HSRPP 2015 BELFAST

Pharmacy Research UK

Instructions for Authors

Summary

- Abstracts **MUST** be submitted with a completed electronic **submission form** found on the HSRPP website, by **17:00 on Friday 10th October 2014.**
- Abstracts must be submitted in a Windows version of Word and formatted as outlined below.
- Each individual can present one paper only. However you may be listed as co-author on any number of abstracts.
- Please note that **two** copies of your abstract are required – one full version and one to be **anonymised** (names, place of work and any identifying information must be removed from the abstract).
- Please download and fill in the abstract submission form. This must be included in your application.
- Your abstract file names should follow the following format:
    - Full abstract version - Surname Initial.doc e.g. Smith J.doc
    - Anonymised - ANON Surname Initial.doc e.g. ANON Smith J.doc
- All applicants will be informed of the adjudicating committee's decision by **w/c 24th November 2014.**
- Any amendments to your abstract must be completed and returned by **Monday 5th January 2014.**
- Anyone who has an abstract accepted **MUST** register for the Conference by 20th February 2014 (closing date for the early bird registration). If registration does not happen by this date, the relevant abstract(s) will be removed from the Conference programme and the IJPP supplement.

Topics

- Submitted abstracts should relate to original, previously unpublished work contributing to the understanding, development or evaluation of health service or pharmacy practice research
- Abstracts are welcome from qualitative and quantitative research projects.
- We welcome works in-progress provided there is a sufficient amount of results suitable for publishing.
- 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
    - Medicines usage
    - Multi-disciplinary teams
    - Prescribing issues
    - Patient perspectives
    - Quality issues
    - Drug utilisation studies
    - Health services policy research

Abstract structure

- Your abstract should be of the following structure:
    - **A title** (lower case e.g. A cluster randomised controlled…)
    - **Background** - A brief introduction including a statement of aims & objectives or research question

    - **Methods -** A description of the methods used and a statement about ethical approval
    - **Results** - The results obtained
    - **Discussion/conclusions The** conclusions
- Please list all authors' names under the title. Type all names in lower case, initials followed by family name. Example: J. McElnay, C Hughes, G Crealey.
- Please note subheadings will be removed at publication stage. **Please ensure your abstract makes sense without them.**
- 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 note that abstracts that do not conform to this structure will **not** be accepted.

Abstract format

- 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.
- The word count for the abstract should be between 350 words and 500 words (or maximum of 350 words if a table or a figure is included).
    - The word count does not include the title, authors' details or references.
- Figures should be black and white and capable of being reproduced clearly when reduced to 55mm wide.
- Figures should be supplied with a high resolution image file in a popular format, such as TIFF or JPEG.
- Abstracts which do not follow these formatting guidelines will **not** be considered.
- **Each abstract should have only <u>two references</u>.**

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]

Presentation format

- Presentations will be oral communications or posters.
    - Oral communications will be a 15 minute presentation followed by a 10 minute discussion.
    - There will be a poster discussion forum, where poster presenters will stand by the posters. Posters will be displayed throughout the 2 days of the conference.
- Please indicate on the Abstract Submission Form if you would accept oral or poster or either type of presentation.

Abstract Review Process

- Abstracts will be sent to Adjudicating Committee members who will meet in **November 2014** 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 matter 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 24th November 2014**.

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Example abstract

Please complete your abstract using the format below

Title: Example Full Abstract

J.Smith [a], B. Jones[b]

[a] University of Aberdeen
[b] Royal Free Hospital, London
Email: Corresponding author e-mail address

Background*(font: Times New Roman, size: 11 as indicated below)
First paragraph text in Times New Roman 11 without indentation. [1]

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. [2]

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

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: 11 as indicated below)
Smith LP. Title of article, *Abbreviated title of journal* Year; Volume (Issue): first page-last page
Smith LP, John D. Title of article, *Abbreviated title of journal* Year; Volume (Issue): first page-last page
Please note – you can only use two references

The whole abstract MUST follow the above guidelines otherwise it will not be accepted. Please e-mail complete abstract and anonymised abstract to HSRPP@rpharms.com by 17:00 on the 10th October 2014.

* The subheadings are for guidance only and are not to be included in the submitted abstract.

Abstract judging criteria

‘Marking Grid’ for Abstracts (qualitative / quantitative only)

Score	0	1	2
Are the aims clearly stated?	Aims presented but not entirely clear	Aims clearly presented	
Is the design appropriate?	Design seems appropriate although other methods may have been better	Design seems entirely appropriate to the research question	
Is the method clearly described?	Method not described	Method described to a limited extent but all aspects of method not entirely clear	Method clearly and unequivocally described
Have the results (both positive and negative) been described clearly?	No findings are mentioned	Findings mentioned but unclear or not well described	Findings clearly identified and well described.
Are the results discussed fully with implications for practice research and/ or policy?	Implications of the research results are not discussed.	Implications not clear or not well discussed	Clear implications for practice, research or policy discussed

	Good reason for outright rejection
	Possible reason for rejection
	Good reason for acceptance

Guidance for presenting authors

Oral presentations

- Oral presentations will last 15 minutes followed by 10 minutes for questions.
    - All presenters **MUST** bring their presentation on a USB stick to be uploaded at the conference. They should arrive at their presentation session 15 minutes before the advertised start time in the programme.
    - All presenters **MUST** send a copy of their presentation to HSRPP@rpharms.com before Friday 20st March 2015 in an e-mail title including your abstract number.
    - There is a prize for the best oral presentation at the conference.

Poster presentation guidance

- All posters should be prepared in **PORTRAIT** format and be **A0** size. Lettering should be legible at two meters. Oversized posters will not be accepted for display.
    - All Posters will be displayed for throughout the two days of the conference.
    - There will be a poster discussion forum, where poster presenters will stand by their posters.
    - There is a prize for the best poster at the conference.