INSTRUCTIONS FOR ABSTRACT AUTHORS: PHARMACY EDUCATION CONFERENCE

The Pharmacy Education Conference aims to promote excellence in pharmacy education. Its objectives are to:
- Share best practice
- Promote innovation
- Disseminate findings from pharmacy education research
- Create a network of academics and practitioners interested 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Submitted abstracts should relate to original, unpublished work contributing to the understanding or development of pharmacy education.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 Monday 2nd March 2020. Abstracts are reviewed by an Abstract Review Panel and final decision on acceptance will be made by them.

Abstracts can be submitted across three themes aligned with the Conference’s objectives:

a. Abstracts describing best practice / innovation in pharmacy education that reports novel teaching approaches but not involving a formal research component
b. Abstracts presenting scholarship based on COMPLETED pharmacy education research that includes a study design, methods and results
c. Abstracts presenting scholarship based on ONGOING / UNCOMPLETE pharmacy education research that includes study design, methods and planned results

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).

i. Your abstract file names MUST 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 four 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:

xii. Abstracts for ‘Best practice / innovation in pharmacy education’ are required to include the following sections:
   - Background, Rationale, Description, Implications for pharmacy education.

xiii. Abstracts for ‘COMPLETED Pharmacy education research’ are required to include the following sections:
   - Background, Aim, Method, Results and Conclusion.

xiv. Abstracts for ‘ONGOING / UNCOMPLETED Pharmacy education research’ are required to include the following sections:
   - Background, Aims, Method, Planned results.

Acceptance Criteria
Abstracts may be accepted for oral or poster presentation

a. Best practice / innovation in pharmacy education

i. Abstracts submitted describing “best practice / innovation in pharmacy education” will be reviewed on the basis of innovation in teaching and learning of interest to the pharmacy academics from a broad range of backgrounds.

ii. All submissions must contain a rationale or purpose of the best practice or innovation – for example, the purpose of team-based learning is to actively engage students in learning.

iii. “Best practice / innovation in pharmacy education” abstracts 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.

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. COMPLETED Pharmacy education research
i. Abstracts submitted of “COMPLETED pharmacy education research” 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 pharmacy education research” 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.

c. ONGOING / UNCOMPLETED Pharmacy education research

i. Abstracts submitted of “ONGOING / UNCOMPLETED pharmacy education research” will be reviewed on the basis of methodological rigour; only abstracts where the study design, aim and methods are appropriate will be accepted.

ii. All submissions must contain some description of how data will be collected and analysed from which conclusions can be drawn.

iii. “ONGOING / UNCOMPLETED pharmacy education research” must be sufficiently robust so that when completed, the research will extend 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.