**Abstract Guidelines**

Work/Life Balance and Ageing Conference

**Connecting the Dots:**

**Work  Life  Balance  Ageing**

Teaching and Learning Complex, The University of the West Indies, St Augustine

26-27 April, 2018

Website: <http://sta.uwi.edu/rdifund/projects/worklifebalance/index.php>

Email: [Rachel.Taylor@sta.uwi.edu](mailto:Rachel.Taylor@sta.uwi.edu)



**Design and****layout specifications**

 Posters should be 40" x 60".

 The board can be oriented in the "landscape" or “portrait” position

 Posters must include title, name, and department (or class, if appropriate)

 Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individuals panels, or connecting them with arrows is a standard "guidance system" (see Figure 1).

 Leave some open space in the design. An open layout is less tiring to the eye and mind.

**Lettering**

 Word-process all text (including captions). Print on plain white paper with a laser printer or inkjet printer.

 Text should be readable from five feet away. Use a *minimum* font size of 18 points.

 Lettering for the title should be large (at least 70-point font). Use all capital letters for the title.

**Visuals**

 Visuals should be simple and bold. Leave out or remove any unnecessary details.

 Make sure that any visual can "stand alone" (i. e., graph axes are properly labelled, maps have north arrows and distance scales, symbols are explained, etc.).

 Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text.   
Each visual should have a *brief* title (for example: Figure 1- Location of study area).

**Text**

 Keep the text brief. Blocks of text should not exceed three paragraphs (viewers won't bother to read more than that). Use text to (a) introduce the study (what hypothesis was tested or what problem was investigated? why was the study worth doing?), (b) explain visuals and direct viewers’ attention to significant data trends and relationships portrayed in the visuals, and (c) state and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.

 Depending upon the stage or nature of your project, the text could also include sections on future research plans or questions for discussion with viewers.

 Cite and reference any sources of information other than your own, just as you would do with a research paper. Ask your professor about the particular citation system that you should use (every discipline uses slightly different styles). The "References Cited" is placed at the end of the poster.