

Data Entry Requirements

When entering publications, all items must be entered in Categories and assigned a Status. Categories may be employed according to the norms of the discipline, and may include:

1. Technical journal articles
2. Review articles
3. Conference proceedings
4. Book chapters and contributions

Important:

- Items are considered technical/ scholarly when they are directed to other experts in the field. Items are considered semi-technical/scholarly when they are directed to non-experts.
- Each item should be identified as Published, In Press, Submitted or In Preparation.

For additional guidance, please refer to the CALL <https://academicpersonnel.ucr.edu/the-call> or consult with the Academic Personnel staff in your department.

Published

This is work that has appeared in final, published format. For each citation, please provide:

1. Complete citation information (page/volume numbers, full journal title)
2. Indicate if refereed, non-refereed, and/or invited.
3. The citation listing, indicate whether the item will appear exclusively as an electronic publication, or whether it will also appear in print. In the case of multiple-authored work, the sequence of authors shall be listed in the order they appear on the publication.
4. If possible for electronic publications, the DOI (Digital Object Identifier) and article ID

Note:

- Articles are considered refereed when they have been evaluated by other scholars prior to acceptance for publication. Articles are considered non-refereed when the judgment of the editor is the sole determinant of acceptance for publication.
- In the case of multiple-authored work, the sequence of authors shall be listed in the order they appear on the publication.

For additional guidance, please refer to the CALL <https://academicpersonnel.ucr.edu/the-call> or consult with the Academic Personnel staff in your department.

In Press

Items that have been unconditionally accepted for publication are included as In Press. Letters of acceptance must be included for any refereed item listed as In Press. List the date accepted (or the date the galley was received), publisher, and number of manuscript pages (or published pages, if known). For books to be considered accepted for publication, the book must be completely written and unconditionally accepted by a publisher. Chapters are considered In Press when all of the following are true: (i) the chapter is fully completed, (ii) the chapter has been unconditionally accepted by an editor, and (iii) the chapter is contained in a book that has a signed contract with a publishing company.

Submitted

This is work that has been submitted but not yet accepted. Submitted items should include the submission date, publisher, number of manuscript pages, and order of authorship as it appears on the manuscript. For

an article, chapter, book, or edited book to be listed as submitted the entire manuscript must have been submitted to the publisher, not a partial or incomplete manuscript.

Submitted items should not be counted in the review nor mentioned in the department letter except briefly. For cases of reappointment of Assistant Professors or Appraisals, submitted items may be considered in the review and mentioned in the department letter. In these cases the discussion of the submitted work is expected and the evaluation should be based on careful reviews of the appointee's progress, promise, and achievement.

In Preparation

This is work that has not been completed and is available for review. Such work is not counted for the advancement (except in cases of reappointment of Assistant Professor), but it can be used as evidence of continuing research activity.

Note:

To upload or append a PDF file to a Publication:

1. In the Edit Publication window, click on the Additional Info tab.
2. Scroll down to the Attach Publication section
3. Drag and drop the PDF file, or click in the upload area to choose from your files.

These are general system guidelines on entering publication information and is not meant to replace policy. Please refer to the CALL for the most current policy information: <https://academicpersonnel.ucr.edu/the-call>.