INSTRUCTIONS FOR ABSTRACT AUTHORS: PHARMACY EDUCATION CONFERENCE

The Pharmacy Education Conference brings together scientists, pharmacists and educators involved in pharmacy teaching, and provides opportunities to meet colleagues, share good practice and learn about developments in pharmacy education.

1. Topics

Submitted abstracts should relate to original, unpublished work contributing to the understanding or development of pharmacy education. Abstracts are welcome on a range of topics.

2. Abstract submission

All abstracts need to be submitted electronically by **Friday 21st May 2021**. Abstracts are reviewed by an Abstract Review Panel and final decision on acceptance will be made by them.

Please submit abstracts to: Pharmacy.conference@manchester.ac.uk

There are two categories of submission:

    a.   <u>Completed work</u>
Abstracts presenting scholarship based on COMPLETED pharmacy education research (including completed teaching evaluation) that includes a study design, methods and results.

    b.   <u>Teaching innovation</u>
Abstracts describing INNOVATION in pharmacy education that report novel teaching, learning or assessment approaches which have not yet been fully evaluated.

When submitting an abstract, authors must follow the formatting guidelines provided. Abstracts that do not adhere to the guidelines will not be considered.

Please note that **two** copies of your abstract are required – one full version and one to be **anonymised** (where all names, place of work and identifying information **MUST** be removed from the abstract). Abstracts should be submitted using the relevant templates.

    i.   Your abstract file names should follow the following format:
- Full abstract version – Surname Initial.doc (e.g. Willis S)
- Anonymised version – ANON Surname Initial.doc (e.g. ANON Willis S)

    ii.   All abstracts must be written in English

    iii.   The word count is limited to **300 words.** The word count does not include the title, authors' details or references.

    iv.   Abstracts must be submitted in Microsoft Word, using font size 11 in a single column

    v.   Tables and references should be typed in font size 9.

    vi.   Each abstract should have no more than <u>two</u> references.

    vii.   A maximum of one table, figure or illustration is allowed. This can be attached as an accompanying file during submission – it should be no larger than 10MB and should be formatted as .pdf, .doc, .tif or .jpg. Up to five keywords can also be suggested.

    viii.   A maximum of eight authors is allowed per abstract. Names should be typed in lower case, initials followed by family name, for example: J. Hall, M. Boyd, D. John

    ix.   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.

x.   The name of the institution and email address of the corresponding author should be provided in lower case after the author on the full abstract version. Do not include the full work address

xi.   Reference citations are based on the Harvard style of referencing. References should be alphabetised at the end of the manuscript text, in the following formats:
Books: Kozlowski, L. T., Henningfield, J. E., & Brigham, J. (2001). Cigarettes, nicotine, and health. Thousand Oaks, CA: Sage Publications.
Edited book chapter: Weinstein, N. (2001). Smokers' recognition of their vulnerability to harm. In P. Slovic (Ed.), Smoking: Risk, perception, & policy (pp. 81-96). Thousand Oaks, CA: Sage Publications.
Journal article: Perkins, K. A., Donny, E., & Caggiula, A. R. (1999). Sex differences in nicotine effects and self-administration: review of human and animal evidence. Nicotine & Tobacco Research, 1, 301-315.

xii.   Abstracts for "Completed work" are required to include the following sections:

- Background, Aims, Method, Results and Conclusion.

xiii.   Abstracts for "Teaching Innovation" must include the following sections:

- Background, Description of work, Proposed evaluation.

Acceptance Criteria
Abstracts may be accepted for short oral or poster presentation

a.   Completed work

i.   Abstracts submitted of "**completed work**" will be reviewed on the basis of methodological rigour; only abstracts where conclusions are supported by the findings presented will be accepted.

ii.   All submissions must contain some data or findings that can be discussed and from which conclusions can be drawn.

iii.   "**Completed work**" that extends previous knowledge; is methodologically rigorous; is relevant to pharmacy scholarship; is interesting; and meets the author guidance with regards to the format will be eligible for publication in the journal Pharmacy Education once accepted.

iv.   Abstracts selected for oral presentation will be: topical and timely; and report on innovation in teaching and learning of interest to the pharmacy academics from a broad range of backgrounds.

b.   Work in progress

i.   Abstracts submitted of "**teaching innovation**" will be reviewed on the basis of innovation in teaching and learning of interest to the pharmacy academics from a broad range of backgrounds and where a sufficiently robust evaluation of the innovation has been planned.

c.   All submissions must contain some plan for data collection that would enable the evaluation to produce meaningful findings from which conclusions about the innovation can be drawn.

d.   "**Teaching innovation**" must meet the author guidance with regards to the format of the abstract. However, as no evaluation has taken place these abstracts will be eligible for publication on the conference website and hosted by the University of Manchester library only rather than for publication in the journal Pharmacy Education once accepted.

e.   Abstracts selected for oral presentation will be: topical and timely; and report on innovation in teaching and learning of interest to the pharmacy academics from a broad range of backgrounds