

# Research Posters

Please Direct All Questions to Jessica Wingett ([wingettj@ohio.edu](mailto:wingettj@ohio.edu))

## Templates

### Office of Research and Grants

(<https://www.ohio.edu/medicine/about/offices/research-and-grants/faculty-resources/posters.cfm>)

- Choose the template that you want and save it to your desktop. Do NOT work online.
- Maintain all default settings in the template (i.e. font, size and style).

Per Ohio University Policy 55.035, all poster printing services paid with Ohio University funds must be printed by Ohio University Printing Services. Please direct all printing related questions to Printing Services at [printing@ohio.edu](mailto:printing@ohio.edu) or 740.593.1930.

## Poster Printing Timeline and Other Considerations



### OU Printing Services

- Submit completed poster at least one week in advance of deadline.
- Shipping is available for an additional fee and must be specified at the time of order. Include shipping address and preferred shipper (i.e. UPS or FedEx).
- Ohio University account number must be provided at the time of order.

## Typical Elements to Include in a Research Poster

- Title/Name/Institutional Affiliation
- Abstract
- Introduction/Background
- Methods
- Results
- Visual Components
- Conclusion
- References and Acknowledgements

## Tips for a Successful Poster Presentation

- Convey the relevance of the study
- Include photos, graphs, diagrams
- Keep the poster simple; no clutter
  - Less text is better than more
- Make contact information available (added to title information)

## Tips for Clear Communication

- Communicate the most compelling information
- Organize your information
  - This is not a journal article; it is a summary of your research to be displayed and read easily
- Keep your statements short
- Make sure that each statement builds on the previous information and creates a smooth transition
- Consider your audience to determine what information is being conveyed

# RESEARCH POSTER GUIDELINES

**For All Heritage College Faculty, Staff, and Students Requesting Large Format Poster Printouts:**  
Below are procedures for both creating your poster and submitting for printing.

## Poster Creation 101

1. Please use our assorted poster size templates when possible (select size closest to your meeting requirements). Templates are available at: <https://www.ohio.edu/medicine/about/offices/research-and-grants/faculty-resources/posters.cfm>. Note: We have added poster sized Heritage College logos and branding options as available downloads. Please use these files for maximum print quality. **Heritage College logo must be included on all posters.**
2. Please make sure all photo images are at least 300 dpi. Photos that are 72 dpi and/or taken from the WEB and RESIZED, will not hold resolution to print correctly.

**Artwork** used in your poster should be created/scanned, saved placed/inserted as:

1. a TIFF file (tagged image file format)
2. a PNG (Microsoft format) file
3. a JPEG
4. Photographs/radiographs, CT scans, and any image must have a resolution of at least 300 dpi and saved at poster viewing size before placing in poster (image, 4x6, 5x7 or larger).
5. If fonts are used in the artwork, please convert to paths or outlines and embed in the image file(s).

**Please Note:** Artwork generated from programs such as CorelDRAW, Sigma Plot, and artwork downloaded from the Internet (JPEG or GIF files) will cause problems (low res) and are best avoided. If creating graphs in Sigma Plot do not drop and drag from program to program. Use the save or export from program and then insert/place onto your poster.

1. Please use fonts that come with your Microsoft PowerPoint. Please do not substitute fonts from outside the Microsoft office suite.
2. If using Adobe Illustrator please save poster file in pdf.
3. Please proof your final poster before submitting. Check that charts and graphs have been imported with all information intact. Check that axis labels and legends are readable and have not been clipped. If using Sigma plot please save/export graph or diagram as a jpg and place or insert onto your poster template.

## Poster Printing Information and Process

### Ohio University Printing Services

(<https://www.ohio.edu/printing/>; 740.593.1930)

- Use our templates at <https://www.ohio.edu/medicine/about/offices/research-and-grants/faculty-resources/posters.cfm>.
- Submit poster at least one week in advance of when you will need it.
- Shipping is available for an additional fee and must be specified at the time of order. Include shipping address and preferred shipper (i.e. UPS or FedEx).
- Ohio University account number must be provided at the time of order.
- Call for current pricing.

### Process

- Send PDF of exact or scaled size (review to ensure correct conversion) to [printing@ohio.edu](mailto:printing@ohio.edu).
- Include:
  - Size Requirement
  - Ohio University Account Number
  - Pick-Up or Ship?
  - Shipping Address (if applicable)
  - Date Needed