



The Royal Pharmaceutical Society Winter Summit:  
Bridging the gap between industry, academia, policy and practice

Instructions for abstract authors

## Introduction

Contributions in any area of pharmaceutical science and research are invited for oral communication or poster presentation at the RPS Winter Summit.

Submissions should relate to original, previously unpublished work contributing to:

- any aspect of the pharmaceutical sciences
- clinical research related to the development, safety, efficacy and use of medicines
- understanding, development or evaluation of pharmacy practice and education

Submissions are considered under the following categories:

1. **Drug Discovery :**  
Drug Design, Drug Synthesis, Drug Evaluation and Optimisation, Toxicology
2. **Medicines Development:**  
Biotechnology, Biopharmaceutics and Drug Formulation; Drug Delivery; Pharmacokinetics, Pharmacodynamics and Pharmacogenetics; Pharmaceutical Analysis/Quality Assurance; Microbiology/Immunology; Pharmacology/Physiology; Regulation of Medicines; Medicines Manufacture
3. **Public Health:** Community Service and Health Improvement; Disease Screening; Disease Prevention; Surveillance of Disease
4. **Patient Factors:** Patient Health Beliefs and Behaviours; Patient Consultation and Communication; Adherence, Compliance and Concordance;
5. **Service Delivery:** Service Redesign, including Patient Facing Services or Advice to other Healthcare Professionals (HCPs); Health Economics; Pharmacy Policy; Legal and Regulatory Issues
6. **Medicines Optimisation:** Prescribing and/or Dispensing Practice; Medication Review
7. **Patient Safety:** Prescribing Errors; Dispensing Errors; and Administration Errors; Pharmacovigilance; Safety Cultures
8. **Pharmacy Workforce:** Education and Training; Workforce Development; Team Working / Skill Mix; Competency of the Workforce; Workforce Planning
9. **Other:** Pharmacy Practice; Audit; Systematic Review; Quality Improvement

Submissions will be adjudicated on the basis of clearly outlining the aims and methods used and conclusions that are supported by findings, in addition to the novelty of the results. The judging criteria for abstracts are available on our website: <https://www.rpharms.com/events/rps-winter-summit>

## Submission form

### ONLINE ABSTRACT SUBMISSION:

Abstracts for the RPS Winter Summit must be submitted via the Oxford Abstracts online submission system: <https://app.oxfordabstracts.com/login>

As part of the submission process, authors are invited to indicate their preference for either an oral presentation or poster presentation. The final decision regarding allocation is made by the adjudicating panels.

Authors of work presented at the RPS Winter Summit must adhere to the ICMJE definition of authorship: <http://www.icmje.org/recommendations/>. That is, "Authorship credit should be based on:

- 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;
- 2) drafting the submitted abstract (and slides or poster for presentation) or revising them critically for important intellectual content; and
- 3) approval of the version to be submitted / presented. Authors should meet conditions 1, 2, and 3."

The closing date for abstract submissions is 5pm GMT on Monday 11 <sup>th</sup> September 2017
--

**Incomplete abstracts or abstracts received after the closing date will not be accepted.**

## Preparation Guidelines

- Abstracts should contain between **360 and 510 words** (excluding references and keywords). **Please note that abstracts containing a figure or table should not exceed 360 words.**
- Figures and tables should be black and white and capable of being reproduced clearly when reduced to 55mm wide. Figures should be supplied within a high resolution image file in a popular format such as TIFF or JPEG.
- underline and italics should not be used except as required by usual convention
- lines should not be used within tables except at the top and bottom
- **References (maximum of two)** should be cited in the **references section** as superscript numbers. References should be numbered and 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**

## Abstract Format

Submissions must contain the following information:

- Abstract title
- Details and affiliations of the presenting and co-authors

### Abstract body

- a brief **introduction** including a statement of objectives or research question

