School of Social Welfare – Publications Guide
Required Fields for Each Contribution Type

- **APA format type “Book/Book Chapter”**
  - **Contribution Types:**
    - Books
    - Book Chapters
    - Book, Chapters in Textbooks
    - Book, Textbooks
    - Conference Proceedings
    - Dictionary/Encyclopedia Articles
    - Dissertations
  - **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 year where applicable)

- **APA format type: “Journal”**
  - **Contribution Types:**
    - Editorials, Journal
    - 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)
    - For “Editorials, Journal”, enter the month and day as well if applicable.

- **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)

- **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:
  - Issue Briefs
  - 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)