

# Submission Guidelines



The British  
Psychological Society

## Submission Guidelines

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Log into the 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:

<b>14 March 2018</b>	On-line submission system opens
<b>23 May 2018 (12:00)</b>	The deadline for Poster submissions
<b>20 June 2018</b>	Notification of submission outcomes for Posters

### 2. THEME FOR THE CONFERENCE

The 2018 overall theme for this conference is **Addressing the crisis? Social psychology and society in the 21st Century**.

Don't be concerned if your proposal doesn't fit exactly into this theme. All submissions are welcome.

### 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:**

*Undergraduates submitting posters do not need to include the results or conclusion section if their poster is based on their final year project and these sections have not yet been completed.*

#### Empirical posters:

- Objectives:** State the primary objective of the paper and the major hypothesis tested or research question posed.
- Design:** Describe the design of the study and the rationale for the procedures adopted.
- Methods:** Describe how participants were selected and number of participants (if documentary data used, state how these were selected), materials employed (if appropriate), methods of data collection and analysis.
- Results:** Include numerical and/or textual data. For qualitative analyses briefly describe your findings (e.g., themes, categories, discourses identified).

*Conclusions:* State the conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study.

**Review/Theoretical and Practice applicable posters:**

*Purpose:* State the aim or primary objectives of the paper

*Background:* Give a concise summary of information, which places the present paper in context

*Methods:* Provide details of the procedures adopted and their rationale (e.g., literature search, inclusion/exclusion criteria and methods of analysis) and/or key arguments and theoretical positions.

*Conclusions:* State the conclusions that can be drawn from the work described, including theoretical, methodological or applied/policy implications as appropriate and any key limitations of the study.

**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

**4. PRESENTATION METHODS**

The Section Organising Committee welcomes submissions from both academics and practitioners. The quality of the scientific programme depends on your submissions and we thank you for choosing this conference to present your work.

<b>Empirical or Review/ Theoretical &amp; Practice Poster Presentations</b>	Will be timetabled into the conference programme in sessions which provide an opportunity for presenters and participants to discuss work and findings. Further information regarding the dimensions of the poster boards and suggestions of how to display poster material will be supplied to presenters who have their posters accepted. Full details will be sent to all poster presenters closer to the conference along with details on how to be entered into the <b>poster prize</b> .
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**5. REFEREEING PROCEDURE**

Reviewers will be assessing each submission on a number of criteria:

- Contribution To Science
- Impact
- Originality
- Rationale
- Methodological Thoroughness
- Suitability for this conference
- Written Quality

For full reviewing criteria please visit the website.

Each submission is blind reviewed by at least two members of the Section Organising 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**

Authors will be notified of the referees' decision via email. The decision of referees is final. The section 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 March 2018 and early bird rates expire on **28 June 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 posters are under a media embargo until the day of presentation.**

### 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>

### 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

When submitting material, please note the guidelines for psychologists working with animals. Copies of these guidelines can be obtained online: <http://www.bps.org.uk/publications/policy-and-guidelines/research-guidelines-policy-documents/research-guidelines-poli> 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.

## Contact

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