

Bibliography Format (Letters & Science)

Each dossier must include a complete bibliography in the L&S format. The candidate is responsible for preparing an accurate bibliography containing these sections:

- A. Published Work: Peer reviewed work, which one would expect to find in major libraries, or prestigious online sources.
- B. Unpublished Work: Completed or abandoned work that will not be published. Indicate "None" for this section if no items are listed.
- C. Work in Progress: Peer reviewed work-in-progress. Includes categories such as "accepted by," "forthcoming in," "submitted to," "in preparation for," "in press," and work even less advanced.
- D. Non-Peer Reviewed Published Work: If applicable, in-house working papers, technical reports, or other non-peer reviewed, published work may be included in this section.
- E. Other Media: If applicable, non-peer reviewed work (e.g. abstracts, patents, digital media, film, etc.)

Bibliography Format

- Entries in the bibliography should adhere to a standard format. Different disciplines have distinct traditions and categories for listing bibliographical items. The L&S Personnel Office recommends the format listed below:

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|-----|---|------------------|
| 36. | A.B. Bath, C.D. Room and E.F. Scale, "Starvation Among the Obese," MacMillan, 1996 (360 pages). | BOOK |
| 37. | C.D. Room, "Carcinogens in Soda Pop," Dietetic Cola Journal 17, (1998), pp. 57-68. | RESEARCH ARTICLE |
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Since Last Review

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| 38. | C.D. Room, "The Health Benefits of Chocolate," Confectionery Review 40, (1998), pp. 142-164. | POPULAR ARTICLE |
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- The running number is on the left, the publications category is on the right. Customary categories are: BOOK, EDITED BOOK, CO-EDITED BOOK, CO-AUTHORED BOOK, TEXTBOOK, CHAPTER IN EDITED BOOK, MONOGRAPH, RESEARCH ARTICLE, REVIEW ARTICLE, POPULAR ARTICLE, and BOOK REVIEW.
- Translations and reprinted works must be listed below the original article and indented, without a new number, but with a notation, e.g., TRANSLATION INTO FRENCH, 1995. An exception to this would be if the translation is an original work, i.e., the candidate has translated an article, book, etc. However, if someone has done a translation of the candidate's work, the above procedure regarding reprints and translations would apply.
- In multi-authored works, the authors must be listed in the order in which they appear in the publication. For edited books, some indication of the faculty member's contribution, e.g., introduction, summary, etc., must be given.

- The number of pages must be specified for each entry.

Bibliographic Entries

- All entries must be numbered chronologically beginning with item "1" (e.g. A1, A2 ...). This arrangement provides a cumulative overview of the candidate's scholarly activities.
- Once a number is associated with a particular work in a specific section, it should remain attached to it permanently. For example, A3 should never become any other item in section A. Each item should appear in the bibliography only once.
- When an item appearing in section C. Works in Progress, is published, it should be moved to section A. Its bibliographic description in section C should be replaced by a reference to section A. For example, next to C15 should be the notation: See A30. In future dossiers, no further reference should be made to C15 and that particular number should be retired from use. This arrangement makes it easier to trace a given work, even if the author elects to change its title, co-authors, format, etc.
- For all divisions, please draw a horizontal line after the work listed in the previous advancement. Add new material since last advancement below the line. Note:
 - a. For the *Humanities division*, include all of the lines since advancement to rank for hurdle actions.
 - b. For the *Social Sciences division*, include all of the lines since appointment for every action.

Miscellaneous

- If an item has been inadvertently left out of the bibliography, for the *Physical Sciences and Life Sciences* divisions, insert the item in the correct chronological location, asterisk it, and notate at the bottom of the page: "*Item #_____ was omitted from the previous bibliography due to oversight. Renumbering is necessary to accommodate the insertion.*" This notation should be typed at the bottom of the bibliography's first page and on all other applicable pages.

For the *Humanities and Social Sciences* divisions, if an item has been inadvertently left out of the bibliography, you may follow the format above, or, insert/number the item as the first new published work in the dossier, though you must still use the original publication date. Since the publications will be out of sequence, notate at the bottom of the page: "*Item #_____ was omitted from the previous bibliography due to oversight, and is listed here out of sequence per exception.*"

- Invited papers presented at professional conferences should not be included in the bibliography. Such papers should be listed in the "Other Professional Activities" section of the data summary pages.