



UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Step 9: References

This PDF explains Step 9 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

Provided you use the format consistently and accurately throughout, UCF allows you to use any particular reference style guide you choose, including APA, MLA, Chicago, IEEE, Turabian or a journal format.

However, in all cases, you should choose one consistent style of spacing for reference entries:

1) Single-space references with an extra single-space between citations;

OR

2) Double-space references with no extra space between entries. The following help file offers instructions on how to create the hanging indent common to many reference styles.

Step 9 will show you how to format hanging indents for single or double-spaced entries.

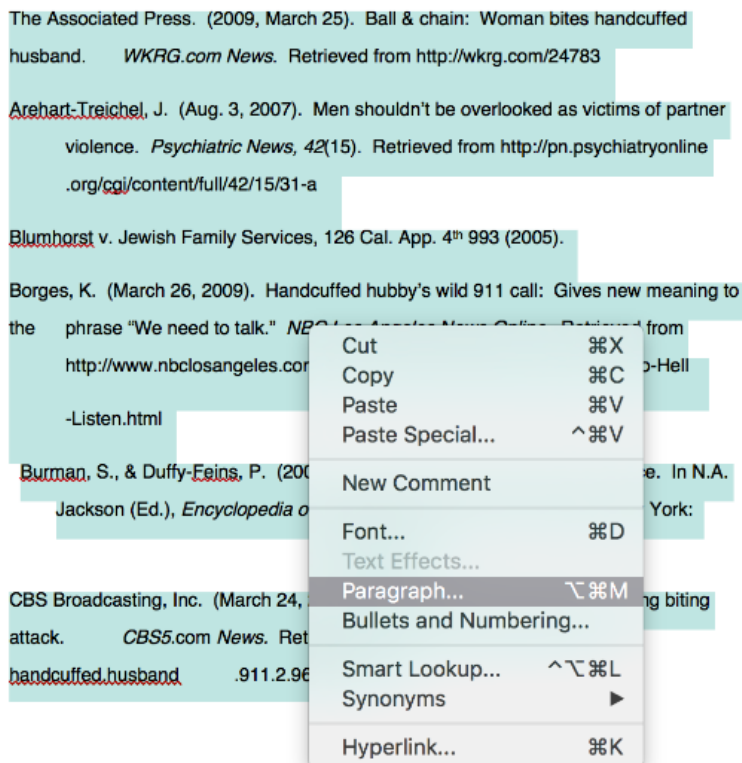
Please Note: This is NOT a guide to use of individual reference styles, like APA or MLA. Please consult the [University Writing Center](#), the [UCF Library](#) or your department's preferred style guide for that help.

Formatting Hanging Indents (Single-spaced entries, extra single-space between entries)

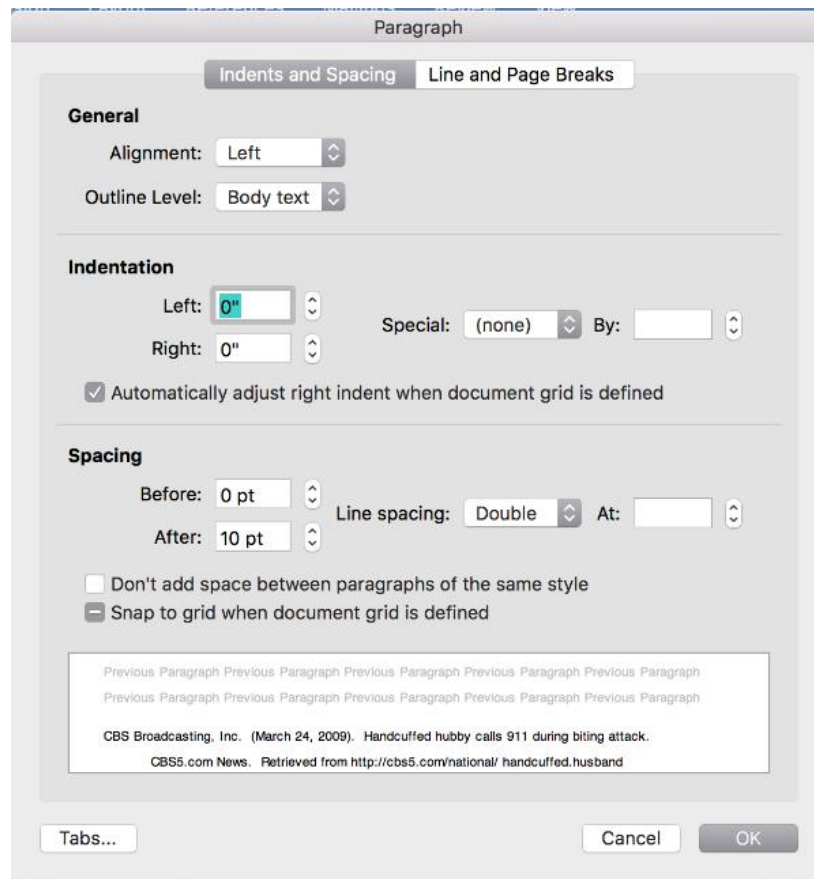
O'Neil, J.M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B.R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Nicol, A.A.M., & Pexman, P.M. (1999). *Presenting your findings: A practical guide for creating tables*. Washington, DC: American Psychological Association.

