



Faculty for  
Children & Young People (FC&YP)



The British  
Psychological Society

Promoting excellence in psychology

FICAPS National Conference 2017: "Inpatient CAMHS: Surviving and thriving relationships"

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### Structure for all submissions

All submission abstracts should be up to 250 words exclusive of the title. It should not include references and should be written in either the past or present tense. Abstracts of accepted papers are published in booklet form for the benefit of attendees at the conference. They will also appear in *The Proceedings* of the British Psychological Society which are published online.

Abstracts must be structured according to one of the four following formats, incorporating the indicated headings and information:

#### Empirical papers:

*Objectives:* State the primary objective of the paper and the major hypothesis tested or research question posed.

*Design:* Describe the design of the study and the rationale for the procedures adopted.

*Methods:* Describe how participants were selected and number of participants (if documentary data used, state how these were selected), materials employed (if appropriate), methods of data collection and analysis.

*Results:* Include numerical and/or textual data. This should be kept to a minimum. For qualitative analyses briefly describe your findings (eg, themes, categories, discourses identified).

*Conclusions:* State the conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study.

#### Systematic Single Case Studies:

*Purpose:* State the aim or primary objectives of the paper

*Background:* Give a concise summary of information, which places the present paper in context

*Methods:* Provide a justification for using a single case-study approach with regard to the phenomenon being illustrated, and demonstrate the theoretical argument for the particular systematic tool that is used.

*Conclusions:* State the conclusions that can be drawn from the work described, including theoretical, methodological or applied/policy implications as appropriate and any key limitations of the study.

## **Review/Theoretical and Practice applicable papers:**

*Purpose:* State the aim or primary objectives of the paper

*Background:* Give a concise summary of information, which places the present paper in context

*Methods:* Provide details of the procedures adopted and their rationale (e.g., literature search, inclusion/exclusion criteria and methods of analysis) and/or key arguments and theoretical positions.

*Conclusions:* State the conclusions that can be drawn from the work described, including theoretical, methodological or applied/policy implications as appropriate and any key limitations of the study.

## **Workshops:**

*Background:* Provide a concise summary of information, which places the session in context, this includes the aims of the workshop and the expected outcomes for participants

*Key points:* Provide details of key arguments or the skills and activities covered.

*Conclusions:* State the conclusions that can be drawn from the work described, including theoretical, methodological, or applied/policy implications as appropriate.

## Additional requirements for **all** submissions:

Submissions must also include explicit confirmation that the convenor and authors/co-authors understand and adhere to the Society's Code of Ethics and Conduct. **Please tick the box to indicate this.**

## **Themes for the conference**

To focus the conference programme, we have chosen the broad-ranging theme of relationships with professionals, young people and carers in inpatient CAMHS. However we would be interested in you presenting any aspect of your work as an Inpatient CAMHS Clinical Psychologist, or related research, or delivering a more skills-based workshop.

## **Criteria for Oral Presentation, Workshop and Presentation submissions**

**Oral Presentations** are allocated 40 minute slots on the programme.

Proposals for oral presentations **must** include:

- Title
- Name and institutional affiliation of the first author
- Name and institutional affiliation of each co-author
- Abstract (max. 250 words)

**Workshops** are allocated a 40 minute slot on the programme. The Standing Conference Committee welcomes submissions which do not follow the normal pattern of formal presentations. These alternative submissions may take many different forms (i.e. tightly structured or open ended). These workshops will be judged in terms of interest and quality and an adequate summary paper and the organiser's credentials are therefore important. Where a workshop organiser wishes to limit attendance either by number or by any specific criteria (e.g. a participant's level of expertise) such an intention **MUST** be explained and justified and notified to the Committee in the first application. Please indicate on your submission if you wish to request a particular length of time for your workshop.

