

SCOTTISH UNDERGRADUATE CONFERENCE



the british
psychological society

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:

| | |
|------------------|--|
| January 2021 | On-line submission system opens |
| 25 February 2021 | The deadline for Oral Presentations |
| Mid-March 2021 | Notification of submission outcomes for Oral Presentations |

2. THEME FOR THE CONFERENCE

The 2020 conference submissions will be split into the following topics:

- Individual Differences
- Social Psychology
- Developmental Psychology
- Cognitive Psychology
- Biological Psychology
- Health Psychology
- Occupational Psychology

If you are unsure which theme your submission fits then please discuss this with your supervisor. Please select the theme that you feel is the fit for your work.

Please also remember that we will accept a variety of submissions, from completed projects to works in progress, literature reviews to comment on methodological challenges.

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 200 words exclusive of the title. It should not include references and should be written in either the past or present tense. Abstracts should also include the identification of five key words. 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.

Impact Paper – short, visual presentation:

- Purpose:* State the aim or primary objectives of the presentation
- Background:* Give a concise summary of information, which places the presentation in context
- Conclusions:* Briefly state the conclusions that can be drawn from the work described.

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.

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
- Any submission not received via the online system will not be reviewed

4. PRESENTATION METHODS

The Standing 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.

| | |
|---|---|
| Empirical or Review/ Theoretical & Practice Oral | Papers are allocated up to 15 minute slots on the programme with 10 minutes for the presentation and 5 minutes for questions. |
|---|---|

5. REFEREEING PROCEDURE

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

- Written Quality
- Suitability for Annual Conference
- Overall Quality

For full reviewing criteria please visit the website.

Each submission is blind reviewed by at least two members of the Standing 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 **January 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.**

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 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.
- iv) 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>

Contacts

Email: bps@kc-jones.co.uk

Web: <https://www.delegate-req.co.uk/scotug2021/>

Tel: 01332 224507