- Go to the REFERENCES page. Click and highlight all of your references.
- Right click on the highlighted area: it will bring up a menu.
- Select **Paragraph...**

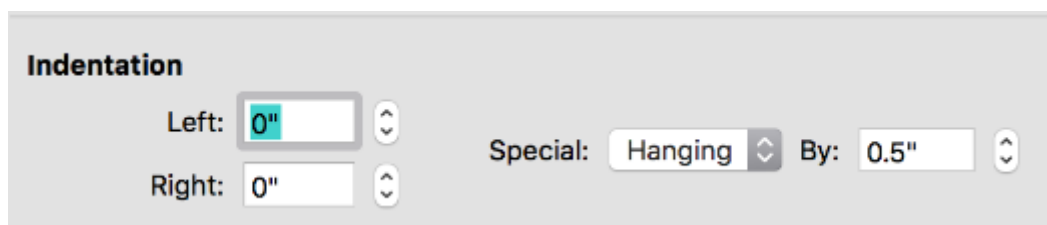


Another menu box will appear:



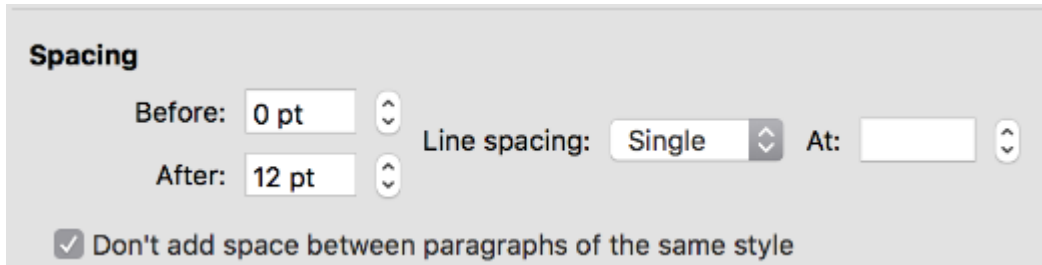
You should not need to change tabs at any point; the main concern is Indentation and Spacing. In the **Indentation** section, find "Special:."

- Click on the arrow next to (none) under "Special:" and select "Hanging" from that list.



The preview box below should reflect the hanging indent.

- Then, click on the arrow under Line Spacing: and select “Single” from that list.



- Make sure the choice “Don’t add space between paragraphs of the same style” is checked.
- Last, go under Spacing and in the “After:” section, select 12 pt.
- Hit **OK**.

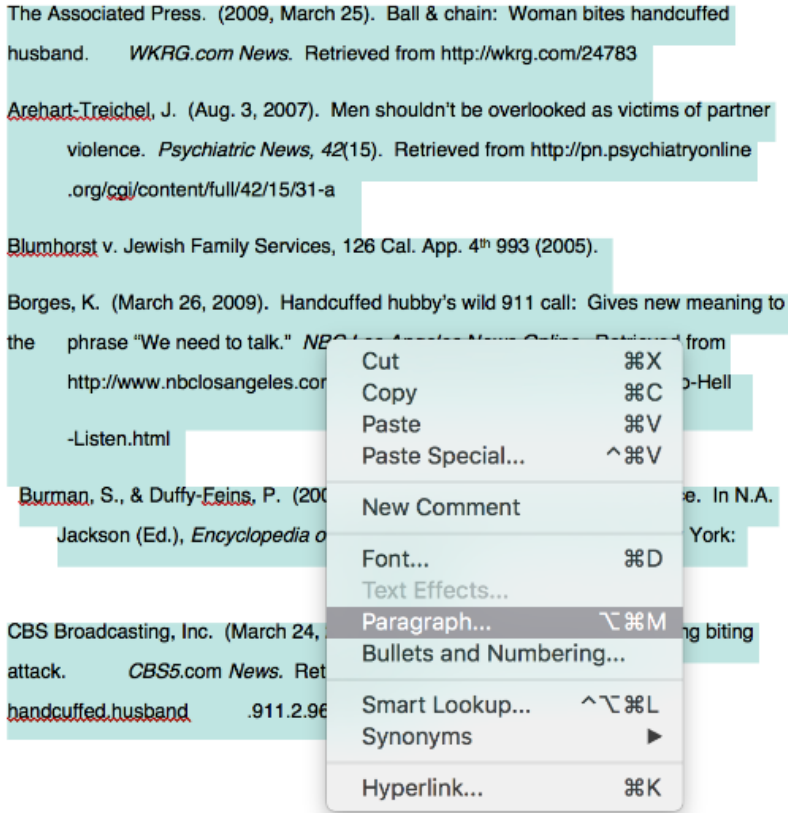
All references should change to reflect this and look like the example above.

