



## ABSTRACT SUBMISSION GUIDELINES

The Research and Development Committee invites contributions to the 2013 WAOT Association Research Symposium.

- The symposium aims are threefold:
  1. be to make research more accessible to practicing occupational therapists
  2. to encourage and promote Honours, Master's and Doctoral works completed during 2013
  3. to enable networking amongst researchers and interested attendees in a supportive and encouraging event

We invite you to submit an abstract for a presentation.

### Key Dates

Abstract submission closes **Friday 30<sup>th</sup> August 2013**

Notification of acceptance by **Friday 13<sup>th</sup> September 2013**

Indication of intent to participate by **Friday 20<sup>th</sup> September 2013**

**All abstracts must be submitted to the WAOT association office via email at [info@otauswa.com.au](mailto:info@otauswa.com.au), using the Abstract Template.**

It is recommended that you read all Abstract Submission Guidelines prior to submitting.

# SUBMITTING AN ABSTRACT

All abstracts should be submitted using the Abstract Template available on the WAOT Association website. <http://www.otauswa.com.au/wp-content/uploads/2013/06/Abstract-Template-2013.pdf>

You will be required to provide author contact information, select a methodological category.

## Method

Each abstract submission should indicate the most appropriate methodological category according to the below information.

### Quantitative Research:

The Quantitative research category generally involves numbers or data of one form or another. Recognised scientific methodology is generally used that is specific to the research question. Examples include; clinical trials, systematic reviews of evidence, validity or reliability testing, biomechanical studies, surveys, epidemiological studies, predictive studies etc. The data generated are usually analysed statistically. **A sample 'Well Written Abstract' is available on the WA Occupational Therapy Association website.**

<http://www.otauswa.com.au/wp-content/uploads/2013/06/Abstract-Examples1.pdf>

### Qualitative Research:

The Qualitative research category relates more to theories and interpretation of human behaviour or experience. There are recognised methodologies that are used (e.g. phenomenology, ethnography, grounded theory). Examples might include; in-depth interviews, participant observation, focus groups etc. Either new theories or explanations are developed to assist interpretation of human behaviour or experience. **A sample 'Well Written Abstract' is available on the WAOT association website.**

### Clinical Practice Note:

The Clinical Practice Note category includes papers that address timely issues in clinical settings, practice guidelines or emerging treatment areas, or that express clinical opinion that is supported by theory and evidence from the literature. Examples might include clinical case reports, which may include descriptions of practice innovations, advocacy efforts, or new technologies or products, introductions to new interventions, descriptions of empirically and/or theoretically derived programs, or scholarly opinion or forums on topics requiring discussion in the clinical setting. A sample 'Well Written Abstract' is available on the WAOT association website.

### Other:

The Other category includes topics where no formal research methodology was used. For example: a report of an event or professional trip (e.g. to an overseas country), policy development, a position statement etc. A sample 'Well Written Abstract' is available on the WAOT association website.

<http://www.otauswa.com.au/wp-content/uploads/2013/06/Abstract-Examples1.pdf>

## Presentation Formats

### Oral Presentations

Oral paper presentations will provide an opportunity to report on original research, innovative programs and professional practices, theoretical and conceptual advances, and professional issues relating to Occupational Therapy. Oral presentations will each be of 10 minutes duration, followed by an additional 2 minutes for questions and discussion.

# ABSTRACT SUBMISSION INSTRUCTIONS

Abstracts must be submitted by **Friday 30<sup>th</sup> August 2013**, although early submission is encouraged. The Abstract Submission Instructions will guide you through the submission process.

## Abstract Submission Information

### 1. General Conditions

- a. All abstracts submitted must be original work.
- b. Submitting author to nominate their abstract categories: Method
  - i. Method (nominate 1): quantitative, qualitative, clinical practice note, or other
- c. The author is responsible for the accuracy of the abstract.
- d. All presenters of accepted submissions are expected to register for attendance at the symposium.
- e. The acceptance of an abstract for the WAOT association research symposium 2013 does not imply provision of travel, accommodation or registration for the symposium, nor any other costs associated with preparation or presentation of the abstract, or any costs associated with attendance at the research symposium.
- f. All abstracts will be reviewed by the research and development committee. The committee's decision is final.
- g. By submitting your abstract, you agree to have your abstract (if accepted) published on the WAOT association website and in the program handbook.
- h. All abstracts must be submitted in English.

### 2. Preparing your abstract.

- a. Abstract must not exceed word limits specified on the submission template (250 words)
- b. List all the authors on the submission form where requested.
- c. Note that a maximum of 2 presenters is permitted for oral presentations; you may advise of 2<sup>nd</sup> presenters details once your abstract has been accepted.
- d. Use of tables or figures is not permitted in the abstract.
- e. References should be used sparingly and if used, will be included in the abstract word count.

### 3. Submission of your abstract

Please submit your abstracts using Abstract Submission Template available on the WAOT association website. Completed templates are to be sent to **info@otauswa.com.au**. The document name should be in the following format – surmaneofirstauthor.twowordsintitle.doc (eg jones.memoryeducation.doc)

It is recommended that you read all Abstract Submission Guidelines prior to submitting. Please note that abstracts sent in hard copy will NOT be accepted.

### 4. Notification of Abstract Status

- a. Automatic email confirmation of the submitted abstract will be sent upon receipt.
- b. Details of your abstract status, including presentation time and details where appropriate, will be forwarded by 14th September 2013. Do not contact the organiser prior to this date for notification details as no information will be available prior to this date.

### 5. Notification of Intent to Participate

- a. Successful applicants must indicate their intent to participate at the symposium by return email by **Friday 20th September 2013**

# ABSTRACT REVIEW CRITERIA

The aim of the review process is to develop a scientific program that:

- Is of high quality and excites conference attendees
- Reflects innovation and diversity of occupational therapy research, practice and professional issues
- Reflects a balance between research, practice, professional issues and education
- Reflects a balance between the many areas of occupational therapy practice across Australia.

Abstracts are rated according to the following criteria:

- Quality of the Presentation Content
- Educational Value
- Quality of Written Abstract
- Relevance to theme

A detailed explanation of the abstract rating criteria will be available on the OT AUSTRALIA WA website.

## Abstract review process

1. Submitted abstract de-identified and matched anonymously to up to five reviewers on Research and Development Committee based on self-declared knowledge of reviewers.
2. Abstracts reviewed using a standardised Abstract Review Rating Form developed by the Canadian Association of Occupational Therapists (CAOT).
3. Reviews submitted to Research and Development Committee- including recommended scoring and corrections to the abstract.
4. Abstracts assigned a rating of “accepted for oral presentation” and “not accepted” by committee based on overall ranking of the sum of ratings and Reviewer comments.
5. Presentation assigned a timeslot in the program by the Research and Development Committee.

# ABSTRACT WRITING WORKSHOP

WA Occupational Therapy Association will be offering an abstract writing workshop during the abstract submission period. This workshop will also be available online to assist in the abstract writing process. A presenters workshop will also be conducted for authors of successful abstracts to assist in developing their presentations. The details of these will be advised on the WA Occupational Therapy Association

It is important to note that the workshop and formal abstract submission and review processes are entirely separate, and requesting and gaining feedback from that process **does not** guarantee that an abstract will be accepted for presentation at the WA Occupational Therapy Association Conference.

## Further Information

For further information, please contact the Chair of the Research and Development Committee

Lauren Geddes  
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