Equations, Formulas, and Symbols

This PDF explains 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 EQUATIONS, FORMULAS, and SYMBOLS, including the need for numbering and alignment.

This PDF will walk you through proper EQUATIONS, FORMULAS, and SYMBOLS formatting.
Creating and Formatting Equations, Formulas, and Symbols

UCF requires that all equations, formulas, and symbols follow the format of the approved style manual being used. Be sure to refer to your program’s style guide for specific instructions as to how equations, formulas, and symbols should be formatted.

Inserting Equations and Formulas
You must manually insert equations and formulas.

- Find the Insert tab.
- Select the Equation drop down menu, where you may either use an equation that Word has already created, or insert a new equation.
If you need to use an equation that Word does not feature, click on **Insert New Equation**. This will bring up a ribbon across the top of the screen that allows you to build your own equations.

An **equation box** will pop up in the body of your document, into which you can build your own equation or formula using the tools provided in the **equation ribbon** at the top of the screen.

Add adequate and consistent space both above and below equations or formulas to set them off from the text.

Although you are not required to include a list of equations in your document, equations and formulas still **must be numbered**. It is recommended that you keep a list for your own use. You do not have to include the chapter number, but it is recommended in order to assist you in keeping track of your equations and formulas.

Place equation numbers in parentheses near the right margin of the page and align them consistently throughout the document (see instructions below for information about properly numbering a aligning equation numbers) .
How to Set a Right-Aligned Equation and Caption Number

1. Place the cursor in the area you want an equation to appear.
2. On the References menu, click Caption.
3. In the Label list, select the open parenthesis. If it is not in the list of labels, you made have to Add New Label. Type in an open parentheses and click OK. In the Caption box, type a space, type a closing parentheses, and then click OK.
4. In the Word document, move the insertion point to the beginning of the line, before the caption.
5. Set a right-aligned tab at the right margin. For example, if the right margin is six inches from the left margin, set the right-aligned tab at six inches by doing the following:
   a. On the Page Layout menu, click Paragraph.
   b. In the pop-up Paragraph menu, click Tabs.
   c. In the Tab stop position box, type 6.
   d. Under Alignment, click Right, and then click OK.
• Press the TAB key to move the caption to the right edge of the page.
• If you haven’t done so already, insert the equation in the document.

\[(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}\] (1.2)

• In the text, be sure to refer to equations and formulas by their number (e.g., “Equation 1 demonstrates”; “as displayed in Equation 2.5”).

**Inserting Symbols**
You must manually insert symbols.
• Find the Insert tab.
• Select the Symbol drop down menu, where you may either choose a symbol from those provided, or click on More Symbols for a full array.
• If you must choose More Symbols, simply select the symbol you require from the pop-up menu and click Insert.

Questions?
Please contact the Editor at editor@mail.ucf.edu