

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*. The *URJ* accepts manuscripts in other styles as well, provided that you select a style that is appropriate for your discipline. Please check with your faculty mentor/department to see which style is appropriate for use in your journal submission.

Responsibility for Format

It is the **author's responsibility** to ensure formatting is consistent and correct. The *UCF Undergraduate Research Journal* reserves the right to refuse any manuscript that is not in suitable condition for publication.

Copyright

You **must** obtain written permission to publish any copyrighted text, figures, tables, and objects that appear in your article.

Under the doctrine of "Fair Use," up to 200 words from one source may be used without permission, if full credit is given to the source in note and references. However, use of certain proprietary information (e.g., tables or figures, photographs, charts, etc.) may require written authorization by the copyright holder; check with your faculty mentor to determine if copyright permission is necessary.

The student is responsible for confirming the copyright owner and contacting him/her to obtain the necessary written releases. In the letter, precisely describe the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.

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

Font

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

Spacing

- Double-space all text.
- Use 1” margins on all sides.
- Align paragraph left, with no indent, and add an extra space between paragraphs.

Author Identification

- Remove all personal identification from your submission, including your name from headers/footers, the cover page, and 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
- Follow the heading guidelines provided in the style manual of your discipline.

Page Numbers

- Numbering should follow the guidelines provided in the style manual of your discipline.

Tables and Figures

All tables and figures must follow the format of the approved style manual being used. Tables must be consistent in size and style throughout the document.

- Place tables and figures as close as possible to the parts of text they supplement, OR collect them into an appendix.
- Do not break up tables if they will fit on one page
- Label each table/figure as “Table” or “Figure” and with Arabic numbers
- Issue each table/figure both a name and descriptive title.

Hyperlinks

- Do not use hyperlinks in your text or list of references, but include web addresses in list of references if required to do so by the style manual of your discipline.

SAMPLE COPYRIGHT PERMISSION LETTER

[letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

I am submitting an article for publication in the *University of Central Florida Undergraduate Research Journal* entitled “_____.” I would like your permission to reprint in my article excerpts from the following: [Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my article. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material. If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you for your attention in this matter.

Sincerely,

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By: _____

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Date: _____