title describing the content of each figure and ensure that each figure is mentioned in the text. Please submit all figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) in electronic form and ensure they are of high quality, legible, and numbered consecutively. Submissions in colour are encouraged to maximize the quality of their appearance.

- Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator may be supplied in their native format. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software.
- Figures which cannot be supplied as above are acceptable in the standard image formats which are: .pdf, .jpeg, .TIF, .BMP and .png in a resolution of 300 dpi.
- Photographic images should be submitted electronically and of high quality. They should be saved as .tif or .jpeg files at a resolution of at least 300 dpi.

Tables

Tables should be typed and included in a separate file. Please ensure that tables are mentioned in the text to ensure that they will appear soon after first mention. Please provide a clear title describing the content of each table. Footnotes may be used to highlight or explain data; please use standard footnote symbols.

References

Please ensure that the work of other authors is correctly referenced. The *CJPL* uses superscripted consecutive numbers in the text and list references at the end of the article in the order they are cited.

Please ensure that references are complete, accurate, and consistent. This is very important in an electronic environment where readers may link back to the works you have cited. Please add for each reference's its hylinked doi at the end of the reference if it has a doi.

Book — Surname Initials. *Title of book*. Place of publication: Publisher; year. e.g., Harrow R. *No place to hide*. New York: Simon & Schuster; 2005.

Book chapter — Surname Initials. Chapter title. In Editor's surname Initials. *Title of book*.

Place of publication: Publisher; year. pages.

e.g., Calabrese FA. The early pathways: theory to practice – a continuum. In Stankosky M (editor), *Creating the discipline of knowledge management*. New York: Elsevier; 2015. pp. 15-20.

Journal article — Surname Initials. Title of article. *Journal Name* year;volume(number):pages.

e.g., Capizzi MT, Ferguson R. Loyalty trends for the twenty-first century. *J Consumer Marketing* 2005;22(2):72-80.

Conference proceedings — Surname Initials. Title of paper. In Surname, Initials (editor), *Title of published proceeding which may include place and date(s) held*. Place of publication: Publisher. Page numbers.

e.g., Jakkilinki R, Georgievski M, Sharda N. Connecting destinations with an ontology- based e-tourism planner. In *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*. Vienna: Springer-Verlag; 2005. pp. 12-32.

Newspaper article — Surname Initials. Article title. *Newspaper* year;date:pages. e.g., Smith A. Money for old rope. *Daily News* 2008;21 January:1,3-4.

Electronic sources — If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed. Please provide the name of the author if there is one, the publisher, and the name and location of the web site on which the document or information appears.

e.g., Choosing Wisely Canada. Ottawa and Toronto: Canadian Medical Association and University of Toronto. <http://www.choosingwiselycanada.org/> (accessed 12 Nov 2007).

Archival or unpublished sources —Surname Initials. Title of document. Unpublished manuscript, collection name, inventory record, name of archive, location archive. e.g., Litman S. Mechanism & technique of commerce. Unpublished manuscript, Simon

Litman Papers, Record series 9/5/29 Box 3. Urbana-Champaign, Ill.: University of Illinois Archives.

Timeline

Articles should be submitted no later than two months before the publication date of their intended issue. Revisions based on peer reviews and/or EIC input should be submitted no later than one month before the publication date of their intended issue. Proof corrections should be submitted no later than one week after they are requested.

Submit an Article

All submissions should be made by email to the Managing Editor, [Deirdre McKennirey](#)

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