THE OHIO STATE UNIVERSITY
COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

CRANE CENTER
FOR EARLY CHILDHOOD
RESEARCH AND POLICY (CCEC)

Protocol: Creating a CCEC Research Poster

Poster presentations are effective methods to disseminate CCEC research. To have a consistent professional look and maximize visual impact, please follow the guidelines below for creating, printing, and archiving your research posters.

Creating

OSU Health Sciences Library website offers a valuable tutorial on using PowerPoint to create posters to begin creating your poster.

- Please use one of the poster templates provided on the staff resources page to design your poster.
- For CCEC posters, default dimensions should be 48" w by 36" h. Scaling is permitted to meet other submission guidelines.
- Always include the OSU logo, the CCEC wordmark, and recognition of your College, Department, and any grant(s) that sponsored the research featured on your poster.
- Poster must have 1.0" margins on all sides.
- Background must be white. Colors on backgrounds do not print evenly
- Fonts should be few, legible from a distance, and complementary. Times New Roman and Arial are most commonly used. Please feel free to use the University's recommended fonts Capita and Proxima Nova if you have these fonts installed.

Printing

It is the author's responsibility to supervise the printing of the poster. Plan in advance to allow ample lead time, especially to accommodate peak times and requests for payments (if applicable). There are many printing options available on and around campus; visit https://u.osu.edu/chow.57/2013/11/08/osuposter/ for a detailed list. In addition, FedEx Kinko's locations can fulfill special requests and rush orders for additional costs.

Provide poster proof (i.e., final version) in .ppt and .pdf formats. A poster proof is required before a full-size poster will be printed. Development of the poster/proof is the responsibility of the poster's creator.

If your Principal Investigator/Faculty Member has approved reimbursement or prepayment of printing costs, please submit an eRequest (for prepayment) or itemized receipt (including total cost and method of payment; for reimbursement), and Principal Investigator's/Faculty Member's approval to pay/reimburse including information on funding source(s) (usually name or number of project). Poster creator should arrange prepayment of printing no later than two weeks (i.e., ten full business days) BEFORE poster is needed; poster creator should arrange reimbursement of printing no later than two weeks (i.e., ten full business days) AFTER poster is presented. All costs of printing not arranged by poster creator are borne by poster creator.