Submission Guidelines

1. Timelines
2. Theme for the Conference
3. Structure for all Submissions
4. Presentation Methods
5. Refereeing Procedure
6. Further Information

Log into the new submission system. You will need to create an account if this is the first time you are submitting.

1. TIMELINES

Authors are strongly advised to register on the on-line submission system and begin preparing their submissions well in advance of the following deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>April 2018</td>
<td>On-line submission system opens</td>
</tr>
<tr>
<td>02 July 2018</td>
<td>The deadline for Symposia, Oral Presentations, Pecha Kucha and Workshop submissions</td>
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<tr>
<td>August 2018</td>
<td>Notification of submission outcomes for Symposia, Oral Presentations, Pecha Kucha and Workshops</td>
</tr>
<tr>
<td>20 September 2018</td>
<td>The deadline for Poster submissions</td>
</tr>
<tr>
<td>October 2018</td>
<td>Notification of submission outcomes for Posters</td>
</tr>
</tbody>
</table>

2. THEME FOR THE CONFERENCE

The 2019 overall conference theme is **Identity**.

Through the diversity of our work with others, our own experiences and through observing world events, those within and around the field of clinical psychology recognise the centrality of identity, in relation to well-being, recovery, promoting rights and resilience. This year, we welcome submissions which highlight the richness, power and importance of identity, for individuals, relationships, communities and societies.

The DCP 2019 Annual Conference will be celebrating the vast original and inspiring work in the area of clinical psychology practice. We look forward to providing a platform for quality research and practice from within the NHS, public services as well as the independent and third sector. We welcome in particular submissions from those with lived experience, professionals with lived experience and submissions which have been co-produced.
3. STRUCTURE FOR ALL SUBMISSIONS

All submission abstracts should be up to 250 words, exclusive of the title. It should not include references and should be written in either the past or present tense. Abstracts of accepted papers will be available to download on the conference website.

Abstracts must be structured according to the following format, incorporating the indicated headings and information:

Abstract structure for all papers, Pecha Kucha and posters:

- **Objectives:** State the primary objective of the paper/poster and, preferably the major hypothesis/research questions as appropriate.
- **Design:** Describe the design of the study and the rationale for the procedures adopted.
- **Method:** State the selection and number of participants, material employed, and the procedures followed.
- **Results:** State the type of analysis employed and the main findings of the study. Numerical data may be included but should be kept to a minimum. Ideally, the study should have been completed.
- **Conclusions:** State the conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate.

Abstract structure for workshops:

- **Background:** Provide a concise summary of information, which places the session in context, this includes the aims of the workshop and the expected outcomes for participants.
- **Key points:** Provide details of key arguments or the skills and activities covered.
- **Conclusions:** State the conclusions that can be drawn from the work described, including theoretical, methodological, or applied/policy implications as appropriate.

If your submission is not based on empirical data, the above format does not necessarily have to be used, but all submissions are subject to review as per any other open submission. Please ensure you provide as much objective information as possible.

Additional information for symposia only

The Convenor will need to submit the symposia summary, max of 250 words, (abstract title and symposia title will be the same on the system). For the Symposia summary please use the first available section ignoring all others. Each presenter within the symposia can now submit their own paper, alternatively the convenor can submit them all. Each paper is submitted individually and then linked to form a symposia. Only the reviewers and BPS Conference team can see the full linked symposia. To link the papers together you will need to ensure that each paper within the symposia also includes the symposia title. **Please note: If symposia titles are not typed exactly the same the papers will not be linked.**

For each paper submitted linked with a symposia, please ensure that the title includes the paper number. For example: (1) {Title of abstract}, (2) {Title of abstract} etc. Please ensure the summary title starts: (S) {Title of summary}

In previous years the most frequent reasons submissions were rejected included:

- Failure to meet the submission criteria (particularly by not following the required format, omitting information or details that must be evident in the submission)
- Incomplete or insufficient empirical evidence reported in the abstract
- Lack of a relevant theoretical background evident in the abstract
- Lack of findings or results because the study has not yet been completed
- Any submission not received via the online system will not be reviewed
### Symposium
A symposium is a set of papers linked by a common theme (minimum of three papers). A symposium must have a Convenor, who organises the symposium submission and acts as the responsible link person to the conference organisers and (optionally) a named Discussant. The same person can fulfil these roles. Symposia will usually be allocated up to 2 hours for four papers plus discussion.

