Hist 326: Poster Prep Instructions

***DON’T…***

* Include jam your entire research paper onto your poster. Think summary, highlights.
* Wait until the last minute to get started! Good work takes time to think about and prepare. And computer/printer problems will always come up at the worst times.
* Use typeface that is ALL CAPS, too small, too hard to read, or too weird looking!
* Reduce the font size if all your text won’t fit in the space you’ve allocated. (Cut the text instead!)

***DO…***

* Create a poster **24” x 36”**, preferably using PowerPoint.
* Expect viewers to read it from a distance of at least 5 feet.
* Standardize the format, and organize it in a way that makes sense, for example by using columns that lead the reader through a logical flow. Do make good use of white space.
	+ Use 24pt type or larger (captions can be 18pt, titles should be at least 80pt)
	+ Limit yourself to three or fewer fonts. Fonts like Times Roman (“serif”) are better for the text, while Helvetica and Arial (“san serif”) are good for titles and captions.
* Make it engaging, attractive, and informative – but not a data dump!
* Use color, visual elements, and approach the project with a creative spirit!
* Figure out *what to include* and what *to leave out* of your poster. Posters should contain materials providing background/introduction, research questions, key findings/interpretations, conclusions, and brief guide to references (5-6 most useful, provocative, interesting sources) – but is not just a large format academic paper. Remember that you will stand in front of your poster to explain it in greater detail.
* Give it a provocative title – Something catchy and engaging.
* Include your name and email.
* Anticipate the interaction with viewers your poster will generate, and be prepared for questions.
* Get feedback from people you trust and ask for help when you need it.
* Enjoy the process!

Useful websites:

<http://colinpurrington.com/tips/poster-design>

<http://undergraduateresearch.as.ua.edu/presenting-your-work/making-posters/>

<https://templates.office.com/en-us/Posters>

**To print poster**: email to ehockley@gettysburg.edu AND dlowy@gettysburg.edu by 1pm, 12/07

put “History 326 Poster-Your last name” in subject line. The poster is already paid for through the History Dept.