## ISPN Abstract Submission Guidelines
### 2018 Psychopharmacology Institute and Annual Conference
### April 10-14, 2018
### Tempe Mission Palms Hotel and Conference Center
### Tempe, Arizona USA

## *Mental Health Care Amid Policy Chaos*

## General Abstract Submission Deadline is
## Thursday, August 31, 2017

### *Student Posters Only:* Submission Deadline is
### Friday, September 29, 2017

Please develop abstract submissions around the conference theme and suggested content listed below.

## Suggested Content

The International Society of Psychiatric-Mental Health Nurses (ISPN) is offering a program of presentations and posters that addresses cutting-edge issues related to innovative clinical practice, education and research, and diversity in the psychiatric-mental health field.

**Annual Conference Objectives**

At the end of this conference, the participant should be able to:

a. Identify how changes in health policy might impact federal funding opportunities and research priorities especially in relation to mental health.
b. Describe how proposed changes to health policy might impact access to mental health services, practice standards, and reimbursement payments for services.
c. Compare and contrast effective educational strategies for preparing skilled and resilient PMH nurses.

## Types of Submissions
**Psychopharmacology Institute**: **April 10-11, 2018**

1) Concurrent Session: Papers will be presented in a series of concurrent sessions. Papers will be scheduled for 90 minutes.

Psychopharmacology Institute Submission should be:
- Case-based
- Evidence-based
- The role of advanced practice nursing in providing psychopharmacological care
- Focus on a medication or psychopharmacological issue related to a specific population, that participants would find timely and interesting.

Be sure to include a description, your target audience and three learning objectives with your submission.

**Annual Conference: April 11-14, 2018**
Abstracts will be sorted into 3 categories:

- Research
- Evidence-Based Practice
- Education/Teaching Pedagogy

1. Concurrent Sessions (25 or 50 minutes) are focused on the presentation of a specific topic (e.g. research, clinical, administrative, education) that can be presented in a limited amount of time.
    a. Research presentations – preference will be given to those presentations focusing on outcomes and implications to PMH practice.
    b. Clinical presentations – preference will be given to those presentations that are case-based learning
    c. Education presentations – preference will be given to those presentations with direct correlation to teaching

2. Symposium is a meeting in which a group of people shares a collection of essays or papers on a particular subject. Preference will be given to abstracts providing an outline of content to be covered and demonstrating interactive teaching methods.

3. Workshop is a meeting in which a group of people engages in intense discussion with facilitated activities and exercises on a particular subject. A workshop is generally more interactive, and participants have an opportunity to practice hands-on skill building. Preference will be given to abstracts that clearly meet the description above.

4. Poster Presentation: See description below.

## Poster Presentation

A poster presentation is an exhibit of a topic that provides a forum for one-to-one, discussion with colleagues. Research in progress may be submitted as a poster before completion. Poster presenters will be provided a 4' high by 8' wide tack board to display their presentation. No audio-visual equipment may be used with the poster presentations.

Included in the presentation space must be a prepared heading for the top of the poster that includes the title, and authors with lettering at least 1.5 inches high. A copy of the abstract should be posted, as well. Illustrations and text should be readable from a distance of six feet. The poster should be displayed in an organized fashion so that it is self-explanatory.

Poster presentations will be sorted into 3 categories:

1. Research as purely science and generation of new knowledge.
2. Evidence-Based Practice (includes evaluation or quality improvement projects of clinical care/practices or education). Issue of literature review will be decided based on the foci-(Research aimed to generate new knowledge OR Evidence-Based Practice if aimed to inform evaluation or quality improvement in clinical practice or education.
3. Student (Research or Evidence-Based Practice)

    Please indicate the category in which you are submitting your poster:
    - Research
    - Evidence-Based Practice
    - Student

## Method of Submission

ISPN uses an on-line submission process. The online Abstract Submission process is divided into three information areas:
    • Information related to the Lead Author
    • Information related to any contributing Authors

• Information related to the Abstract, audience and presentation preferences

1. All abstract submission field names displayed in **Red** are **required fields and must be completed.** You will have the opportunity to modify your submission at any time prior to the submission deadline.
2. All Abstract Submission information is posted to a database for a "blind review" by the ISPN Review Committee.
3. The first Author entered will be listed as the Lead Author. At any time prior to the Abstract Submission deadline, the current Lead Author may select another Author to assume that role.
4. After the first online Abstract Submission session for a new Abstract, a UserID and Password will be sent to the Lead Author in a confirmation email.
5. The Lead Author should retain the confirmation email for their records and to enable them to make future additions or changes to their information.
6. Changes can be made by the Lead Author to any of the information submitted and additional information can be added at any subsequent time up to the submission deadline date.