### Individual Paper
The committee will consider submissions of oral presentations in the form of individual papers and these will be presented as part of a rapid communication session, although priority will be given to symposium papers. Depending on the programming, each presentation within a session will have 20 minutes, this includes 15-minute presentation and 5 minutes for questions. Submissions are refereed according to the same criteria as symposium papers.

### Poster Presentation
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. We particularly welcome empirical studies. Posters are judged on several core criteria (the use of sound methodology, the sound application of psychological theory, the conceptual clarity 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.

**Poster Prize:** Two prizes will be awarded at the conference, one winner and one runner up. Posters will be judged by committee members of the DCP Conference Organising Committee.

There will also be a Delegates choice poster prize each day where the delegates will vote for their favourite poster.

### Pecha Kucha
A Pecha Kucha presentation consists of 20 slides, with 20 seconds per slide and time to answer one question. Each presentation will last no more than 7 minutes.

### Workshops
Are usually allocated 1 or 2 hours on the programme. The committee welcomes which do not follow the normal pattern of formal presentations. These alternative submissions may take many different forms (i.e. tightly structured or open ended). These workshops will be judged in terms of interest and quality and an adequate summary paper and the organiser’s credentials are therefore important. Where a workshop organiser wishes to limit attendance either by number or by any specific criteria (e.g. a participant’s level of expertise) such an intention MUST be explained and justified and notified to the Committee in the first application. Please indicate on your submission if you wish to request a particular length of time for your workshop.

### 5. REFEREEING PROCEDURE
Reviewers will be assessing each submission on a number of criteria:
- Written Quality
- Suitability for DCP Annual Conference
- Overall Quality

For full reviewing criteria please visit the website.
Each submission is blind reviewed by at least two members of the Conference Committee according to established criteria and standards.

**Please note:**

- Submissions will be considered solely on the information you provide
- If a submission does not evidence all the required elements set out in the submission information above, it will be rejected

From time to time referees may feel that a particular submission lends itself to a different format to that which is proposed and in these cases authors will be invited to consider an alternative format.

Authors will be notified of the referees’ decision via email. The decision of referees is final. The conference organising committee are unable to respond to further enquiries once a decision has been made. Every effort will have been made to accommodate any timetable constraints notified at the time of submission.

### 6. FURTHER INFORMATION

**Registration**

All presenters are expected to register and pay at the appropriate rate. Registration is open from May 2018 and early rates expire on **20 November 2018**.

**Press Office**

If successful, your submission may be considered suitable for a press release, timed to coincide with the conference. If this is so, a Press Officer will contact you to ask whether you wish your submission to be press released, and to discuss the content of the press release with you. To write an accurate press release, and to provide more information for journalists attending the conference, you may be asked for additional information regarding your submission. **Please note all papers and posters are under a media embargo until the day of presentation.**

**Audio visual requirements**

A data projector and laptop will be available in all seminar rooms. If you are likely to require additional equipment, please indicate this when submitting your abstract.

**Code of Conduct**

Authors of all material submitted must confirm adherence to the British Psychological Society’s Code of Ethics and Conduct. Particular attention should be made to the section on *Integrity* and the importance of sub-sections 4.1iii and 4.1vi. Copies of the Code may be obtained either from the Society’s website: [http://beta.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct](http://beta.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct)

**The use of non-sexist language**

Submissions must not contain sexist language. The following suggestions are made about ways to avoid sexist language:

i) Avoid using sex-specific forms generically. For example, use plurals they/their rather than he/she or his/her.

ii) Delete pronouns – e.g., the participant completed his/her task becomes the participant completed the task.

iii) Avoid specifying the sex of the referent unless it is relevant – e.g., use counsellor, client or participant.

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

**Guidelines for Psychologists Working with Animals**

or from the Leicester Office.

**SACWAP guidelines**

When submitting material, please note the SACWAP guidelines dealing with the use of animals in psychological research. Copies of these guidelines can be obtained from the Leicester Office.

### Contacts

Email: dcpconf@bps.org.uk
Web: [www.bps.org.uk/dcp2019](http://www.bps.org.uk/dcp2019)
Tel: 0116 252 9555