

‘Counselling changes lives: research that impacts practice’

Submission Guidelines

Deadline for submissions: Friday 3 November 2017

Call for abstract submissions

You are invited to submit a proposal for consideration at the BACP Research Conference. Please read the information below before submitting your paper. All conference submissions must clearly indicate their emphasis on research. This is a not for profit event, and each presenter must pay for their place at the conference. ***By submitting to the conference, authors agree to be scheduled at any time on either day of the conference*** (please see our ‘*what do I need to know*’ section for the terms and conditions of conference submission).

Who will be there?

Built on a reputation for excellence, this two-day conference has much to offer those working in the counselling and psychotherapy field, including researchers, students, trainers, providers and practitioners. Anybody interested in the development of the profession, including non-researchers, should consider attending this conference.

Abstract submissions from all methodological perspectives, for example quantitative, qualitative, RCTs, single case studies, measure development etc., and all theoretical orientations, for example, Person-Centred, Psychodynamic, Cognitive-Behavioural, Systemic etc., are welcomed. We encourage students and practitioners to submit, as well as experienced researchers. An abstract is required for all presentations and all submissions undergo blind peer review.

How is the conference structured?

It is anticipated that 4 or 5 strands will run simultaneously on each day with papers, workshops and symposia running throughout the day. Posters will be presented separately with a dedicated ‘viewing period’. Please view our 2017 [Friday](#) and [Saturday](#) conference programmes to see how the scheduling works.

The final programme for the event is compiled as part of the review and selection process. As each strand is grouped to form coherent themes, **it is not possible for presenters to choose the time or day of their presentation so please keep both conference days free** when you submit your research for consideration.

Fees

The conference is not for profit and everybody attending has to pay the conference fee, including presenters. All presenters are entitled to pay the slightly discounted fee with a maximum of **two** discounted presenter fees per presentation (additional presenters pay normal price if more than two).

What are the different types of submissions?

- Papers
- Posters
- Workshops
- Methodological Innovation papers
- Symposia

Tips for [presenters](#) (particularly useful for first time presenters), [preparing and presenting a poster](#) and [information on workshops](#) are available on the [2018 research conference](#) webpages. Submissions which include an element of participatory research during the session, (eg, using conference delegates in your session as part of your research) will not be accepted.

What happens once I submit?

All submissions will be reviewed by a team of experienced leading researchers. You will receive detailed feedback following the peer review process.

What are the criteria for selection of research for the programme?

These are the criteria that the peer review panel will use when assessing your abstract. When writing your abstract for submission, please consider the *specific* peer reviewing criteria for each submission type. Failure to meet this criteria may result in your abstract not passing the peer review process.

The abstract layout, maximum word limit and the criteria upon which each submission type is reviewed is outlined in each specific submission form. The submission forms include the subtitles for each section as a reminder to include all relevant sections. Your title and the given sub-headings are not included in the overall word limit of 350 words. The submission forms for abstracts follow a set structure and format to ensure consistency across all submissions as this allows the 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 your project. They may be written in the third person or the first person, depending on the specific methodological approach taken in your research.

What happens following the peer review process?

All decisions by the peer review panel are final. An invitation to present will be sent as soon as possible following the completion of the peer review process. All submissions will be placed into one of seven categories following the peer review process. For submissions which require amendments, authors will be sent the reviewers' comments with a deadline for returning amended abstracts.

Audio Visual equipment

All presentation sessions (except posters) will have a projector and laptop available in the room. **If you require alternative equipment**, please let us know in **advance** and we will endeavour to accommodate your request. Please tell us if your presentation includes **video, photographs or sound files** and on which slides these are. We cannot guarantee specialist equipment (video, DVD, radio, TV etc) will be available if not pre-booked in time.

PowerPoint presentations

Presentations will not be pre-loaded onto the laptops provided, therefore, it is not a requirement to send your completed PowerPoint to us ahead of time. If you intend to use PowerPoint during your presentation, you should bring it with you on a virus checked memory stick. Presenters will have *full responsibility* for loading their own PowerPoint presentation on the day. We will provide Microsoft Office laptops at the conference; if you use a **Mac Laptop**, then you will need to bring your own laptop and cables.

Consider submitting for publication in CPR

Presenters are encouraged to prepare their conference presentations as papers for the BACP publication '**Counselling and Psychotherapy Research**' (known as CPR) after the conference. Information on style and format for submissions can be found on the [Wiley website](#) .

What do I need to know?

The terms and conditions:

Your submission

If you do not receive an acknowledgement after emailing your submission within seven days, please telephone the research office on 01455 883318. We cannot take responsibility for abstracts that do not reach us; **it is the responsibility of the sender to ensure that an acknowledgement is received. Submissions must reach us by: Friday 3 November 2017**

Programme scheduling

By submitting to the BACP Research Conference, authors agree to be scheduled at any time on either day of the conference.

Firm commitment to attend

Following the peer review process, acceptance of an invitation to present is a firm commitment by you to attend and participate at the conference. Once the programme is drawn up, it is difficult to accommodate late withdrawal and can incur cost to BACP. Payment for conference attendance **must** be complete before the programme goes to print. It is the responsibility of each presenter to book and pay for their conference place in good time. [If you are unable to present having accepted the invitation, please let us know as soon as possible so we can minimise disruption to the programme.](#)

Your contact details

If you present at the conference, your name, the names of your co-presenters and co-authors, your email address, affiliation and workplace/and or place of study, will appear on your abstract, in the PDF abstract booklet and on the BACP website.

BACP reserves the right to amend and correct spellings and errors etc in abstracts used for the conference.

Copyright Issues

If you are invited to present your work at the BACP Research Conference, your abstract will appear in the conference abstract booklet and it will also go on to the BACP website, post conference. It is the author / presenter's responsibility to ensure that no copyright laws are breached in terms of intellectual property and authors, and that the work is their own. BACP bears no responsibility for any breach of copyright.

Disclaimer

The BACP Research Conference provides a forum for the exchange of research information between members and non-members alike, both of whom are welcome to present and/or attend. The conference is open to anybody to present their research if they fulfil the reviewing criteria. This conference is a not for profit event. Views expressed in any presentation are the views of the presenter and / or their organisation and are not necessarily those of BACP. Inclusion in the programme does not imply endorsement of the research or of the presenter's views and BACP take no responsibility in guaranteeing its quality. Any queries in relation to the official approval /

appropriateness of any research presented at this conference should be directed to the authors / presenters; BACP bears no responsibility in this regard.

[By submitting to the BACP Research Conference you are agreeing with the Terms and Conditions above.](#)