



Submission Guidelines

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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:

18 November 2020	On-line submission system opens
22nd March 2021	The deadline for and Oral Presentation Poster Presentation submission.
1 April 2021	Notification of submission outcomes for Poster submissions.

2. THEME FOR THE CONFERENCE

See Appendix A at foot of this document.

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 for the Student Conference 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 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.

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 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.

Oral Presentations	Papers are allocated up to 20-minute slots on the programme with 5 minutes for questions. The presenter is expected to deliver the presentation live but will be required to submit a pre-recorded presentation to be used in the event of technical difficulties, if accepted.
Poster Presentations	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.

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 nominees 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. Successful contributors will be advised of the time and date of their presentation. 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. All correspondence will be conducted through the Convenor (KC Jones) who is responsible for keeping presenters informed.

6. FURTHER INFORMATION

Registration

All presenters are expected to register and pay at the appropriate rate. Registration is open from (**December 2020**) and early rates expire on **Monday 12th 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.**

Virtual Format

All successful submissions will be presented in a virtual format. Some presenters may be asked to pre-record their session and send to the conference organisers in advance.

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.

Contacts

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Appendix A: Conference Themes

The Defence and Security Section Conference attracts practitioners and academics from around the UK and has something for everyone. Be inspired by our Keynote Speakers, discover new innovative research and connect with leading professionals from across the defence and security domain.

In this, our second conference, we are looking forward to providing a platform for quality research and practice from all of the psychology disciplines within the public services as well as the industrial, commercial and third sectors.

The theme for this year's conference is:

Defence and Security Psychology in a Changing World

1) The Psychology of Engagement and Relationship Building in Complex Environments. Defence and Security operates within a Volatile, Uncertain, Complex and Adaptive (VUCA) environment which brings its own challenges when engaging with diverse communities. We are keen to hear about your work and your experiences across a wide range of topics which may include assurance and deterrence, defence engagement, threats to National Security and Public Unrest.

2) The modernisation of Defence and Security through AI and Automation. AI and Automation has played an increasingly important role in the way the Defence and Security sector operates and feel that your work in this area would be of great benefit to our community. Whether your work is around Human Factors, adapted approaches to neuropsychological practice, cyber security and advanced system threats or developments in synthetic training, we would love to hear from practitioners and researchers who are willing to share their knowledge.