

Bibliography Format (Letters & Science)

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

- A. **Published Work.** Work published in the public domain which one may reasonably expect to find in major libraries other than at UCLA.
- B. **Unpublished Work.** Completed work which the candidate does not intend to publish in the public domain, even though the work may be printed, available from the candidate, or available in UCLA libraries. In-house working papers and technical reports may be included in this section.
- C. **Work in Progress.** Includes such categories as "in-press," "accepted by," "forthcoming in," "submitted to," "in preparation for," and work even less advanced. Galleys are considered "works in progress" until actually published.
- D. **Other Media** (e.g. online journals, film, CD, etc.)

Bibliography Format

- A. Entries in the bibliography must 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:

- | | |
|--|---------------------|
| 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," <i>Dietetic Cola Journal</i> 17,
(1998), pp. 57-68. | RESEARCH
ARTICLE |

Since Last Review

- | | |
|--|--------------------|
| 38. C.D. Room, "The Health Benefits of Chocolate," <i>Confectionery Review</i>
40, (1998), pp. 142-164. | POPULAR
ARTICLE |
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- B. The running number is on the left, the publications category is on the right. Customary categories are: BOOK, TEXTBOOK, EDITED BOOK, CHAPTER IN EDITED BOOK, MONOGRAPH, REFEREED JOURNAL, RESEARCH ARTICLE, REVIEW ARTICLE, POPULAR ARTICLE, and BOOK REVIEW.
- C. 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.
- D. 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.
- E. The number of pages must be specified for each entry, either specifically (pp. 21-50) or by total pages (29 pages).

Bibliographic Entries

- A. All entries in sections A, B and C must be numbered chronologically beginning with item "1." This arrangement provides a cumulative overview of the candidate's scholarly activities.
- B. 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.
- C. When an item appearing in section C. Works in Progress, is published, it should be moved to section A. Its 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.
- D. In each section, please draw a horizontal line after the work listed in the previous review. Add new material since last review below the line.

Miscellaneous

- A. 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."*

- B. 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.