



UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Step 8: Appendices

This PDF explains Step 8 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

UCF has a number of requirements related to APPENDICES, including the need for descriptive titles and buffer pages.

Step 8 will walk you through proper APPENDIX formatting.

Creating an APPENDIX Buffer Page

UCF requires that any APPENDIX content begin on the page following the APPENDIX title, creating a “buffer page.” To accomplish this, you’ll need to insert a page break.

Go to your last page of content before your REFERENCES section. Using the Caps Lock key, type the heading APPENDIX (and letter if you have more than one APPENDIX) and then a short descriptive title for your APPENDIX content. If you decide to stack the titles, make sure to single-space. So:

APPENDIX A: IRB APPROVAL LETTER

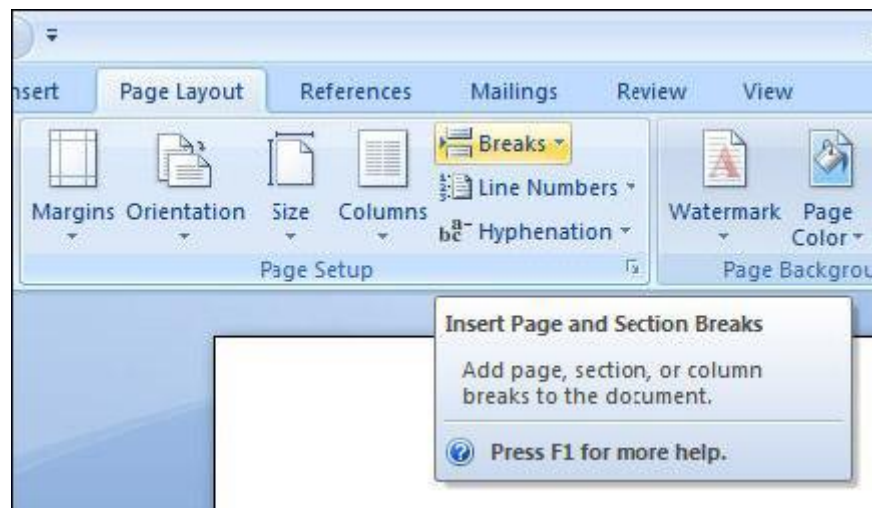
APPENDIX A:

IRB APPROVAL LETTER

- After typing, hit Enter one time.

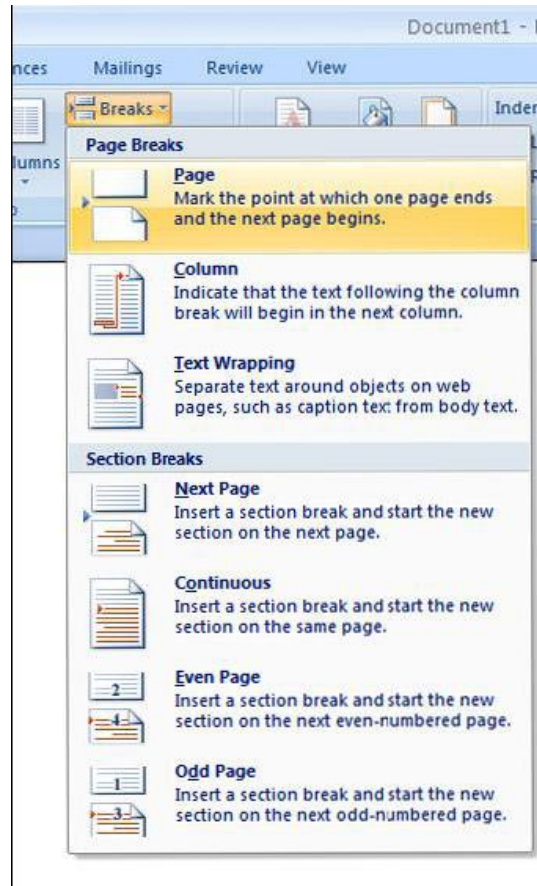
Now you’ll need to insert a break to start your content on the next page, so that your title acts as a buffer between regular content and APPENDIX content.

- Find the Page Layout tab.
- Select Breaks.



A drop-down menu will appear when you click on “Breaks.”

- Under **Page Breaks**, select **Page**.



Hit Return twice and then follow the same steps (Page Layout>Breaks>Page Break) to separate this APPENDIX from the next APPENDIX – or your REFERENCES, if you only have one APPENDIX.

Inserting Scanned Pictures

If you need to insert your IRB letter, or any survey instruments that you have scanned, be sure these files are JPEGs or one of the other acceptable file formats within your ETD. Please reference the Thesis and Dissertation [manual](#) (listed under “Acceptable file formats”) if you’re not sure about file types.

To insert a picture:

- Scroll up (or down) to find the page immediately after your buffer APPENDIX page. Place your cursor on the extra line created by the Page Break (or hit Return once at the top of the page).

If you haven’t already done so, check to be sure this line is not formatted as a Heading style. In the Home tab, you will see a section of the ribbon called “Styles.” In the lower right-hand corner of this section you will see a little diagonal arrow. Click on the arrow to bring up the Styles menu. The blank line should display as Normal.

