

GUIDELINES FOR PREPARATION OF POSTERS

These Guidelines cover:

- the preparation of poster abstracts for inclusion in the Proceedings
- the preparation of the poster itself for display at the Conference.

1. GENERAL INSTRUCTIONS

- Note that **all downloadable documents** mentioned in these Guidelines are available from the Conference website at: <http://iase-web.org/conference/satellite15/notices.php>
- DO NOT include contact names and addresses or prices for materials available for sale. Readers can obtain these via the author/institution. Any posters about new materials should focus on their use; that is, they should report on how they were used and with what results.
- Authors should submit an **abstract** written in English. This should be in **Word format** (.doc or .docx) and uploaded using a web page to be advised to authors. Abstracts must be submitted **between 1 March and 15 March 2015**. The abstract should inform about problem, methodology, results and conclusions.
- Please see Sections 2 and 3 for details on formatting of poster abstracts, and Section 4 for the formatting of the posters.
- Authors of the posters should bring the *full version of their poster* to the conference. The recommended size is portrait A0. More details are in Section 4 of this guide.

2. FORMATTING OF POSTER ABSTRACTS

Accepted poster abstracts will be published by IASE in the Conference Proceedings.

Please note that our strong recommendation is that you start with the **template document downloaded from the Conference website — or alternatively a sample poster abstract from the same site.** If you use either of these then the formatting details listed below will be automatically implemented; you can also use the **built-in styles** mentioned below. Abstracts for poster presentations must be at most **one page in length**, including the title, author's affiliation, references, etc.

Using the pre-designed Word template or a sample poster abstract

1. Download the **poster abstracttemplate** or a **sample poster abstract** from the Conference website.
2. Open the document in Microsoft Word or other software that can cope with Word documents in a compatible way (e.g. OpenOffice).

3. Write your own poster abstract making use of the **built-in styles** and respecting the maximum length of one page. Do not change any formatting (e.g. styles, page size or margins).
4. Save your poster abstract in Word document (.doc or .docx) format. Instructions for uploading it will be sent to lead authors before the start of the submission period.

3. FORMATTING DETAILS FOR ABSTRACTS

Word processor software

Our preference is Microsoft Word 2004 (or later).

Paper size and margins

- **Paper size should be set to A4:** 21.0 × 29.7 cm (8.27" × 11.69").
- Use the following margins:
 - Left margin 3.0 cm (1.2")
 - Right margin 2.5 cm (1.0")
 - Top margin 2.5 cm (1.0")
 - Bottom margin 2.5 cm (1.0")

This should keep the paper contents within a frame size of 15.5 × 24.7 cm (6.1" × 9.7").

Font

All papers should be formatted using **11 point Times New Roman** font.

Justification

Except for the Title/Author information (which should be centered) the paper should be both left and right justified.

Spacing

- Use single spacing throughout, including the title, author information and abstract.
- Exactly one blank line between the author(s)' name(s), sections, any tables and figures, acknowledgements, notes, references, and appendices.
- Exactly one blank line before and after tables and figures.

Headers, footers, page numbering and footnotes

- DO NOT number the page.
- DO NOT use headers, footers or footnotes.
- If necessary, group numbered notes at the end of the text before the reference list.

Title/Author(s)

- Centre the title in **bold** CAPITALS. (You should use **style=Heading 1** from the template file.)
- For the remainder of the author's information use **style=Normal** with centering.
- Leave one blank line between the title and the author's information.
- Give the author(s)' names, underlining the name of the presenting author.
- On the next line show the affiliation of the author(s).
- On the next line give a single contact email address.
- Leave one blank line between the author's information and the body of the abstract.

Headings and emphasis

- SECTION TITLES should be in capitals (use **style=Heading 2**).
- *Subheadings* should be italic (use **style=Heading 3**).
- Use only *italics* (not underlining, not **bold**) for emphasis of text.

Body text

- The first line in each paragraph is indented by 1.25 cm (0.5"). Use **style=Body Text**.

References

Use **style=References** for your references.

- Use either the American Psychological Association (APA) reference style (see *Publication Manual of the American Psychological Association*, Fifth Edition, 2001, ISBN: 1-55798-791-2) or the format used in “*International Statistical Review*” (<http://isi.cbs.nl/ISR/isr-authors.htm>)
- No blank lines between items of the reference list. Use “hanging indent” of 0.64 cm (0.25”). For example:
Ben-Zvi, D. & Arcavi, A. (1998). Towards a characterization and understanding of students’ learning in an interactive statistics environment. In L. Pereira-Mendoza (Ed.), *Proceedings of the Fifth International Conference on Teaching of Statistics*, Vol. II, (pp. 647-653). Voorburg, The Netherlands: International Statistical Institute.

Figures and tables

- Include figures and tables within the body of the paper. These should be of high quality, as should any images obtained from scanning.
- The format for Figure and Table titles must be consistent with the style the author is using. The APA style or the format used in “*International Statistical Review*” are preferred.

The editors reserve the right to reject poster abstracts that do not conform to the guidelines or to return them to authors for re-submission.

If you have questions regarding these guidelines, please contact the Editor of the Proceedings.

4. POSTER PREPARATION

1. At the top of the poster, please provide the title of the poster, the names of the authors, their affiliations in English, and at least one contact email address. For this you should use **bold** lettering of about 2.5 to 3 cm size.
2. Artwork and lettering should be large and clear enough so that the poster is readable from a distance of 1.5 m.
3. Posters should include the confirmed English abstract and English title.
4. Please remember that a poster is a visual mode of communication. Include graphics that increase the communication effectiveness and use a big font size. Note: Photographs, drawings, examples of children’s work, etc., should only be included if they relate directly to the text and if they significantly assist the readers’ understanding of the poster.
5. Poster boards will accommodate posters that are portrait* A0 size. This is 0.85 metre wide and 1.2 metre high (2.8 by 3.9 feet). Posters may be slightly smaller but must not exceed this size limit.
*Posters in landscape format can also be accommodated (1.2 m wide and 0.85 m tall).

If you have questions regarding these poster guidelines, please contact the Conference Organisers (Local Committee).

In particular, if you have difficulties meeting the specific format requirements or word processing requirements, please ask for help prior to submission.