

Abstract Submission Checklist for the Annual BACCN Conference

Abstracts submitted to the BACCN nursing conference are peer reviewed by a Scientific Committee. The reviewers will make their recommendations based on specific criteria as detailed below. These are listed here in the form of a checklist for you to use prior to submitting your abstract. You may also like to invite a "critical friend" to review your abstract against these criteria before you submit your abstract. This may be of particular benefit if English is not your first language. If you have any ticks in the "no" column you should consider amending your abstract before submitting it and thereby increase the potential for acceptance and inclusion in the conference programme.

The BACCN is committed to promoting ethically rigorous research and ethical research practice. It is assumed that those submitting an abstract have ensured that all relevant ethical standards for dissemination have been met. In addition it is assumed that the authors and co-author(s) of any research, educational or practice development data submitted for presentation have granted their express permission for this.

		YES	NO	N/A
1	All abstracts must be written in English			
2	The abstract must be about either a research project, educational or a practice development and can be a case study, project presentation or audit rather than primary research.			
3	Material presented in abstracts must be concise and coherent, with the focus of the abstract stated clearly.			
5	The abstract title should be short and clearly declare the content of the abstract.			
6	Abstracts involving the presentation of research data must outline the research process and the focus of the analysis, they must indicate when the data was collected and provide an indication of the results.			
7	Abstracts reporting on the results of research studies should be structured: background, aims, methods, results, discussion and conclusions.			
8	Statistics including sample size and sampling method used must be supplied where appropriate.			
9	Abstracts for workshops should indicate how they are going to encourage audience participation/ activities conducted within the session.			
10	Relevant contextual information must be given.			
11	Authors must communicate how the paper contributes to the conference themes.			
12	The word limit must be adhered to and authors are required to declare that their abstract is within the limit: For all abstract submissions the word limit is 300 (excluding title & references).			
13	Abstracts must not contain information which could identify the author/s, as these are reviewed blind.			
14	A minimum of one and up to three references may be cited using the Harvard referencing system.			