

2023 UF/IFAS Annual Report of Peer-reviewed Journal Articles –Creating References

Publication data is the information describing an individual journal article and is formatted as a **Reference**.

- I. Each **reference** must include the following data:
 - A. Author(s)
 - i. All authors in the order in which they appear in the author information of the journal article
 - B. Year Published as “format of record.” The article must be in its final form. Exclude articles in these stages: early view, online first, first look, in press, advanced release, accepted, etc.
 - i. Must occur during reporting year of Annual Report
 - C. Article Title
 - i. *As published* in “format of record”
 - D. Journal Title
 - i. The official title of the journal – no abbreviations
 - E. Volume Number
 - i. Must be greater than zero
 - F. Issue Number
 - i. Must be greater than zero
 - ii. May use **N.a.** if not provided by publisher
 - G. Page Numbers or Article Number
 - i. Article Number is accepted if article “format of record” is digital
 - H. Digital Object Identifier (DOI)
 - i. Does not determine “format of record”

II. Examples:

A. Spreadsheet

Author(s)	Year	Article Title	<i>Journal Title</i>	Volume	Issue	Pages/ Article Number	DOI
Acevedo, M. A.	2020	Teaching quantitative ecology online: An evidence-based prescription of best practices	<i>Ecology and Evolution</i>	10	22	12457-12464	10.1002/ece3.6607

B. Citation

Acevedo, M. A. (2020). Teaching quantitative ecology online: An evidence-based prescription of best practices. *Ecology and Evolution*, 10(22), 12457-12464.

C. EndNote Reference

- a. Data should be imported from Web of Science or other online resource
 - i. Information on importing is available on the Publication Reporting website <https://research.ifas.ufl.edu/resources/publication-reporting/> under EndNote Basic Tutorials
- b. Do not 'copy & paste' data into fields in EndNote as this causes problems when creating bibliographies

III. Incomplete references may be returned to the Unit for revision

- A. Incomplete references will not be submitted to the UF/IFAS Office of Research for inclusion in the annual report

IV. The examples here show 2020 articles. Please be sure to only report papers published in final form in 2023.