

UF/IFAS Annual Reporting of Peer-reviewed Journal Articles 2016 Guidelines

Goal:

Generate a list of unique 2016 peer-reviewed journal articles that reflect research conducted by UF/IFAS faculty while working for UF/IFAS and by [USDA/NIFA Classification](#). We recognize that this list is a subset of your total written output for 2016. We are required to report just these articles to inform USDA capacity funding allocations. Please know that we make this list available online where our extension colleagues have found it useful in identifying faculty to help with their programs.

Reporting guidelines:

- The preferred reporting method is Endnote Web (Endnote Basic). The UF Libraries have detailed [tutorials](#) on how to pull in citations from the Web of Science and Google Scholar.¹ Manually inserting citations does not work well and should be avoided.
- The preferred citation style is APA 6th, but with the inclusion of all authors (i.e., do not use “. . .” or “et al.” in the author list). Be sure to verify the correct order and spelling of authors’ names.
- Every faculty is assigned to a unit and reporting is to be at the unit level; that is, faculty should only report their publications to one unit. Campus departments should NOT report publications by faculty that are assigned to a Research and Education Center (or those that include students supervised by such faculty).
- Every citation should include papers that reflect the work of UF/IFAS faculty, which means that at least one author of the published article needs to be assigned to the UF/IFAS unit reporting the publication.
- It is preferable to only include articles with a 2016 publication date; however, as with last year, articles that are camera-ready and awaiting assignment to a volume/number can be reported if they have a doi. Please note that “in press” articles included this year cannot be included in subsequent years.
- Only include weblinks to articles that are NOT in print (i.e., are exclusively offered online, such as the *Journal of Extension*).
- A final review of articles at the unit level should eliminate the following:
 - i. All duplicate publications.
 - ii. Articles reported in previous years, including those that were in press.
 - iii. All abstracts, symposium papers, white paper summaries of moderated sessions, etc., even if they have been accepted for presentation or reviewed by the editor.
 - iv. All contributions such as book reviews, proceedings, correspondence, clarifications/corrigendums, comments, notes, and first reports, etc., that are not peer-reviewed journal publications (“First reports” in the Disease Notes section of *Plant Disease* and “Scientific Notes” in *Apidologie* are not but “First reports” in *Plant Health Progress* are). While these contributions may be approved by editor(s), and published in journals that include peer-reviewed research, they should not be included in this list.

¹ If the hyperlink to the library tutorials does not work, enter the following address into your internet browser:
<http://tinyurl.com/endnote-tutorials-ifas>.

- After the unit-level lists have been finalized by the UF/IFAS Endnote Publication Coordinator, the Associate Dean for Research will work with each unit to assign the USDA/NIFA Classification that best reflects the content (i.e., either I – IX):
 - I. Natural Resources and Environment
 - II. Plants and Their Systems
 - III. Animals and Their Systems
 - IV. Agricultural, Natural Resource, and Biological Engineering
 - V. Food and Non-Food Products: Development, Processing, Quality and Delivery
 - VI. Economics, Markets and Policy
 - VII. Human Nutrition, Food Safety, and Human Health and Well-Being
 - VIII. Families, Youth, and Communities
 - IX. Program and Project Support, and Administration, Education, and Communication

Deadlines:

- Sunday, January 15th, 2017: Faculty report to unit
- Thursday, January 19th, 2017: Units report to Publication Coordinator
- Wednesday, February 22nd, 2017: Publication Coordinator queries unit leader (if necessary)
- Wednesday, March 1st, 2017: Unit leaders respond to Publication Coordinator (if necessary)
- Wednesday, March 15th, 2017: Publication Coordinator reports to Associate Dean
- February 27 – March 17th: Associate Dean works with unit leader to assign USDA Classifications

Contacts for more information:

UF/IFAS Endnote Publication Coordinator

Christine Towler
 Marston Science Library Room 215
 (352) 273-0370
 endnoteweb@uflib.ufl.edu
 Office Hours: Fridays (10am-1pm)

UF/IFAS Associate Dean for Research

Sherry Larkin
 1022 McCarty D
 (352) 392-1374
 slarkin@ufl.edu
 Office Hours: M-F (8am-5pm)