

## **Frequently Asked Questions for the Biography/Bibliography Changes Effective for 07/01/2016 Files**

1. Are the changes to the Bio/Bib introduced in 2015 mandatory?

Yes, for files effective July 1, 2016, the Bibliography must be restructured into subsections or the file will be returned.

2. Can candidates choose which reformatting option to use?

Yes, the candidates may choose which option works best for them. The department's AP Staff person should be consulted so they can best assist in weighing the options.

3. Is the notation of the previous location of a citation required if the Bibliography is completely reformatted? (e.g. "Previously A.3")

No, the previous location of a citation is not required. However, it may be helpful to reviewers to indicate where the item was in the previous bibliography as this change is implemented.

4. How do I know if a citation belongs in Section A or B?

All items that are peer-reviewed should be put in Section A. All items that are not peer-reviewed should be put in Section B. Please refer to the Biography/Bibliography Instructions for details.

5. Why are formatting changes necessary for the Bibliography?

By standardizing the formatting of the Bibliography, all file reviewers can easily and quickly distinguish between the different types of scholarly accomplishments. Please reference the Implementation Guidelines for a complete history.

6. Why was the Biography form revised?

The first page of the Biography has been omitted from review files in order to protect the candidate's privacy, and is now referred to as the UCSD Academic Personal Data form. This form will be required to be submitted with appointment files.

7. What if a candidate wants to use a subcategory that is different than those that are listed on the examples?

The subcategories in the examples are provided as suggestions. Candidates can check with departmental AP staff to see if common subcategories that represent your discipline have been established, and they can work together to figure out where a citation fits on the bibliography.

8. If a candidate chooses to reformat the Bibliography using the "Above the Line" summary, should they restart the numbering or resume the numbering from the above the line items?

A candidate may choose to do either, depending on what works best for them. A candidate may choose to reset numbering of new work below the line within each subsection and/or subcategory, or they may resume the numbering from items summarized above the line.

9. If a candidate chooses the "Above the Line" summary option, do they need to reformat the entire Bibliography for the next review?

No, the “Above the Line” items can remain in the previous format. The new items will be listed in subsections below for all future reviews.

10. On the bibliography sample, what does “invited article” mean?

“Review and Invited Articles” is intended to distinguish peer-reviewed original research from a review of the literature (though still peer-reviewed). Some reviews are invited which is the reason for “invited” in this title. If the “invited” article is peer-reviewed and original research, then it would go in Section A. Articles that are not peer-reviewed go in Section B.

11. Can the bibliography formatting change from year to year?

Citations should not be moved from one subcategory to another after the initial reformatting. If there must be a change due to oversight in the initial reformatted bibliography, provide cross-referencing as to where the citation was in the last review. Items previously summarized above the line will remain as such.