

Abstract Guidelines

18th – 19th November 2010, Bristol

Please follow all instructions below;

How to send abstracts –

- Email your abstract to dgoka@rcpsych.ac.uk with the subject reference '**your name – R&S 2010**'.
- Attach your abstract as a Word document.
- Include the following information in your email message:
 - Name of *main presenting author*
 - Membership number (if applicable)
 - Email address
 - Postal address
 - Daytime telephone number
 - Name of author's work organisation
 - General subject of presentation
 - Whether you are submitting for a Poster or Paper
 - Whether you are happy for your submission to be allocated a different format (eg poster instead of paper) at the discretion of the committee
 - Whether you are eligible for and would like to be considered for the Douglas Bennett Prize

Notes on the preparation of abstracts

1. Abstracts should be typed single spaced, **font size 10** in Word format using standard text, or text-only format. Apple Mac documents cannot be accepted.
2. The title should be in **bold**, followed by the full name(s) of the author and all co-authors, including titles (e.g. Dr) and their affiliations
3. Hand-written abstracts will **not be accepted**.
4. The title must contain no abbreviations.
5. The abstract should not exceed **400** words.
6. Submissions should clearly state the aims, methods and results of the study.
7. *Bibliographic references, tables and appendices are **not** included in the abstract.*
8. Please make sure you check all spellings carefully.
9. If accepted, your abstract will be included in the proceedings booklet for the meeting.

Contact:

The Royal College of Psychiatrists, Conference Office

Email: dgoka@rcpsych.ac.uk

Tel: +44 (0) 20 7235 2351 x 6145

Notes on the preparation of posters

If your abstract is accepted for poster presentation at the meeting, the size of the poster board that you will be allocated is 2 metres high x 1 metre wide. The top line(s) should give the title of your abstract with lettering not less than 2.5cm high. The next line(s) should indicate the author(s) and their affiliations. Continue with the introduction, methods, results and discussion as appropriate. The poster should end with conclusions. You are advised to bring your own

adhesive Velcro or pins for mounting the presentation on the board. Hand-outs, citations and contact details for distribution to interested delegates are always appreciated.

Please note that we are unable to return posters to presenters if they are left behind at the end of the meeting.