

# Refereed Publications Data Summary Report

(updated May 2014)

The following slides describe:

- How users can generate the **Refereed Publications Data Summary Report** from their WebCV account
- What data from WebCV is used to populate the Report
- Troubleshooting tips

# How to generate the Refereed Publications Data Summary Report

Choose “Refereed Publications Data Summary” from the “Reports” menu tab, and click the “Generate Report” button.

The screenshot displays the University of Toronto Faculty of Medicine WebCV interface. On the left, the navigation menu includes 'Home Page', 'Curriculum Vitae (CV) View', 'All Activities View', 'Reports', 'Export Data to Common CV', 'General', 'Help', and 'Logout'. The 'Reports' menu item is circled in red and labeled with a green box containing the number '1'. The main content area is titled 'Reports' and contains three sections: 'Select Report:', 'Select Date Range:', and 'Select Draft Handling:'. The 'Select Report:' section has a dropdown menu open, showing a list of report types. 'Refereed Publications Data Summary' is selected and highlighted in blue, and this section is circled in red with a green box containing the number '2'. Below the dropdown is a 'Generate Report' button, which is also circled in red and labeled with a green box containing the number '3'. At the bottom of the main content area, a message states: 'A report has been generated for you at 5/7/2014 8:27:52 AM. [Click here](#) to receive it.'

Click on the [Click here](#) link, and you will be prompted to either “Open” or “Save” your Report (the Report is generated as a Word rtf document)

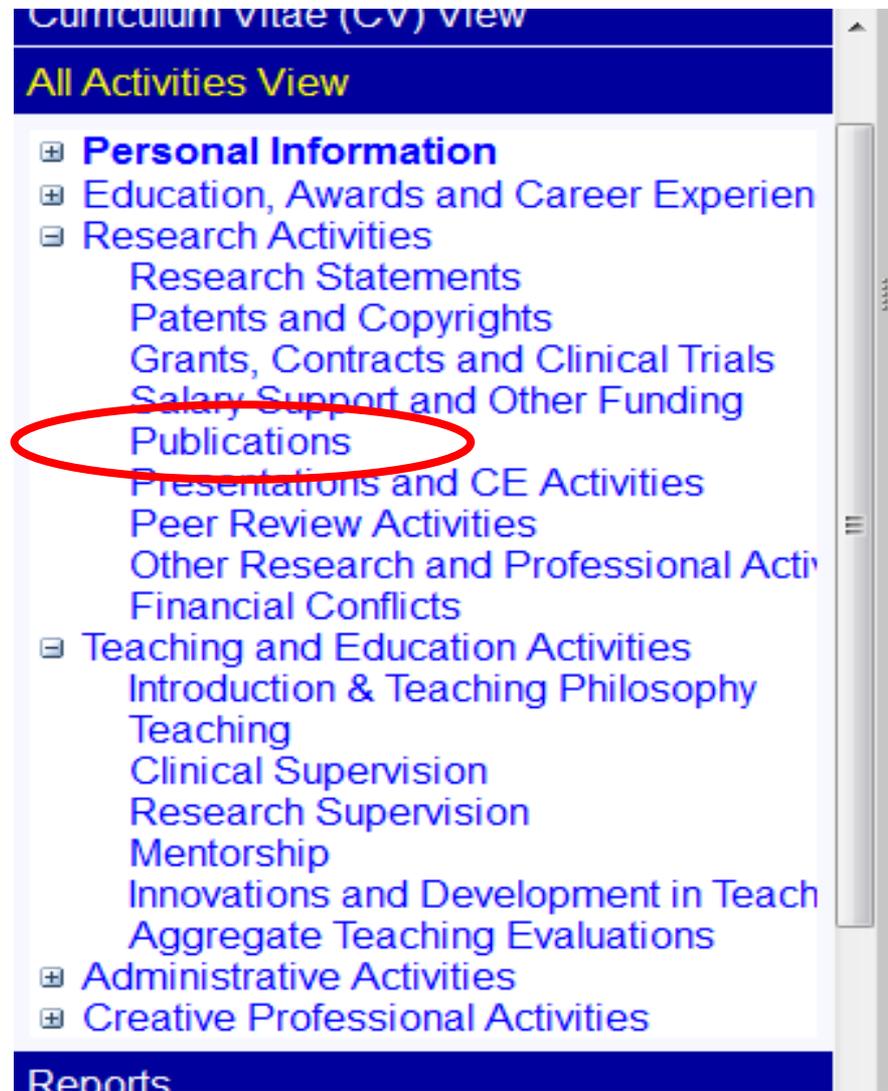
The screenshot shows the University of Toronto Faculty of Medicine WebCV interface. The user is logged in as 'Bold, Mark', a Faculty Member, with a last login of 5/6/2014 11:00:10 AM. The 'Reports' section is active, showing a 'Select Report' dropdown set to 'Refereed Publications Data Summary' and a 'Select Date Range' dropdown set to '2013 Jul' to '2014 Jun'. A file opening dialog box is overlaid on the page, titled 'Opening Pub\_mark.bold\_2014579131.rtf'. The dialog indicates the user has chosen to open a file named 'Pub\_mark.bold\_2014579131.rtf' (Rich Text Format, 6.5 KB) from 'https://www.torontocv.ca'. The user is prompted to choose how Firefox should handle the file, with 'Open with Microsoft Word (default)' selected. Other options include 'Save File' and 'Do this automatically for files like this from now on.' (unchecked). The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog. In the background, a link labeled 'Click here' is circled in red, and a timestamp '3:01 A.M.' is visible.

