

### Guidelines for Preparation of Publication and Other Creative Efforts Lists

The following guidelines are provided to assure the best possible presentation of materials for evaluation.

1. Items in the lists of peer reviewed/refereed publications ("Publications: Journals") or other creative activities ("Creative Work") should each be assigned a permanent number.

The term "peer reviewed/refereed" refers to publications and creative activities subject to critical review; i.e., works of art or literature assessed by scholars and peers with the appropriate knowledge and expertise. This criterion applies to conference or symposia proceedings, book chapters and preprints.

The judgment of department peers and faculty review committees in evaluating the quality of a research record is indispensable. Faculty closest to the discipline are best able to advise on the extent to which published articles have been subject to peer review.

2. Publications and creative activities should be listed separately under the following categories: (a) published or completed; (b) in press or scheduled; and (c) submitted.
  - The term "in press" designates works accepted for publication without further content revision. Each "in press" item should indicate the journal or publisher and when it is projected to appear in published form. A copy of the letter of acceptance or galley proof must be submitted with the action.
  - Only published or in-press articles may be included in the advancement evaluation; submitted or in-preparation articles are not considered.
3. Authorship is clearly indicated, with the exact order of all authors provided; for events in the creative arts, the candidate's contribution is defined.
4. The complete unabbreviated names of journals or publishing firms are indicated.
5. Complete pagination and the year of publication is provided.
6. Abstracts, reviews, and reports having limited distribution are designated and listed separately from works covered in items 1 and 2 above.
  - "Limited distribution" refers primarily to preliminary reports of research findings (e.g., annual or progress reports to governmental agencies or commissions; transcripts or written summaries of invited talks and lectures; "in-house" publications), which often are presented to a small audience.
7. Lectures, oral presentations, papers presented at meetings, and seminars should also be identified under "Presentations". (Those covering material simultaneously or subsequently published should be explained in the candidate's statement.)
8. Annotation of the publication and creative activities lists are as follows:
  - Draw a line in the lists to indicate all prior positive advancements
  - Make the following notations:
    - Major mentoring role
    - Refereed
    - Publication or Creative Activity included in the review period
    - Most significant works

9. For “Contributions to Jointly Authored Works” and “Contributions to Jointly Created Works”, identify the leadership role and contribution of the faculty member. Examples of leadership include developing the concept, inventing or applying creative or novel analytic techniques, making key discoveries, changing or guiding the interpretation of findings, and writing substantial sections of the paper. Do not describe the role of all authors. Percent of effort should not be included.