

This paper outlines the requirements for award submissions for all awards offered by the UKCPA. It is essential that submissions are set out accurately as they must conform to guidelines required. Any submissions not conforming to the guidelines may be rejected.

We have examples of abstracts on the UKCPA website at <http://ukclinicalpharmacy.org/education/awards-programme/>

The abstract should contain:

- No more than 1000 words and 2 side of A4
- One table maximum
- No images, but diagrams, graphs and charts are accepted*
- A maximum of five references
- A statement on whether ethics approval was required and/or obtained. For example, if the abstract describes an audit project, please state that ethics approval was not required because of this reason.

Headings

Headings must be in Arial 12pt bold and as follows:

- Title
- Author(s) [surname, initial], name of organisation(s), town(s)
- Introduction/Background/Context
- Objective(s)
- Method
- Results
- Discussion/Conclusion
- References.

Formatting

- The main title to be in Arial font 12pt
- The main text to be in Arial font 11pt
- Titles and main text must be in sentence case
- All page margins must be 2.5cm
- Line spacing must be single spaced and justified in both margins
- Paragraphs: Double lines between with no indentation
- Please do not use foot notes or end notes.

Spelling and grammar

- Errors in the text, including spelling and grammar will jeopardise the acceptance of a submission. Please proof-read it carefully.
- Abbreviations must be explained when first used.

Data presentation

- A maximum of one table is allowed
- All tables must carry a title and be referred to in the text
- Tables must be formatted using horizontal lines only and avoiding the use of vertical lines to separate columns (see example abstract)
- No images, but graphs, charts and diagrams are allowed*.

*Please note that graphs, charts, images and diagrams are positively encouraged within poster and oral presentations.

References

- References must be in Vancouver style
- In summary, references must be numbered as superscripts consecutively in the text, and citations in the reference section must be formatted as follows:
 - For journal articles: author(s) name(s) and initials (max 3 authors and 'et al'); title of the article; journal title; year; volume; first and last page. Journal names should be in full and not italicised
 - For books: author(s) name(s) and initial(s); editor if appropriate; title of book; place of publication; publisher; year.
- More detailed guidance is available on the UKCPA website. <http://ukclinicalpharmacy.org/education/awards-programme/>

Number of copies

- One copy of the abstract must be submitted in full
- One copy of the abstract must be submitted without the authors' names and organisation name(s), to facilitate anonymous adjudication. Organisations must be anonymised in the main body of the abstract as well as in the title by the use of more general terms, eg "a teaching hospital", "two health authorities".
- Fax copies and incomplete submissions will not be accepted
- The abstract must be submitted in electronic format only using the online submission process, link below.

Submission

Please save your abstract in Microsoft Word version 1997-2003 (with .doc suffix).

Submission for these awards is by online submission process only using the following link: <http://bit.ly/1yWZZuK>

Adjudication process

Each abstract will be judged on the stated objectives, methods, results, discussion, impact on patient care and whether the abstract conforms to the relevant guidelines.

Help and guidance

Example abstracts, full judging criteria, referencing guidelines, poster template, and top tips for presenting are all available on the UKCPA website:

<http://ukclinicalpharmacy.org/education/awards-programme/>