

## 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>December 2020</b>	On-line submissions system opens
<b>1 March 2021</b>	Deadline for Symposium, Workshops, Oral Presentation and Discussion/Panel Submissions
<b>April 2021</b>	Notification of Symposium, Workshops, Oral Presentation and Discussion/Panel Submissions outcomes
<b>6 April 2021</b>	Deadline for poster submissions
<b>April 2021</b>	Notification of submission outcome for posters

### 2. THEME FOR THE CONFERENCE

The 2021 overall conference theme is **Age of Anxiety**. Please refer to the Call for Submissions for more information on this theme.

We are seeking through this conference to explore how counselling psychologists can contribute to wellbeing in this Age of Anxiety.

Do not be too concerned if your proposal does not fit exactly into this overall theme. All submissions are welcome.

You are invited to share your experiences and knowledge from all areas of applied psychology and to submit abstracts addressing this theme through

- Research
- Professional practice
- Theory /Opinion papers

You will be prompted to select one of these topics when submitting your proposal.

### 3. PRESENTATION METHODS

**Please note:** This year the conference will be on line. All presentations will be delivered using a professionally run digital platform, similar to Zoom. Further guidelines will be sent to successful submitters following review.

There are five different methods of presentation – your first task is to decide which suits your topic best.

1. Oral Presentation	30 / 45 minute presentation with at least 5 minutes of the presentation to be interactive
2. Symposium	Chaired presentation and discussion of three or four Papers on interrelated topics lasting in total up to 90 minutes
3. Workshop	Interactive session of 60 or 90 minutes aimed at the development of professional skills and expertise
4. Discussion/Panel	Conference session, activity or fringe event not covered above. This could be a round table, panel discussion, debate etc. lasting up to 60 minutes
5. Poster	Exhibited in a designated virtual area throughout the conference and attended by the presenter at specified times

- **Please note any submission not received via the online system will not be reviewed and therefore will not be considered for inclusion in the programme.**

### 4. STRUCTURE FOR ALL SUBMISSIONS

All submission abstracts should:

- be up to 250 words in length, exclusive of the title.
- not include references.
- be written in either the past or present tense unless the data has yet to be collected as might be the case for a poster, in which case the future tense might be more applicable.
- not include a statement of the affiliations or names of the author(s).

Abstracts of accepted papers will be published online for the benefit of attendees at the conference and will be available to download from the conference website.

**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 yet the abstract is not for a poster
- Failure to be written clearly, grammatically, with correct spellings and punctuation

**Abstracts must be structured according to the following format, incorporating the following headings and information:**

## **1. Oral Presentation – single paper**

Oral presentations are allocated 30 or 45 minutes. **It is essential** that you state the length you prefer at the bottom of your abstract. As far as possible, the conference committee will meet this request; we reserve the right not to do so if the programming requires it.

### **1.1 Oral Presentation Quantitative Research**

- 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:* State the selection criteria and number of participants, materials employed, and the procedures followed.
- Results/Analysis:* State the type of analysis employed and the main findings of the study. Numerical data may be included but should be kept to a minimum. Abstracts that are based on work still in progress will be rejected as papers, though they may be accepted as posters.
- 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.

For research papers, data and analysis **must** be available for presentation.

### **1.2 Oral Presentation Qualitative Research**

- Background:* Provide the background to the research.
- Aims:* State the primary purpose of the research and the research question to be explored.
- Methodology:* Describe the design of the study with rationale along with selection criteria, numbers of participants and how the data was collected and analysed.
- Findings:* Provide the themes/theoretical lenses that were the outcome of the analysis.
- 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.

### **1.3 Oral Presentation –Professional Practice or Opinion Paper**

- Purpose:* State the aim or primary objectives of the paper
- Background:* Provide a concise summary of information, which places the presentation in context
- Methods/Key Points:* 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.

## **2. Oral Presentation - Symposium**

The convenor needs to submit a summary, maximum of 250 words. Each presenter within the symposium can submit their own paper or the convenor can submit them all. Each paper must be submitted individually and then linked to form the symposium. Each individual paper should be structured according to the headings in 'Section 1: Oral presentations'.

So that the papers are linked, each paper must also include the symposium title exactly as written in the summary.

It is also essential that for each paper submitted the title includes the paper number e.g. Paper 1 {Title of Abstract} Paper 2 {Title of Abstract} etc

A symposium will be allocated 90 minutes regardless of how many individual papers there are.

## **3. Workshop**

## Workshop – Professional Practice

Workshops will be allocated 60 or 90 minute slots. All timings are subject to planning constraints, although every attempt will be made to give you the time you request.

Please use the following headings

*Background/Aims* 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 elements:* 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.

It is essential that you state under your abstract:

1. The length of time you would like
2. Maximum number of attendees (if appropriate)
3. Format of the workshop
4. What risks there might be to participants and what safeguarding actions you will have in place

## 4. Discussion/Panel

The length of a discussion/panel/debate sessions is up to 60 minutes.

Abstracts should be structured using clear headings and could follow one of the descriptions given below:

- 4.1 *Roundtable discussion:* Session on a focal scientific or practical CoP topic hosted by one or two experts, aimed at discussing latest developments in an area, providing a platform for networking and/or helping audience members with currently experienced problems. By arranging seats in a circle, active audience participation is encouraged. The submission must include the topic to be discussed alongside a justification of its suitability for a roundtable discussion; information on one or two experts that could serve as host(s) should also be provided. Although the host(s) may wish to make a short presentation to begin the session, the majority of time should be devoted to raising questions and opening up discussion.
- 4.2 *Panel discussion:* Session actively moderated by a chair. The chair may invite members of the panel to give short presentations. The panellists might consist of a diverse group of 3 to 5 individuals, prepared in advance for the discussion. Spontaneous interaction amongst panellists and between panellists and the audience should be encouraged. The submission must include issues or themes to be discussed, examples of questions to the panel and the session structure or format. If presentations by the panellists are to be given then the abstract should include a brief summary of those presentations.
- 4.3 *Debate:* The purpose of a debate, which can vary in format and participant composition, is to present opposing views about a selected topic. A moderator may start the debate on a controversial topic in CoP by stating a position, followed by each debating side (1 to 2 individuals each) presenting arguments for and against the proposition. The moderator may allow time for audience questions and may sum up main points at the end of the session. The submission must include a topic to be debated, information about the debaters (e.g., their expertise, general perspective on the topic) and the session format. Descriptions of major points likely to be argued by each debating side or questions for debaters should also be provided.

## 5. Poster

Poster submissions are an opportunity to present completed work and work in progress. Poster sessions will be scheduled when presenters and delegates can discuss the work and findings. The posters will be on display for the duration of the conference on the conference virtual platform. The individual/individuals presenting the poster **must** be in attendance at the allocated times.

DIGITAL FORMAT: PDF

*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.

Unlike oral presentations, data does not have to be included. For research-based posters, ethical clearance must have been given and be stated on the poster, and data collection must have started for the poster to be meaningful.

## 5. REFEREEING PROCEDURE

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

1. Clear, concise, well-structured abstract i.e. of publishable standard.
2. The topic contributes to our knowledge base, providing new insight and/or contributing knowledge in an original way.
3. The extent to which the presentation if accepted will inform the application of knowledge to counselling psychology practice
4. Methodological thoroughness and rigor (if applicable).
5. The appeal factor for the delegates

For full reviewing criteria please visit the website.

Each submission is blind reviewed by members of the Conference Team and the division's Executive 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.

In the case of Symposia submissions, the refereeing procedure will include the package as a whole and the merit and importance of any individual contributions.

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 will be open from January 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>

## **Contacts**

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