

# Instructions for URES Posters

## Undergraduate Research & Engagement Symposium

### Creating the Poster

1. Go to <https://www.luc.edu/its/dms/printingposters/posters/> and download the 42 x 42 .PPTX template
2. Be sure to include all of the sections of a research poster:
  - **Title of Research Project**
  - **Names of Student Researchers and Faculty Mentors**
  - **Abstract:** Provide a brief synopsis of the research study.
  - **Introduction:** Explain the purpose of the study.
  - **Methods and Research Design:** Describe the research methodology and research design of this study.
  - **Results:** Describe and explain the results from your data analysis.
  - **Discussion/Conclusion:** Discuss the conclusions of your study and impact on future research.
  - **References and Citations:** Be sure to list all relevant references and citations.
  - **Images / Charts**
  - **Loyola Logo:** Download official Loyola University Chicago logos at <https://www.luc.edu/umc/brandstandards/graphicidentity/theloyolalockup/>
3. Save your .PPTX file frequently to ensure you do not lose any work
4. When your poster is completed, **File > Save as Adobe PDF** and use this PDF file for submission
  - Please use a unique identifier when naming your PDF, such as *Your Name* or *Research Project Title* (we receive over a hundred submissions and it helps to avoid confusion when processing!)

### Tips and Reminders

- When creating your poster, you are highly encouraged to use:
  - o A **blank white background**: Do not use a color background
  - o A **standard, easily readable font**, such as: Arial, Times New Roman, Helvetica, etc.
  - o **Text boxes** to delineate your information and sections
  - o **Color**, but only sparingly, to highlight information or to direct attention to a specific section
  - o **High-resolution images** to complement the text: When inserting images, do not copy & paste. Instead, save the image first, and then insert it directly onto the slide.
- Leave *at least* a **0.5 inch margin** around your poster to ensure no text or images are cut off when printing
- To preview your poster, open the file using Adobe Reader or Adobe Acrobat
  - o Under the view/zoom, select Actual Size
  - o Make sure there are no pixilated images or quality issues

### Printing the Poster

Go to [luc.edu/posterprinting](https://www.luc.edu/posterprinting) and enter your UVID credentials. Then fill out the form:

- Poster name: *Please use a unique identifier!*
- Quantity: **1**
- Length: **42** Width: **42**
- Upload your PDF, enter your phone number, and select your pickup location
- Payment method: **Account Code - 100834**
- Budget admin UVID: **pgreen** (Patrick Green, Center for Engaged Learning, Teaching, & Scholarship)
- Select whether you or someone else will pick up your poster. *CELTS will not pick it up.*