- a list of **focal points** (three or four short sentences as bullets which describe the crux of the abstract). There should be one sentence for the research question or objective, one sentence for the main results and one for the main conclusion. A further bullet may be added if necessary.
- a description of the research **aims and objectives**
- a description of the **methods** used
- a statement confirming whether **ethics committee approval** was obtained or was not needed
- The **results** obtained. **All submissions must contain some data or results.** Abstracts with no data or only the promise of future data will be rejected.
- a **discussion** of the overall findings and conclusion: strengths, limitations and suggestions for future work

#### References

- no more than **two references**

#### Key words

- **key words** identifying the applicable research areas as specified by the abstract call

#### Example abstract format

Authors must enter the body of their abstract according to the following template, INCLUDING HEADERS. The body of the abstract must be between **360-510 words** (360 words maximum for work containing a table or figure). Headers are included in the word count.

##### **Introduction**

A brief introduction including a statement of objectives or research question

##### **Focal points**

Three to four bullet point sentences describing the decisive points of the abstract: one each for the research question / objective, the results and conclusion

##### **Aims**

A description of the research aims

##### **Objectives**

A description of the research objectives

##### **Methods**

A description of the methods used

##### **Ethics Statement**

A statement confirming whether ethics committee approval was obtained or not required

##### **Results**

The results obtained.

## Discussion

A discussion of the overall findings, strengths, limitations and suggestions for future work

## Tables

**Table 1\*** Title of table (Only use lines on at the top and bottom of the table)

Heading 1

Heading 2

Heading 3

Table footer

## Figures

If including a table, the following structure must be followed:

**Figure 1\*** Title of Figure (single column figures should be no wider than 8cm and should be presented above the figure title)

No other information should appear in the body of the abstract. Please note that the introduction and focal points do not form part of the judging criteria

## Support and guidance

More information about the RPS Winter Summit and options for further support can be found in the Support section of the RPS Winter Summit page: <https://www.rpharms.com/events/rps-winter-summit>. Abstract authors requiring assistance with any aspect of the submission process are encouraged to contact the RPS Research and Evaluation Team or sign up for an [RPS Research Advice surgery](#). Enquiries should be directed to [practice.research@rpharms.com](mailto:practice.research@rpharms.com).

## Notification of acceptance or rejection

Abstracts submitted for the RPS Winter Summit will be subject to a scoping review by the Adjudicating Panels. Corresponding authors will be notified of the outcome of their abstract application (and if accepted, presentation format) by **3<sup>rd</sup> October**.

**The Corresponding Author is responsible for communicating these details to other authors, including the Presenting Author.** Abstracts, once accepted for publication, cannot be changed (except as identified by the adjudicating panel) or withdrawn.

**ALL PRESENTERS MUST REGISTER FOR THE CONFERENCE BY 13<sup>th</sup> OCTOBER and will be offered the early bird rate.**

Applicants should note that failure to attend the conference to present accepted work may lead to the exclusion of subsequent abstract submissions to RPS conferences for a minimum of one subsequent year.

## Poster details

- Posters should be prepared in PORTRAIT format, **A1 size**. Oversize posters will not be accepted for display
- Posters should be self-explanatory as presenters need only be available at specific times to answer questions. Lettering should be legible at 2m, (minimum height of characters 8mm, minimum line thickness 0.7mm).
- Posters will be displayed for the duration of the summit. The Presenting Author must be present during attended periods, which will be notified.
- There will be a prize for the best poster and oral presentation. Presenters will be notified of the prize judging criteria when they are informed their submission has been accepted.

## Oral presentations

Full instructions will be provided following the acceptance of submissions for oral presentations. Please note that selection of abstracts for poster or oral presentation is based upon creating coherent themes for conference sessions and not solely on the quality of the research.

## Other information

### Publication

The published abstracts will appear in the final form accepted by the Adjudicating Panel and for which the author has full responsibility. Abstracts will be published in the International Journal of Pharmacy Practice as per topic area, and will feature on the RPS Winter Summit Conference App.