Poster Formatting 101

Sections

Title, Authors & Institution, Introduction, Methods, Graphics, Results, Conclusions, References

Poster Appearance

Goal: 20% text, 40% graphics, 40% empty space

Most important illustrations/results = center of poster

Maintain consistent style. Inconsistency gives an impression of disharmony and leads to distraction.

Do not use more than three colors in the background, but do use some color in your poster

Font sizes should be legible standing 6 feet away from the poster

Use Arial, Calibri or other Sans serif fonts (NOT Times New Roman)

Use left justification

Create an inch margin around all sides of the poster

Fonts

       Title = 80 point

       Authors & Institution = 50 point

       Section Headings = 32-36 point

       Other Text = 22-28 point

       Use italics or bold to add emphasis

Poster Dimensions = 3 ft by 2 ft

Poster should flow from left to right

Title

Capitalize all words except conjunctions, articles, and prepositions

Should convey the topic, the approach, and the system

No longer than 2 lines

Introduction

Paragraph form

State your research question

Provide a brief description and justification of the general experiment approach

Give background

No more than 200 words

Methods

Include instrument details

Use flowcharts to summarize experimental procedures when appropriate

Bullet point, no paragraphs

Results

Highlight your most important results. Not everything needs to be on your poster

Largest portion of poster usually

Keep all figures simple. Provide legends for figures examining more than one data set

Choose graphs rather than tables when possible

Label all axes and title

Use illustrations rather than text when possible

Conclusions

Bullet point

Summarize points in order of importance

References

Cite using an appropriate style.

Using PowerPoint to Create a Poster

Setting Poster Dimensions

On the tab select "Design > page setup."

Set to:

Slides sized for "custom"

Width 36 inches

Height 24 inches

General Directions

Save often

Create text boxes for each section. This allows you to readily move entire sections around your poster.

Use gridlines and a ruler to help align your text boxes and illustrations.

On tab select "View" then checkmark "ruler" and "gridlines"

Print a single page size version of your poster to assist with editing and to assess visual impact

Do so by selecting "Scale to fit paper" under print settings

PowerPoint Template: http://office.microsoft.com/en-us/templates/science-project-poster-TC104001343.aspx?AxInstalled=1&c=0

Here's another good website: http://colinpurrington.com/tips/poster-design