

SOCIAL PSYCHOLOGY SECTION ANNUAL CONFERENCE



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:

February 2021	On-line submission system opens
10 May 2021	The deadline for Symposia, Oral Presentations and Poster submissions
June 2021	Notification of submission outcomes

2. THEME FOR THE CONFERENCE

The 2021 overall conference theme is **Developing an inclusive social psychology**.

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:

Individual submissions (*i.e.*; *empirical, review, theoretical, practice applicable papers/posters, and the five minute challenge*):

Background: State the primary objectives of the study/paper, including the main research questions or aims and place the paper in context.

Methods: Quantitative studies should include design, participants (including number of participants), measures and analyses; qualitative studies should include design, participants, method of data elicitation and reference to the analytic approach (e.g. grounded theory; discourse analysis). Review and theoretical papers should include the procedures adopted and their rationale (e.g. literature search, inclusions/exclusion criteria and methods of analysis) and/or key arguments and theoretical positions.

Findings: Quantitative studies should include design, participants (including number of participants), measures and analyses; qualitative studies should include design, participants, method of data elicitation and reference to the analytic approach (e.g. grounded theory; discourse analysis).

Review and theoretical papers should include the procedures adopted and their rationale (e.g. literature search, inclusions/exclusion criteria and methods of analysis) and/or key arguments and theoretical positions.

Discussion: Some discussion of the possible contribution to social psychology, or implications of the findings/conclusions.

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 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.
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.
Symposia	We would like to encourage symposia submissions that bring together a diverse group of presenters for example from different ethnicities and genders, as well as different career stages, foregrounding the work of those earlier in their careers.

5. REFEREEING PROCEDURE

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

- Contribution to knowledge and/or society
- Originality
- Methodological Thoroughness
- Written Quality

For full reviewing criteria please visit the website.

Each submission is blind reviewed by at least two members of the Scientific 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 March 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>

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.

Contacts

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