

Psychology of Women Section Annual Conference

12–14 July 2017, Cumberland Lodge, Windsor



The British
Psychological Society

Submission Guidelines

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Log into your British Psychological Society website account at www.bps.org.uk

If you have never used this site before you will need to register to create your account, you do not have to be a member of the Society to do this.

1. TIMELINES

Authors are strongly advised to register on the on-line submissions system and begin preparing their submissions well in advance of the following deadlines:

13 January 2017	On-line submission system opens
Mid-day on 27 February 2017	Early submission deadline
Wk. beg. 20 March 2017	Notification of submission outcomes for first deadline
Mid-day on 27 March 2017	Late submission deadline
20 April 2017	Notification of submission outcomes for last deadline
4 May 2017	Draft conference programme released
12-14 July 2017	POWS 2017 Conference

2. THEMES FOR THE CONFERENCE

30 Years of POWS: Looking back while moving forward

We would be delighted to consider submissions from a range of areas relevant to the work of POWS including but not limited to: *reflections on 30 years of POWS, theorising feminisms, non-binary constructions of gender, identities, parenting, sexual violence and exploitation, sexualities, mental health, health, qualitative/critical methodologies, social justice, race, disability, class and intersectionality.*

3. STRUCTURE FOR ALL SUBMISSIONS

All submission abstracts should be up to 200 words, exclusive of the title, except for workshops which can be up to 500 words. Abstracts should not include references and can be written in either the past or present tense. Abstracts of accepted papers are published in booklet form for the benefit of attendees at the conference. They will also appear in *The Proceedings* of the British Psychological Society, which are published online.

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

Papers, Symposia and Posters:

Purpose: The aims or primary objectives of the paper

Background: A concise summary of information, which places the present paper in context

Methods: Details of methods adopted (e.g., literature search, inclusion/exclusion criteria and methods of analysis) and/or key arguments and theoretical positions.

Conclusions: Conclusions that can be drawn from the work described, including theoretical, methodological or applied/policy implications as appropriate.

Workshops:

Background: 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 points: Details of key arguments or the skills and activities covered.

Conclusions: Conclusions that can be drawn from the work described, including theoretical, methodological, or applied/policy implications as appropriate.

****Please ensure you use the above headings within your submission***

Additional requirements for **all** submissions:

Submissions must also include explicit confirmation that the convenor and authors/co-authors understand and adhere to the Society's Code of Ethics and Conduct. **Please tick the box to indicate this.**

Additional requirements for symposia only

In addition to an abstract for each paper within a symposium, each symposium should also be accompanied by a Symposium Summary. It should be up to 200 words, and **must** describe the theme, objectives and the relevance of the individual contributions to the symposium.

In previous years the most frequent reasons submissions were rejected included;

- Failure to meet the submission criteria (particularly by 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
- Any submission not received via the online system will not be reviewed

4. CRITERIA FOR ALL SUBMISSIONS

All proposals must include:

- Title
- Name and institutional affiliation of the first author
- Telephone number of first author
- Name and institutional affiliation of each co-author
- Telephone number of each co-author
- Abstract (max. 200 words for Papers, Symposia and posters, max 500 words for Workshops) include in here any limits for the workshop

5. SESSION TYPE

Oral Presentations	Papers are allocated 20 minute slots on the programme
Symposium	A symposium is a set of papers linked by a common theme. A symposium must have a Convenor, who organises the symposium submission, and acts as the responsible link person to the conference organisers; a named Chair; and (optionally) a named Discussant. The same person can fulfil these roles. Symposia will usually be allocated 2 hours for four papers plus discussion
Workshops	Allocated up to 1.5 hours on the programme. The conference committee welcomes submissions which enable participants to develop their skills and knowledge. These should have an interactive component and should specify whether they are at an introductory or advanced level. Where a workshop organiser wishes to limit attendance either by number or by any specific criteria (e.g. a participant's level of expertise) such an intention MUST be explained and justified and notified to the Committee in the first application. Please indicate on your submission if you wish to request a particular length of time for your workshop
Poster presentations	Will be timetabled into the conference programme in sessions which provide an opportunity for presenters and participants to discuss work and findings. Further information regarding the dimensions of the poster boards and suggestions of how to display poster material will be supplied to presenters who have their posters accepted closer to the event.

6. REFEREEING PROCEDURE

Reviewers will be assessing each submission on a number of criteria, namely its contribution to knowledge, the extent to which it informs the practical application of knowledge, the extent to which it provides new insight into the issues it addresses, its methodological thoroughness, its originality, its clarity and its potential interest to the conference audience.

Each submission is blind reviewed by at least two nominees of the 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.

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 from the BPS Conferences team. 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. Individual presenters in symposia are not contacted directly by BPS Conferences. All correspondence will be conducted through the Convenor who is responsible for keeping presenters informed.

7. FURTHER INFORMATION

Registration

All presenters are expected to register and pay at the appropriate rate. Registration is open from January 2017 and early bird rates expire on **31 May 2017**

Presenters who are not POWS Members will receive Member rates for their attendance at the conference.

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.

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 either from the Society's website: <http://www.bps.org.uk/what-we-do/ethics-standards/ethics-standards> or from the Leicester office.

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.

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> or from the Leicester Office.

SACWAP guidelines

When submitting material, please note the SACWAP guidelines dealing with the use of animals in psychological research. Copies of these guidelines can be obtained from the Leicester Office.

Multiple submissions

The Conference Committee wishes to maximise the opportunities for delegates to present their work. However, there are often considerable constraints on time and space and inevitably this means that some strong submissions have to be rejected. In order to give every submitter a fair opportunity the committee has decided to discourage multiple submissions. Therefore only 3 submissions per person are permitted. (A submission includes any submission on which an individual is named as an author, in whatever order their name appears on the author list).

CONTACTS

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