



Guidelines for the Structure of Abstracts for the Annual BACCN Conference

Please read these guidelines carefully before submitting your abstract

Section 1

1.1 Abstract submission

The abstract submission process is entirely online. Abstracts will not be accepted via email.

You can submit an abstract by visiting the BACCN conference website – www.baccnconference.org.uk and clicking 'submit abstract'. The online form must be completed fully for each abstract submitted; no abstract will be considered without a dedicated submission form. Submission forms must contain the exact title; include all authors involved with the work, full details for correspondence and the completed declaration section. Please obtain the permission of all authors before submitting the abstract.

1.2 Abstract Text

Your abstract text must be in English. Abstracts should be structured according to the following guidelines:

- The abstract text must not exceed 300 words, excluding the title & references. Abstracts exceeding this limit will be returned for editing before review.
- The purpose of the abstract is to provide a summary of the key points of your work.
- Abstracts should include at least one and up to a maximum of three academic references using the Harvard system that supports your paper.
- It is advised that you prepare your full abstract prior to submission to ensure that the 300-word limit is not exceeded. Abstracts exceeding the word limit may be marked poorly and may need to be resubmitted.

All abstracts must be submitted by the deadline.

1.3 BACCN Journal

All abstracts presented at the conference will be published in a supplementary issue of the Nursing in Critical Care Journal (NICC) post conference. If you would like your paper to be considered for publication as a full paper within NICC then please indicate this on your abstract submission form so that assistance can be supplied if required.

1.4 Abstract Review

All abstracts are reviewed blindly i.e., without authors' names and details by members of the BACCN Scientific Committee. Presenting authors will be notified of the decision with an acceptance email letter.

1.5 Oral Paper Presentations

Oral paper presentations are given 20 minutes inclusive of 3-5 minutes for questions.

1.6 Education Workshop Sessions

Workshop sessions are 40 minutes in length and should include activities to ensure audience participation within the session.

1.7 Poster Presentations

Posters must be displayed during the whole of the Conference period. Poster presenters will be expected to provide up to a 5-minute presentation on their poster during the poster walks. It is essential that poster authors include their email address on their poster for identification purposes. Posters for this year's conference will be displayed as electronic posters. Details on how to submit your poster will be emailed to you upon acceptance of your abstract.

1.8 Conference Registration

All presenting authors must register as paying delegates. Speakers that are **members of BACCN** would have the added benefit of registering for conference at the **super early bird conference rate** with **non-member speakers** registering at **early bird conference rates** regardless of when you book.

Section 2:

2.1 Abstract Categories

There are four abstract categories:

- Primary Research
- Quality Improvement
- Literature Review
- Educational Session

Every abstract category has a specific structure that must be adhered to, with dedicated submission boxes for each subheading (background, aim etc.). **We suggest that you first use a word document to write your abstract, under the correct headings, ensuring that you do not exceed the word count of 300.** The sections can then each be copied and pasted into the online form via the website.

The information below details the requirements for each of the abstract categories:

2.1.1. Primary Research

- **Background** - What gap in the evidence does the research address?
- **Aim** - Should be short and clearly stated-state the research question.
- **Method** - Outline research design and methods including sample, setting, data collection tools, processes and timeline, data analysis, ethical approval.
- **Results** - Summarize key results/findings. No tables or figures should be included.

- **Implications for practice** - How have the results/findings changed yours or other's practice? What are your recommendations for future research or practice?
- **References** - Please provide at least 1 and a maximum of 3 references in the Harvard Style of referencing.

2.1.2 Quality Improvement (e.g.: Audit / Service Evaluation / Quality Improvement Projects)

Please refer to the SQUIRE 2.0 reporting guideline for further guidance

- **Problem** -What was the problem and why was it important? - What does the literature say?
- **Purpose** - What was the intent/goal of the project?
- **Method** - Outline the design and methods used including sample, setting, data collection instruments and processes, data analysis and approvals.
- **Results** - What were your results/findings? Please do not include any tables or figures in the abstract.
- **Implications for practice** - What do the findings mean? How have they changed your practice? What are your recommendations for future research or practice?
- **References** - Please provide at least 1 and a maximum of 3 references in the Harvard Style of referencing.

2.1.3 Educational session

- **Introduction** - Briefly state the focus of the educational session.
- **Learning Objectives** - Max 3. Map these against the CC3N Step Competencies & state what individuals will learn. Objectives should begin with verbs such as recognize, assess, diagnose, treat, distinguish, manage etc.
- **Teaching methods** - How will the session be delivered? Please clearly outline the teaching and learning activities
- **Target level of practice** – Beginner / Intermediate / Advanced Level of Care / All
- **Brief Biography** - (main presenter only - this is not included in the total wordcount for the abstract, Max. 200 words)
- **References** - Please provide at least 1 and a maximum of 3 references in the Harvard Style of referencing.

2.1.4 Literature Review

- **Aims** - Should be short and concise. State the research question.
- **Background** – Why did you do this literature review?
- **Method** - State the review design and outline the methods including the search strategy, search results, methodological appraisal, and data synthesis processes.
- **Findings** - Outline the key findings / themes arising from your review.
- **Implications for Practice** - How will the findings change yours or others' practice? What are your recommendations for future research or practice?
- **References** - Please provide at least 1 and a maximum of 3 references in the Harvard Style of referencing.

****Critical Care Course students - Literature review (Poster submission only)****

If the submitted literature review had been completed as part of undertaking a Critical Care Course, please select this option. This submission will then be entered into the Critical Care Course poster competition.

Enquiries

If you have any queries about submitting an abstract, please contact the BACCN Conference Office, **Tel 0191 241 4523** or email info@baccnconference.org.uk. All abstracts will be acknowledged within 3 days of receipt. If you do not receive an acknowledgement after 3 days, please contact the office on the above number.

Please check the conference website for updated deadlines.