

Guidance for Submissions

If you would like to make a submission to be considered to present at the TEP Annual Conference 2021 please visit our online submission system.

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 may be published for the benefit of attendees at the conference.

Abstracts must be structured according to one of the three following formats, incorporating the indicated headings and information:

Empirical papers:

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. This should be kept to a minimum. For qualitative analyses briefly describe your findings (eg, 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.

Systematic Single Case Studies:

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 a justification for using a single case-study approach with regard to the phenomenon being illustrated, and demonstrate the theoretical argument for the particular systematic tool that is used.

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.

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
- The abstract arrived after the deadline

Criteria for Oral Presentation, Workshop and Poster Presentation submissions

Oral Presentations are allocated 1 hour slots on the programme.

Proposals for oral presentations **must** include:

- Title
- Name and institutional affiliation of the first author
- Name and institutional affiliation of each co-author
- Abstract (max. 250 words)

Workshops are usually allocated 1 or 2 hours on the programme. The Standing Conference Committee welcomes submissions 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). 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.

Proposals for workshops **must** include:

- Title
- Theme/category you are submitting to
- Name and institutional affiliation of the first author
- Name and institutional affiliation of each co-author
- Abstract (max. 250 words) include in here any limits for the workshop (can be additional to the 250 max word count for the abstract)

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.

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.

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.**

Timetable

- Online submission of abstracts opens on **October 2020**
- Deadline for submitting oral presentations, workshops and is **10:00 on Wednesday 4th November 2020**
- Email correspondence with information about acceptance or non-acceptance will be sent to all submitters of oral presentations workshops and posters by **December 2020**

Further information

Registration

All presenters are expected to register and pay at the appropriate delegate rate.

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](#) or from the Leicester office.

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 on the [BPS Website](#) or from the Leicester Office.

Contacts

Email: decp@kc-jones.co.uk

Web: www.delegate-req.co.uk/tep2021

Tel: 01332 227776