

This paper outlines the requirements for submissions of research and audit abstracts for the UKCPA Conference. It is essential that submissions are set out accurately and they must conform to guidelines required for publication. Any abstracts not conforming to the guidelines may be rejected.

The abstract should contain:

- No more than 500 words, including references but excluding title and author affiliation
- No tables, figures or images are permitted
- A statement on whether ethics approval was required and/or obtained. Please include one of the following:
"This study required and received ethics approval."
"This study did not require ethics approval."
"This study required ethics approval but it was not received."

Headings

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

- Title
Less than 13 words; Should succinctly and accurately describe the work undertaken
- Author(s) [first name, last name], name of organisation(s), town(s)
Not included in word count; One single affiliation per author; Corresponding author should be indicated with email address as contact
- Background
- Objective(s) *If audit work, standards can be included here*
- Method
- Results
- Conclusions
- 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

- No tables, figures or images are permitted*

Completed work

- Abstracts must present results of completed work.

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

References

References must be in the style outlined below. References are numbered sequentially in the order they appear in the abstract, with the number superscript within the sentence punctuation. Each reference should only appear once.

- Authors of cited papers should be listed surname first, followed by initials of given names, with a comma separating each author.
- All authors should be included in reference lists unless there are six or more, in which case only the first author should be given, followed by 'et al.', with 'et al' italicised.
- Please include the full title of the paper as it appears in the original publication, including style formatting.
- Journal titles can be given in full and italicised.
- References should end with a full stop.
- References for websites should include the full URL and the date accessed.
- Please use the examples below as a guide:

Journal article (print): Smith A. Pharmaceutical care in the UK. *Journal of Pharmacy* 1999;42(1): 209-238.

Journal article (electronic): Smith A. A tale of two citations. *Pharmacy World* 2008;451(7177): 397-9.
www.pharmacyworld.com/journal/v451/n7177/451397a.html (accessed 20 November 2020).

Book: Smith A, Weston B. A Short Course in Pharmacy. London: Thomas More Publishing; 2012.

Book chapter: Smith A. Pharmaceutical care of asthma. In: Matthews M, Borthwick M (eds.) The complete handbook of pharmaceutical care. 2nd ed. London, UK: Pharmacy Press; 2005. p75 - 81.

White papers: Department of Health. Choosing Health: making healthier choices easier, CM6374. London: Stationery Office; 2001.

Websites: European Space Agency. ESA: Missions, Earth Observation: ENVISAT. <http://envisat.esa.int/> (accessed 3 December 2020).

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.

Submission

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

Abstract submission is by online submission process only using the link on the UKCPA website here:

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

Useful guidelines and resources are available on the UKCPA website:

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