Formatting Hanging Indents (Double-spaced entries, no extra space between entries)

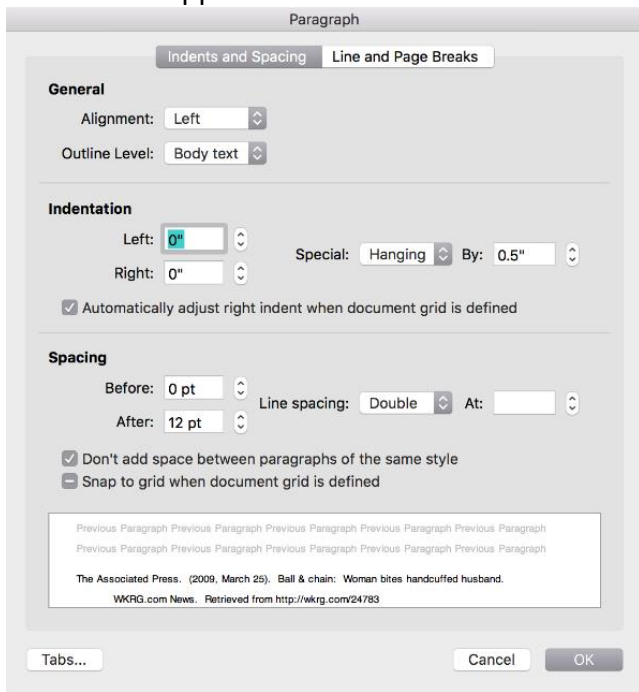
O’Neil, J.M., & Egan, J. (1992). Men’s and women’s gender role journeys: Metaphor for healing, transition, and transformation. In B.R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Nicol, A.A.M., & Pexman, P.M. (1999). *Presenting your findings: A practical guide for creating tables*. Washington, DC: American Psychological Association.

- Go to the REFERENCES page. Click and highlight all of your references.
- Right click on the highlighted area: it will bring up a menu.
- Select **Paragraph...**

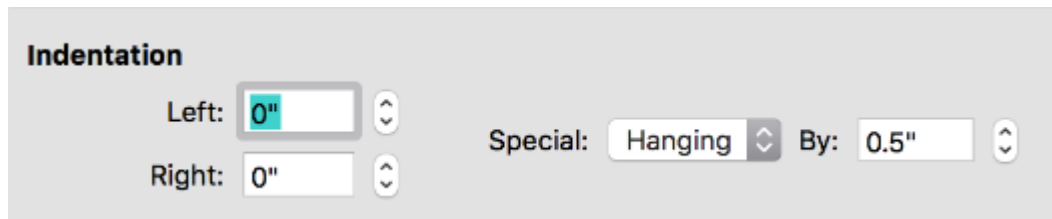


A menu will appear:



You should not need to change tabs at any point; the main concern is Indentation and Spacing. In the **Indentation** section, find “Special:” – it will have a drop-down menu beneath it.

- Click on the arrow next to (none) under Special: and select “Hanging” from that list.



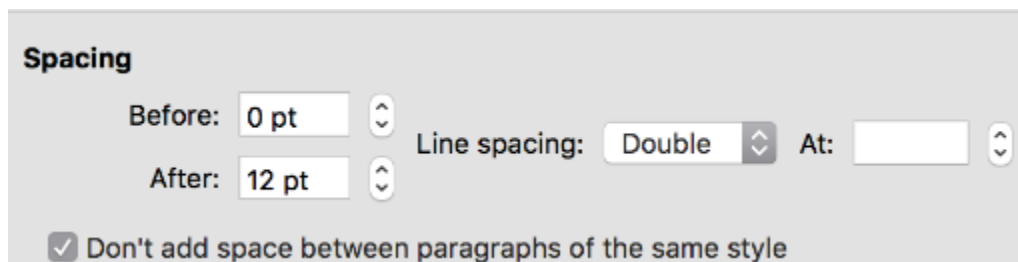
Indentation

Left: 0" Special: Hanging By: 0.5"

Right: 0"

The preview box below should reflect the hanging indent.

- Make sure that under Spacing: the Before and After sections are set to 0pt, and the Spacing is Double.
- Make sure the choice “Don’t add space between paragraphs of the same style” is checked.



Spacing

Before: 0 pt Line spacing: Double At:

After: 12 pt

Don't add space between paragraphs of the same style

- Hit **OK**.

All references should reflect the changes made and look like the second example above.

You are now ready for
[Step 10: Conversion to PDF](#)