

UKCPA Guidance for abstracts

This paper outlines the requirements for submissions of abstracts for the UKCPA Autumn Residential Symposium. Please also refer to the example given. It is essential that submissions are set out as described. All abstracts accepted will be published in *Clinical Pharmacist online*.

The UKCPA reserves the right to reject any submissions not conforming to the detailed guidance outlined below.

Short paper required as follows

- No longer than two sides of A4 portrait (1,000 words), including references and a maximum of two tables or figures
- The short paper must be submitted in electronic format as well as in hard copy as outlined below

Headings

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

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

Formatting

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

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

- Tables are preferred for the presentation of data, except where a graph or diagram is more appropriate
- All tables must carry a title above 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 short paper overleaf
- Only two tables or figures allowed

References

- References must be in Vancouver style, as used by Clinical Pharmacist. Detailed guidance is on UKCPA website. In summary, references must be numbered as superscripts consecutively in the text, and citations in the reference section must be formatted as follows:
- For papers: 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 in full, not italicised.
- For books: author(s) name(s) and initial(s), editor if appropriate, title of book, place of publication, publisher, year
- Do not use foot notes or end notes for referencing

Number of copies

- One copy of the short paper must be submitted in full
- One copy of the short paper 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.

Adjudication process

The submissions will be adjudicated as a research study, audit, or as innovation/practice development depending on the authors' indication on the submission form. Please study the criteria to decide which description fits your work best because this will affect the way it is judged.

To view the judging criteria that your submission will be marked against, please visit the Awards and Abstracts page on the UKCPA website (www.ukcpa.org).

Also refer to example of a short paper (available on UKCPA website)

Full instructions for the presentation of posters will be provided following acceptance by the adjudicating committee. Posters must be prepared sized: A0, orientation: landscape.

Please ensure your submission meets ALL criteria