



Submission Guidelines

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Log into the submission system.

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:

March 2021	On-line submission system opens
21 April 2021	The deadline for Symposia, Oral Presentations, Poster Presentation and Masterclass submissions
7 May 2021	Notification of submission outcomes for Symposia, Oral Presentations, Masterclass submissions

2. THEME FOR THE CONFERENCE

The 2021 conference theme is: **Sharing best practice: the future of psychology and evidence based teaching** split into the following topics:

- **Widening Participation and Inclusive Practices in Psychology Education:** Research and practice linked to raising the aspirations and attainment of students from under-represented groups, disabled students, and students with mental health challenges in educational programmes. Initiatives aimed at recognising the diversity of students and enabling all students to engage in learning activities.
- **Teaching Open Science in a Psychology Curriculum:** Research and practice aimed at promoting awareness of and engagement with open science practices within Psychology curricula. Discussion of the opportunities and difficulties when integrating open science into programmes. Initiatives aimed at enabling psychology students to become future data scientists.
- **What Works in Psychology Assessment and Feedback:** Best practice in administering assessment practices, innovations in assessment design and delivery, consideration of factors relating to effective assessment schemes and the process of delivering and engaging students with feedback. Initiatives aimed at embedding assessment practices that have a positive impact on mental health.
- **General:** Don't be concerned if your proposal doesn't fit exactly into one of the topics. All submissions are welcome. We also have a 'General' topic, which will capture all other areas.

You will be prompted to select one of these topics when submitting your proposal.

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:

Empirical papers/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 papers/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.

Masterclass

- Objectives:* State the primary objective of the teaching practice that was developed.
- Design:* Describe the design and the rationale for the teaching practice, including the implementation.
- Outcomes:* Summary of the outcome of the teaching practice (e.g., qualitative or quantitative student feedback, performance/attainment/engagement statistics).
- Conclusions:* State the conclusions that can be drawn from the teaching practice, including suggestions for improvements and implementation of similar practice elsewhere.

Additional information for symposia only

The Convenor will need to submit the symposium summary along with any abstracts linked to the symposium, max of 250 words, (abstract title and symposium title will be the same on the system). Please complete the separate submission form if you wish to submit a symposium.

Please ensure you list abstracts in the preferred presentation order.

The most frequent reasons submissions have been rejected at other BPS conferences include;

- 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 Conference 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.

Symposium	A symposium is a set of papers linked by a common theme (minimum of three papers and a maximum of four papers). A symposium must have a Convenor, who organises the symposium submission and acts as the responsible link person to the conference organisers; a named Chair; and (optionally) a named Discussant. The same person can fulfil these roles. Symposia will usually be allocated up to 2 hours for a maximum of four papers plus discussion.
Empirical or Review/ Theoretical & Practice Oral Presentations	Papers are allocated 20 minute (15 minute presentation and 5 minute questions) slots on the programme
Empirical or Review/ Theoretical & Practice Poster Presentations	Posters will be displayed as static content for delegates to download and view at their leisure with a Q&A panel-style session during one of the days.
Masterclass	Allocated up to 45 minutes on the programme. We will endeavour to accommodate any type of delivery of a masterclass (please advise us of needs in initial submission). We envisage masterclasses being of a workshop style (a mix of presentations and practical group activity).

5. REFEREEING PROCEDURE

Reviewers will be assessing each submission 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.

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 April 2021.

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.**

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: <https://www.bps.org.uk/news-and-policy/bps-guidelines-psychologists-working-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.

7. CONTACTS

Email: dartp@kc-jones.co.uk
Web: www.delegate-reg.co.uk/dartp2021
Tel: 01332 224505