UF/IFAS Annual Reporting of Peer-reviewed Journal Articles
2017 Guidelines

Goal:
Generate a list of peer-reviewed journal articles published in 2017 that reflect research conducted by UF/IFAS scholars while working for UF/IFAS. The list will be organized by unit (department or REC) and, separately, a master list of unique publications will be organized by the UF/IFAS Office of Research according to categories required for USDA/NIFA reporting. We recognize that this list is a subset of your total written output for 2017. We are required to report just these articles to inform USDA capacity funding allocations. This list will also be available online to help identify current research findings and identify specific expertise.

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. Please notify the EndNote Coordinator if citations were manually entered into EndNote.
- Maintain the same order of authors as in the publication. Verify the correct spelling of authors' names. All authors are to be included in this report (i.e., do not use ". . ." or "et al." in the author list). The reports will use a modified APA 6th ed. citation for the inclusion of all authors.
- 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.
- Only publications that were published in final form in 2017 are to be included. "In press", "accepted", and "First look" articles, for example, will not be included.
- Only include weblinks to articles published in journals that do NOT have a print version (i.e., are exclusively offered online, such as the *Journal of Extension* and *PLoS ONE*).
- Before submission, each unit should conduct a final review of articles to eliminate the following:
  i.   Duplicate publications.
  ii. Articles reported in previous years.
  iii. Contributions that are not peer-reviewed journal "articles" such as book reviews, proceedings, abstracts, symposium papers, opinions, summaries of moderated sessions, corrigendums, comments and notes; 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.

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[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.

Deadlines:
- Monday, January 15th, 2018: Faculty send publications to their assigned unit
- Thursday, January 18th, 2018: Unit sends master list to the Publication Coordinator
- Wednesday, March 1st, 2018: Unit leaders respond to Publication Coordinator (if necessary)

Contacts for more information:

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