

PROGRESS IN PRACTICE

UKCPA Residential Symposium

DeVere Hotel,
Staverton
Park, Daventry

19 – 21
November
2010

Please ensure your
submission meets
ALL criteria

Check list for preparation of papers

- Short Paper
Maximum 1000
words, 2 pages.
Sub-headings: Title,
Author(s),
Introduction,
Objective(s),
Method, Results,
Discussion,
References
- A4 portrait, typed,
single spaced, Arial
11pt (titles 12pt)
- Margins 2.5cm,
justified text left and
right
- Paragraphs: double
lines between with
no indentation
- No more than two
tables or figures
- References: use
Vancouver style as
in **Clinical
Pharmacist**. See
detailed guidance
on UKCPA website
- See UKCPA
Guidance for
abstracts with
example
- One copy with
author(s) name(s)
and organisation(s)
- One copy **without**
author(s) name(s)
and organisation(s)
- Submission must be
in Microsoft® Word
format

Submission Form for abstracts

Complete and attach this form to your named abstracts

Title of abstract

Author(s) full name(s) (*circle the contact author/presenter*)

Author(s) organisation(s)

Full contact details of the main author/presenter

Address

Tel:

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Please complete the following by circling the relevant responses:

1. Category of work

research

audit

innovation/practice development

2. Presentation preference

oral communication

poster

no preference

Please note: Preferred presentation format cannot be guaranteed.

3. Are you a first time presenter at a national meeting? yes no

4. Has this work been published before?

yes no

Work which has previously been published elsewhere will not be eligible for any awards and cannot be published as an abstract in *Clinical Pharmacist*.

5. The paper complies with the requirements for submission of papers yes

6. Does the submission meet the requirements for the hameln General Level funding?

(see call for papers)

yes no

7. **Please confirm that the following are enclosed/have been emailed:**

a) CD with 2 separate Microsoft® Word documents:

1 named and 1 anonymous copy of short paper yes

or

b) Named copy and anonymous copy of short

paper emailed to: admin@ukcpa.com

yes

For adjudication purposes please ensure your anonymous paper is completely anonymised throughout to avoid disqualification. This includes removing the name of the relevant Trust throughout the main body of the paper as well as the title.

Send the short paper, completed submission form and CD to:

UKCPA, 2nd Floor, Alpha House, Countesthorpe Road, South Wigston, Leicestershire
LE18 4PJ

Email: admin@ukcpa.com