**Poster Presentation
(Word Limit: Typically No More than 1,000 words)**

**Description**:Posters offer unique opportunities to share works-in-progress and preliminary research findings. These pieces typically align with the outline shown below.

**Document Format**: Please provide the content in a Word document *and* in a PowerPoint or other suitable poster design template. Two are provided here:

- [BCPHR Poster – Presentation Layout Template](https://bcph.org/wp-content/uploads/2023/10/BCPH_HPHR-Poster-Presentation_2.pptx)
- [BCPHR Poster – Traditional Poster Template](https://bcph.org/wp-content/uploads/2023/10/BCPH_HPHR-Poster-Template_1.pptx)

You may use other formats, but they must provide all of the information covered in the templates and detailed below.

Please note that descriptions submitted in Word should be prepared using Times New Roman, while the posters themselves should use a Sans Serif font, like Arial.

Do not submit PDFs or use line numbers. Visit BCPHR’s online [Submission Preparation Guidelines](http://hphr.org/hphr-submission-preparation) (BCPHR.org/BCPHR-submission-preparation/) for additional details on formatting (font, point sizes, page numbering); language, tables, images, other media (figures, tables, photographs), and style.

**Checklist**: Use the following template to ensure your submission includes all required elements:

* **Cover Letter**
* **Edition Selection(s)**
* **Title**
* **Author List and Affiliations (**Author Name, Institutional Affiliation, [ORCID ID](https://info.orcid.org/what-is-my-id/) (if applicable)
* **Corresponding Author Contact Details**
* **Keywords**
* **Abstract** (Preferred: Introduction, Methods, Results, Discussion, Conclusion)
* **Introduction**
* **Methods**
* **Results**
* **Discussion**
* **Conclusion**
* **References**
* **Acknowledgments**
* **Disclosure Statement**
* **Figures and Tables**
* **Other Photographs, Images, Videos, Media, etc.**
* **Individual Author Biographies**

**Cover Letter**
Your submission should include a brief cover letter that details:

* The submission type (i.e., original research article, review article, etc.).
* Submission word count (main text only, excluding References, Figures, Tables, etc. ).
* The edition to which it is being submitted (see below).
* All named authors that have contributed to the submission, and grant BCPHR permission to review and (if selected) publish their work.
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* Attestation that the manuscript is not currently under consideration by another publication and/or has not previously been published elsewhere.
* A brief description of the background and relevance of the manuscript to public health.
* IRB statement, as appropriate (IRB Protocol number or statement of exemption)

**Atypical Article Manuscript**

**Designate the edition(s) for which this piece should be considered. If you are not sure, select “Edition – Other”. Please see BCPHR.org for open editions.**

**Title**: Insert **title** here.

**Author List and Institutional Affiliations**: Insert the following full **author list** here. For each author, provide:

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* Author Institutional Affiliation
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***Example***:

Dr. Bill Bips, PhD, Harvard University
ORCID ID: (if applicable)

**Corresponding Author Information**: Indicate name, affiliation, and contact information for the corresponding author.

**Keywords**: Include **keywords** for your atypical article, separated by commas, here (i.e., public health, chronic disease, obesity, etc.) There should be at least two and no more than six keywords. Please do not use hashtags (#).

**Abstract** (structured): Word limit 300 words, excluding headings.

Background

Methods

Results

Conclusion

**Introduction**

Paste your introduction here.

**Methods\***

Paste your materials and methods section here. If applicable, you may wish to include subheadings.

\*Note: a Methods section is only required if review is systematic (with or without meta-analysis), but NOT required if submitting narrative review.

**[Sub-sections, title appropriately]**

Paste the sub-sections of your review here.

**Conclusion**

Paste your concluding paragraph(s) here.

**References**: All references must be prepared and submitted according to the [American Medical Association (AMA) Style Guide](https://owl.purdue.edu/owl/research_and_citation/ama_style/index.html). (Visit the AMA Manual of Style online: <https://www.amamanualofstyle.com/>; download [a guide here](https://hphr.org/wp-content/uploads/2021/09/AMACitationGuide.pdf) or here:

[tinyurl.com/AMAGuide-BCPHRprep](http://tinyurl.com/AMAGuide-HPHRprep)).

AMA uses **endnotes** **with superscript** **Arabic numerals** **outside periods and commas**, but inside colons and semicolons.

I like this paper.1

In the endnotes, the reference will appear as follows:

1. Compston A. Papers I liked. *The Lancet*. 2008;372(9648):1502-1517.

**Acknowledgments**: Paste your acknowledgments here (including any funding that the work may have been financially supported by), if applicable.

**Disclosure Statement**: Paste any disclosures of competing interests/conflicts of interest here. If the authors do not have anything to disclose, please paste the following statement, “The author(s) have no relevant financial disclosures or conflicts of interest”.

**Figures & Tables**

* **Figure 1.** Type figure legend here and paste figure above the legend. Legends should not be part of the design, but kept as editable text in the document. <insert page break here if including additional figures>

Additional notes about Figures:

* Figures are to be placed on separate pages of the article file with legends placed below each figure.
* Figures should be at least 300 DPI, submitted as JPEG, PNG, EPS, or SVG files.
* You may submit video or GIFs as well.
* Figures ideally should be submitted with a transparent background.
* Figures should be titled consecutively according to the order they appear in the text.
* Titles are to appear above the figure, in bold, Times New Roman, 12 point font.
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* Titles are to be set above the table in bold Times New Roman, 12 pt font.
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* Legends are to be included below in non-bold Times New Roman, 8 pt font, and single-spaced.
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**Other Images/Media and Photographs**

Non-figure images and photographs appear here—with the exception of video. (Please indicate video title and upload as a separate file.)

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***Example***:
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Dr. Bob Smith is a professor in the Psychology Department at Harvard University. His research areas include xxxxx and xxxx. He received his formal training at Yale University.