# Sample Refereed Publications Data Summary Report

UNIVERSITY OF TORONTO  
*Refereed Publications Data Summary*  
Professor Mark Bold Jr.

Year	Total # As Principal Author	Total # As Co-Principal Author	Total # As Senior Responsible Author	Total # As Collaborator or Co-Author	Total #
2014	1	1	2	1	5
2013		2	1		3
2012	2			4	6
2011	1		1	1	3
2010	2	1	1	2	6
2009	3	1			4
2008		1		5	6
2007	1		1		2
2006		2		3	5
2005	2			2	4
2004		3		3	6
2003	2			3	5

Data used to populate the **Refereed Publications Data Summary Report** is only taken from the ***Publications*** section of your WebCV account



The following fields in a *Publications* record are used in the **Refereed Publications Data Summary Report:**  
Publication Type, Peer Reviewed, Role, Publication Status, Date

	<b>Publication Type</b>	Journal Articles
	<b>Peer Reviewed</b>	<input checked="" type="checkbox"/>
	<b>Role</b>	Principal Author
	<b>Publication Status</b>	Published
	<b>Date</b>	2014 May --
	<b>Number Of Contributors</b>	
	<b>Author(s)</b>	Rosonke J, Choi S, LaPier M, Bold M, et al.
	<b>Article Title</b>	The development of recommendations for new safe approaches to the transfusion of blood produ
	<b>Editors</b>	
	<b>Journal Name</b>	Blood
	<b>Volume</b>	73
	<b>Issue</b>	Suppl 1
	<b>Page Range</b>	1-7
	<b>Publisher</b>	

# Field #1: Publication Type

- The following Publication Types **are** included in the Refereed Publications Summary Report:
  - Abstracts
  - Book Chapters
  - Books
  - Books Edited
  - Case Reports
  - Clinical Care Guidelines
  - Commentaries
  - Editorials
  - Journal Articles
  - Journal Issues
  - Letters to Editor
  - Magazine Entries
  - Manuals
  - Monographs
  - Multimedia
  - Other Specify (User Defined) Types
- The following Publication Types **are not** included in the Refereed Publications Summary Report:
  - In Preparation
  - Newspaper Articles
  - Online Resources

# Field #2: Peer Reviewed

Peer Reviewed



The **Refereed Publications Data Summary Report** contains data from peer-reviewed publications only. For publications that are peer reviewed to be included on the Report, then the “Peer Reviewed” checkbox must be checked for individual publication records.

# Field #3: Role

Total # As Principal Author	Total # As Co-Principal Author	Total # As Senior Responsible Author	Total # As Collaborator or Co-Author
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Only four standard publication roles in WebCV are counted in the **Refereed Publications Data Summary Report**:

- Principal Author
- Co-Principal Author
- Senior Responsible Author
- Collaborator or Co-Author

All other roles (Acknowledged in Publication (not author), Editor, or Other-Specify (User Defined) roles) are not counted in the Report.

# Field #4: Publication Status

Publication Status

-- Select Publication Status --

-- Select Publication Status --

Published

Accepted / In Press

Submitted

Only “Published” and “Accepted/In Press” publications are counted on the **Refereed Publications Data Summary Report**. Those publications that are “Submitted”, or that have a blank Publication Status, are not included in the Report.

## Field #5: Date

Year	Total # As Principal Author	Total # As Co-Principal Author	Total # As Senior Responsible Author	Total # As Collaborator or Co-Author	Total #
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The first column in the **Refereed Publications Data Summary Report** is for the year of the publication(s). If the publication year has not been entered in the “Date” field of an individual publication record, then that publication will not be counted on the Report.

# Troubleshooting

If you believe that a publication is being mistakenly excluded from the counts on your **Refereed Publications Data Summary Report**, then go to the applicable record in the ***Publications*** section of your WebCV account, and check the following:

Field Name	Possible Issue
Publication Type	Is the Publication Type field set to one of the 16 types that are included in the Report? (as set out in Slide 8 above) If not, and it is set to either “In Preparation”, “Newspaper Articles”, or “Online Resources”, then this record is being properly excluded from the Report.
Peer Reviewed	Is the Peer Reviewed checkbox checked or unchecked? If unchecked, then this record is being properly excluded from the Report.
Role	Is your Role set to one of the four roles that are counted on the Report? (i.e., Principal Author, Co-Principal Author, Senior Responsible Author, or Coauthor or Collaborator) If not, then this record is being properly excluded from the Report.
Publication Status	Is the Publication Status field set to either “Published” or “Accepted/In Press”? If not, then this record is being properly excluded from the Report.
Date	Has a year been entered in the Date field? If not, then this record is being properly excluded from the Report.