

APPOINTMENT AND PROMOTION PROCEDURES

PREPARATION OF CANDIDATES' FILES

LIST OF PUBLICATIONS:

A. GENERAL

1. The candidate's name and the date on which the List was last updated should appear at the top of the first page.
2. For the convenience of the reader, a key to symbols and abbreviations, as specified in section 5(c) in Part B below, should follow the heading.
3. The List will include only those publications actually published, or publications which have been accepted for publication, as confirmed by a signed letter from the publisher.
4. In every section, publications prior to and publications subsequent to the last appointment or promotion should be clearly demarcated.
However, in procedures for the granting of tenure (whether or not involving promotion), or for new appointments, or for the promotion of a teacher without tenure, it is not necessary to separate between publications prior to and those subsequent to the last promotion.
5. The name of the candidate should appear in bold-type in relation to every publication appearing in the List (see example below).
6. All the section-headings specified in Part B below should appear in the List of Publications, even if no details are entered in one or more of the sections. If there are no details, please write "none"
7. All items should be in chronological order, starting with the earliest date. In each subsection, the numbering should start from 1.

B. SECTIONS IN THE LIST OF PUBLICATIONS

1. **Doctoral Dissertation**: Title of dissertation, name of supervisor, date of award of degree, was the dissertation published and in what form, when and where, the numbers of the publications in the general List resulting from the dissertation.
2. **Books** - published or accepted for publication after being refereed - title, year of publication, number of pages, name of publisher, place of publication. In the case of a joint publication - names of co-authors in the order in which they appear on the book cover. If the book is a translation, revision or later edition of an earlier work, this fact should be indicated at the end of the listing, and the number of the original work as appearing in the List should be marked.
3. **Books Edited**: details as above.
4. **Chapters in Collections**:
 - i) **Chapters in books**
 - ii) **Review Articles**: (if invited review, then please add this in parentheses)

5. **Articles:**

- a) Articles in refereed journals: articles that have appeared, or are in press, or have been accepted for publication in the peer-reviewed scientific literature. The following is an example:

Ben-Joseph, B.^S and **Bat-Rachel, L.^{PI}** (1995). The future of stem cell research. Tas. J. Hum. Genet. 23:23-5. 1.365;3/156 (Genetics & Heredity);27.

[Explanation: the last three numbers relate to: *Impact Factor - 1.365; the journal is placed third in the list of 156 journals in that field (taken from the Journal Citation Reports) and the article is cited 27 times by others*].

- b) Names of the authors should appear according to the order in which they appear in the publication.
- c) The function of every author of an article should be indicated by means of the addition of a letter in superscript (or in parentheses) after the name, as follows: Principal Investigator ^{PI}, student ^S, post-doctoral fellow ^{PD}, co-researcher ^C, technician/laboratory assistant ^T. More than one author may serve in a particular category, including Principal Investigator in multi-disciplinary works.
- d) If an article is published in a language other than English, the language of publication should appear at the end of the item if different from the English title by which the article is listed (e.g. "in Portuguese").
- e) The fact that an article is a translation or revised form of an earlier work should be indicated, together with the number of the original article as appearing in the List.
- f) Wherever possible, the following indices should be included: Impact Factor, ISI ranking (e.g. 3/156 - i.e. the journal appearing third in the inclusive list of 156 journals in the field - the name of the field may be added), the number of citations minus the number of own-citations.
- g) Indices and ranking will also be given to articles accepted for publication but not yet published.
6. **Participation in Scientific Conferences, Lectures, and Other Activity:**
Indicate the date, authors, subject, name of conference, place, and indicate whether key-note or invited lecture; regular lecture; or poster.

7. **Patents:**

- State what is the present stage of the patent: US provisional application, PCT, granted (if granted, state at which countries).
- If the patent was commercialized: state to which company and when.
- State to which of your publications this patent is related (if relevant).
- Since the same invention can be filed as different patent applications in various countries, present the patent families with the details of specific applications in each family.
- If there are several inventors, indicate the role of each inventor, as done in the scientific publication list (S, C, PI).

SCIENTIFIC BIOGRAPHY

1. This document should contain a description of the candidate's important scientific contributions to his/her field of research, of his/her important publications in this field, and an indication of future plans. In the non-experimental sciences, the biography will contain a separate paragraph relating to the relative contribution of the candidate to publications in which he/she is not the sole author. In the experimental sciences, this information will find expression in the information provided by the candidate in sec. 5(c) of the section relating to List of Publications.
2. **The scientific biography should not exceed three pages.**
3. As a rule, the scientific biography will be written in English.