

The International Review of Psychosis & Bipolarity (IRPB) Guidelines for the Submission of Posters

Guidelines for Poster Abstract Submissions: IRPB Doc 5

A. Submission of Poster Abstracts

All abstract submissions should be made in English. The title of any abstract submission must be identical to the title of the Poster.

Abstracts from the conference will be printed in the final conference programme and abstract book, and published in the journal "International Clinical Psychopharmacology". This journal follows the Harvard system of referencing.

- The abstract should be described clearly in no more than 500 words
- It should be an accurate reflection of the content of the presentation
- Actual data or potential implications should be presented
- Descriptions of the presentation should avoid generalities such as 'will be discussed'
- Text should be typed in single spacing
- The abstract is a summary of the Poster and should not include tables or other visual aids
- The use of underlining or italics is not permitted; bold can be used for emphasis
- The secretariat prefers posters to be well structured in terms of having a Title, Author, Introduction, Hypothesis, Method, Results, Conclusion/Discussion; however we understand that this cannot always be the case
- All abbreviations should be placed in brackets after the first use of the full descriptive term and after this only the abbreviation should be used (for example: International Review of Psychosis & Bipolarity (IRPB) - IRPB is used thereafter)
- For pharmaceutical products, the generic name should be used. Standard summarized names can also be used in this circumstance (for example: Valproate instead of Sodium Valproate)
- References should be limited in number to no more than five, and three keywords can be used at the end of the abstract
- References follow the Harvard system (for example: Ahearn EP, Juergens T, Cordes T, Becker T, Krahn, D. (2011). A review of atypical antipsychotic medications for posttraumatic stress disorder. *Int Clin Psychopharmacol* 26:193-200)
- All author names and relevant institutions/organizations should be included.
- A short supporting biography should be uploaded with the abstract submission

The Secretariat wishes to express its gratitude in advance for all submissions made to the conference. *Submitted Poster abstracts will be sent to appropriate members of the ISAC Committee for peer-review.*

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B. Poster Abstract Submissions Acceptance Process

1. Submission Process

The conference website is currently open for submissions. These can either be submitted to the Conference Secretariat using the Submission forms on the relevant webpages, or through direct email attachments. Our preference is that the website Submission forms are used.

Requirements for abstracts are clearly shown above.

Abstracts will be forwarded for peer-review analysis with responses anticipated within one month of submission date.

2. Process of Analysis

The abstract submissions should be scored by the Committee on the following basis:

- a) *Is it a review/further analysis of existing literature or new research?*
- b) *Relevance of topic (score 1-10, where 1 = not very relevant; 10 = very relevant)*
- c) *Quality of presentation of material (score 1-10, where 1 = poor quality; 10 = high-quality)*
- d) *Originality (score 1-10, where 1 = not original; 10 = original)*
- e) *Biography of speakers (score 1-10, where 1 = not established; 10 = world-renowned)*
- f) *Other factors (for example: Seen speak before and always delivers a good talk; Ground-breaking research; Works in the same institution as the member of the committee; etc.)*
- g) *Overall - YES or NO (score 2 = Yes, I recommend that this is included in the programme; 1 = No, I do not recommend that this is included in the programme)*

C. Preparation and Submission of Posters

Posters will be displayed electronically on monitors in the exhibition area of the conference venue. Delegates will be able to scroll through the pages to view the Poster on the monitors. For the Poster sessions, authors will be able to stand near a monitor to discuss their poster with interested delegates.

Posters should be prepared in PowerPoint as a presentation of a maximum of 8 slides, e.g. Title and Authors as one slide, Introduction and Method next, then Results and Conclusion, then supporting data presentations (e.g. up to three charts).

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If any images are inserted into the PowerPoint slides, the whole presentation should be saved as a JPEG. Each page will then save as an individual JPEG. This ensures that there will be no technical issues onsite.

All Posters will be made available as PowerPoint slides on the International Forum of Psychosis & Bipolarity (IFPB) Online Learning Library for members to view after the conference. Should you not wish your Poster to be made available, please inform the Conference Secretariat upon submission of your abstract (see Contact Us)