



## Instructions for abstract authors

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The objectives of the Health Services Research and Pharmacy Practice (HSRPP) Conference are to identify and disseminate research that informs policy and practice development along with providing an encouraging environment. The conference enables pharmacy practice researchers to share ideas about their research and best practise with their peers. Particular emphasis is placed on disseminating the work of early career pharmacy practice researchers. The conference has a global reach and its papers are published in the [International Journal of Pharmacy Practice](#).

### 1. Topics

Submitted abstracts should relate to original, unpublished work contributing to the understanding, development or evaluation of health service or pharmacy practice research. Papers on any aspect of pharmacy practice or health services research relevant to medicines or pharmacy are invited. We are keen to include a broad range of subject areas and would particularly welcome papers addressing the following subjects:

- Cost effectiveness
- Health policy
- Health promotion
- Interface issues
- Measures of outcomes
- Non-medical prescribing
- Pharmacoepidemiology
- Pharmacy practice research
- Drug utilisation studies
- Health services policy research
- Medicines usage
- Multi-disciplinary teams
- Prescribing issues
- Patient perspectives
- Quality issues

Abstracts are welcome from qualitative and quantitative research projects. Work in-progress can be submitted provided sufficient preliminary results are available to address the aim. Systematic review projects are also eligible for submission.

### 2. Abstract submission process

You are asked to follow the guidelines when submitting an abstract. Abstracts which do not adhere to the formatting guidelines below will **NOT** be considered. All abstracts **MUST** be submitted via the electronic [submission form](#) on the HSRPP website by **17:00 on Friday 9<sup>th</sup> October 2015**.

- Please note that **two** copies of your abstract are required – one full version and one to be **anonymised** (where all names, place of work and any identifying information **MUST** be removed from the abstract).



- Your abstract file names should follow the following format:
  - Full abstract version - Surname Initial.doc e.g. Smith J
  - Anonymised - ANON Surname Initial.doc e.g. ANON Smith J

## 2.1 Abstract format

- Abstracts **MUST** be between 350 and 500 words, or a maximum of 350 words if a table or figure is included (the word count does not include the title, authors' details or references).
- Abstracts must be submitted in Microsoft Word.
- Abstracts must be typed in Times New Roman font 11 in a single column.
- Tables and references should be typed in Times New Roman font 9.
- Figures should be black and white and capable of being reproduced clearly when reduced to 55mm wide. Figures should also be supplied with a high resolution image file in a popular format, such as TIFF or JPEG.
- Each abstract should have no more than two references.

## 2.2 Abstract content and structure

Your abstract **must** include the headings below. These are used to assist the adjudication process and will be removed at publication stage. Please, therefore, ensure your abstracts make sense without them.

Headings	Quantitative and qualitative studies (including Randomised Controlled Trials)	Systematic reviews
<b>1. Title</b> (in lower case e.g. A cluster randomised controlled...)	The title should fully represent the study	The title should fully represent the study.  Please identify the report as a systematic review, meta-analysis or both.
<b>2. Aims / objectives</b>	Aims or specific objective or research questions.	The research question including components such as participants, interventions, comparators, and outcomes.
<b>3. Research Design and Methodology</b>	A description of research design and method.	A description of research design and method, including eligibility criteria, information sources and risk of bias.
<b>4. Results</b>	A description of the results obtained including	A description of the results, including number



	both positive and negative.  RCTs should include outcome of the results for each group.	and type of studies included, participants and relevant characteristics of studies. All main outcomes and measures should be reported.
<b>5. Conclusion/discussion</b>	The conclusion should discuss the implications for practice research and /or policy.	The discussion should discuss the implications for practice research and /or policy.  Should summarise strengths and limitations of evidence (e.g. inconsistency, imprecision, indirectness, or risk of bias, other supporting or conflicting evidence).

The above table also includes the indicative content to be provided under each heading. . This is based on relevant reporting guidelines e.g. [CONSORT](#) for abstracts and [PRISMA](#) for abstracts.

