

INSTRUCTIONS FOR ABSTRACT AUTHORS: PHARMACY EDUCATION CONFERENCE 2024

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.

You can contact the Conference Team with any queries at Pharmacy.conference@manchester.ac.uk

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Submitted abstracts should relate to original, unpublished work contributing to the understanding or development of pharmacy education.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 **Monday 29th January 2024 11.59pm**. All abstracts must be submitted online via the conference abstract portal. Emailed abstracts will not be accepted. Abstracts are reviewed by an Abstract Review Panel and final decision on acceptance will be made by them.

Please submit completed abstracts to: <https://app.oxfordabstracts.com/stages/7054/submitter>

There are two categories of submission:

a. Completed work

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

b. Teaching innovation and work in progress

Abstracts describing INNOVATION in pharmacy education that report novel teaching, learning or assessment approaches which have not yet been fully evaluated. OR abstracts describing pharmacy education research IN PROGRESS where preliminary findings can be presented at the conference in June.

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

- i. All abstracts must be written in English
- ii. The word count is limited to **300 words**. The word count does not include the title, authors' details or references.
- iii. Each abstract should have between one and four references.
- iv. A maximum of one table, figure or illustration is allowed. Up to five keywords can also be suggested.
- v. A maximum of eight authors is allowed per abstract.
- vi. 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.

- vii. The name of the institution/s and email addresses should be added for all authors.
- viii. 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.
- ix. Abstracts for "Completed work" are required to include the following sections:
 - Background, Aims, Method, Results and Conclusion.
- x. Abstracts for "Teaching Innovation and work in progress" must include the following sections:
 - Background, Description of work, Proposed evaluation.

3. Acceptance Criteria

Abstracts may be accepted for short oral or electronic poster presentation (which includes a snapshot oral 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. Teaching Innovation and Work in Progress
 - i. Abstracts submitted of "**teaching innovation and work in progress**" will be reviewed on the basis of relevance to teaching and learning in pharmacy education and where sufficiently robust evaluation of the innovation or data analysis has been planned.
 - ii. All submissions must contain a description of work that has been carried out to date. We cannot accept abstracts for planned teaching innovation that has not yet been written or delivered, nor planned original research that has not yet begun.
 - iii. All submissions must contain a plan for data collection and analysis that would enable meaningful findings to be produced, from which conclusions can be drawn.
 - iv. "**Teaching innovation and work in progress**" must meet the author guidance with regards to the format of the abstract. However, as no evaluation has taken place at the time of submission, these abstracts will be eligible for publication on the conference website only rather than for publication in the journal Pharmacy Education once accepted.
 - v. Abstracts selected for oral presentation will be: topical and timely; and report on innovation in teaching and learning or work in progress of interest to pharmacy academics from a broad range of backgrounds