Guidelines for submitting abstracts for the College’s 41st Annual Conference and Exhibition

Deadline for submissions is 23:59 on Friday 20 January 2017

Abstract Submission Category: Interactive Journal Club

We welcome submissions to lead a journal club session, which will provide an opportunity to share a critical appraisal of published research with a group of peers. These informal sessions are intended to promote awareness of research and recognition of the application of critical appraisal skills within an interactive discursive environment. Submissions in this category aim to support peer to peer discussion focused on the methodology, validity and clinical application of research, thereby shaping innovation in practice.

Tips and Hints

- Bring questions and a sense of humour
- Try to include the patient/citizen/client perspective
- Ensure you have referenced any critical appraisal tools used
- Consider the audience requirements for learning and keep it succinct
- Translate the findings into a day to day application
- Try to balance the findings with strengths, needs, opportunities and weaknesses.

Presentation Format

Journal club sessions will be Chaired, and will adopt a set format, split into two x 20 minute slots during the session time allocated.

Presenters are required to utilise a recognised critical appraisal tool of their choice, and convey their key findings, observations or questions using professional but creative means that will engage and involve the audience.

Presenters will have 8 minutes to share the critical appraisal and 12 minutes to facilitate a discussion. The critical appraisal document will be required in advance of conference, so that it can be circulated to those delegates registered to attend the journal club.

Participants who register to attend will be encouraged to read the critical appraisal circulated to them prior to attending the journal club sessions.

The Abstract submission covers the following areas:

Title

The title of your Abstract should be succinct yet accurately describe its main content. The title is important as it helps delegates to select the Conference sessions they wish to attend. Do not use abbreviations. Use sentence case (i.e. the first letter of the sentence is capitalised, with the rest being lower case except for proper nouns and acronyms). The title of accepted abstracts will be published in the Final Programme and on the Conference website. You should adhere to the original title and content of the abstract when presenting. The title of your session may be edited by the Conference organiser or the Conference Programme Committee to meet Conference style requirements.

Main body of the abstract

The main body of the abstract must be no longer than 250 words.

This should include a summary of the critical appraisal, including the appraisal tools used, key findings, and a conclusion. You should also highlight the key points you would wish to explore in the session.
References
References should be listed in the separate box in the abstract submission system. These should be of the appraisal tools utilised and the full reference of the journal club paper.

- A minimum of one reference and a maximum of five references will be accepted
- References should be complete and correct – including full author name, date, correct full title, place of publication and publisher name.
- References cited in the body of the abstract are included in the word count.
- Full references are listed separately and are not included in the word count.
- For journals - volume, issue and page numbers must be included
- Only sources referred to in the text should be included in the reference list
- Referencing must be Harvard style to be in keeping with the College’s reference guidelines. Any other referencing style will result in the abstract being rejected.

For further information visit: [http://www.cot.co.uk/sites/default/files/general/public/referencing-for-cot-publications-ref-style.pdf](http://www.cot.co.uk/sites/default/files/general/public/referencing-for-cot-publications-ref-style.pdf). Incomplete or inappropriately referenced work will be marked down by the reviewers.

Spell check and Word count
Authors must spell check submission and adhere strictly to the word count.

Keywords
Key words must be included and provide a clear indication of the focus of the presentation. You will need to choose up to three keywords from the following list:

- Adult physical health
- Children and families
- Criminal Justice
- Dementia
- Disadvantaged people
- End of life care
- Forensic practice
- Learning disability
- Long term conditions
- Managers
- Mental health
- Neurological practice
- Occupational Therapy
- Older people
- Social Care
- Students
- Support workers
- Transgender

Learning outcomes
Authors are invited to submit a maximum of TWO learning outcomes relating to their session – with a maximum of 50 words in total. The learning outcomes should describe the skills or knowledge that authors believe delegates will attain as a result of attending their presentation. This copy will be included in the Final Programme on the Conference website. The organisers reserve the right to edit your learning outcomes to ensure consistency and style.

Email address and biography for publication
Please supply a contact email address for publication in the book of abstracts and a brief biography (not more than 100 words) for the principal and second author/presenter.

Authors
Give first name initial, first name, last name and institution name (place of work or location where work was carried out) of main authors associated with the Abstract. Omit degrees, titles or appointments.

Numbers of Abstracts per author
There is no limit to the number of Abstracts that can be submitted by any individual or organisation, but only one abstract per topic may be submitted. The Conference Programme Committee reserves the right to limit the number of accepted abstracts from any one source. Those listed as main authors must be prepared to present the paper in the absence of the named presenter. Up to two authors on one abstract will be entitled to the reduced presenter registration rate.
# COT Abstract Marking Criteria

There are 5 submission categories:
*Occupation Station, Interactive Journal Club, Practice Development, Research and Critical Discourse.*

## Essential Criteria

Abstract would normally be rejected if these criteria are not met.

<table>
<thead>
<tr>
<th>Yes/No</th>
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<tbody>
<tr>
<td>Evidence of ethical approval (research submissions only)</td>
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<tr>
<td>Correct referencing</td>
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<tr>
<td>Has relevance to occupational therapy theory, practice, management, leadership, education, CPD or research.</td>
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## Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanatory note</th>
<th>Score 0, 1, 2 or 3</th>
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<tbody>
<tr>
<td><strong>Structure, spelling, language and grammar</strong></td>
<td>Is the abstract easily comprehensible and well presented?</td>
<td></td>
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<tr>
<td>Relevant to all submissions</td>
<td></td>
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<tr>
<td><strong>Clarity of focus, purpose, background or context.</strong></td>
<td>Is it clear what the authors have set out to do, and why?</td>
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<tr>
<td>Relevant to all submissions</td>
<td>Authors must demonstrate how their work has taken account of the context for current political/financial/professional/educational and/or theoretical drivers locally, nationally and/or internationally.</td>
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<td><strong>Clarity of method or approach to the issues under consideration</strong></td>
<td>This may refer to a robust research methodology, an explanation of strategies employed for creating a critical evaluation of a theory or journal article, or a credible approach to a practice analysis. It may also include a clear outline for the content and execution of a workshop or seminar or occupation station activity.</td>
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<td>This criteria should be considered in the context of the identified submission category and marked accordingly.</td>
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<tr>
<td><strong>Usefulness</strong></td>
<td>Does the work add something useful to the existing body of knowledge in the profession? Would it be a valuable addition to the conference programme?</td>
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<td>This criteria should be considered in the context of the identified submission category and marked accordingly.</td>
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<td><strong>Extent to which the work can be considered novel, innovative, creative and/or engaging.</strong></td>
<td>Is the work cutting edge, new, interesting, exciting? Does it offer new knowledge, or a new perspective on existing knowledge? Would it be a valuable addition to the conference programme?</td>
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A score of 10 or more is required.