

## 24th Annual BACP Counselling and Psychotherapy Research Conference, May 2018

### ‘Counselling changes lives: research that impacts practice’

#### BACP research conference peer review process and criteria for judging submissions

Conference submissions are selected at blind peer review by a conference peer review group. This group of six comprises two academic researchers, a researcher from the academic co-host organisation and a PhD student from the co-host organisation, (which changes annually), the BACP Head of Research (who acts as moderator) and an administrator. The two ‘academic researchers’ are normally members of the BACP Research Committee, or could be members of the CPR Editorial Board, all of whom have the requisite expertise in counselling and psychotherapy research.

Each member of the peer review group receives all blinded submissions on email, together with the list of criteria for judging each specific format (paper/workshop etc). This process is followed by a two day face to face meeting where each abstract is debated fully.

The submission forms for abstracts follow a set structure and format to ensure consistency across all submissions, allowing peer reviewers to assess the quality of the research against the criteria in a fair and impartial manner. Successful abstracts are written in an appropriately formal and scholarly tone of voice that successfully conveys the quality and rigour of the project. They may be written in the third person or the first person, depending on the specific methodological approach taken in the research.

Once a decision has been agreed by all reviewers, abstracts will be placed in one of the following categories. Your individual feedback is dependent upon which category your abstract falls under (see 1 - 7 below). You will receive specific feedback as appropriate and this may include requests for amendments to your abstract.

Please be careful to take into consideration when preparing your abstract, the individual criteria (listed on the next page) for *each specific* format of presentation, eg, paper and posters have the same criteria, which differs for the other formats.

- Category 1. Accept outright, no changes required
- Category 2. Accept with minor changes
- Category 3. Accept *on condition* requested changes are made (invitation to present follows approval of amendments)
- Category 4. Change abstract substantially and resubmit for review again (invitation to present will depend upon the outcome of the second review)
- Category 5. Offer alternative format, eg, a poster instead of a paper (possibly may request amends also)

Category 6. Poster that could possibly be offered as a paper, space on the programme permitting

Category 7. Decline paper outright (the reason will be included)

### Judging Criteria used by the reviewers

#### Criteria for reviewing Paper *and* Poster submissions

- Topic is relevant to audience and to the conference theme
- Research aims and research question are clear
- Methods described are rigorous and appropriate to research question
- Appropriate conclusions are drawn from the research
- Implications for counselling and psychotherapy research and practice discussed

#### Criteria for reviewing Methodological Innovation submissions

- Topic is clearly relevant to counselling/psychotherapy research methods
- Abstract shows evidence of original thought
- Presentation aims are clear
- Appropriate conclusions are drawn from discussion of the innovation
- Implications for counselling and psychotherapy research and practice discussed
- Perspective proposed shows evidence of being able to improve the practice or quality of counselling/psychotherapy research

#### Criteria for reviewing Workshop submissions

- Topic is relevant to audience and to the conference theme
- Workshop adequately considers counselling and psychotherapy research and its relevance to practice
- Workshop aims are clear
- Workshop includes audience interaction or experiential activities
- Structured activities are appropriate to workshop topic

#### Criteria for reviewing Symposium submissions (including each abstract within the symposia)

- Overall topic is relevant to audience and to the conference theme
- Aims of symposium and research questions of individual presentations are clear
- Symposium and presentations form a coherent whole and are linked or show evidence of collaboration/dialogue between different research teams
- Methods described are rigorous and appropriate to research question
- Appropriate conclusions are drawn from each individual presentation
- Implications for counselling and psychotherapy research and practice are discussed