

Poster Guidelines



1. Buy a tri-fold project poster at Staples, Target, Office Depot, or any office supply store. Any color poster is fine, but it should have three panels to help it stand up. **It must measure 36" by 48"**.
2. Decide how to present your research as a poster. How, through images, charts, graphs, lists, or short paragraphs, can your poster communicate the essential points that you learned from your project?
3. Consider your artistic skills. Can you create artistic lettering with calligraphy or craft letters, or should you type your text? Posters often look best when text has been typed up and printed out.
4. Print out everything you want to be on the poster. You'll need at least three visuals—pictures, graphs, or charts. Each visual needs a caption indicating your source (at a minimum—you might want to include more information in the caption).
5. On the front, prominently display your poster title. Make sure to leave a 2" x 4" blank space on the front in the lower right-hand corner. (Organizers will place a unique number in the blank space.) On the back middle panel of your poster write your first and last name(s), your class name and number, and your professor's name (if you are submitting your poster to fulfill a course requirement or for extra credit). If your poster is a group effort, be sure to include each contributor's first and last name.
6. Remember that your poster will be moved. Nothing should stick out of the top, bottom, or sides.

Your poster should fold flat; everything must be secured to so that no pieces detach.

Use this checklist to make sure your poster qualifies for the Showcase. *Make sure you can check every box, or your poster will not be considered for a prize.*

- Your poster has at least three visuals (pictures, charts, graphs, illustrations).
- You have identified the sources of all information, including visuals.
- Your poster's title is on the front.
- A blank space for your poster's unique number is on the front in the lower right-hand corner.
- Your first and last name(s) are on the back of the middle panel of your poster. (Include your course and professor's name, if applicable.)
- Nothing is sticking out from the top, bottom, or sides of your poster.

Submit your poster for judging to HLRC, 4th floor, rooms C & D, by Saturday, May 11, 2019, 11:00 am – 3:00 pm.

Early submissions may be dropped off at the Library circulation desk, HLRC 2nd floor, anytime it is open. **(Library Hours: Mon-Thu: 7:30 am - 8:00 pm; Fri: 9:00 am - 1:00 pm; Sat: 11:00 am - 3:00 pm**
<http://www.wlac.edu/library/index.aspx>)

West faculty and staff judges will evaluate posters, using the following criteria:

- **Clarity of idea** (poster makes sense; communicates your research well)
- **Depth of research** (poster demonstrates that you did significant research. *You must identify all your sources, both primary and secondary.*)
- **Aesthetic appeal** (poster is eye-catching; clearly conveys your intentions)

In addition, the Student Learning Outcomes Committee will be assessing selected posters for Institutional Student Learning Outcomes (ISLOs), which are mapped to courses. If you are uncertain which ISLOs apply to your course, ask your professor.

Helpful Hints:

1. Create a piece of paper to serve as a “stand in” for your poster and try out different ideas on it with a pencil or with post-it notes. You don’t want to glue things to your actual poster board and then have to remove them! Better to do that on the “stand in” poster (your piece of paper).
2. If you are completing your poster to fulfill course requirements or for extra credit, be sure to follow any additional guidelines your professor provides.