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Prepared: March 29, 2016

Guidelines for the Preparation of Posters

Scientific posters can easily be prepared using Microsoft PowerPoint and the downloadable [scientific poster template](#). Once finished, posters may be loaded onto a zip drive and taken to Mann Library to be printed with a number of different sizing and finishing options.

Poster Template

While posters designs can vary drastically depending on the research being presented and the target audience, a poster template is provided here that is pre-formatted with poster section headings. At a minimum, a scientific poster should contain the following section headings: 1.) Introduction, 2.) Methods and Materials, 3.) Results/Discussion 4.) Conclusion, 5.) Sources/References, 6.) Acknowledgements. This template contains an added Study Objectives and Summary of Results section heading to better direct the flow of the author's presentation and focus the reader's attention on key information. The template also contains a barcode that readers can scan using their smartphone. This brings them to the Cornell Food Science web page.

Printing at Mann Library

After you have completed your poster, load the PowerPoint file onto a zip drive and go to the printing station on the first floor of Mann Library (left from the entrance). Tell the individual working the printing station that you would like to print a poster. They will have you open your file on a computer at the circulation desk and should help you format the poster for printing. Do not try to do this on your own! The provided template is designed for a 48" × 36" poster. This is a recommended size for a scientific poster, though you have an option to print smaller or larger. Maximum widths for poster printers at Mann range from 42" to 60". The printer attendant will also ask you whether or not you would like a matte or glossy paper finish. This is your personal preference, though most posters use the glossy finish. Prior to printing, have the print station attendant double check the print settings and look over the poster in print preview. Once printed, the attendant will trim the ends of the poster (if needed) and provide you with a plastic bag to keep your rolled poster in.

Current Printing Costs

- \$ 8.00 per linear foot - a Canon iPF 8300s plotter with matte paper. Maximum width is 42".
- \$13.00 per linear foot - a Canon iPF 8300s plotter with glossy paper. Maximum width is 42"
- \$16.00 per linear foot - a Canon iPF 9000s plotter with glossy paper. Maximum width is 60".