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Guidelines for submission of written papers for congress proceedings

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Guidelines for submission of written papers for congress proceedings

** Relevant for all delegates presenting a paper in parallel sessions **

** Due date for completed written papers: 11 September 2009 **

The full written paper should be no more than 5000 words for empirical research articles and no more than 7,000 for review articles, case studies, consumer related and special interest articles (including abstract and references). The preferred format of all written papers is that a legible font and size (e.g., Times New Roman, Arial) and double line spacing is used. Tables and figures should be placed appropriately within the body of the paper. The preferred referencing format for the congress follows that of the American Psychological Association (APA) 5th edition, however, other formats are also permissible (e.g., Harvard, Vancouver).

If you have any questions or queries regarding any of the above please do not hesitate to contact us at info@mhd2009.org

Submission of written papers should be sent as two separate files: one file comprising the body of paper and references; and, the other containing the title page, author(s), affiliations, details for correspondence and any acknowledgements. All files should be Word 2003 documents (with the .doc suffix) and clearly labelled with your DOC ID number and what they contain (e.g., 909_title_page; 909_paper). If any revisions are suggested by the reviewers it would be appreciated if these could be completed within 10 days of receiving notice so as to facilitate the timely compilation of the congress proceedings.

*Please note: Written papers should be original in their content and should not represent work that has already been published or that has been previously submitted for publication.

Below are some examples of APA referencing style:

Citations in text:

According to Brown (2007).....

According to Brown, Smith and Jones (2007).....

According to Brown et al. (2007).....use et al following first mention of full citation that have 3 or more authors

- For citing references to support claims and statements within the text put the last name of the author followed by the year of publication in brackets (Housel, 2007).
- If two or more authors are cited at the same point in the text then they are included in the same citation in alphabetical order separated by a semicolon (Brown, 1991; Smith, 2003; Watson et al. 1997)
- When directly quoting from another source, the relevant page number must be given and double quotation marks placed around the quote. (Green & White, 1981, p. 332).

Example APA format for reference lists:

Journal article

Wharton, N. (1996). Health and safety in outdoor activity centres. *Journal of Adventure Education and Outdoor Leadership*, 12(4), 8-9.

Book

Guerin, W. L., Labor, E., Morgan, L., Reesman, J. C., & Willingham, J. R. (2005). *A handbook of critical approaches to literature*. New York: Oxford University Press.

Chapter in an edited book

Blaxter, M. (1976). Social class and health inequalities. In C. Carter & J. Peel (Eds.), *Equalities and inequalities in health* (pp. 120-135). London: Academic Press.

More information about APA referencing can be found at <http://www.apastyle.org/>

Guidelines for delegates presenting a parallel session

At the time of registration presenters are requested to provide a full hard copy of their power point presentation and/or any verbatim notes that you will use in your presentation. This hard copy will be provided to all interpreters attending your session so they can familiarise themselves with the content and any specific terms. It might also be helpful to provide specific definitions of unfamiliar terms or jargon.

Presenters should arrive at least 10 minutes prior to start of their designation parallel session to meet with the session facilitator and also the interpreters. Each presentation has been allocated 25 minutes presentation time and 10 minutes question time. A 5 minute warning will be provided by the session facilitator to notify you of the remaining time during your presentation. *Please note: Session facilitators' will strictly adhere to time allocations.

Guidelines for delegates presenting a poster

Poster boards will be located in the foyer of the Brisbane Convention and Exhibition Centre for the duration of the congress. Poster sessions have been allocated during lunch on each day of the congress. If you wish to supply handouts for delegates you may like to provide a holder that can be attached next to your poster (e.g., plastic pocket). *Please note: Authors are wholly responsible for the provision of their own handouts should they wish to provide them.

There are no specific guidelines for presentation of a poster however the below tips might prove helpful for delegates:

- make sure to clearly label your poster with a title, author names, affiliations and contact details
- stand back at least 1m and make sure the message is clear and there is a balance between text and graphics (if applicable)
- make sure to use concise written English and ensure correct spelling
- don't overload the poster
- use dot points, lists and tables to increase amount of information presented
- suitable dimensions for posters include – A1 (594 x 840mm) & AO (840 x 1188mm)
- laminating your poster can help protect it during travel, storage and presentation

Information for delegates about congress proceedings

A CD-ROM of the congress proceedings containing the abstract and full written papers of all parallel sessions and the abstracts of all poster sessions will be provided to all delegates in their congress satchel at the time of registration. Following the congress, proceedings will also be available on the congress website for a short period of time www.mhd2009.org

Statement for Australian delegates claiming DEEWR points

Fully written congress papers within the proceedings for the 4th World Congress on Mental Health and Deafness held in Brisbane Australia from 28-30 October 2009 were peer reviewed. The peer review process involved assessment of the publication (i) in its entirety – not merely an abstract or extract; (ii) before publication; and (iii) by appropriately independent, qualified experts. Independent in this context means independent of the author.

Contact us

Whilst experienced presenters will understand and expect the detail of these guidelines, we understand that less experienced presenters may not be as familiar with the requirements. The guidelines are designed to ensure consistency, to assist with the reviewing process and to uphold academic standards required to obtain professional accreditation points etc. Should you require further information, please contact the Congress Convenor on the details below;

Veronica Pardo
Convenor of the 4th World Congress on Mental Health and Deafness
C/O email: info@mhd2009.org