General Guidelines for Abstract Submissions

The Scientific Committee **welcomes abstracts** in all fields of psychology. In addition to research-informed abstracts, and without compromising scientific rigour, the Scientific Committee welcomes submissions that have a practitioner, policy and/or applied focus. Some general guidelines relating to the formatting and content of ALL abstracts are listed below. Carefully prepared abstracts facilitate the review process and enhance the likelihood of acceptance.

1. Abstracts must be in English. If English is not the authors' first language, the abstract should be **proof read** before submission.
2. Please follow the pre-formatted fields indicated in the forms. Abstracts should not exceed **150 words**, excluding the title of the abstract.
3. Abstracts must be typed in **Times New Roman, font size 9**.
4. The title should be brief and relevant to the contents of the abstract and paper/poster. Abstract titles should not exceed **122 characters** with spaces.
5. Use **Arabic numerals** for all numbers except at the beginning of a sentence where they should be written out. Use standard abbreviations and symbols. Keep abbreviations to a minimum and define each one at first use.
6. Abstracts should be **one continuous paragraph** with **no headings, subheadings, tables, keywords or references** within the abstract text. Abstracts should flow logically and coherently.
7. Abstracts should adhere to UK English and the **APA 6th** edition style guide.
8. Please write the abstract using a word-processing programme. Check the spelling and grammar, proofread carefully, copy and paste abstract in to the space in the submission form.

9. Points to consider including when writing the abstract:

9.1. A statement of the purpose of the presentation (preferably in one sentence)

9.2. A brief mention of the theoretical framework, if applicable, and/or the rationale for the contribution

9.3. A summary of the results/findings obtained (if it is an empirical study), or the major points to be made

9.4. A conclusion

9.5. A brief reflection on theoretical, methodological, and ethical implications

10. Only submit original work that has not been published or accepted for presentation

elsewhere.
11. All abstracts will be subjected to peer-review, coordinated by the Scientific Committee.

The criteria for review are:
• Relevance for advancement of psychological knowledge and practice.
• Theoretical and/or empirical basis.
• Clarity of ideas and methods applied.
• Implications and/or knowledge contributions of the study.

11. Please note that the Scientific Committee reserves the right to change submissions for oral presentations to posters, rather than refusing abstracts, depending on the number, theme, and quality of submissions. Submitting authors grant congress organisers permission to publish their abstracts online and in electronic devices. Likewise, authors grant congress organisers permission to use personal information, received and required from participants, before and after the congress, for statistical purposes, and for the dispatch of information concerning relevant future congresses.

The acceptance of abstracts by the Scientific Committee does not imply any financial assistance or fee reduction. Presenting authors must register for the congress by **1 June 2018** to ensure that the presentation will be included for the Congress. Presenters who are absent from their presentations without notifying the Scientific Committee in advance will be blacklisted for future Congresses.

Guidelines for the submission of Proposed Symposia

The submission of proposed Symposia is strongly encouraged, given that a Symposium is designed to be a focused session in which speakers present on a common theme, issue or question of particular relevance. It would usually consist of a chairperson briefly introducing the topic and providing an introduction to the session. This would usually be followed by at least 3 but no more than 5 individual presentations and ending with concluding remarks by a discussant. Every effort should be made to ensure close interaction between the speakers and to provide new and non-overlapping presentations. There should be opportunity for the audience to ask questions to presenters and for an exchange of views. A symposium session will run for 90 – 120 minutes. All symposia submissions should include an overall abstract as well as abstracts for each presentation. Abstracts should be no longer than 150 words.

Submissions should be made
via https://www.professionalhosting.co.za/Mamela2018Conference/index.xhtml

If accepted as a symposium presentation, authors are requested to conform to the following guidelines for presentation:
• The presentations must be in English, the official language of the Congress.
• The presentation submission constitutes a formal commitment by the author/s to present the corresponding presentation in the session and timeslot assigned by the Scientific Committee.
• Changes in authorship should be communicated timeously to the Scientific Committee so that the necessary amendments can be made to the printed programme.
• If the original presenting author is unable to present, one of the co-authors should take over this responsibility.
• Presenters who are absent from their presentations without notifying the Scientific Committee in advance will be blacklisted for future Congresses.
Notification of acceptance of symposia by the Scientific Committee will be emailed to the individual submitting the symposium. Detailed information, guidelines, and recommendations for oral or poster presentation, as well as time allotment, date, time, and venue will be duly sent to registered presenting authors.

Guidelines for the submission of Individual Oral Presentations

Participants may choose to submit an individual oral paper presentation. Individual presentations submitted and accepted by the Scientific Committee will be grouped by category topics into thematic sessions, in order to promote communication among the presenters and participants and to facilitate discussion. Abstracts should be no longer than 150 words.

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If accepted, authors are requested to conform to the following guidelines for presentations:
• The presentations must be in English, the official language of the Congress.
• The presentation submission constitutes a formal commitment by the author/s to present the corresponding presentation in the session and timeslot assigned by the Scientific Committee.
• Changes in authorship should be communicated timeously to the Scientific Committee so that the necessary amendments can be made to the congress programme.
• If the original presenting author is unable to present, one of the co-authors must take over this responsibility.
• Presenters who are absent from their presentations without notifying the Scientific Committee in advance will be blacklisted for future Congresses.

*Notification of acceptance by the Scientific Committee will be emailed to the individual submitting the abstract. Detailed information, guidelines, and recommendations for oral or poster presentation, as well as time allotment, date, time, and venue will be duly sent to registered presenting authors.

Guidelines for the submission of Poster Presentations

Participants may choose to submit an abstract for consideration as a poster presentation. Abstracts should be no longer than 150 words.

Submissions should be made
via https://www.professionalhosting.co.za/Mamela2018Conference/index.xhtml

If accepted as a poster presentation; authors are requested to conform to the following guidelines for poster presentations:
• The posters are to be in English, the official language of the Congress.
• Changes in authorship should be communicated timeously to the Scientific Committee so that the necessary amendments can be made to the printed programme.
• Recommended Poster Size: Poster board size — 238 cm (93″) high x 95 cm (37″) wide.
• Font: the poster must have clearly visible type face that is not smaller than 16 point.
• Recommended Content: Maximum pertinent information should be provided in the poster.
The poster should reflect:
• The title (abbreviations should be avoided in the title).
• The author/s & institutional affiliations.
• E-mail address of corresponding author.
• The objective of the study.
• The methods used, if applicable.
• A summary of the results obtained (or preliminary findings), if applicable.
• The conclusions reached and/or recommendations made.
• These are recommended guidelines. It is acknowledged that some posters may require a slightly different approach.
• Attendance: The author of a traditional poster (in the case of a multi-author poster at least one author) must be present during the time slot allocated by the Scientific Committee to interact with and answer questions that delegates may have.

*Notification of acceptance by the Scientific Committee will be emailed to the presenting author. Detailed information, guidelines, and recommendations for oral or poster presentation, as well as time allotment, date, time, and venue will be duly sent to registered presenting authors. Presenters are responsible for putting up and taking down posters and should ensure that appropriate material is brought for this purpose (Double-sided tape or Prestik).