

SUBMISSIONS GUIDELINES: for Writing and Presenting

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1. Conference themes

InPACT welcomes your contribution to the 2012 Conference! To develop the conference program we have chosen four main broad-ranging themes in Applied Psychology, which also covers different interest areas. The themes and sub-themes are:

Ψ In CLINICAL PSYCHOLOGY: Emotions and related psychological processes; Assessment; Psychotherapy and counselling; Addictive behaviours; Eating disorders; Personality disorders; Quality of life and mental health; Communication within relationships; Services of mental health; and Psychopathology.

Ψ In EDUCATIONAL PSYCHOLOGY: Language and cognitive processes; School environment and childhood disorders; Parenting and parenting related processes; Learning and technology; Psychology in schools; Intelligence and creativity; Motivation in classroom; Perspectives on teaching; Assessment and evaluation; and Individual differences in learning.

Ψ In SOCIAL PSYCHOLOGY: Cross-cultural dimensions of mental disorders; Employment issues and training; Organizational psychology; Psychology in politics and international issues; Social factors in adolescence and its development; Social anxiety and self-esteem; Immigration and social policy; Self-efficacy and identity development; Parenting and social support; and Addiction and stigmatization.

Ψ In LEGAL PSYCHOLOGY: Violence and trauma; Mass-media and aggression; Intra-familial violence; Juvenile delinquency; Aggressive behaviour in childhood; Internet offending; Working with crime perpetrators; Forensic psychology; Violent risk assessment; and Law enforcement and stress.

You will be prompted to choose one of these themes/categories when you submit your proposal. If your proposal doesn't fit exactly in these themes you can also send it to us, since we may capture other areas of research.

2. Structure and formatting for general abstracts

An abstract is an extremely important part of the paper because it summarizes the entire paper – it's the front window to show your work to the public and must allow the reviewers to make an intelligent decision about its acceptance.

Papers must deliver what is projected in the abstracts or represent bona fide developments of the same research. Don't submit a proposal if data is still pending. Submissions must represent completed work. The papers must report original, previously unpublished findings in the field.

In writing the abstract please be quantitative and write clearly – DO NOT EXCEED the imposed characters length limit for main text (declared ahead in the criteria of each submission type), they are:

- 200-400 words for oral papers, workshop and roundtable;
- 250 words for posters, symposium and virtual presentations.

These will give presenters approximately one page long, because accepted abstracts will be published in the proceedings book of the conference (the written account of what transpired at the meeting), one page per abstract, and plus they will be available printed and online. It is assumed authors give consent and authorise to publish their abstract.

The initial submitted abstract file must be anonymous (using our templates, without giving any information about the authors) – this is a blind peer-review process. All papers will be reviewed under the direction of the Scientific Committee and must be written in English.

ATTENTION:

You must download our ready-to-edit file template (in .doc format), available in our website, and fill in the appropriate spaces, instead of making a new document. Download **Template A** for all types of paper except for Symposium contributions – in this case, which require multiple abstracts, we have them combine to fill in **Template B**.

In your template you will be asked to typewrite the theme and sub-theme (consult our “Conference Topics” tab in our website) of your abstract, and the type of contribution you are submitting to. Then, in the presented “textbox”, you can typewrite your abstract main text.

Formatting text: Replace “text here” messages with the actual writings and the headings’ names. Main text should be justified and respecting the word count according to your paper contribution. Letter type formatting is:

- Headings: Times New Roman, 12 pt, bold
- Text: Times New Roman, 10 pt

Do not use paragraphs, footnotes, figures, tables or references. Additional information can be asked to you later.

Titles for the papers should have no more than 15 words and it will be provided a section after the abstract main text box to introduce keywords (5 at max.). Abstracts should NOT INCLUDE REFERENCES.

