

2025

# RESEARCH POSTER *Information*

## » TO REQUEST A POSTER FOR PRINT:

1. Email a ticket to [support@rowan.edu](mailto:support@rowan.edu) that includes your .ppt and/or .pdf file.  
Please also “cc” Tara Askin: [askint@rowan.edu](mailto:askint@rowan.edu)
2. Your file should be **sized to print** and should coincide with one of the print sizes on the LTM price list.
3. Next, send a job request form to the LTM department by going to the following url:  
[Go.rowan.edu/LTMrequests](http://Go.rowan.edu/LTMrequests) **\*\* PLEASE NOTE THE ONLY FORM OF PAYMENT WE ACCEPT IS FOPAL BILLING**
4. Be sure to include **paper type, size and FOPAL billing information** or your LTM request or your print may be delayed or denied. Thank You!

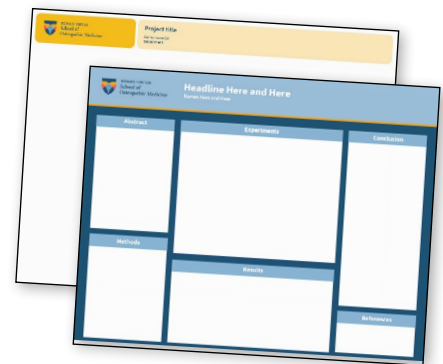
### STANDARD POSTER SIZES:

Sizes: (3) Standard Sizes

- 36” High x 48” Wide
- 42” High x 42” Wide
- 42” High x 56” Wide

### PLEASE NOTE

The largest file we can print is 42” High. Width can be printed to any size up to 96” wide.



## » POSTER PREPARATION:

Please provide your poster as a power point presentation (.ppt) formatted to fit the size you would like your poster printed. If you need help formatting your poster please contact us by emailing [support@rowan.edu](mailto:support@rowan.edu). Research poster .ppt templates in all sizes are available upon request. Additionally, any logos you may need can be provided. If you have any questions or need assistance, please ask!!! We are happy to help!

## » PAPER TYPES

- Matte (Standard Heavyweight Coated Paper)
- Glossy (Insta-dry shiny finish paper)
- Polypro (durable, tear resistant paper with non-glare finish)

## » POWER POINT TIPS:

- Prepare your poster as a single slide.
- To change the size of your poster go to Page Setup>Custom Size.
- Type in the desired height and width.  
(Choose one of the Standard Sizes above)
- You can begin working on your research poster design by adding text boxes, images and/or graphics to fill the space. If you need design assistance you may submit a ticket for a design consult or help to [support@rowan.edu](mailto:support@rowan.edu).
- Make sure all logos, pictures, images and graphics are a suitable resolution and DO NOT look too pixelated. LTM can provide you with high res logos/templates as needed.
- To save your ppt as a .pdf: Go to File>Export and choose .pdf from the “File Export” box.

## » DESIGN TIPS:

### SUGGESTED FONT CHOICES:

Arial, Gotham, Futura, Hoefler, Times are all fonts that are legible on posters.

Title: 90-100pt Type Font Size  
Author(s): 80pt Type Font Size  
Affiliation: 72pt Type Font Size  
Text Subheads: 36pt Type Font Size  
Body Type: 28pt Type (minimum)

### TO INSERT IMAGES/ILLUSTRATIONS:

Under Insert menu, select: Picture>

From File>Locate.

Acceptable File formats include:

.jpg, .tiff, .png, .pdf, .eps

**Logos:** Please Provide or specify which ones are needed.