- Please list all authors' names under the title. Type all names in lower case, initials followed by family name, for example: J. McElnay, C Hughes, G Crealey.
- Where there is more than one author, the presenting author should be named as first author. The names of all authors will appear with the abstract.
- Provide name of institution and email address of corresponding author in lower case. Do not include the full work address.

Please see [Appendix](#) for a template abstract.

### 2.3 Abstract style

Abstracts should be in the style of the International Journal of Pharmacy Practice, as follows:

- Do not underline or use italics, except as required by usual convention.
- Do not use lines on tables except on the top and bottom.
- References should be cited in the text as superscript numbers in the Vancouver style e.g. [3], you should include a maximum of two references.

### 3. Abstract Review Process



Abstracts will be sent to Adjudicating Committee members who will meet in **November 2015** to consider the abstracts. They will use the [judging criteria](#) set out on the website. Accepted abstracts will be assigned to an appropriate session within the conference on the basis of subject and number of abstracts received.

- Receipt of abstracts will be confirmed by email and authors will receive notification of the committee's decision by **w/c 23<sup>rd</sup> November 2015**.
- Any amendments to your abstract must be completed and returned by **17:00 on Friday 11<sup>th</sup> December 2014**.
- Anyone who has an abstract accepted **MUST** register for the conference **by 19<sup>th</sup> February 2016** (closing date for the early bird registration). If you do not register by this date, the relevant abstract(s) will be removed from the conference programme and the IJPP supplement.

#### **4. Presentation format of accepted abstracts**

Accepted abstracts may be selected for oral presentations or posters. You will be required to indicate on the Abstract Submission Form if you would accept oral or poster or either type of presentation.

- Oral presentations will consist of a 15-minute presentation followed by a 10 minute discussion.
- There will be a poster discussion forum, where poster presenters will stand by their posters. Posters will be displayed throughout the two days of the conference.

**Your abstract MUST follow the above guidelines otherwise it will NOT be accepted.**

Please submit your abstract with a completed electronic [submission form](#) found on the HSRPP website by **17.00 on Friday 9<sup>th</sup> October 2015**.



## Appendix: Example abstract

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Please complete your abstract using the format below

### Title: Template Full Abstract

J.Smith <sup>a</sup>, B. Jones<sup>b</sup>

<sup>a</sup> University of Aberdeen

<sup>b</sup> Royal Free Hospital, London

Email: Corresponding author e-mail address

### Aims / objectives\* (font: Times New Roman, size: 11 as indicated below)

First paragraph text in Times New Roman 11 without indentation. <sup>[1]</sup>

### Method\* (font: Times New Roman, size: 11 as indicated below)

First paragraph of text in Times New Roman 11 without indentation and must include a statement about ethical approval. <sup>[2]</sup>

### Results\* (font: Times New Roman, size: 11 as indicated below)

First paragraph of text in Times New Roman 11 without indentation. If including a table or figure the maximum word limit is 350 words.

**Table 1\*** Title of table (Only use lines on table at top and bottom with text Times New Roman 9)

Heading 1	Heading 2	Heading 3
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Table footer

[Insert Figure: Figures should be black and white and capable of being reproduced when reduced to 55mm wide. Figures should be supplied with a high resolution image file in a popular format such as TIFF or JPEG]

**Figure 1\*** Title of Figure (single column figures should be no wider than 8cm, and should be presented above the figure title) (11 point)

### Discussion or Conclusion\* (font: Times New Roman, size: 11 as indicated below)

First paragraph of text in Times New Roman 11 without indentation.

The abstract must be between 350-500 words (excluding Title, author's details and references)

### References\* (font: Times New Roman, size: 9 as indicated below)

Smith LP. Title of article, *Abbreviated title of journal* Year; Volume (Issue): first page-last page



Pharmacy Research **UK**

Smith LP, John D. Title of article, *Abbreviated title of journal* Year; Volume (Issue): first page-last page

**Please note – you can only use no more than two references**

## Checklist:

*Have you...*

Followed the formatting instructions for your abstract?

Made two copies of the abstract, one regular and one anonymised?

Made a statement about ethical approval in your abstract?

Indicated on the form that you will accept oral, poster or no preference?

Saved your abstract using the file name format detailed on the form?