An abstract main text must have headings according to the type of paper. These will be exclusively for Oral papers, Posters, Virtual Presentations and Symposium abstracts:

Empirical papers:	Review/Theoretical papers:
<i>Objectives:</i> Refer the primary goal(s) and major hypothesis tested or posed research question;	<i>Purpose of study:</i> Refer the aim or primary objectives;
<i>Design:</i> Describes the rationale and design for the adopted procedures of the study;	<i>Background:</i> Make a brief concise summary of information, placing the actual paper in context;
<i>Methods:</i> Describe the number of participants and their selection (in case of documentary data, state how these were selected), materials and methods for data collection and analysis.	<i>Methods:</i> Gives details in assumed procedures and their rationale (e.g. inclusion/exclusion criteria, literature search and methods of analysis), key arguments and theoretical positions;
<i>Findings:</i> Present the data (numerical and/or textual) kept at a minimum. For qualitative analysis describe briefly your findings.	<i>Conclusions and discussion:</i> State and discuss conclusions that can be drawn from the described work, including theoretical, methodological or applied/policy implications, as appropriate, and any key limitations of the study.
<i>Conclusions:</i> State what can be drawn from the study - includes theoretical, methodological or applied/policy implications as appropriate and any key limitations of the study.	

Specific headings for Symposium Summary, Workshop and Roundtable/Debate abstracts are described in the following pages ahead.

3. Oral Paper Presentations

These kind of papers can include accomplished empirical or theoretical research with corresponding results or reports and new developments in the given themes, employing qualitative or quantitative methods of either primary or secondary data. Keep in mind that the Scientific Committee revisers can ask you to submit the short or full paper corresponding to the abstract.

3.1. Criteria for Oral Paper submissions

Proposals for oral papers must include (Abstract Template A):

- Theme/category and sub-theme you are submitting to
- Title (max. 15 words)
- Abstract main text (max. 200-400 words) with headings according to type of paper (see p. 4)
- Keywords (max. 5)

3.2. Oral Paper presentations

Each oral paper presentations will be allocated in 20 minutes slots. Presenters must give 15 minutes for the presentation itself + 5 minutes for discussion with the audience.

Session rooms will have a laptop with software tools (like *PowerPoint*¹), data-projector and screen. Once your abstract is accepted and your conference registration made, you can preload your presentation to us. More info is given at the proper time. We recommend presenters to bring an *USB pen drive* or *CD-ROM* with a back-up copy of their presentations.

4. Posters

Posters are an alternative format for freestanding research presenters. Poster sessions facilitate informal discussion and they can be a more personal form for exchange on information than regular oral presentations. A poster contains implemented information work about a subject and will be exposed at the conference in the exhibition area.

Proposals for poster presentations must also include an abstract besides the poster/demonstration itself - only made when the abstract is accepted. They must be informative but also engaged visually and easy to understand.

4.1. Criteria for Poster submissions

Proposals for posters must include (Abstract Template A):

- Theme/category and sub-theme you are submitting to
- Title (max. 15 words)
- Abstract main text (max. 250 words) with headings according to type of paper (see p. 4)
- Keywords (max. 5)

Once the abstract for the poster is accepted, presenters are required to prepare the content in a full-sized poster, with the following requirements:

¹ PowerPoint® is a trademark of Microsoft Corporation in the United States and/or other countries.

- Dimensions: Poster size should be no more than A0 portrait (approx. 84 x 115cm). We recommend that you use heavyweight paper or thin card.
- As they can be viewed from a certain distance, please make sure your typeface and graphics are easy to read – we recommend you to use a font size for:
 - o *Title*: 20-24 mm or 100 point maximum/bold. Make sure your title, authors and affiliated institutions/contact details are clearly visible at the top of your presentation to give to interested delegates.
 - o *Headings*: 48 point suggested 60 point at max. – title case headings such as “Introduction”, “Methods”, “Results”, “Discussion” and “Conclusions” are useful. Results can be presented in the form of graphics, avoiding large data tables – use colours, symbols, pictures, etc.
 - o *Content*: 20-28 point, 32 point at max (single spaced).
- Please note that the official conference language is English – all posters must be displayed in English.

Keep the amount of text in your posters brief, focusing on a few key points. Any description of the methods should be simple and concise.

