Psychology of Women & Equalities Section Annual Conference 2021

the british psychological society
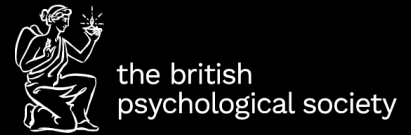
Submission Guidelines

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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:

March 2021	On-line submission system opens
19 April 2021	Submission deadline
Early May 2021	Notification of submission outcomes
May 2021	Draft conference programme released

2. THEME FOR THE CONFERENCE

This year the overarching theme for the POWES 2021 conference is **Horrible Histories and Feminist Futures**. We welcome empirical and theoretical work, and would be delighted to consider submissions from a range of areas relevant to the work of POWES including but not limited to: *theorising feminisms, femininities, masculinities, non-binary gender, gender identities, parenting, gender violence and sexual exploitation, sexualities, mental health, health, sport, education, work, qualitative/critical methodologies, social justice, activism, race, disability, class, and intersectionality.*

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 should be structured according to the following format:

Paper and Symposia;
Submissions should state the aims or primary objectives of the paper, and give a concise summary of information, placing the present paper in context. Please provide details of any methods adopted and their rationale, and/or key arguments and theoretical positions. Consider 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.

Workshops:
Workshop submissions should provide a concise summary of information, including the aims of the workshop and expected outcomes for participants. Please provide details of key arguments or skills and activities covered, and consider the conclusions that can be drawn from the work described in terms of theoretical, methodological, or applied/policy implications as appropriate.

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, and/or 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 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). A symposium **must** 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 2 hours for four papers plus discussion.
Oral Presentations	Papers are allocated up to 20 minute slots on the programme.
Workshops	Are usually allocated up to 1.5 hours on the programme. The Conference Committee welcomes workshops which do not follow the normal pattern of formal presentations. These alternative submissions may take many different forms (i.e. tightly structured or open ended) and will ideally incorporate some interactive components and should specify whether they are at an introductory or advanced level. These workshops will be judged in terms of interest and quality and an adequate summary paper and the organiser's credentials are therefore important. Where a workshop organiser wishes to limit attendance either by number or by any specific criteria (e.g. a participant's level of expertise) such an intention **MUST** be explained and justified and notified to the Committee in the first application. Please indicate on your submission if you wish to request a particular length of time for your workshop, or any special requests around space and/or facilities.

5. REFEREEING PROCEDURE

Reviewers will be assessing each submission on a number of criteria:
- Written quality
- Suitability for POWES Annual Conferences
- Overall Quality

For full reviewing criteria please visit the website.

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**.**

Presenters who are not POWES Members will receive Member rates for their attendance at the conference.

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
The conference will be delivered on Zoom and presenters will be responsible for sharing their screen/slides. If you have any queries, please get in touch with the conference team.

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: http://www.bps.org.uk/publications/policy-and-guidelines/research-guidelines-policy-documents/research-guidelines-poli 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.

Contacts

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