

## Personnel Policy and Affirmative Action Committee

### GUIDELINES FOR “REFEREED JOURNALS”

The Personnel Policy and Affirmative Action Committee recommends that in determining what journal articles are to be placed under the category Scholarship 3. Journal articles (refereed) on Form I-L (Library Faculty), the following definition will be used:

A refereed journal has a structured reviewing system in which an editorial board (excluding in-house editors), or a minimum of one outside reviewer, evaluates a manuscript and advises the editor as to acceptance or rejection.

Librarian candidates and Unit Directors responsible for filling out form I-L should consult the Instructions to Authors page (or similarly named page) for each journal’s reviewing policy. Where a copy of the page is not readily available in print or online or through *ARL’s Directory of Scholarly Electronic Journals & Academic Discussion Lists*, through *Ulrich’s Periodicals Directory* (print or online), or through *Library Literature and Information Science* online, the candidate should contact the publisher, editor, or editorial board and provide the Unit Director with written evidence that the journal’s editorial policy conforms to the above mentioned minimal guidelines. In cases where the information is not readily available, it is recommended that the Unit Director contact a scholar in the appropriate field for help in securing an opinion.

Where a journal is only partially refereed, only those articles in the peer-reviewed section qualify as a refereed article on Form I-L. It is the responsibility of the candidate to show that the article is in the peer-reviewed section.

Unless otherwise indicated, it is expected that invited and commissioned articles have been subjected to the same criteria as other articles for that journal.

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