

RPS Annual Conference 2019: Medicines Safety Abstract Submission Guidance

The RPS Annual Conference 2019 is an opportunity for early career researchers in the pharmacy and health services communities to showcase current research. Early career includes undergraduate and postgraduate students and people up to five years post-PhD.

Our exciting programme will explore issues at the forefront of medicines safety, one of the most challenging and dominant issues facing health care systems on a global scale.

Themes will include:

- **Reducing medicines harm**
- **Leading in medicines safety**
- **Performing Under Pressure**
- **Social Prescribing**
- **Medicines use and personalised care**
- **Behavioural health and substance misuse**
- **Medicines management: supply and regulation**
- **Technology: opportunity or threat?**

1. Abstract Submission Criteria

Abstracts submissions should be no longer than **500** words, inclusive of words in a table or figure. As a guide, we recommend that your **abstract body does not exceed 350 words if including a table or figure**. Your abstract title and references are not included in the word limit.

1.1 Authors

- The lead author should be added to the form where specified. *Please note that the lead author will also be the corresponding author. Ensure that the lead author affiliation and email address are included.*
- If the presenting author is different to the lead author, please identify who will be presenting your abstract. We will accept **one** submission per presenting author.
- Add the names of co-authors on your study. The authors' names should be added in the format: **First name initial** and **surname** (e.g., N. Patel). Please add any middle names as initials.
- Authors' affiliations should be added to the submission template where indicated.

Who is an author?

Authors of work presented at the RPS Annual Conference 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 the title is clear and concise, and that it indicates what the research is about.
- Avoid the use of acronyms

1.3 Keywords (Maximum 5 Words)

- Enter up to five keywords which summarise the basis of your research

1.4 Abstract body

- Your abstract should follow a basic structure as outlined below:
 - Introduction
 - Aim
 - Methods
 - Results
 - Discussion and Conclusion

1.5 Tables and Figures

- You may include **one** table **OR one** figure (but not both) in your abstract submission. You do not have to include a table or figure if you do not wish to. Remember that text included in your table or figure counts towards the total word count of your abstract.

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

2. Submission and review

Before submitting your abstract for consideration, please ensure that you meet the criteria outlined in this document carefully. Your abstract should be submitted to research@rpharms.com with “RPS Conference Abstract Submission” and **the lead/presenting author’s name** in the email subject heading.

The abstract submission deadline is 5:00pm GMT on Friday 20th September 2019. Abstracts submitted after this time will not be accepted.

Please submit your abstract using the template provided.

We will not accept:

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

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

Submitted my abstract using the template provided

Ensured that my abstract body contains no more than 500 words, or 350 if including a table or figure

Clearly outlined the aims and objectives of my research

Included appropriate references

Proofread my abstract for grammar or spelling mistakes

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

The RPS Annual Conference 2019 will incorporate a two-stage submission process. This means that after reviewing your initial submission, our adjudicating panel may recommend some amendments to your abstract. You will receive feedback on your initial submission during the week commencing **7th October 2019**.

If our panel has recommended some adjustments to your abstract, you will have approximately **one week** to make these changes and resubmit your work.

The decision of the adjudicating panel following your second submission is final. If your submission is successful, you will be allocated a poster number and instructions on how to design and prepare your poster for presentation.

Abstract submissions will be accepted on the basis that the research is novel, with aims, methods and results clearly outlined and conclusions that are supported by findings.

For more information about how your work will be assessed, please refer to our **Abstract Judging Criteria**.

Further information about the RPS Conference, including additional support, programme updates and booking information can be found on our RPS Conference event webpage.

Questions?

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