

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 (i.e. peer reviewed) 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 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 through *Ulrich's Periodicals Directory* or through *Library Literature and Information Science Full Text* or another appropriate database, the candidate should contact the publisher, editor, or editorial board and be prepared to provide evidence that the journal's editorial policy conforms to the above mentioned minimal guidelines. In cases where the information is not readily available, 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 online, invited and commissioned articles have been subjected to the same criteria as other articles for that journal.

In the case of foreign publications, it should be able to be shown that "there is sufficient explanation of the value or quality of the journal or press, especially if the publication is important to the candidacy." [2013-2014 Academic Reappointment/Promotion Instructions for University Library Faculty, p.6]

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