

Health Services Research and Pharmacy Practice Conference 2011 School of Pharmacy, University of East Anglia

Instructions for Authors

Summary

- Abstracts and a completed [abstract form](#) MUST be sent to hsrpp@uea.ac.uk, by **17:00 on 1st October 2010**.
- Fax transmissions and postal submissions will not be accepted.
- Abstracts must be submitted as an email attachment in a Windows version of Word and formatted as outlined below.
- Each individual can present one paper only. However you may be listed as co-author on any number of abstracts.
- Please note that **two** copies of your abstract are required – one full version and one to be **anonymised** (names, place of work and any identifying information must be removed from the abstract).
- Your abstract file names should follow the following format:
 - Full abstract version - Surname Initial.doc e.g. Smith J.doc
 - Anonymised - ANON Surname Initial.doc e.g. ANON Smith J.doc
- All applicants will be informed of the adjudicating committee's decision by *15th December 2010*.
- Any amendments to your abstract **must** be completed and returned by *7th January 2011*.

Topics

- Submitted abstracts should relate to original, previously unpublished work contributing to the understanding, development or evaluation of health service or pharmacy practice research
- Abstracts are welcome from qualitative and quantitative research projects.
- Papers on any aspect of pharmacy practice or health services research relevant to medicines or pharmacy are invited. We are keen to include a broad range of subject areas and would particularly welcome papers addressing the following subjects:
 - Cost effectiveness
 - Evidence based practice
 - Health policy
 - Health promotion
 - Interface issues
 - Measures of outcomes
 - Non-medical prescribing
 - Pharmacoepidemiology
 - Pharmacy practice research
 - Medicines usage
 - Multi-disciplinary teams
 - Novel research methods
 - Prescribing issues
 - Patient perspectives
 - Quality issues
 - Drug utilisation studies
 - Health services policy research

Abstract structure

- Your abstract should be of the following structure:
 - A title
 - A brief introduction including a statement of objectives or research question
 - A description of the methods used and a statement about ethical approval
 - The results obtained
 - The conclusions
- Please list all authors' names under the title. Type all names in lower case, family name followed by initials. Example: McElnay J, Hughes C, Crealey G.
- Where there is more than one author, the presenting author should be named as first author. The names of all authors will appear with the abstract.

- Provide a short work address and email address of corresponding author. Include name of institution, city, country & post code in lower case.
- Please note that abstracts that do not conform to this structure will **not** be accepted.

Abstract format

- Abstracts must be typed in 11 point Times New Roman font (or equivalent) in a single column and fit on a single side of A4 (including tables and references).
- Tables and references should be typed in 9 point.
- The word count for the abstract should be between 350 words and 500 words (or maximum of 350 words if a table or a figure is included).
 - The word count does not include the title, authors' details or references.
- Figures should be black and white and capable of being reproduced clearly when reduced to 55mm wide.
- Figures should be supplied with a high resolution image file in a popular format, such as TIFF or JPEG.
- An example of the correct abstract formatting can be accessed [here](#).
- Abstracts which do not follow these formatting guidelines will **not** be considered.

Abstract style

- Abstracts should be in the style of the International Journal of Pharmacy Practice, as follows:
 - Do not underline or use italics, except as required by usual convention.
 - Do not use lines on tables except on the top and bottom.
 - References should be cited in the text as superscript numbers in the Vancouver style.

Presentation format

- Presentations will be oral communications or posters.
 - Oral communications will be a 15 minute presentation followed by a 10 minute discussion.
 - There will be a poster discussion forum, where poster presenters will stand by the posters. Posters will be displayed throughout the 2 days of the conference.
- Please indicate on the Abstract Form if you would accept oral or poster or either type of presentation.

Abstract Review Process

- Abstracts will be sent to Adjudicating Committee members who will meet in mid November 2010 to consider the abstracts. They will use the [judging criteria](#) set out on the website.
- Accepted abstracts will be assigned to an appropriate session within the conference on the basis of subject matter and number of abstracts received.
- Receipt of abstracts will be confirmed by email and authors will receive notification of the committee's decision by 15th December 2010.