

# COGNITIVE SECTION



the british  
psychological society

## 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:

<b>Tuesday 14th April 2021</b>	On-line submission system opens
<b>10AM Monday 21st June 2021</b>	The deadline for Symposia, Oral Presentations and Poster submissions
<b>Monday 28th June 2021</b>	Notification of submission outcomes for Symposia, Oral Presentations and Posters

### 2. THEME FOR THE CONFERENCE

The 2021 conference welcomes empirical and theoretical submissions in the area of cognition and cognitive neuroscience. Within this we have the following themes:

- **Face Processing & Perception**
- **Attention & Cognitive Control**
- **Working Memory**
- **Reading & Dyslexia**
- **Language Processing**
- **Learning & Memory**
- **Decision Making & Higher Cognitive Processes**
- **Replication, Meta-Analysis, Open Science**
- **Applied Cognition**
- **General**

Don't be concerned if your proposal doesn't fit exactly into one of the themes. All submissions are welcome. We also have a 'General' topic, which will capture all other research 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.

**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.

**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 / CRITERIA**

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.

<b>Symposium</b>	<p>A symposium is a set of papers linked by a common theme (minimum of three papers). A symposium <b>must</b> 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 100 mins for four papers plus discussion.</p> <p>Proposals for symposia <b>must</b> include:</p> <ul style="list-style-type: none"><li>• Title of the symposium</li><li>• Summary and rationale of the symposium (max. 250 words)</li><li>• Name and institutional affiliation of the convenor</li><li>• Title of each presentation followed by the name of the first author, his/her institutional affiliation and the name(s) of the co-author(s) and their institutional affiliation.</li><li>• Abstract for each presentation (max. 250 words)</li></ul>
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<b>Oral Presentations</b>	<p><b>Oral Presentations</b> are allocated 20 minute slots on the programme.</p> <p>Proposals for oral presentations <b>must</b> include:</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Name and institutional affiliation of the first author</li> <li>• Name and institutional affiliation of each co-author</li> <li>• Abstract (max. 250 words)</li> </ul>
<b>Poster Presentations</b>	<p>Will be timetabled into the conference programme in sessions which provide an opportunity for presenters and participants to discuss work and findings.</p> <p>Proposals for posters <b>must</b> include:</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Name and institutional affiliation of the first author</li> <li>• Name and institutional affiliation of each co-author</li> <li>• Abstract (max. 250 words)</li> </ul>

## 5. REFEREEING PROCEDURE

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

- Suitability for Annual Conference
- Overall Quality
- Methodological thoroughness
- Originality

For full reviewing criteria please visit the BPS 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 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.**

### 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:

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

## **CONTACTS**

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