**Abstract submission conditions**

By submitting an abstract, you agree to the following:

 Must be no more the 250 words.

 Must be print ready.

 The acceptance of an abstract does not imply provision of travel, accommodation or registration for the Conference, or any costs associated with attendance at the Conference.

 At least one author must register and pay to attend to present at the Conference prior to 4 April 2018.

 You give permission for your accepted abstract submission to be published in the Conference program.

 You confirm that the submission has been approved by all authors.

 All submitted abstracts will be peer - reviewed by a panel of reviewers. Accepted abstract will be allocated in the relevant session/s or allocated to be presented as a poster. This review process allows for a fair and equitable process.

**Types of Presentations (please select presentation type):**

\_\_ **Free paper -** oral presentation of approximately 8 minutes duration, excluding question time and change over

\_\_ **Poster presentation** – dimensions and typeset to be provided on acceptance.

**1. Content Requirements**

**Word limit** Abstracts will be a maximum of 250 words, but not including title / authors / affiliations.

**Title** Abstract titles to be written in CAPITAL case.

**Authors and affiliations** The presenting author must register for the conference. Only one presenting author is allowable per presentation.

**2. Style Requirements**

**Font and point size** Arial regular-no italics, underlining or bold other than as indicated in the abstract template. 12 point all, title and text.

**Spacing** Single space throughout abstract text. Leave a line between headings.

**Layout** All copy should be unjustified and aligned to the left.

**Tables, references and figures** Diagrams and figures are only accepted if part of the title content. No tables or references to be within or at the end of the abstract.

**Lists B**ullet-point or numbered lists are not acceptable within the abstract

**Word format** All abstracts to be saved and forwarded as a word document (.doc or .docx) with your surname then ACLAPA as the filename e.g. SimonsACLAPA.docx.

**Layout guidelines**

o **Aim**: State the primary objective and the research question posed or the major hypothesis tested

o **Design:** Describe the design of the study and the rationale for the procedures adopted

o **Method**: Describe the number of participants, how they were selected and methods of data collection and analysis.

o **Results**: Include numerical/textual data

o **Conclusion/Key Points**: State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study and how the learning outcomes of the session will contribute to current practice as applicable.

**Post Abstract Submission**

**Confirmation** Once an abstract has been successfully received, an email confirmation will be sent to the email address provided on the submission form.

**Updates** To update or remove your abstract – please forward to [wendy.nicholls@health.wa.gov.au](mailto:wendy.nicholls@health.wa.gov.au) up to the closing date for submissions (21 February 2018).

**Review process** All submitted abstracts will go through the same review process, with acceptance contingent on the extent to which the abstract meets the aim of the conference program. The theme of the conference is Quality and Team-based Care. Only the title and body of the abstract will be reviewed by the Scientific Committee. Confirmation of acceptance will be on or before 7 March 2018.

**Notification** Submitting authors will be notified of the outcome of their submission/s from Monday 12 March 2018.

**Registration** All presenting authors are required to register for the conference by 4 April 2018 in order for their presentation details to be included in the program.

**Abstract Submission Template ACLAPA 2018**

**Submission –** please copy and submit the completed template to: [wendy.nicholls@health.wa.gov.au](mailto:wendy.nicholls@health.wa.gov.au)

Name of Corresponding Author:

Affiliation and Address:

Email Address:

Mobile Number:

Other Authors and affiliations:

Area/Discipline of presentation:

**Title of presentation:**

**Aim**: State the primary objective and the research question posed or the major hypothesis tested

**Design:** Describe the design of the study and the rationale for the procedures adopted

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**Conclusion/Key Points**: State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study and how the outcomes will contribute to practice