How to correctly Flag peer reviewed journals as Refereed

To correctly flag peer reviewed journal articles use the following instructions

1. Locate the peer reviewed journal article to be flagged
2. Click on it and Scroll down to the “Optional Fields” Section
3. Locate the “Type of Article” field in this section and enter “Refereed” into the field
4. Click an empty space outside the field and the data will be saved automatically
5. The peer reviewed journal is now flagged correctly as refereed

As a rule:

All peer reviewed journals are to be flagged as “Refereed” in the “Type of Article” field. If the journal is not peer reviewed, it is imperative to leave the “Type of Article” field blank. Do not write “non-refereed”, “not peer reviewed” or any variation thereof. This only interferes with the extraction process and delays the uploading of your publications to the Florida Experimental Agricultural Station.