UF/IFAS Annual Reporting of Peer-reviewed Journal Articles
2020 Guidelines

Goal:

Generate an accurate list of peer-reviewed journal articles that: (1) were published in 2020 *in their final form* and (2) that reflects 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 generated for reporting and assessment needs. We are required to report only peer-reviewed journal articles to inform USDA capacity funding allocations. Therefore, the list necessarily focuses on a subset of your total written output for 2020 (i.e., articles reported in Section 16.i. of the T&P packet). Notably, this list will be made available online to help identify faculty with specific expertise within UF/IFAS, and to highlight current research findings.

Reporting guidelines:

- The UF Libraries have detailed [tutorials] on how to export citations from the Web of Science and Google Scholar. If you use this method, be sure that the citations are associated with your faculty (some names are common in the scientific world). Manually inserting citations does not work well and should be avoided. Alternatively, the unit list may be submitted in MS Excel or Word.
- 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.
- Verify that the publication is not a predatory journal. Valid journals are included in reputable databases such as [InCites Journal Citation Reports], which apply rigorous criteria for scholarship and adherence to best publishing practices.
- 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 while working for UF/IFAS, which means that at least one author of the published article needs to be assigned to the UF/IFAS unit reporting the publication and the affiliation needs to be present *in the byline* of the article. Be sure to check this for all new faculty.
- Only publications that were published in final form in 2020 are to be included. "In press", "accepted", "advanced release", "preprint" and "first look" articles, for example, will not be included.
- For journals that do not assign page numbers, submit the article number.
- Provide the Digital Object Identifier (doi) for all articles where available.
- 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, errata, 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. If an article type is questionable, please include a weblink to a site that describes the review process.

- See the [Publication Reporting](#) website for further detail and examples.

Deadlines:
- Wednesday, January 13, 2021: Faculty send publications to their assigned unit
- Friday, January 15, 2021: Unit sends master list to the Publication Coordinator
- Monday, March 1, 2021: Unit leaders approve final list for the UF/IFAS Office of Research

Contacts for more information:

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