



## T4I Guidance on Submissions

T4I is intended to be of interest to practitioners as well as researchers and innovators and so we accept a range of different types of abstracts.

On the next page you will find a description of the three categories of extended abstracts we accept: Research that has ethical approval, Research/Evaluations not requiring ethical approval and Sharing Practice / Knowledge Transfer.

**Research or evaluations** that do not require ethical approval: e.g. audit, case reports, policy synthesis, technology creation, literature reviews or are based on methods that would not be regarded as scientific or academic formal research

**Sharing Practice / Knowledge Transfer:** for any organisation/individual that wants to share novel knowledge about service improvements, professional issues, innovations, best practice, products or resources.

**Research** that has ethical approval: intended for those who have taken an academic or formal research approach to their work.

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Category Section	Research or evaluations (not requiring ethical approval).	Sharing Practice/ Knowledge Transfer	Research that has ethical approval
Short article Title.	Not more than 12 words	Not more than 12 words	Not more than 12 words
Short article Overview: the topic that will be covered in plain language.	One or two sentences (not more than 40 words) that will enable the reader to immediately have an overview of what is reported and will be presented. It could start with text like 'This case study/ audit/ proposition/ etc'	One or two sentences (not more than 40 words) that will enable the reader to immediately have an overview of what is reported and will be presented. It should start with 'This presentation ...' etc. Add a sentence that clearly discloses any vested interest you have.	One or two sentences (not more than 40 words) that will enable the reader to immediately have an overview of what is reported and will be presented. It could start with text like 'This study/ review/ trial/ design/development etc'
Background/Context – why the work is being reported	Background – e.g. why the work was/is needed generally or locally. The question(s) that it raised or were hoped it would answer. You may use diagrams and images if they help explain. If relevant, anonymised description of where the work was conducted.	Appraisal of usefulness of what will be presented – should include how the product or service is differentiated from other products, services, etc. Describe who the anticipated users are.	Background to the 'study' and aim of 'study' including at least 2 key references cited in the text to support what is said.
Methods	How the work was done – organisationally, selection of data/observations to record, how that data was managed. You may use diagrams and images if they help explain the methods.	Overview of how the innovation was suggested and achieved e.g. was there user involvement, what expertise/knowledge was drawn on.	Key methods/reasoning used in the 'study' including diagrams, images as necessary. May be supported by citing references in the text if the method is not a common method.

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Category Section	Research or evaluations not requiring ethical approval, e.g. audit, case reports, policy synthesis, technology creation, literature reviews, etc.	Novel Knowledge Transfer	Research that has ethical approval
Results	Summary of key findings/observations including diagrams, images, tables as necessary.	Summarise what has been produced. Highlighting key/novel features.	Summary of key results of/protocol features for the study, including diagrams, images, and tables as necessary.
Discussion	Possible inferences and/or questions raised by findings/observations.	Illustrate benefits to users through an example(s) - professional and/or end users.	Discussion of the significance of the results or any unresolved or arising possible issues in the protocol/proposition.
Conclusion	Conclusions about execution of the work, whether the original question(s) was/were answered and any future work recommendations.	Summarise how this benefits users – professional and/or end users - generally.	Conclusions about execution of the work, whether the goals were reached and any future work planned or recommended.
Key references	A bibliography list of underpinning sources - in MLA format. The selected sources should be key ones of obvious relevance. Preference for authoritative sources.	None required. Some preferred.	A reference list in MLA format. In alphabetical order, numbered. Expect to have at least some published academic or authoritative sources included.

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### References and referencing:

- o The citations **within your text** of the references should be of the form '(Author page#)' and when you want to say something like 'Author X found....' use 'Author X (page#) found ....'
  - o Guidance on MLA in-text citation is available here: <https://owl.english.purdue.edu/owl/resource/747/02/>
- o All references in the alphabetical **reference list** should conform to MLA standard.
  - Google scholar will format citations in MLA: look up your published article on scholar.google.co.uk; click on the 'Cite' link (quotations marks icon) for it and you will be given the MLA format.
  - For website pages' use: [Name] [Title (of content of interest)], [web address], [date the content was first online], [date accessed].
    - o Name = Authors name(s) if known, if not known use the name of the organisation(s) that have branded or claimed it as theirs.
    - o Title = could be the name of the particular content of interest – so could be the heading for the whole page/ a sub heading/a figure or table caption
    - o web address = web page address, include the 'http...' at the start.
    - o date the content was first online = only if available, month and year or just year are sufficient
    - o date accessed = month and year is sufficient
  - For online documents use the same as websites except the Name and Title should be found inside the document and, ....
    - o After 'date the content was first online with 'add the page numbers of interest
    - o web address = as above except it's the web address of the link to the document
    - o date the content was first online = date of the document if available, otherwise as above
  - Other guidance on MLA reference formatting is available here: <https://owl.english.purdue.edu/owl/resource/747/01/>