4.2. Poster presentations

The conference will include timetabled sessions providing an opportunity for presenters and participants to discuss work and findings. There will be a dynamic forum between presenter(s) and the audience. Presenter(s) must give 2 to 5 minutes oral presentation followed by approx. 3 minutes discussion with the public, where they can answer questions about the posters.

Please remember to take your poster materials with you. Any posters remaining at the end of the conference will be discarded.

5. Symposium

A Symposium is a group presentation constituted of papers correlated by a common theme. A Chair/Convenor, whom acts as the link person with the conference organizers, and is responsible for the symposium submission, organizes them. There will be a maximum of 5 presenters (including the Chair) and there must be at least two different countries and research groups. A named Discussant is optional – in this case there is a maximum of 4 presenters including the discussant.

5.1. Criteria for Symposium submissions

The Chair of the Symposium submits the “Summary” and each of the contributors’ abstracts (Abstract Template B).

First page is the Symposium “summary” and must include:

- Theme/category and sub-theme of the symposium session
- Title of the symposium (max. 15 words)
- Abstract main text (max. 250 words) with the following headings:
 - *Scope of the Symposium* (summarizes the aim, extent focus and purpose of the symposium)
 - *Objectives* (what’s expected the session to achieve)
 - *Overview of papers* (integrating the relevance of the individual contributions)
 - *Timetable* (running order of the individual papers)
- Keywords (max. 5)

Each contributing abstract is filled in the next pages of the template, containing:

- Title (max. 15 words)
- Abstract main text (max. 250 words) with headings according to type of paper (see p. 3)
- Keywords (max. 5)

5.2. Symposium presentations

There will be available a total of 100 minutes, each presentation with a maximum of 20 minutes. The Chair initiate the session with a brief presentation of the symposium and the discussant (optional) provides after the sessions an overview of the main issues (about 5-10 minutes max.) and facilitates a general discussion of the audience by audience and authors.

6. Roundtable/Debate

A roundtable or debate provides an opportunity to take forward an issue of relevance critiquing current evidence and suggesting future directions for research and applications. The format is a series of 4 maximum presentations (including Convenor) from different presenters, across two or more institutions. A *Roundtable* should focus on a topical issue and discuss it from different perspectives vs. a *Debate* should focus on one topical issue and discuss it from two opposing perspectives. These structured discussions should provide an original contribution to the debate in the area.

6.1. Criteria for Roundtable/debate submissions

The proposal must be submitted by the roundtable Convenor and includes (Abstract Template A):

- Theme/category and sub-theme you are submitting to
- Title (max. 15 words)
- Abstract main text (max. 200-400 words) with the following headings:
 - *Purpose* (focus to be addressed by the discussion)

- *Background* (concise summary placing session in context, aims of the discussion and expectations)
- *Summary* (outlines the context or focus of each contributor's approach)
- *Timetable* (indicated the running order of the sections)
- Keywords (max. 5)

6.2. Roundtable/debate presentations

The contributors should provide summaries of their perspectives on the issue that are sufficient to enable delegates to be actively involved in the structured discussion.

The session should last for 60 minutes with an interactive discussion period. The presentations should have a clear structure and require active participation with delegates/attendees during the general discussion. They should not be unfocussed, informal discussions around a topic.

7. Workshop

A workshop provides an opportunity for a group of participants to achieve a specific goal or address a particular problem. It may be designed to train or educate participants in a particular research methodology or theoretical approach, e.g., or to address a specific problem, such as how to use particular research findings in health psychological care or policy. A workshop can also be a useful way to develop a consensus on a particular issue. For example, the goal of the workshop may be to produce a position statement or policy on a particular topic, to identify priorities in a specific area or to develop theoretical perspectives or methodologies. It should have a clear structure and require active participation by everyone involved.

Proposals for Workshop will have 5 contributors at maximum, including the workshop convenor/facilitator. Workshops will be judged in terms of interest and quality and an adequate summary paper.

