School of Education
Required Fields for Each Contribution Type

[Publications Screen]
The publications are grouped for application of style manual rules. The required fields needed for a complete APA style citation are listed.

- **APA format type “Book/Book Chapter”**
  - **Contribution Types:**
    - Assessments
    - Books
    - Book Chapters
    - Book, Chapters in Textbooks
    - Book, Textbooks
    - Commentaries
    - Conference Proceedings
    - Encyclopedia Entries
    - Essays
    - Handbooks
    - Instructional Materials
    - Instructor’s Manuals
    - Manuals
    - Manuscripts
    - Material Regarding New Courses/Curricula
    - Media/Multimedia Products
    - Monographs
    - Professional Development Materials
    - Special Issues
    - Test Development/Manuals
    - Tests
    - Training Manuals
    - Web/Online Materials and Products
    - Other

  - **Required fields:**
    - Contribution Type
    - Current Publication Status
    - 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)

• **APA format type: “Journal”**
  • Contribution Types:
    • Abstracts
    • Journal Articles
    • Journal Issues
  • Required fields:
    • Contribution Type
    • Current Publication Status
    • 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)

• **APA format type: “Magazine”**
  • Contribution Types:
    • Magazines/Trade Publications
    • Newsletters
  • Required fields:
    • Contribution Type
    • Current Publication Status
    • 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)

**APA format type: “Newspaper”**
- Contribution Types:
  - Newspapers
- Required fields:
  - Contribution Type
  - Current Publication Status
  - 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
  - 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)

• APA format type “Report”
  ▪ Contribution Types:
    ▪ Reports
    ▪ Research Reports
    ▪ Technical Reports
    ▪ Working Papers
  ▪ Required fields:
    ▪ Contribution Type
    ▪ Current Publication Status
    ▪ 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)

• APA format type: “Review”
  ▪ Contribution Type:
    ▪ Book Reviews
    ▪ Reviews
  ▪ Required fields:
    ▪ Contribution Type
    ▪ Current Publication Status
    ▪ 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
    - 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)

• **APA format type: “Software”**
  - **Contribution Type:**
    - Software
    - Software, Instructional
  - **Required fields:**
    - Contribution Type
    - Current Publication Status
    - 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
      - 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”**
  - **Contribution Type:**
    - Web Publishing (article, blog, wiki, other)
  - **Required fields:**
    - Contribution Type
    - Current Publication Status
    - 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)