

Academic Poster Information – Summer 2011

Poster Basics

Your poster needs the following seven elements. Each element may occur under a separate heading or some elements may be integrated on your poster.

1. Project Title. Your name & affiliation (department/program). Your mentor's name.
2. Introduction
3. Methods/Project Plan/Scholarly Approach
4. Results/Project Findings/Scholarly Creations
5. Discussion/Conclusions/Future Directions/Next Steps
6. Acknowledgements
7. References/Literature Cited/Works Cited

How to Make a Poster & Poster Tips

Create your poster in PowerPoint as one very big slide (usually 56 inches wide x 36 inches high, but check with your advisor). First open PowerPoint and change the slide layout to blank. Then change the slide dimensions to poster size by selecting "Page Setup" from the "File" Menu, selecting "custom" as the slide size option, and setting the width and height to 56 inches and 36 inches. Alternatively, you can email Dr. Rettig [rettig@denison.edu] and ask her to send you a template or some of the websites on the next page provide templates.

Include the seven elements listed above, plus images that help your poster tell a "story" about your project.

Title = 60-72 pt. font. Authors & Affiliations ~25% smaller. Use non-serif fonts such as Helvetica, Arial, or Geneva. Never type the title in all capital letters because it will be hard to read.

Headings = bold 32-48 pt. font. Use non-serif fonts such as Helvetica, Arial, Calibri, or Geneva.

General text in the poster = 24-32 pt. font (never below 20 pt.). Use serif fonts such as Palatino, Times New Roman, or Cambria.

Use light-colored backgrounds and dark letters. Do use color on your poster, but limit yourself to just a few colors so that you don't visually overwhelm those viewing your poster.

Keep the text short and simple. Use an active voice (unless your advisor says otherwise), short sentences, simple words, and fewer words. These traits will make your poster more readable and thus you will communicate your scholarship more effectively.

Proofread again and again. Have others proofread your poster while you proofread theirs.

Always check with your mentor to verify that the elements of your poster match the style for your academic discipline.

When your poster is complete & ready to print

- Save your poster as a .ppt file and as a .pdf file. Store the document on a CD or thumb drive (it may be too big to email).
- Call Office Services [ext. 6202] to make an appointment to print your poster. To eliminate a rush you should **schedule your printing by calling a week or more before you need**

to print. It may take 30-45 minutes to print your poster. Office Services is located in the basement of Doane.

- Office Services will first print a small version of the poster (13 x 19 inch). Carefully proofread this small version to catch errors. You can make small corrections, but if you see major errors (like missing text), you'll need to go work on your poster and return later to print it.
- Remember to take your account number with you so you can pay for your printing. Science students can get an account number from Dr. Rettig [rettig@denison.edu] and Young Scholars can get an account number from Cookie Sunkle [sunkle@denison.edu].
- Once printed, store the poster in a safe place so it will not get damaged.

Special notes:

- If you have a **science research assistantship** funded by a Denison endowment (e.g. Anderson, Hodgson, Miller, Bowen, etc.), **please send an electronic copy of your poster to Dr. Rettig** [rettig@denison.edu].
- If you have a project funded by the **Young Scholars Program**, **please send an electronic copy of your poster to Cookie Sunkle** [sunkle@denison.edu] at the Gilpatrick Center.
- You may also need to give your research mentor an electronic copy of your poster.

Useful websites for learning more

-Preparing Effective Posters. A short and easy webpage with basic design information.

<http://faculty.washington.edu/scporter/INQUAposters.html> Accessed July 11, 2011

-Purrington, C.B. 2006. Advice on designing scientific posters. This is an extensive site aimed at undergraduates in the sciences. Includes templates.

<http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm> Accessed July 11, 2011

- Stanford University. This website includes great tips for those making posters in the Humanities and in Service Learning.

http://www.stanford.edu/dept/undergrad/cgi-bin/drupal_ual/OO_research_opps_SURPSResources.html Accessed July 11, 2011

-North Carolina State University. This is an extensive site focused on teaching students about effective poster creation and presentation.

<http://www.ncsu.edu/project/posters/NewSite/> Accessed July 11, 2011

-Washington Space Grant Consortium. The Basics of Poster Design. Good coverage of the basics and some nice examples of different styles of posters.

http://www.waspacegrant.org/for_students/student_internships/wsgc_internships/posterdesign.html Accessed July 11, 2011

Poster Presentation deadlines for 2011:

Sept. 1 (Thursday) → Science research – 11:30-1:15 in Curtis Veggie with lunch provided

Sept. 8 (Thursday) → Humanities and Social Science projects – 11:30-1:15 in Curtis Veggie with lunch provided