School of Business
PRO Publications in APA Style

Required Fields for Each “Contribution Type”

- **Format type “Book/Book Chapter”**
  - Contribution Types:
    - Books
    - Book Chapters
    - Book, Chapters in Textbooks
    - Book, Textbooks
    - Broadcast Media
    - Conference Proceedings
    - Essays
    - Manuscripts
    - Monographs
    - Study Guides
    - Other
  - Required fields:
    - Contribution Type
    - Current Publication Status
    - AACSB Classification
    - Title of Contribution (also see “Title” for reviews)
    - Title of Larger Work
      - Only required if the contribution is a chapter/section of a larger Book, etc.
    - Peer-reviewed
    - Authors section
      - First Name, Middle Name/Initial, Last Name (full name)
      - Institution
        - Only required for coauthors from institutions other than KU
      - KU Faculty (check-box)
      - My Record (check-box for self)
      - Student Coauthor
    - Editors/Translators/Compilers/ and Other Roles section (Note: This field may not be applicable to all of the contribution types listed above)
      - First Name, Middle Name/Initial, Last Name (full name)
      - Role (Required: Editor)
      - KU Faculty (check-box)
      - My Record (check-box for self)
    - Location
    - Publisher
    - Page Numbers or Number of Pages
      - Required for Chapters/Sections of Books, etc.
    - Date Published (year)
• **Format type: “Journal”**
  - Contribution Types:
    - Journal Articles
    - Journal Issues
  - Required fields:
    - Contribution Type
    - Current Publication Status
    - AACSB Classification
    - Title of Contribution (also see “Title” for reviews)
    - Peer-reviewed
    - Authors section
      - First Name, Middle Name/Initial, Last Name (full name)
      - Institution
        - Only required for coauthors from institutions other than KU
      - KU Faculty (check-box)
      - My Record (check-box for self)
      - Student Coauthor
    - Journal Name
    - Volume
    - Issue Number/Edition
    - Page Numbers or Number of Pages
    - Date Published (year)

• **Format type: “Magazine”**
  - Contribution Types:
    - Magazine Articles
    - Newsletters
  - Required fields:
    - Contribution Type
    - Current Publication Status
    - AACSB Classification
    - Title of Contribution (also see “Title” for reviews)
    - Peer-reviewed
    - Authors section
      - First Name, Middle Name/Initial, Last Name (full name)
      - Institution
        - Only required for coauthors from institutions other than KU
      - KU Faculty (check-box)
      - My Record (check-box for self)
      - Student Coauthor
    - Journal Name
    - Volume (where applicable)
    - Issue Number/Edition
    - Page Numbers or Number of Pages
    - Date Published (year; month and day as well where applicable)
• **Format type: “Newspaper”**
  - Contribution Types:
    - Newspapers
  - Required fields:
    - Contribution Type
    - Current Publication Status
    - AACSB Classification
    - Title of Contribution (also see “Title” for reviews)
    - Peer-reviewed
    - Authors section
      - First Name, Middle Name/Initial, Last Name (full name)
      - Institution
        - Only required for coauthors from institutions other than KU
      - KU Faculty (check-box)
      - My Record (check-box for self)
      - Student Coauthor
    - Journal Name
    - Page Numbers or Number of Pages
    - Date Published (month, day, year)

• **Format type: “Paper”**
  - Contribution Type:
    - Papers
  - Required fields:
    - Contribution Type
    - Current Publication Status
    - AACSB Classification
    - Title of Contribution (also see “Title” for reviews)
    - Title of Larger Work
      - Only required if the contribution is a chapter/section of a larger Book, etc.
    - Peer-reviewed
    - Authors section
      - First Name, Middle Name/Initial, Last Name (full name)
      - Institution
        - Only required for coauthors from institutions other than KU
      - KU Faculty (check-box)
      - My Record (check-box for self)
      - Student Coauthor
    - Location
    - Publisher
    - Page Numbers or Number of Pages
      - Required for Chapters/Sections of Books, etc.
    - Date Published (year)
Format type “Report”
- Contribution Types:
  - Issue Briefs
  - Policy Studies
  - Research Reports
  - Technical Reports
- Required fields:
  - Contribution Type
  - Current Publication Status
  - AACSB Classification
  - Title of Contribution (also see “Title” for reviews)
  - Title of Larger Work
    - Only required if the contribution is a chapter/section of a larger Report, etc.
  - Series Title
    - Required for report numbers, e.g. Food Assistance and Nutrition Research Report No. 11-2
  - Peer-reviewed
  - Authors section
    - First Name, Middle Name/Initial, Last Name (full name)
    - Institution
      - Only required for coauthors from institutions other than KU
    - KU Faculty (check-box)
    - My Record (check-box for self)
    - Student Coauthor
  - Publisher
  - Date Published (year; month, day where applicable)

Format type: “Review”
- Contribution Type:
  - Book Reviews
  - Reviews
- Required fields:
  - Contribution Type
  - Current Publication Status
  - AACSB Classification
  - Title of Contribution (also see “Title” for reviews)
    - Required if the review itself has a title
  - For Reviews (in section specific for reviews)
    - Review Type
    - Title of Material Reviewed
    - Author/Editor of Material Reviewed + Publisher
  - Peer-reviewed
  - Authors section
    - First Name, Middle Name/Initial, Last Name (full name)
• Institution
  o Only required for coauthors from institutions other than KU
• KU Faculty (check-box)
• My Record (check-box for self)
• Student Coauthor
  ▪ Journal Name
  ▪ Volume
  ▪ Issue Number/Edition
  ▪ Page Numbers or Number of Pages
  ▪ Date Published (year; month, day where applicable)

• Format type: “Software”
  o Contribution Type:
    ▪ Software
  o Required fields:
    ▪ Contribution Type
    ▪ Current Publication Status
    ▪ AACSB Classification
    ▪ Title of Contribution (also see “Title” for reviews)
    ▪ Title of Larger Work
      • Only required if the contribution is part of a larger software program (e.g. one module).
    ▪ Peer-reviewed
    ▪ Authors section
      ▪ First Name, Middle Name/Initial, Last Name
      ▪ Institution
        o Only required for coauthors from institutions other than KU
      ▪ KU Faculty (check-box)
      ▪ My Record (check-box for self)
      ▪ Student Coauthor
    ▪ Publisher
    ▪ Date Published (year)

• Format Type: “Web Publishing”
  o Contribution Type:
    ▪ Web Publishing (article, blog, wiki, other)
  o Required fields:
    ▪ Contribution Type
    ▪ Current Publication Status
    ▪ AACSB Classification
    ▪ Title of Contribution (also see “Title” for reviews)
    ▪ Title of Larger Work
      • Only required if the contribution is part of a larger work, e.g. an article on a webpage or an entry on a blog.
    ▪ Peer-reviewed
- **Authors section**
  - First Name, Middle Name/Initial, Last Name (full name)
  - Institution
    - Only required for coauthors from institutions other than KU
  - KU Faculty (check-box)
  - My Record (check-box for self)
  - Student Coauthor
- URL for Bibliographic Citation
- Date Published (year; month, day where applicable)