UCF UNDERGRADUATE RESEARCH JOURNAL STYLE GUIDE
Adapted from the UCF Graduate Studies Thesis and Dissertation Manual

INTRODUCTION
The University of Central Florida Undergraduate Research Journal Style Guide establishes the acceptable formats for and all publications in the UCF Undergraduate Research Journal.

Style Manuals

An approved style manual must be used in conjunction with this manual. Most students follow the most recent edition of the Publication Manual of the American Psychological Association (APA), the Modern Language Association Handbook for Writers of Research Papers (MLA), or the Chicago Manual of Style. Please check with your faculty mentor/department to see which style is appropriate for use in your journal submission.

Although we prefer submissions formatted in one of the three above styles, the UCF Undergraduate Research Journal accepts manuscripts in other styles as well, provided that you select a style that is appropriate for your discipline.

Responsibility for Format

Final responsibility for the journal submission is the author’s. Formatting must be consistent and correct. The UCF Undergraduate Research Journal reserves the right to refuse any manuscript that does not observe format guidelines, that is not neat and legible, or that is not in suitable condition for publication.

Copyright

If your submission is accepted, it will be archived and posted on the UCF Undergraduate Research Journal site; therefore, you must obtain written permission to publish any copyrighted text, figures, tables, and objects that appear in your article.

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We have included a sample permission letter at the end of this guide. Once you have submitted your article for review, mail a copy of the copyright permission(s) to the editor of the *UCF Undergraduate Research Journal*. Copies of written permissions should also be scanned and included in an appendix of the journal submission.

**DOCUMENT FORMATTING REQUIREMENTS**

**Typeface and Size (Font)**

- Place all body text in 12-point Times New Roman font.
- Use italics for textual emphasis; do not use bold or underlining.

**Text Spacing**

- Double-space all text.

**Paragraph Spacing**

- Indicate paragraph breaks in one of two ways:
  - Indent first line .5”, using the tab key or paragraph format, OR
  - Align paragraph left, with no indent, and add an extra space between paragraphs

**Margins**

Use 1” margins on all sides.

**Author Identification**

To facilitate a blind review of your manuscript, remove all personal identification from your submission. Your name should not be included in any aspect of the document, including headers/footers, the cover page, or in the file name.

**Headings**

Headings and sub-headings within the text are optional. Headings and sub-headings must be easy to identify and must follow a clear hierarchy. Make each heading stand out from the body of the text, either with extra spacing, boldface, a larger font, or some combination of these elements. Follow the heading guidelines provided in the style manual of your discipline.

**Page Numbers**

All pages must be clearly numbered. Page numbering should follow the guidelines provided in the style manual of your discipline.
Tables and Figures

All tables and figures (photographs, charts, diagrams, graphs, maps, and other illustrative material) must follow the format of the approved style manual being used. Tables must have a “clean” format and be consistent in size and style throughout the document.

- Place tables and figures within the submission as close as possible to the parts of text they supplement, OR collect them into an appendix.
- Do not interrupt a sentence to place a table/figure: Place it at the end of a sentence.
- Do not break up tables if they will fit on one page; move them to the next page.
- Label each table/figure as “Table” or “Figure” and number them consecutively, with Arabic numbers, throughout the text and appendices.
- Issue each table/figure both a name and descriptive title.

Hyperlinks

Do not use hyperlinks in your text. Include web addresses in your list of references or works cited if they are required to cite a source, but do not create hyperlinks to these web addresses.
SAMPLE COPYRIGHT PERMISSION LETTER

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