

SCOTTISH POSTGRADUATE CONFERENCE 2021



the british
psychological society

Submission Guidelines

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You will need to create an account if this is the first time you are submitting. Please note, your BPS log in details will not be recognised in the submission portal.

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:

May 2021	On-line submission system opens
5 July 2021	The deadline for Oral and Posters Presentations
26 July 2021	Notification of submission outcomes for Oral and Posters Presentations

2. THEME FOR THE CONFERENCE

The 2021 overall conference theme is **What you can do with Psychology** split into the below topics:

- **Social, Affective and/or Cognitive Neuroscience**
- **Developmental and/or Social Psychology**
- **Clinical and/or Health Psychology**
- **Language and/or Communication**
- **Cognitive Psychology**
- **Biological Psychology**
- **Individual Differences**
- **Counselling Psychology**
- **Occupational Psychology**
- **Sports Psychology**
- **Forensic Psychology**
- **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:

Postgraduates submitting papers or posters, if their paper/poster is based on their dissertation project and these sections have not yet been completed, follow the guidance on the results and conclusions sections below.

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. Use of secondary data is an accepted method.
- Results:* Include numerical and/or textual data. For qualitative analyses briefly describe your findings (e.g., themes, categories, discourses identified). If analysis/data collection is in progress, indicate the data analysis approach you intend to use.
- 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. If the work is in progress, state the intended discussion points.

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.

Review/Theoretical and Practice applicable papers/posters:

- 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 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. If the work is in progress, state the intended discussion points.

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.

Oral Presentations	Oral Presentations are allocated 15 minute slots on the programme. Proposals for oral presentations must include: <ul style="list-style-type: none">• Title• Name and institutional affiliation of the first author
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	<ul style="list-style-type: none"> Name and institutional affiliation of each co-author Abstract (max. 250 words)
Poster Presentations	<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 must include:</p> <ul style="list-style-type: none"> Title Name and institutional affiliation of the first author Name and institutional affiliation of each co-author Abstract (max. 250 words)

5. REFEREEING PROCEDURE

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

- Written Quality*
- Suitability for Annual Conference
- Overall Quality*
- Contribution to knowledge
- Extent to which it informs the practical application of knowledge
- Extent to which it provides new insight into the issues it addresses
- Methodological thoroughness
- Originality
- Clarity*
- Potential interest to the conference audience.*

Standard criteria as but double check with your committee as to what criteria they want to set. Maximum of 4 recommended

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 May 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.**

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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