7.1. Criteria for Workshop submissions

The Convener submits the proposal for a Workshop and the abstract contains (Abstract Template A):

- Theme/category and sub-theme you are submitting to
- Title
- Abstract main text (max. 200-400 words) with the following headings:
 - *Purpose* (statement of the problem or goal to be addressed)
 - *Background* (concise summary placing session in context, aims of the workshop and expected outcomes for participants)

- *Key points* (details of key arguments or the skills and activities covered)
- *Description of the participants* (describe the intended participants and their maximum number for the workshop)
- Keywords (max. 5)

7.2. Workshop presentations

Timing for workshops should not extend 80-100 minutes. Please indicate in your submission form if you wish to request a particular length of time for your workshop.

8. Virtual Presentation

The conference will hold a presentation facility prepared not only for common posters but also for virtual content - screens will showcase virtual posters, *PowerPoint* and videos. This will give the opportunity for all presenters - those who are present and particularly for those who cannot be at the conference meeting physically, but wish to participate - to showcase their work through a different media.

Presenters that will not be present at the conference, but will participate with a virtual contribution, must also be registered in the conference, their papers are considered to be published as the others and are also entitled to the certificate of participation in the conference. Virtual presentations will work as poster content but the media in which it is done and presented is different.

8.1. Criteria for Virtual Presentation submissions

Virtual presenters must, as for all other conference presenters, submit an abstract (Abstract Template A), following the rules similar for the poster abstracts, which are:

- Theme/category and sub-theme you are submitting to
- Title (max. 15 words)
- Abstract main text (max. 250 words) with headings according to type of paper - empirical vs. theoretical (see p.4)
- Keywords (max. 5)

Once the abstract for the virtual presentation is accepted, presenters are required to prepare the content for the presentation itself, which can be made in one of these 3 ways (in no particular order):

- 1) Recording a video of the presentation,
- 2) Creating a PowerPoint presentation with a voice-over,
- 3) Creating a "Virtual Poster".

8.2. Helpful Hints for a successful Virtual Presentation

1) About recording a video presentation:

- You can record your presentation through a camcorder, web-camera or mobile phone with at least 4 mega pixels quality.
- Feel free to open your video in an editing program (*Windows Movie Maker*², *iMovie*³, *AVID*⁴, *Final Cut Pro*² or other editing software), according to your expertise and convenience, to make alterations and all kind of editing (putting a title, your name, etc).
- Save your file either in *.AVI, *.MPG, *.WMV or *.MOV (extensions format).

2) About creating a *Powerpoint* presentation with a voice-over:

- Use the *PowerPoint* program or similar (available in any Operating System) to compose your presentation. This software is convenient and easier for almost all people, but you're welcome to use other tools, creating advanced presentations.
- We suggest you start by present a picture of yourself with email contact or affiliations, with a welcome message to the audience – feel free to use your creativity, but try to keep it easy and brief.
- Use an audio recording device, such as a microphone or other external voice recorder, music, etc. Once you have you PowerPoint slides, you can insert the audio files using the program itself - click *Insert > Movies and Sounds > Sound from file* (choosing the location of your audio files).
- You can also record your voice with PowerPoint in each slide, if desired - click *Insert > Movies and Sounds > Record sound*. One can create self-running slides, including your voice narration.
- After you made the synchronized PowerPoint presentation, turn it into a movie file - click *File > Make Movie* - the opened window will allow you to choose the location where you want to save your video from the *PowerPoint* presentation (save your file either in *.AVI, *.MPG, *.WMV or *.MOV (extensions format).

Important note for videos and PowerPoint videos:

- Spoken or written words must be in English.
- Try to achieve a good quality voice recording, to facilitate the hearing, by making it in a quiet setting and by speaking clearly and in a paused manner.
- Videos and *PowerPoint* videos should be kept simple, transmitting information clearly, like in a poster presentation with the respective contents. Use clear and visible characters in the writings when editing text or topics.
- Review and watch various times your video and its contents in your software player.
- You MUST NOT EXCEED a 10 to 12 minutes presentation and 2GB of space file.

² *Windows Movie Maker*® is a trademark of Microsoft Corporation in the United States and/or other countries.

³ *iMovie*® and *Final Cut Pro*® application programs are trademarks of Apple Inc., registered in the U.S. and other countries.

