

# Guidelines for Abstract Supplement Submission to Cambridge University Press

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## Overview

Abstracts submitted to any Cambridge journal should be original and not previously published. All submissions are subject to the scope and quality requirements of the Journal, and final decisions regarding the content of the Supplement and acceptance of Abstracts for publication are at the discretion of the Editorial Board of the Journal.

Supplement Sponsor/Organizers should review a journal's Instructions for Contributors to ensure that Abstracts are submitted with any journal requirements in mind, including, but not limited to ethical and disclosure policies.

Sponsor/Organizers are responsible for clear communication to authors prior to submission to Cambridge, including:

- that their accepted Abstract will be published in a journal
- that the corresponding author must provide a complete author list, where consent for publication from all co-authors has been obtained
- That Abstract titles and content are in their final form.

The Sponsor/Organizer must confirm that they have obtained the right to publish the Abstracts from the authors as part of the Supplement. The Publisher shall not proceed to publish the supplement until such rights have been obtained.

All collection and review of Abstracts is the responsibility of the Sponsor/Organizer.

## Production Requirements

A schedule for production of the Abstract will be agreed in advance and Cambridge will provide a reasonable timeline of publication to the Sponsor/Organizer based on the agreed requirements.

Upon the point of submission, the Sponsor/Organizer will be expected to confirm the following:

- The intended title for the supplement (ideally including the conference name, date and location if applicable)
- Key points of metadata about the conference including at least the name and date of the conference, the location if applicable and any further relevant points of information (see end of document for a list of possible data points to provide)
- The copyright line to be used

- Any Guest Editor(s) and/or Sponsor/Organizer(s) whose names should be credited
- Any unique cover or logos to be included

Depending on prior agreement with the Publisher, the Sponsor/Organizer must provide the Abstracts (including any other preliminary materials) as:

- individual camera-ready PDF files;
- LaTeX source files plus PDF; or
- a single Word document, again accompanied by a PDF for cross-checking display of special characters, etc.
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In all cases Abstracts must be provided in the correct running order, with all images (tables, figures) in-situ. Regardless of submission format, the material sent should be in final form. Final submissions must be clean; no red or highlighted text. All figures and tables cited in the text must be supplied in the document otherwise the papers will be published as provided.

Abstracts will receive individual DOI assignment unless otherwise agreed between Cambridge and the Sponsor/Organizer. Copyediting and further correction will not be undertaken, and proofs will not be reviewed by authors, although a proof may be checked by a single nominated representative on behalf of the Sponsor/Organizer.

## **Ethical requirements**

If sponsored, the source of funding for the Supplement and nature of the review process will be added on the title page of the Supplement by the Publisher.

All Abstract supplements are subject to Cambridge's publication ethics policies, which can be found [here](#).

## **After publication**

After publication, author questions should be directed to the Sponsor/Organizer. Any change requests will be subject to our corrections policy, which can be viewed [here](#).

**\*Title Metadata for Capture**

**conference name** – the name of the conference: “RCPsych Virtual International Congress 2021”

**conference location** – The physical location where it takes place if applicable. Blank for virtual but if there is a location delegates can attend in person, that would be the location even if virtual attendance continues to be an option

**conference date** – the date of the conference so 21-24 June 2021 for instance

**conference acronym** – some conferences have a well known acronym, that can be included here. For instance, IMC is a commonly used acronym for the International Medieval Congress at Leeds

**conference number** – some annual conferences count their occurrences as well as using the date so if it was the 12<sup>th</sup> RCPsych Virtual International Congress, the conference number would be 12

**conference sponsor** – the main funders of the conference

**conference theme** – this is for capturing the theme if the title doesn't include it. For instance, the 2021 “Thirteenth Century England” conference had the theme ‘Recovery and Renewal’. ‘Recovery and Renewal’ would be captured as conference theme.

For Abstracting and Indexing expectations, please consult with the journal's editor. Note that individual Abstracts are **not** indexed in PubMed/Medline.