

THE PEGASUS REVIEW:
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 provides guidelines for the preparation, submission, and acceptance of electronic journal submissions to *The Pegasus Review: UCF Undergraduate Research Journal (URJ)*. This guide sets requirements for journal submission format established by the journal's editorial board members, and its use ensures consistency in format and appearance for all submissions to the *URJ*. Preparation of the journal submission must be in accordance with the instructions in this manual.

Style Manuals

An approved style manual must be used in conjunction with this manual. Please follow the most recent edition of the *Publication Manual of the American Psychological Association (APA)*, or the *Modern Language Association Handbook for Writers of Research Papers (MLA)*.

Please see resources here: https://owl.purdue.edu/owl/research_and_citation/resources.html

Responsibility for Format

Final responsibility for the journal submission is the author's. Formatting must be consistent and correct. The *URJ* 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

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 (ex: 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. If such permissions are required, the student is responsible for confirming the copyright owner and contacting him/ her to obtain the necessary written releases. In the letter, be sure to precisely describe the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad terms. 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 *URJ*. 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 submission 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

All textual material, including page numbers, tables, figures, and appendices must meet margin requirements. Use 1" margins on all sides.

Author Identification

To facilitate a true “blind review” of your manuscript submission, 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.

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 submission text, except for the following, which may be single-spaced:
 - Lengthy quotations (40 words or more)
 - Tables of any kind
 - Table or figure titles
 - References

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
- Text may be either left aligned, (with an uneven right margin) or justified.
- The first word of a paragraph should never be the last word on a page; the last word of a paragraph should never be the first word on a page. Choose "widow/ orphan control" in your word processing program to prevent this from happening.

Margins

All textual material, including page numbers, tables, figures, and appendices must meet margin requirements.

- Place the left, right, and bottom margins at 1" only.
- Top margin: Choose either a 1.25-1.5" top for the entire document.

Author Identification

In order to facilitate a true 'blind review' of your manuscript submission, be sure to remove all personal identification from your submission. Your name should not appear in any of the following:

- Headers/ footers.
- Cover page.
- Etc.

In other words - remove your name from **all** pages, figures, etc. in your manuscript before submission. Failure to do so may result in significant delays in the review of your submission.

Headings

Abstracts, Appendices, Endnotes, Lists of References, and Indexes are considered section headings.

- The spacing after each heading should be 3 point.
- Left-align each heading. Do not put your headings in all caps.

First-level subheadings:

- Left-aligned, bolded, Arial typeface, 18 point.

Second-level subheadings:

- Left-aligned, bolded, Arial typeface, 15 point.

Third-level subheadings:

- Left-aligned, bolded, Arial typeface, 12 point.

Page Numbers

- Center all page numbers on the bottom of the page, 1" from the bottom edge of the page.
- Page numbers should be in Times New Roman typeface, 10-point font.
- Do not use punctuation with page numbers.

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.

- Place tables and figures within the submission as close as possible to the parts of text they supplement, OR collect them into an appendix.
 - If placing tables/ figures within the submission, either combine them on the page with body text OR place them on a page by themselves.
- Prepare a List of Figures and/ or List of Tables regardless of where the tables/ figures appear in the submission.
 - Exception: If tables/ figures collected in an appendix function as a series, you may issue the appendix a single title that describes the series rather than listing each table/ figure separately.
- Add adequate and consistent space both above and below each table/ figure to set it off from body text (usually one extra double-space both above and below).
- 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; just move them to the next page.
- Refer to tables/ figures by their numbers within the text.
- Place wide tables/ figures in landscape orientation, or create a custom page size within the document.
 - Place the table/ figure number and title in the appropriate location above/ below the table/ figure.
 - Place the number on the bottom center of the page.

Tables

Tables must have a “clean” format and be consistent in size and style throughout the document.

- Place tables and table titles in the same font as body text.
- Label each table as “Table,” and number them consecutively, with Arabic numbers, throughout the text and appendices.
- Issue each table both a name and descriptive title.
- Place table titles at the *top* of the table.
- Left-align OR center tables on the page, but choose only one method of placement.
- Use horizontal lines to separate sections of a table, but limit the use of vertical lines.
- Place table sources or notes immediately below the table to do which they refer.
- Either single- or double-space table text and table titles, depending on advisor/ committee preferences.
- Do not repeat table titles for multiple-page tables or use the word “continued” – simply repeat the column headings and continue the table.

SAMPLE COPYRIGHT PERMISSION LETTER

[letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

[Optional beginning sentence: This letter will confirm our recent telephone conversation.]

I am in the process of submitting an article for publication in *The Pegasus Review: Undergraduate Research Journal* at the University of Central Florida 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,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

By: _____

[Type name of addressee below signature line]

Date: _____