Reporting EDIS Work for T, PS and P - May 2022

16g. Publications: Non-Refereed Publication

- List all EDIS publications where you are listed in the citation or by line as a contributor, including translators.
- Use the citation for the EDIS journal version with the Digital Object Identifier (DOI).
- If any of your publications or major revisions are missing from the journal archives or the DOIs are missing, please send a list to Diana Hagan (dihagan@ufl.edu) so they can be added to the journal archives and assigned DOIs.
- This is also a good opportunity to request we add your ORCIDs to your publication records and, if you haven’t already, create one and/or connect your ORCID with UF Research.
  - Your EDIS publications will be automatically listed on your ORCID.
  - You can also send your Scopus Author details and publication list to your ORCID.

Examples

Fact Sheet

Translation by UF/IFAS Subject Experts, included in citation

20B. Service to College

“Public and editorial contact person for _____ (number) of online Extension publications.”

- Lists can be found on your EDIS Admin contact dashboard and on your Ask IFAS Expert page (click on “Publication Contact” to filter)

22. Editorial

A. Editor

- The current EDIS editorial team is listed on the EDIS journal masthead.
- Specific EDIS editorial roles are:
  - Department and Center Editors -- conduct peer review and manage submission until it is accepted
  - Department, Center and Program Approvers -- provide administrative approval & oversight
  - Management Guide Editors -- handle the publication of the management guide volumes.
- Contact Diana Hagan (dihagan@ufl.edu) for an article report that will show all submissions assigned to you.
- If you choose to, this is a good time to verify your editing history on Publons/Web of Science. It will automatically be published to your ORCID.
B. Reviewer

- You can find your reviews listed on the EDIS Journal submissions dashboard [Archives](#).
- If you have a lot, contact Diana Hagan ([dihagan@ufl.edu](mailto:dihagan@ufl.edu)) for a review report broken down by year.
- If you choose to, this is a good time to submit your review activity to [Publons/Web of Science](#).
  - View each completed Review Assignment and click the “Export review to Publons” button.
  - The number of reviews will automatically be published to your ORCID.

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<thead>
<tr>
<th>Journal Name</th>
<th>Year</th>
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<tbody>
<tr>
<td>EDIS (ISSN: 2576-0009)</td>
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