Proposals for workshops **must** include:

- Title
- Theme/category you are submitting to
- Name and institutional affiliation of the first author
- Name and institutional affiliation of each co-author
- Abstract (max. 250 words) include in here any limits for the workshop (can be additional to the 250 max word count for the abstract)

## Refereeing procedure

Reviewers will be assessing each submission on a number of criteria, namely: its contribution to knowledge; the extent to which it informs the practical application of knowledge; the extent to which it provides new insight into the issues it addresses; its methodological thoroughness; its originality; its clarity and its potential interest to the conference audience.

Each submission is blind reviewed by at least two nominees of the Conference Committee according to established criteria and standards.

### Please note:

- **Submissions will be considered solely on the information you provide.**
- **If a submission does not evidence all the required elements set out in the submission information above it will be rejected.**

In the case of symposia submissions, the refereeing procedure will include the package as a whole and the merit and importance of any individual contributions.

From time to time referees may feel that a particular submission lends itself to a different format to that which is proposed and in these cases authors will be invited to consider an alternative format.

In the case of symposia and workshop format submissions, the refereeing procedure will include the package as a whole and the merit and importance of any individual contributions.

Authors will be notified of the referees' decision via email. Successful contributors will be advised of the time and date of their presentation. The decision of referees is final. The conference organising committee are 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 submission. Individual presenters in symposia are not contacted directly by BPS Conferences. All correspondence will be conducted through the Convenor who is responsible for keeping presenters informed.

## Timetable

- Online submission of abstracts opens on **15<sup>th</sup> February 2017**
- Deadline for submitting oral presentations and workshops is **23.59 on Sunday 9<sup>th</sup> April 2017**
- Email correspondence with information about acceptance or non-acceptance will be sent to all submitters of papers and workshops by **14<sup>th</sup> April 2017**

## Further information

### Registration

All presenters are expected to register and pay at the appropriate rate.

### Press Office

If successful, your submission may be considered suitable for a press release, timed to coincide with the conference. If this is so, a Press Officer will contact you to ask whether you wish your submission to be press released, and to discuss the content of the press release with you. To write an accurate press release, and to provide more information for journalists attending the conference, you may be asked for additional information regarding your submission.

### Audio visual requirements

A data projector and laptop will be available in all seminar rooms. If you are likely to require additional equipment, please indicate this when submitting your abstract.

## Code of Conduct

Authors of all material submitted must confirm adherence to the British Psychological Society's Code of Ethics and Conduct. Particular attention should be made to the section on *Integrity* and the importance of sub-sections 4.1iii and 4.1vi. Copies of the Code may be obtained either from the Society's website: <http://www.bps.org.uk/what-we-do/ethics-standards/ethics-standards> or from the Leicester office.

## The use of non-sexist language

Submissions must not contain sexist language. The following suggestions are made about ways to avoid sexist language;

- i) Avoid using sex-specific forms generically. For example, use plurals they/their rather than he/she or his/her.
- ii) Delete pronouns – e.g., the participant completed his/her task becomes the participant completed the task.
- iii) Avoid specifying the sex of the referent unless it is relevant – e.g., use counsellor, client or participant.

Avoid making sex-stereotyped assumptions about people, their abilities, attitudes and relationships.

## Guidelines for Psychologists Working with Animals

When submitting material, please note the guidelines for psychologists working with animals. Copies of these guidelines can be obtained online: <http://www.bps.org.uk/publications/policy-and-guidelines/research-guidelines-policy-documents/research-guidelines-poli> or from the Leicester Office.

## SACWAP guidelines

When submitting material, please note the SACWAP guidelines dealing with the use of animals in psychological research. Copies of these guidelines can be obtained from the Leicester Office.

## Multiple submissions

The Standing Conference Committee (SCC) wishes to maximise the opportunities for delegates to present their work. However, there are often considerable constraints on time and space and inevitably this means that some strong submissions have to be rejected. In order to give every submitter a fair opportunity SCC has decided to discourage multiple submissions. Therefore only 3 submissions per person are permitted. (A submission includes any submission on which an individual is named as an author, in whatever order their name appears on the author list).

## **Contacts**

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