Submission Guidelines

The British Psychological Society

Submission Guidelines

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Log into the 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:

13 November 2019	On-line submission system opens
30 March 2020 (9.00am)	The deadline for all submissions
Mid April 2020	Notification of all submission outcomes

2. THEME FOR THE CONFERENCE

The 2020 overall conference theme is **Psychology for the future: Changing landscapes**, split into the below topics:

- **Future Generations: The global climate emergency**
- **Future Generations: Artificial Intelligence**
- **Future Generations: Poverty**
- **Workforce of the Future: Artificial Intelligence**
- **Workforce of the Future: Digital health**
- **Future Research: Big data**
- **Future Research: Open science**
- **Future Research: Public trust in psychology**

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. Accepted abstracts will be available to download on the conference website.

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

Undergraduates submitting posters for the Student Stream do not need to include the results or conclusion section if their poster is based on their final year project and these sections have not yet been completed.

Empirical:

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.

Review/Theoretical and Practice:

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.

Additional information for symposia only

The Convenor will need to submit the symposium summary, max of 250 words, (abstract title and symposium title will be the same on the system). The Symposium summary does not need to be split into the sections detailed above.

Each presenter within the symposium can submit their own paper, alternatively the convenor can submit them all. Each paper is submitted individually and then linked to form a symposium. Only the reviewers and BPS Conference team can see the full linked symposium.

To link the papers together you will need to ensure that each paper also includes the symposium title. **Please note: If symposia titles are not typed exactly the same, the papers will not be linked.**

For each paper submitted linked with a symposium, please ensure that the title includes the paper number.
For example: (1) {Title of abstract}, (2) {Title of abstract} etc.
Please ensure the summary title starts: (S) {Title of symposium}

In previous years the most frequent reasons submissions were unsuccessful 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 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.

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 90 minutes including discussion.
Poster Presentations	Will be timetabled into the conference programme in sessions which provide an opportunity for presenters and participants to discuss work and findings. Posters will be displayed and presented electronically, using touch screens.

	Further information regarding the set up process will be supplied to presenters who have their posters accepted by a third party company (aMuze! Interactions). Details will be sent to all poster presenters closer to the event on how to be entered into the **poster prize. There will be 2 poster competitions: Student Poster and a general poster prize.**

5. REFEREEING PROCEDURE

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

- Contribution to knowledge and 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 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.

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

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