

# Guidelines for the Promotion of CUE Faculty and Academic Colleagues Research Publications and Scholarly Works on Inside Cue Homepage

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*Executive Sponsor: Vice President Academic and Provost*

## Scope

The purpose of these guidelines is to provide a standard convention for:

- a) Promoting and disseminating the publications and scholarly works of CUE faculty and academic colleagues on the *Inside CUE* homepage <http://concordia.ab.ca/inside-cue/>; and
- b) Ensuring that the outputs of CUE research are widely accessible.

## Definitions

With respect to these guidelines, the following definitions will apply:

### I. *Research Publications:*

#### ➤ **Books**

- a) Books authored or co-authored: Refereed books, book-length scholarly publications, research monographs, textbooks based on significant research by the author.
- b) Books Edited: The editing or co-editing of a book or volume in which individual chapters or contributions have been written by different authors.
- c) Books of Scholarly Translations authored or co-authored.

#### ➤ **Book Chapters and other contributions to edited collective works**

- a) Portions of refereed books: Entries in edited books, textbooks incorporating significant research content, and scholarly editions, prefaces.
- b) Chapter-length translations.
- c) Scholarly editions or major reference works or anthologies.

#### ➤ **Journal Articles and other contributions to scholarly journals**

- a) Refereed journal articles.
- b) Co-authored refereed journal articles.
- c) Letters to the (journal) editor, review articles, rapid communications, editorial comments, discussion papers.

#### ➤ **Professional Conference Presentations**

- a) Full conference paper that appears in published conference proceedings.

#### ➤ **Creative activities and performances**

- a) Artistic research practices that produce critically informed work in a variety of art forms and media, knowledge mobilization through artistic expression, scholarly investigation, and experimentation when the artistic work is situated within the research activity.

#### ➤ **Other Contributions**

- a) Other scholarly contributions such as encyclopaedia, dictionary and reference works entries, book reviews, commentaries.

## II. *Non-Research Publications*:

Non-peer reviewed publications including reviews, opinion pieces, and other forms of publications which fall outside the definition of research publications may also be considered for promotion. The final decision for deciding which non-research publications will be promoted on the *Inside CUE* homepage will reside with CUE's Office of the Provost.

## Process

The following procedure will be used to assess research outputs and publications:

- 1) CUE faculty and academic colleagues who want to have their research outputs and scholarly publications promoted on the "Inside CUE" homepage should notify the Office of Research Services when the publication appears, providing the relevant publication information.
- 2) The Office of Research Services will determine if output publication meets the stated criteria below.
- 3) If the publication meets the criteria, the Office of Research Services will notify the CUE Marketing and Communications Office which is responsible for posting the promotional material, including any photographs or images that will enhance the reputation of the author and of CUE. All posts developed by CUE Marketing and Communications will be in keeping with any style guides and standards for CUE communications.
- 4) If the publication does not meet the criteria set out below, the Office of Research Services will advise the Provost. The final decision for deciding which non-research publications will be promoted on the Inside CUE homepage will reside with CUE's Office of the Provost.

## Criteria

Each submission to the Office of Research Services will be considered for promotion on the *Inside CUE* homepage according to one or more of the following criteria:

- 1) Is the publication from an academic press or a publisher that is known to be reputable? Please note that publications in journals or books produced by known predatory publishers will not be approved for promotion.
- 2) Does the publisher provide a rigorous peer-review process as determined by a review of its editorial board and other publicly available descriptions of its review practices?
- 3) Is the publication the result of grant-funded research?
- 4) Even if the publication does not meet the criteria listed above, will the promotion of the submitted publication nonetheless enhance the reputation of CUE?

## Schedule

Individual posts on the *Inside CUE* blog promoting faculty publications must be approved for posting.

Research Publications that fall into the category of Books Authored or Co-Authored will be promoted immediately after the Office of Research Services receives and approves the request.

All other research and scholarly publications approved for the *Inside CUE* homepage will be promoted at the end of the fall and winter academic terms in a summary post listing.