⁴ *AVID*® is a trademark of Avid Technology, Inc. or its subsidiaries in the United States and/or other countries.

3) About creating a "Virtual Poster":

- You can also opt by making a one-slide virtual poster, similarly to a physical poster.
 - Using *PowerPoint* you must choose a format for your slide that will function like a poster itself.
 - Add your contents: that must include the title, affiliated institution/contact details (clearly visible at the top of the slide) and the headings - "Introduction", "Methods", "Results", "Discussion" and "Conclusion" are useful to separate the contents.
 - Like in common posters, keep the amount of text brief, concise and focusing in the key points. Description of the methods should be simple. Think about the construction of the virtual poster like if you were putting the materials in a full-sized physical poster.
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9. Exhibitions/Corporate Showcase

The conference enables companies to present recent developments and applications, to inform and a large and qualified audience of future directions and showcase products and services. There will be a time slot for companies to make their presentation. It enables the opportunity to display their offerings in tools, services or books, through an exhibition booth.

For further information, please contact our publicity chair: publicity@inpact-psychologyconference.org.

10. Submitting through the "Online Submission System"

Submissions are easy to enter through our step-by-step Electronic Submission System. Once you are happy with your abstract, properly filled, you must upload and enter details for it (make sure all the elements are filled or it will be rejected):

- 1) Fill the "General Information" box. You must type your Submission Title; select the Submission Type from *Oral papers, Poster, Symposium, Roundtable/Debate, Workshop or Virtual Presentation*; then, you must choose whether Student or Non-student status (student submissions must have a full-time student as the primary author and be mostly written by students).
- 2) Fill in the "Authors" box. A chair/convenor contact details must come first: fields ask for first and last name, organization/affiliation, country and email contact. You can add more authors if necessary.
- 3) In "Contact Author" you must select which author will be the primary contact point for correspondence about the submission and provide an

alternative contact. It's recommended for the chair/convenor to be the contact author.

- 4) Select the "Topic Areas" you are submitting to: select one from the 4 main areas (*Clinical, Educational, Social* or *Legal Psychology*), then select the sub-theme(s) corresponding to that main area.
- 5) In "Content" box is where you upload your File (made from the template): in the empty boxes enter the keywords used in your abstract and copy + paste your main text from your abstract paper file (made from the template) – this action will guarantee your contact details are associated with that abstract, while the abstract file maintains anonymity for the refereeing procedure. For Symposium sessions, you only need to copy + paste the "Summary" of the session and its keywords. Next, upload your file and choose file type (it's preferred that you maintain the altered template in .doc format).
- 6) In "Password" box you will define a password for your *Submission ID*, which you will receive via email upon submitting the entire form. Please save your password so you can remember it. Your ID + Password will permit to make future changes in the submission.
- 7) Optionally, use the "Comments" box space to tell us about any extra information about your submission. Check your entries carefully, making sure everything is filled, and finally click **Make Submission** button.

Once you have submitted your abstract, you will receive an e-mail confirming receipt. If you haven't received an email after 24 hours, please contact the conference secretariat on secretariat@inpact-psychologyconference.org.

11. Refereeing Procedure

Each submission will be reviewed by certain criteria: its contribution to knowledge in the areas, if it permits to inform about application of knowledge, insight that provides into the issues addressed, the methodological thoroughness, originality, clarity and its potential to interest the conference audience.

Submission will be blind reviewed by nominees of the Scientific Committee, according to the criteria and standards established. If a submission doesn't put in evidence all required elements set out in the submission information above, it will be automatically rejected.

If the referees feel that a particular submission serves better a different format than the proposed one, authors will be invited to consider an alternative format. The refereeing procedure for symposium and workshops submissions will be seen as a full package by the merit and importance of any contribution.

Authors will be notified of the referees' decisions by email. Successful contributions will be advised of date and time for their presentations. The decision of the referees is final and the conference organizing committee is 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 submissions. Details of the entry to appear in the Conference Program will be included in the email. Any errors or amendments must be reported by return. Individual presenters in symposia are not contacted directly – all correspondence will be conducted through the Chair/Convenor who is responsible for keeping presenters informed.