

RPS Science and Research Summit 2020

Abstract Submission Guidance

The Science and Research Summit 2020 offers an opportunity for pharmacy and pharmaceutical science professionals to showcase original research. Our Summit programme will focus on the emerging themes of precision medicine and digital health, however, we welcome all research submissions relative to the fields of pharmaceutical science, pharmacy practice and the application of pharmacy in general healthcare. Please ensure that you read the following criteria carefully before submitting your work.

1. Abstract Submission Criteria

1.1 Authors

Lead author

Unless you inform us otherwise, it will be assumed that the lead author is also the presenting author. Ensure that your lead author's email address is included. ***Please note that we will only accept one submission per presenting author.***

Co-authors

Add the names of co-authors on your study. The authors' names should be added in the format: **[First name initial] [surname]** (e.g., N. Patel). Please add any middle names as initials.

Author affiliations

Authors' affiliations should be added to the submission template where indicated. Affiliation in this context is an author's academic institution, company or place of work which is affiliated with this study.

Who is an author?

Authors of work presented at the RPS Science and Research Summit should identify with the ICMJE definition of authorship, which states that authorship credit should be based on:

- 1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; and*
- 2. Drafting the submitted abstract (and presentation) or revising it critically for important intellectual content; and*
- 3. Approval of the version to be submitted/presented.*

You can read further information at <http://icmje.org/recommendations>.

1.2 Title (Maximum 20 Words)

- Ensure that your title is clear, concise and indicates what the research is about.
- Avoid the use of acronyms

1.3 Keywords (Maximum 5 Words)

- Enter up to five key words (**not phrases**) which summarise the basis of your research

1.4 Abstract body

- Your abstract should follow a basic structure as outlined below:
 - Introduction
 - Aim
 - Methods (including an ethical approval statement)
 - Results
 - Discussion and Conclusion



Your methods section must include a statement confirming that your study has obtained ethical approval and by whom this was granted, or alternatively a statement confirming that ethical approval was not required and the reason for this.

1.5 Tables and Figures

You may include **one** table **OR one** figure (but not both). You are not required to include a table or figure. Remember that the text included in your table or figure counts towards the abstract word count.

Tables

A table should provide a concise overview of your data. It should be embedded in the results section of your abstract and present your results clearly.

The table should include some of the following content:

- An overview of demographics
- Key findings
- Key trends/themes
- Statistical significance (where applicable).

Figures

A figure should be presented in a suitable format (e.g. JPEG or TIFF image), whereby it can be reproduced clearly when reduced to 55mm wide. It should be clearly labelled and provide an overview of your current data.

1.6 References (Maximum 3)

- Include a **maximum of three** references at the end of your submission
- Use the [Vancouver referencing style](#) for your references, with superscript for corresponding reference numbers.
- References should be numbered, listed in the order in which they occur and should include surname(s) and initials, article title, abbreviated name of the journal, journal year, volume number and first and last page numbers, for example:

Smith LP. Title of article, Abbreviated title of journal, Year; Volume (Issue): first page-last page

1.7 Word count

Your submission should be **no longer than 500 words** (or **350 if including a table or figure**). The word limit does not include your abstract title or references.

2. Submission and review

Your abstract should be submitted to research@rpharms.com with “**RPS Science and Research Summit Submission**” and **the lead/presenting author’s name** in the email subject heading. Please submit your abstract using the template provided on our abstract submission webpage.

The deadline for submissions is 5:00pm GMT on Friday 14th February 2020.

We will not accept:

- Abstracts which do not adhere to the guidance outlined above;
- Abstracts which are incomplete (including those without references);

Submission checklist

Use this checklist to ensure that your abstract meets all of the requirements outlined in the guidance.

I have....

Read the abstract submission guidance ☐

Clearly outlined the aims and objectives of my research ☐

Included a statement confirming that my study has obtained ethics approval ☐

Addressed the limitations of my research in the discussion / conclusion section ☐

Ensured that my abstract body contains no more than 500 words ☐

Included appropriate references ☐

Proofread my abstract for grammar or spelling mistakes ☐

Asked a supervisor or colleague to review my abstract and provide feedback ☐

Submitted my abstract using the template provided ☐

3. Next steps

Abstract submissions will be accepted on the basis that the research is novel with aims, methods and results clearly outlined and conclusions supported by findings. Your work must have been subject to, and passed, an ethical review process in order to be accepted for presentation at the Summit. For more information about how your work will be assessed, please refer to our **Abstract Judging Criteria**.

We aim to inform you of the outcome of your submission, or required amendments if necessary, in the **week commencing 2nd March**. Further information about the Summit programme, support available from the Science and Research Team, and programme updates can be found on our Summit webpages.

Questions?

If you have any questions about the abstract submission process, please contact research@rpharms.com.