

Poster Completion Checklist

Have you read the assignment proforma for the poster submission so that you know exactly what is required/how it is being assessed?	
Does your poster have a clear and meaningful title? <i>(font size 12 or 14 is good for main titles depending on font)</i>	
Does your poster include all of the necessary sections clearly titled? (see assignment proforma for specific guidance) <i>(font size 10/12 in bold is good for sub-headings depending on font)</i>	
Is your poster under/over the word limit? <i>Aim for between 600-800 words (maximum 1500 words) depending upon your design and layout. Remember a poster is about getting across the key pieces of information in the most concise and clear way possible. You cannot miss key information simply because of lack of space/word count/design issues</i>	
Does your poster have sufficient academic content? <i>Have you included relevant theory and studies in your Introduction? Have you described the study design appropriately? Have you described the choice of measures used in relation to basic psychometric properties (reliability and validity)? – consult a research methods textbook!</i>	
Are your references correctly reported in the text in APA style? <i>References in the text must be in APA style and are included within the word count.</i>	
Is your poster layout clear and easy to follow? <i>Simple designs often produce the clearest/most impressive posters.</i>	
Is the font size of your main written text between 8 and 10 point font? <i>(any smaller it will be illegible as an A4 handout, any bigger and you won't have space to say anything much!)</i>	
Have you printed an A4 version of your poster to check that it looks ok and that you can read it? <i>Once you have designed and saved your poster in Portrait then just select "print slide" from the print options in powerpoint and it will print an A4 version for you. If you are printing out in black and white then make sure the colour shading looks ok when printing out and that you can still read the text etc. If it is not readable as an A4 poster you will receive a zero!</i>	
Does your poster have your name on it? <i>Posters without a name will receive a zero!</i>	
Does your poster have too many unnecessary pieces of clipart, images, random shapes etc? <i>If so – get rid of them!</i>	
If you are putting graphs, tables or images in your poster have you labelled them and referred to them in the text of your poster using APA style? <i>Consult the APA manual in the library!</i>	
Have you provided key references only? <i>There is not enough space in a poster to cite multiple references but you should make sure that key references e.g. the papers you are summarising, or any important theory, are referenced correctly.</i>	