

## 2 - INSTRUCTIONS FOR AUTHORS & GUIDELINES 2025

### Manuscript Instructions

1. Visit our webpage: <https://hom.ucalgary.ca/>  
Find everything you need under the heading:  
**HISTORY OF MEDICINE DAYS 2025 PROCEEDINGS VOLUME - CALL FOR MANUSCRIPTS**  
Please use:  
**2 - FriesenPress. Instructions for Author and Guidelines 2025.pdf**  
**3 - FriesenPress. Sample - format. Final Edited Form.pdf**  
Please fill out:  
**4 - FriesenPress. Copyright and Permissions Forms.pdf**

2. For your manuscript please follow the sample (#3) and instructions (#2, #3)

3. Only **2 DOCUMENTS** can be uploaded and they  
**MUST FOLLOW:** Submission Format & Naming Conventions:

**#1** Manuscript: **WORD** format (pdf's not accepted)      **FirstnameLastname-2025ProManuscript**

**#2** Everything Else: **1 PDF** (combined documents/forms)      **FirstnameLastname-2025ProSupport**  
(potential images including figures and their copyright and permission forms)

Submissions that do not follow the above, will be rejected.

4. **DEADLINE for submissions:**

**Submit your 2 documents (#1 "manuscript" and #2 "everything else") by/before 11:59PM on November 30<sup>th</sup>, 2025.**

5. **How to Submit the 2 documents:**

**Go to the History of Medicine ("HMD") webpage <https://hom.ucalgary.ca/>  
Scroll to the very bottom of the page where you will find "HMD Presentation Upload" button.  
Upload the documents here.**

#### HMD Presentation Upload

Upload presentation here

Choose files

Unlimited number of files can be uploaded to this field.  
10 MB limit.

Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

Submit

#### Collection of personal information

Your personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please visit our [Access to Information](#) page.

## 6. **SUBMISSION CONFIRMATION:**

You will receive confirmation of receipt by email, from Marcia Garcia by December 8<sup>th</sup>, 2025. Reach out to [marcia.garcia@ucalgary.ca](mailto:marcia.garcia@ucalgary.ca) on/after December 9<sup>th</sup>, 2025 if you did not receive a confirmation of receipt.

Please use this as a guideline for preparing your manuscript. These instructions should, wherever there is doubt about the standard to be used in issues not considered here, be supplemented by the Chicago Manual of Style, available at <http://www.chicagomanualofstyle.org/home.html>.

For edited volumes/collections, it is the editor's responsibility to collect and organize all materials related to the book and present these as either a single document or a set of documents in a clearly marked order.

### Key Formatting Issues

1. Submit manuscript in Word format only. All in-text material must be included in the main files of the manuscript.
2. As a formatting guide, please refer to **3. Sample** for font sizes and spacing.
3. To ensure that there are no extra spaces in the document, use your software's Find and Replace command to substitute all double spaces with single spaces. Repeat this procedure until no double spaces are found.
4. When using m-dashes, do not leave any spaces before or after the m-dash, e.g. trying to be— assuming it works—some kind of nobility... Also, do not use m-dashes with other sorts of dashes.
5. The referencing system you use should comply with the **Chicago Manual of Style**.
6. Number each page of the files in the upper left (see **3. Sample**).

### Guidelines as related to your presentation at HMD 2025

1. Do keep to the topic that you presented on at the History of Medicine Days (same title, same abstract), though obviously you can expand on it, and maybe your conclusions might be modified if you have done further research.
2. The topic should be presented as a formal academic paper, not in an informal style; it should not sound like a talk.
3. Papers should be roughly a maximum of 8000 words, including footnotes and the summary that goes at the beginning (basically the abstract you submitted to us).
4. As a formatting guide, please refer to **3. Sample** for font sizes and spacing.
5. The publishers use a modified Chicago style, so footnotes, not in text citations. Include a full bibliographical reference in a footnote the first time you cite a particular source, since the publishers do not include full bibliographies at the conclusion of the papers, or at the end of the volume.
6. If you are not familiar with Chicago style and use in text citations instead, please use the extended format that includes a page number (Smith 1999, 40); also, please provide bibliographical details at the end of the paper so that an editor can replace your in-text citations with footnotes. Since the Friesen Press has revised its own style over the past years, it would be advisable to be taking a look at the last Proceedings volume (some excerpts have been made available on their website as a formatting model - <https://www.cambridgescholars.com>
7. When citing archival material, or other sources that are difficult for an editor to access, please provide as much information as possible (keep your notes/records, in case we have to contact you for clarification).

8. Remember to provide the dates of all historic personalities the first time you mention them in the paper.

10. Any images you use, try and find copyright free ones, if you can. If copyrighted images are essential to your topic, please provide as much information as you can on the sources. We are able to pay some reasonable costs for copyrighted images, but we need to be able to track down the copyright holders.

**11. If in doubt, ask us.**

**Contact: Stephen L. Pow with your questions at [lindsey.pow@ucalgary.ca](mailto:lindsey.pow@ucalgary.ca).**

**Mention "2025 Proceedings" in the subject line.**