Required Fields for Each Contribution Type
School of Journalism and Mass Communications

• APA format type “Book/Book Chapter”
  Contribution Types:
  ▪ Apps (software for device)
  ▪ Books
  ▪ Book Chapters
  ▪ Book, Chapters in Textbooks
  ▪ Book, Textbooks
  ▪ Broadcast Media
  ▪ Bulletins
  ▪ Conference Proceedings
  ▪ Dictionary/Encyclopedia Articles
  ▪ Dissertations
  ▪ Essays
  ▪ Facebook Posts
  ▪ Instructional Materials
  ▪ Manuscripts
  ▪ Media/Multimedia Projects
  ▪ Monographs
  ▪ Optional/Editorial
  ▪ Podcasts
  ▪ Radio Commentaries
  ▪ Trade Publications
  ▪ Training Manuals
  ▪ Twitter Posts
  ▪ Web Pages
  ▪ 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; month and day as well where applicable)

• APA format type: “Journal”
  Contribution Types:
- **Journal Articles**
  - 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:
    - Magazine Articles
    - Newsletters
    - Newsletter Articles
  - 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:
    - Newspaper Articles
- **Regular Columns in Journals and 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)

- **APA format type “Report”**
  - **Contribution Types:**
    - 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**
  - **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)