    Changes can be made to your abstract submission **through August 31, 2017, at 12:00 midnight PST**.
7. A preview of the current status of all Abstract Submission information can be viewed or printed by the Lead Author at anytime up to the submission deadline date. It is the lead author's responsibility to login to the abstract submission website prior to the submission deadline date to view a preview of your abstract and confirm that it is complete and accurate.
8. The lead author must communicate all presentation information to any co-authors that will be presenting with them at the Annual Conference.
9. **Publications Agreement**: You will be required to select whether or not you give permission for duplication of this abstract, along with any accompanying presentation handouts, for inclusion in the conference proceedings and available for attendees to view on the ispn-psych.org website, and for their storage in the ISPN archives.

## Abstract Title, Content and Word Count

Type your abstract text directly into the "Abstract Title" and "Abstract Content" boxes or copy and paste text FROM A TEXT EDITOR such as Notepad (Windows) or BBEdit (MAC). Please DO NOT copy and paste from a Microsoft Word or any other word processer document UNLESS IT HAS ALREADY BEEN SAVED IN TEXT (.txt) FORMAT. This will enable us to add your preferred formatting to your abstract submission.

Special formatting buttons have been provided on the webpage (*Bold, Italics, numbered list and bullets*). Use ONLY the special formatting buttons on the webpage to format text in the "Abstract Content" field. Other fields do not require formatting as they will not become part of the final printed abstract.

Abstract Title (maximum 50 words) should not contain identifying information such as author, organization or region. Please use "Title" case. (e.g. My Abstract Title.)

Abstract Content (maximum 350 words) should not contain identifying information such as author, institution or region.

## Review Process

The Abstract Review Committee determines an overall score after conducting a blind review based on the following criteria:
• Significance and innovative content
• Learning objectives related to abstract content
• Relevance and timeliness of content to psychiatric nursing practice
• Overall quality and program balance

## Notification

Decisions will be made by early November and notification will be sent by email immediately following. Lead authors may contact the ISPN Office if they have not received notification after December 2. To protect the integrity of the review process, ISPN cannot release status information to co-authors or other third parties.

Decisions made by the Program Committee are final. Only the Lead Author will receive notification of abstract status.

## Acceptance

All presenters are required to submit additional biographical and educational information upon acceptance. Lead authors are responsible for acquiring the above information from supporting authors. In support of ISPN, all speakers are required to register for the Conference.

## Speaker Agreement

By returning the requested initial documents, speakers who are not submitting their papers for publication agree that abstract and conference presentation handouts will be available to be published in the conference materials on the ISPN website. Deadline for the return of initial materials will be the end of December.  After this date, ISPN will not include your abstract in the program.

Those planning to submit their papers for publication should not include a slide of findings for publication in the conference presentation handouts on the ISPN website. The speaker should instead share the findings orally at the conference and can include on the slide the following wording, "This paper is being submitted for publication and, therefore, written findings will be included in that medium."

## Speaker Discounts

In appreciation of your contribution to the ISPN Conference, the **lead** author of each presentation is eligible for ONE full conference registration discount as follows.

• Concurrent Session Presentation - $50
• Poster Presentation - $25

To receive the discounts you must check the discount box on your conference registration form and register to attend the entire conference. Discounts can only be applied to the lead author's conference registration fee, unless the lead author otherwise notifies ISPN in writing. *Each presenter may only take advantage of one discount per conference.*

**General Abstract Submission Deadline is**
**Thursday, August 31, 2017, at 12:00 midnight PST**.

***Student Posters Only* Submission Deadline is**
**Friday, September 29, 2017, at 12:00 midnight PST**.