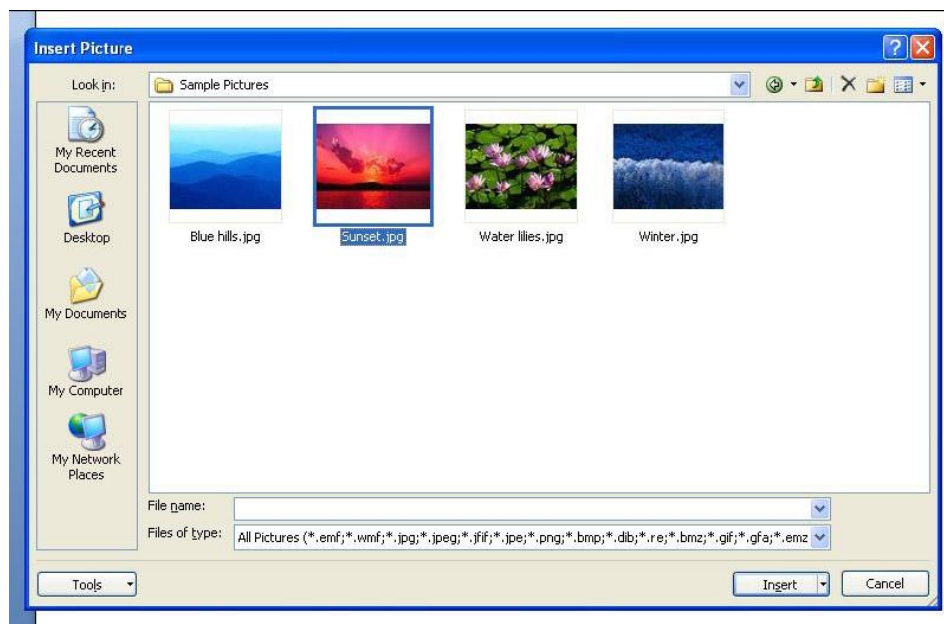
If it isn’t, put your cursor on the line and click on Normal.

- Now go to the Insert tab.

- Select Picture.



It will automatically bring up a dialog box for you to select the picture you want to insert.



- Find your image, then hit Insert.

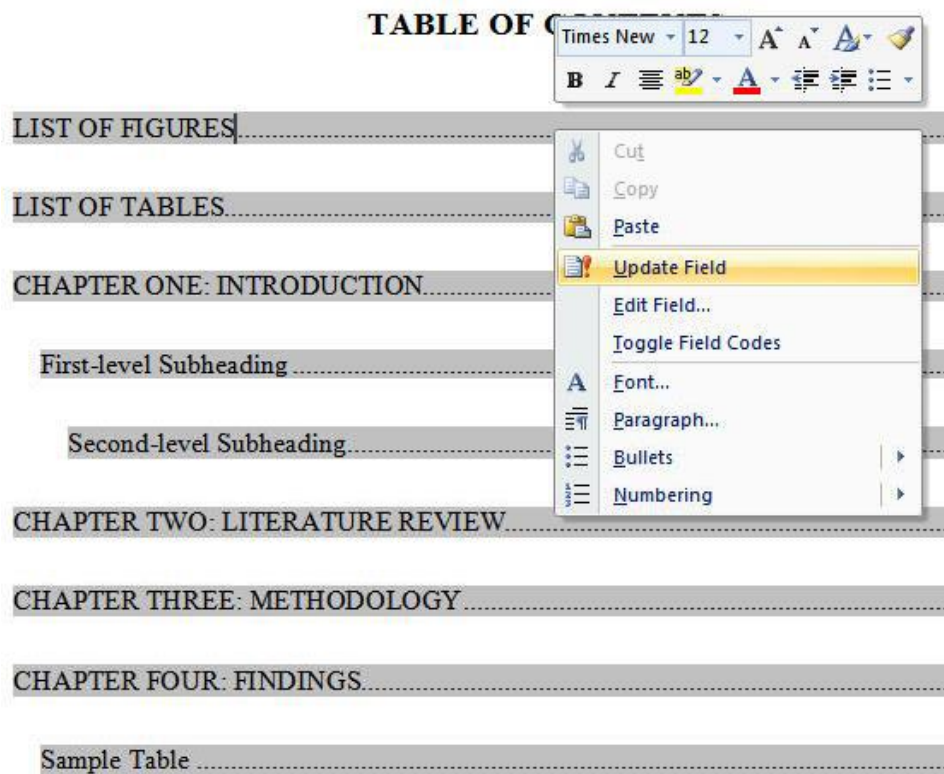
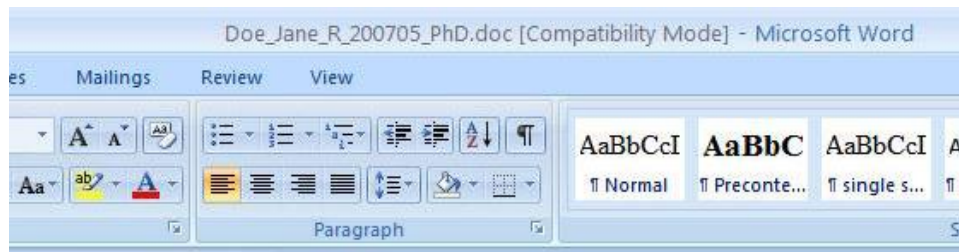
Your picture has been inserted.

Verify that your image meets existing margin requirements and shares formatting with other like images in the APPENDICES.

Next, you should update the TABLE OF CONTENTS to ensure that the new APPENDIX is reflected and that the page numbers will correct themselves.

Updating the TABLE OF CONTENTS

- Right-click on the grey area (within the TABLE OF CONTENTS itself). You will see two small menus popup.
- Choose “Update Field”



Another small menu will pop up:



- Choose “Update entire table” and hit OK.

That’s it! If you see any of your images in the TABLE OF CONTENTS, go back to the picture, highlight it, and change its formatting to Normal, then update the TABLE OF CONTENTS again.

You are now ready for
[Step 9: References.](#)