

FACULTY PUBLICATIONS SUBMISSION: GUIDELINES  
College of Arts & Sciences  
Eastern Kentucky University

1. Why catalog faculty publications?

- Provides key performance indicators required for Strategic Directions 3.2 of the College and University strategic plans.
- Faculty can learn about each others research and, perhaps, develop collaborative projects.
- Report our publication records to other constituencies as necessary.
- Provide us with a better understanding of publication practices of different disciplines.
- Departments can readily generate summaries for purposes such as program reviews, accreditation reports, student and faculty recruitment.

2. What kinds of publications should be reported?

- A rather detailed list is provided below under the heading: *Classification guide for publications/creative activities.*” This list is meant to capture the wide range of publication types possible in our college and includes categories for performing and artistic endeavors. The items are numbered to help in the identification of the different categories and the numbers do not necessarily indicate order of importance. It is important to place each article in the appropriate category as our reporting functions sometimes require only a specific type of publications, e.g., peer reviewed articles.
- The list of faculty publication is meant to be a collection of scholarly publications and thus **articles appearing in outlets such as newspapers and newsletters should not be included**. If such articles have scholarly value, then effort should be made to publish their scholarly aspects in the proper disciplinary outlets.
- Scholarly work reported here should be those in the public domain for which a complete citation is available (see No. 3).

3. What information should be included?

For a publication to be included in the college catalog of publications a complete citation that would allow the article to be searched and retrieved by interested parties must be provided.

The complete citation can be provided using the standard scholarly citation format from the faculty member’s field but it should include the following elements: **Author(s)**, **Title** of work, **Outlet** (e.g. name of journal), **Year**, **Volume**, **page numbers**. Some specific examples are given below.

**Articles:**

Author(s) in order as they appear on the article, Title, Journal (or the appropriate outlet), Year, Volume, pp.

**Books:**

Author(s) in order as they appear on book, Year, Title, Publisher.

**Book Chapters:**

Author(s) in order as they appear on the chapter, Year, Title of Chapter, In: Title of book, editor(s), Publisher, pp.

**Published Proceedings/Transactions:**

Author(s) in order as they appear on the article, Year, Title, In: Title of Proceedings, editor(s), Publisher, pp.

**Performances/Exhibits/Productions:**

Title of work, Presenter(s) in order as they appear on abstract/program, Title of event (or gallery name), Location (Institution, City, State), Month, Date, Year.

**CLASSIFICATION GUIDE FOR PUBLICATIONS/CREATIVE ACTIVITIES**  
**College of Arts and Sciences, Eastern Kentucky University**

**PUBLISHED WORKS**

1. Peer reviewed journal article
2. Editorially- or peer-reviewed creative work (e.g. individual poem, essay, short story)
3. Scholarly book
4. Editorially- or peer-reviewed book of creative work (e.g. novel or collection of poems, short stories, or essays)
5. Peer reviewed proceedings
6. Peer reviewed textbook
7. Peer reviewed book chapter
8. Editorially reviewed book chapter
9. Peer reviewed book review
10. Editorially reviewed book review
11. Peer reviewed technical report
12. Editorially reviewed technical report
13. Editorially reviewed journal or other professional article
14. Books edited, annotated or translated
15. Non reviewed journal article
16. Non peer reviewed proceedings
17. Non peer reviewed textbook
18. Non reviewed book chapter
19. Non reviewed book review
20. Non reviewed technical report
21. Encyclopedia entry
22. Article translation
23. Commercial lab manual (must have ISBN number)
24. Commercial study guide (must have ISBN number)
25. Educational software
26. Popular articles of disciplinary nature
27. Compact disc recording (must be commercially done)
28. Other published work (that does not fit into categories 1-27; please explain).

**PERFORMANCES, EXHIBITIONS, PRODUCTIONS:**

*Indicate if performances, exhibits, or productions were on or off campus, and indicate whether state, regional, national, or international. Where appropriate, indicate if performance, exhibit, or production was invited or non-invited.*

29. Juried performance (e.g. play, concert, exhibition, recital)
30. Juried composition/arrangement
31. Juried production (e.g. director/choreographer, script writer, curator of exhibition)
32. Juried Technical Directions (Theater)
33. Juried production design or construction (e.g. scenery, lighting, costumes)
34. Non juried performance (e.g. play, concert, exhibition, recital)
35. Non juried composition/arrangement
36. Non juried production (e.g. director/choreographer, script writer, curator of exhibition)
37. Non-Juried Technical Directions (Theater)
38. Non juried production design or construction (e.g. scenery, lighting, costumes, professional web design)
39. Commissioned work
40. Permanent collection
41. Portfolio exchange
42. Clinics//workshops
43. Other artistic work (that does not fit into categories 29-42; please explain)

## PRESENTATIONS

The College of Arts & Sciences and ECU's Strategic Plans require the tracking of faculty-student research collaboration, including publications and presentations. Reporting units (departments) should, therefore, maintain a record of graduate and undergraduate students conducting research/independent studies (including creative activities) with faculty each year.

Reporting units should also maintain a record of faculty presentations, including the number of graduate and undergraduate student co-presenters. This should include performances, exhibitions and productions that are not considered as "scholarly publications" and thus not included in the college's *classification guide for publications/creative activities*.

**The college will not ask for complete citation for items under presentations. Only a summary will be required.** Reporting units may want to summarize data under the following categories. Reporting units in the fine arts may use equivalent categories.

SUMMARY OF PROFESSIONAL PRESENTATIONS				
Department of _____				
Academic Year _____				
	Event	Number of Events	Number of Faculty	Number of ECU Students
1	Invited scholarly presentations			
2	Peer reviewed scholarly oral presentations			
3	Peer reviewed scholarly poster presentations			
4	Non peer reviewed scholarly oral presentations			
5	Non peer reviewed scholarly poster presentations			
6	Other presentations (e.g. workshops, panel , matching band activities)			

Each department may want to consider a systematic method for faculty to cite their presentations. Some examples are given below. The date should include month and year. This will help in compiling the summary lists that require presentation data to be reported by academic year rather than calendar year.

### **Conference presentations:**

Title, Presenter(s), Title of conference/Institution, Location, Date (Month & Year), Abstract/Session Number.

### **Performances/Exhibits/Productions:**

Presenter(s) in order as they appear on abstract/program, Title of work, Title of event (or gallery name), Location, Month, Year.

### **Other professional meetings/workshops**

Title of Meeting or Workshop, Date (Month & Year), University or Organization, Role if any (e.g. chair, organizer), Location