

## Guidelines for including a Poster in the Work Based Learning e-Journal

**Those authors wishing to submit a single poster presentation or poster and paper for publication are requested to adhere to the following guidelines:**

### **Submission of Poster Abstract**

A poster submission must include an abstract as an introduction to the poster. The Abstract should be 250 - 300 words maximum. Please include:

- title of the poster;
  - overview of what the poster intends to present;
  - indication of the significance of the topic;
  - name(s), contact details (including email) and affiliation(s) of the contributor(s).
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- Due to limited space, and the increasing number of posters, there is no guarantee that all posters will be accepted.
  - All posters received will be reviewed on the basis of quality, originality and importance. Consideration will be given to ethical issues and guidance for confidentiality in the same way as are manuscript submissions.
  - Where the submitted work comprises more than one poster, a maximum of five illustrations will be accepted, with a summary that may not exceed 1,500 words.

### **1. Detailed Guidelines for Posters**

Please note that your poster or related information will be presented in the journal as follows:

#### ***Poster size***

Each poster presentation will be allocated a maximum of one single page in the journal (given a section of poster board that is about **18 cm wide and 25 cm height**). Your abstract will appear on the preceding page. Please ensure that your poster is no larger than this. Also note that it is difficult to read small text contained within the poster.

#### ***Word limit and number of illustrations***

There is no word limit for within the poster itself, but please bear in mind that the purpose is to **outline** the essentials of a piece of research or practice in a form that stimulates interest for the viewers. A single poster presentation should be accompanied by an abstract of between 250-300 words. A poster presentation

containing more than one poster (up to a maximum of five illustrations) should be accompanied by an abstract of between 250-1,500 words.

### ***Fonts, text size and style***

There is no mandatory font for the conference posters but we recommend that you use a San Serif font, e.g. Arial

Each poster presentation should include the following: (Arial pt 14):

- **Title** (Arial pt 14)

- **Subheadings and names of contributors** (Arial pt 12):

Titles, headings and subheadings should be centred or left justified. Use of more than one font is not recommended within the poster.

### ***Illustrations***

- All illustrations should have captions that are legible (pt 11).

- The lines of line-graphs should be thick enough so that they may be viewed in the reduced poster format.

- You are free to use any choice of colour or shading, though please check this to ensure that it is clearly visible in the reduced electronic form.

**Citations within the text** should follow the Harvard system, in the form:

(author's surname + date: page(s), figure. [etc.]). .

**Please check the text within the poster for spelling mistakes or other errors.**

### ***Poster Illustration contents***

**Line drawings** must be good quality digitized or computer-generated graphics and submitted in electronic form only. Line drawings should be saved as TIFF files with a minimum resolution of 600 dpi up to a maximum of 1200 dpi for plans with fine lines. Lettering should be computer-generated and word-processed with every effort made to ensure spellings of place names correspond to those given in the text of your paper. Lines and lettering should be sufficiently large and clear to take further reduction. Please include a scale in metric units and, in the case of maps and plans, a north point.

**Photographs** should be good quality, unframed *greyscale* digitized images.

Authors should ensure that they have gained all necessary permissions for the publication of any photographs or images and confirm this in writing at the time of submission to the journal.

**Tables and charts** should be ready for reproduction, and saved electronically on a CD in a separate Word file or as a JPG or TIFF file format. They should be numbered where there is more than a single poster illustration, in the order in which they are to be viewed, but the number should not appear on the illustration itself.

### ***Backup***

Authors should always keep an electronic backup of the text and illustrations, in case of loss in transit.

***Submission of your poster***

Images should be saved in JPEG or TIFF format with a minimum resolution of 300dpi. 600dpi is sufficient for even the tiniest details.

Avoid sending Illustrator files; rather convert them to PDF or EPS with embedded fonts. For large tables or Excel charts, please send either copies of the originals, or converted to PDF. Please do not embed your images within your Word files.

Posters should normally be submitted on disk, but please ensure they are in JPEG or TIFF format. The name(s) of the author(s), the titles of the files, the word processing program, and the format of disk (whether PC or Mac) should be clearly marked on the label of the CD-Rom, if you are submitting on a disk.

If un-digitized images are submitted send them lightly pencilled, together with the author's name, either on the back of the un-mounted illustration or on a "post-it note" (small paper with one sticky edge) attached to the back.

Please send your disc to:

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Institute for Work Based Learning College House  
London  
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