

Poster Submission Guidelines

1. Text should be submitted in a standard file format: Microsoft Word or RTF are best. This file should contain ALL of the text, as it should appear on the poster – from Title through References. Please be sure to include within the text where you would like the figures, charts, graphs, tables, etc. to be placed (e.g. “Studies show an increase in use through 2000.” [PLACE TABLE #3 HERE]). Figure legends and/or captions should be listed last. Please be sure to check for proper spelling and grammar. In a separate document, include all applicable charts, graphs, or tables.
2. Graphics/images should be submitted in digitized form, ideally in TIFF or JPEG format. They must be at least 5" x 7" at 300 ppi (pixels per inch). Please keep in mind that graphics with low resolution or smaller dimensions will result in unwanted pixilation and blurred output. If you are unfamiliar with image processing, submit a hard copy and I will be more than happy to scan any flat art you may need. Please note that this will add to production time.
3. Please provide a "blue print" or rough sketch of the poster layout. This will give me an idea of how you want all the textual elements (Introduction, Methods & Materials, Results, captions, etc.) to be configured in relation to your graphical elements.
4. If you wish to develop your own poster and simply have me print it, acceptable applications in order of reliability and preference are: Adobe Illustrator, Adobe Acrobat PDF, Adobe InDesign, and Microsoft PowerPoint.
5. All content may be submitted on flash drive or via email to blozano@dentistry.ucla.edu
6. Upon submission, please be sure to specify the following: the exact dimensions to which you would like your poster to be created, the type of paper stock (e.g. matted, semi-glossy, satin, etc.), and when you need it by.
7. Under normal conditions, I need approximately five working days to complete a poster; during poster season, I require much more time. Please plan accordingly and submit your projects as soon as possible. Priority will be given on a first come first serve basis.

If you have any questions or concerns, please feel free to call me at extension 55920 or email me at blozano@dentistry.ucla.edu.