THE BRITISH PSYCHOLOGICAL SOCIETY
DIVISION OF CLINICAL PSYCHOLOGY ANNUAL CONFERENCE
4-6 December 2013, The Royal York Hotel & Events Centre, York

SUBMISSION GUIDELINES

The Conference Committee welcomes submissions from academics, practitioners, trainees, newly qualified and assistant Psychologists. The quality of the scientific programme depends on your submissions and we thank you for choosing this conference to present your work. You do not have to be a Clinical Psychologist in order to submit your work, as long as it is of relevance to Clinical Psychology we would welcome your submission.

DEADLINES FOR RECEIPT OF SUBMISSIONS

Symposia and Individual Paper submissions – 2nd July 2013 at 11.30pm. All Symposium and Individual Paper Submitters will be notified of decisions by 1st August 2013.

Poster submissions – 3rd October 2013 at 11.30pm. Poster Submitters will be notified of decisions by 17th October 2013.

ENTERING SUBMISSIONS

Abstracts must be submitted online. Submitted abstracts will be automatically acknowledged by email. You will be able to make any necessary amendments to your submission up until the deadline date. After this date, no amendments can be made.

ALL PRESENTERS MUST REGISTER AND PAY FOR THEIR ATTENDANCE AT THE CONFERENCE.

You will not be automatically registered. You must register by 14th October 2013 or your presentation may be withdrawn from the programme. Registration details will be sent with all acceptance emails or can be found on the event website.

INSTRUCTIONS FOR PREPARATION OF SUBMISSIONS

Abstract Title: (e.g. The effect of parenting style on emotional reactivity)

Type: Individual paper, Poster presentation

Authors: first name followed by surname – presenting author MUST be the first author and contact for the submission

Institute of affiliation: (e.g. Samantha Smith, University of Leicester).

Content/Body: please type in your abstract. If you are copying and pasting from another document please paste into Notepad and then copy and paste on to the system. This will reduce compatibility problems that can result in unwanted symbols and text in your abstract.

Length: all abstracts must be structured (guidance below) and a maximum of 250 words.

TYPE AND FORMAT OF PRESENTATIONS

A. Symposia

- Symposia provide an opportunity for focused presentations of a particular topic. Your symposium should consist of three or more oral presentations from different authors on a related theme. Referees assess each paper in the symposium on a number of criteria, namely: its contribution to knowledge; the extent to which it informs the practical application of knowledge; the extent to which it provides new insight into the issues it addresses; its methodological thoroughness; its originality; its clarity and its potential interest to the conference audience.

- Preference will be given to proposals for symposia that will be presented by a range of presenters from different clinical services and universities

- Time limit: Each symposium will be allotted either a 60 or 90 minute slot. Conveners may wish to use this time by having three 30 minute papers or by having more but briefer papers. You may also allow time for a discussant to provide an overview of the main issues and facilitate further discussion.
• The symposium submission must include an overview plus a structured abstract for each presentation. All abstracts for the symposium must be submitted together by the symposium convenor.

• Length: Abstracts for the overview and symposium papers should be a maximum of 250 words each.

Submission structure for symposia (DCP or FCHP)

Title: Title of the symposium (please add either DCP or FCHP after your title)
Convenor: Name and affiliation (work or study place)
Chair: Name and affiliation (the chair may be the same person as the convenor and/or discussant)
Discussant: Name and affiliation

Symposium Abstract
Overview and outline of symposium

Paper 1 abstract – see below for abstract structure
Paper 2 abstract: see below for abstract structure (etc)

B. Individual papers (DCP or FCHP)

• The committee will consider submissions of oral presentations in the form of individual papers, although priority will be given to symposium papers. Submissions are refereed according to the same criteria as symposium papers.

C. Posters (DCP or FCHP)

• Posters allow contributors to present very recent or small-scale work and help make the conference responsive to emerging issues and developments. Posters may include pilot studies or examples of practical application. They are judged on several core criteria (the use of sound methodology, the sound application of psychological theory, the conceptual clarity of the paper and the potential level of interest in the topic). In addition, a good poster will either make a strong contribution to theory or practice, or be highly original in its content or offer a fresh perspective on an established research or practical agenda. Poster presentations can provide a more intimate and informal forum for discussion than the standard oral presentation. Further information on poster format will be sent to presenters of accepted posters.

Abstract structure for all papers and posters

Author(s): Name(s) and affiliation (work or study place)
Title: Title of the submission
Objectives: State the primary objective of the paper and the major hypothesis tested (if appropriate)
Design: Describe the design of the study and the rationale for the procedures adopted.
Methods: State the selection and number of participants, materials employed, and the procedures followed.
Results: State the analysis used and the main results of the study. Keep numerical data to a minimum.
Conclusions: State the conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate.

Code of conduct

Authors of all material submitted to a BPS Conference must conform to the Society’s Code of Conduct. Copies of the Code can be obtained from the Leicester Office.

The use of non-sexist language

Submissions must not contain sexist language. The following suggestions are made about ways to avoid this form of sexism.

(i) Avoid using sex-specific forms generically. While it is usually easy to substitute nouns, pronouns are more difficult because of the absence of neutral terms. Possible strategies for coping with this include using plurals, e.g. he/they; his/their, him/her; using both male and female pronouns, e.g. he/ he and she, him/her and him.

Pronouns can sometimes be deleted, e.g. the participant completed his task/the participant completed the task. Sentences can be rephrased, e.g. when the subject arrived he was asked to/on arrival the participant was asked to.

(ii) Avoid making sex-stereotyped assumptions about people, their abilities, attitudes and relationships.