UF/IFAS Annual Report of Peer-reviewed Journal Articles –
Preparing the Unit List

The UF/IFAS Annual Report of Peer-reviewed Journal Articles is created by the UF/IFAS Office of Research from a master list of unique titles compiled by the UF/IFAS Publication Coordinator and is compiled from publication data submitted by each UF/IFAS unit. Publication data is the information describing an individual journal article.

I. Instructions:
   A. Format
      i. Spreadsheet or Word document
         1. Templates for creating a Unit list will be provided by the UF/IFAS Publication Coordinator, as needed
            a. List not following a designated template may be returned to the Unit for revision
      ii. Unit EndNote Group
         1. Must be shared with the UF/IFAS Publication Coordinator
   B. Sort Order:
      i. Alphabetical order by the first author’s last name.
         1. Lists sorted by contributing faculty members may be returned to the Unit for revision
   C. Contents:
      i. Publication data formatted as References representing individual journal articles
      ii. Each reference must be in compliance with 2019 Reporting Guidelines
      iii. Each reference must include the following data:
         1. Author(s)
            a. All authors in the order in which they appear in the author information of the journal article
         2. Year Published as “format of record”
            a. Must occur during reporting year of Annual Report
         3. Article Title
            a. As published in “format of record”
         4. Journal Title
            a. The official title of the journal – no abbreviations
         5. Volume Number
            a. Must be greater than zero
         6. Issue Number
            a. Must be greater than zero
         7. Page Numbers or Article Number
            a. Article Number is accepted if article “format of record” is digital
         8. Digital Object Identifier (DOI)
            a. Does not determine “format of record”
      iv. Incomplete references may be returned to the Unit for revision
         1. Incomplete references will not be submitted to the UF/IFAS Office of Research for inclusion in the annual report
      v. Unique references only – no duplicate references
         1. Lists containing more than 5% duplicate references may be returned to the Unit for revision

Unit lists are submitted to UF/IFAS Publication Coordinator by 4:00pm ET on the third Thursday in January in the year following the reporting year