

Barkley Sound Knowledge Symposium: Poster Formatting Guidelines

Layout:

- Posters should be 36" x 48" (92 x 122 cm) in size, in either landscape or portrait orientation.
- It's essential that the background of your poster uses white or light colors (dark text over light background), so posters are easy to print without losing details or text.
- Use the following font sizes:
- 72-120 pts for the poster title,
- 48-80 pts for subtitles (author and affiliation lines),
- 48-72 pts for section headers (abstract, introduction, results, etc),
- 24-48 pts for body text,
- 18-36 pts for table and figure captions.
- A to p banner displaying your poster title, authors and the poster affiliation should be positioned at top-center of the poster.
- The poster requires an abstract. It is important to write a clear abstract since authors may not be physically present to discuss their approach and results. Use 350 words maximum for this section. The abstract will be included with the other papers presented in the symposium documentation.
- When using figures and tables, be aware that any such element could be displayed "stand alone", outside the context of the poster. Make sure that graph axes are properly labeled, that maps have north arrows and distance scales, that symbols are adequately explained, etc.
- Table captions are best placed in a separate table row at the top of a table. This row should have no borders, and all row cells should be merged, .
- Figure captions should be placed below a figure, and are best pasted into a frame fitted to text, wrapped around the figure.
- Notwithstanding these guidelines for conventional posters, creative poster formats are welcome.
- Please keep the number of words down for easy reading from a distance.

General tips

Aim and format:

- A poster is a graphically based approach to presenting research. In presenting your research with a poster, you should aim to use the poster as a means for generating active discussion of the research
- Limit the text to about one-fourth of the poster space, and use "visuals" (graphs, photographs, schematics, maps, etc.) to tell your "story"

Design and layout:

- Please keep the number of words down for easy reading from a distance.
- Creative poster formats are welcome.

- Recommended fonts for titles are Arial black, Franklin gothic heavy, Georgia, Tahoma, Trebuchet, or Verdana.
- For body texts it is recommended to use plain and easy to read fonts such as: Arial, Book Antigua, Bookman old style, Garamond, Georgia, Helvetica or Times New Roman.
- Be as consistent as possible in the use of fonts and font sizes.
- Don't use all capitals for any portion of your poster.
- A quick way to give our poster a cleaner look is to **fully justify** all texts.
- Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individuals panels, or connecting them with arrows is a standard "guidance system" (see Fig. 1)

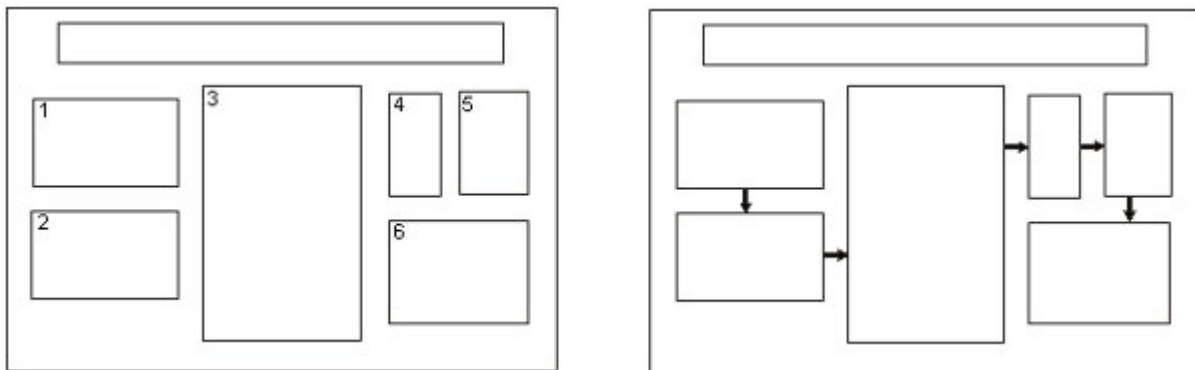


Figure 1: Conventional layouts for a poster. Long panel at top-center is title/author banner. Individual panels can be connected by numbers and arrows. Also, note the use of space between panels to achieve visual appeal. (From: C. W. Connor, 1992, The Poster Session: A Guide for Preparation: U. S. Geological Survey Open-File Report 88-667.)

Texts:

- Keep the text brief. Blocks of text should not exceed three paragraphs (viewers won't bother to read more than that). Use text to (a) introduce the study (what hypothesis was tested or what problem was investigated? Why was the study worth doing?), (b) explain visuals and direct viewers attention to significant data trends and relationships portrayed in the visuals, and (c) state and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.

Images, figures and tables:

- Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). Put figure captions at below the figure. Captions are best placed into a frame fitted to text wrap around the figure.
- If data must be presented in tableform, keep it simple. Put table captions at the top of the table. Table captions are best placed into new top table row, with all cells merged and no borders for the caption row. Be careful when using images from the Internet in your poster; most such images are of inferior resolution and will be unsuitable for printing.
- Best file type to import figures or images is a JPEG (high-quality/level 8). Recommended resolution is 180 dpi. Colour JPEGs should be around 320k, and greyscale JPEGs should be 180k.

- Further guidelines for formatting figures can be found [here](#).

Citations:

- Ensure that the spelling of authors' names and dates are exactly the same in the text as in the reference list.
- In the text refer to the author's last name and year of publication, followed if necessary by a short reference to appropriate pages or tables.

List of references:

- Arrange references alphabetically by authors' surnames, and chronologically per author.
- If an author's name in the list is also mentioned with co-authors the following order should be used: publications of the single author, arranged according to publication dates - publications of the same author with one co-author - publications of the author with more than one co-author.
- List publications by the same author(s) in the same year as 1994a, 1994b, etc.
- Abbreviate the titles of periodicals mentioned in the list of references according to the International List of Periodical Title Word Abbreviations.
- In the case of publications in any language other than English, the original title is to be retained. However, the titles of publications in non-Latin alphabets should be transliterated, and a notation such as "(in Russian)" or "(in Greek, with English abstract)" should be added.
- Refer to work accepted for publication but not yet published as "in press".
- Do not cite unpublished data and "personal communications" in the reference list (but these may be mentioned in the text).
- Indent all but the first line of any reference listed.

Example references:*Reference style to follow for periodicals:*

Stewart, D.A., Agnew, D., Boyd, R., Briggs, R., Toland, P., 1993. The derivation of changes in Nephrops per unit effort values for the Northern Ireland fishing fleet. *Fish. Res.* 17, 273-292.

For edited symposia, special issues, etc. published in a periodical:

Roberts, R.J., 1993. Ulcerative dermal necrosis (UDN) in wild salmonids. In: Bruno, D.W. (Ed.), *Pathological conditions of wild salmonids*. *Fish. Res.* 17, 3-14.

For books:

Gaugh, Jr., H.G., 1992. *Statistical Analysis of Regional Yield Trials*. Elsevier, Amsterdam.

For multi-author books:

Bucke, D., 1989. Histology. In: Austin, B., Austin, D.A. (Eds.), *Methods for the Microbiological Examination of Fish and Shellfish*. Wiley, New York, pp. 69-97.

Presenting your poster:

- Before the poster session, rehearse a brief summary of your project. Many viewers will be in a hurry and will want a quick "guided tour" of your poster.
- Don't be afraid to point out uncertainties in your work; this is where you may get useful feedback