

## 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**