

Dossier Style and Citation Guidelines for Candidates and Paper Preparers

General Guidelines on Style

1. **BREVITY** is a virtue. The maximum length for Sections I through V is 23 pages (allowing one page for cover sheet and one page for comments by the University Librarian within the stipulated 25-page maximum). Portions drafted by the candidate for promotion within Sections I through V should be limited to about 13 pages (allowing 10 pages for evaluative comments by other individual(s), peer committee summary, list of external evaluators, etc.).

· The Campus Committee on Promotion and Tenure is only interested in a candidate's professional accomplishments after joining the University of Illinois faculty, or after his/her last promotion at the University. The lists of publications, however, may derive from one's entire professional career.

· Avoid unnecessary explanatory comments and/or the listing of relatively minor activities which might be construed as "padding" by critical readers. Summarize rather than list.

· Avoid redundancy, insofar as possible, by placing information and/or comments only under the most appropriate general headings.

2. **CLARITY** is essential. Remember that non-librarians will read promotion papers; one cannot assume that specialized concepts, terminology, and acronyms in common use among librarians will be readily understood by those members of the Campus Committee on Promotion and Tenure who are not information professionals.

· Except for clearly recognizable terms (e.g., USA, UIUC), avoid using an acronym without insuring that the full name (of organization, agency, etc.) has been stated prior to initial use, followed by the acronym within parentheses; e.g., "...the American Library Association (ALA)."

· Bibliographic information must be complete, following forms specified in *The Chicago Manual of Style* (15 th ed.; University of Chicago Press, c2003). See Library PTA [Citation Style for Dossiers](#) for examples.

3. **CONSISTENCY** of presentation is important. Use standard headings, as provided on the "Outline of Promotion Dossier" issued by the University Provost's office, supplemented by "Substitute Section III for Librarians" prepared by the Faculty Review Committee. For headings on the "Outline of Promotion Dossier" (but not necessarily for all subdivisions of Section III-A-0) use the phrase "Not applicable" as required.

· Strive for consistency in respect to spacing, punctuation, and capitalization throughout the document. Spell out months in full; e.g., "February 28, 1999" instead of "Feb. 28, 1999." The designation of two specific years separated by a hyphen should be indicated in full. (E.g.: "1997-1998" or "1999-2001" rather than "1997-98" or "1999-01.")

· Capitalize "University" and "Library" when applied specifically to the University of Illinois and to the University's Library system. Capitalize names of departmental units, committees, and University divisions. (E.g.: "The Music Library provides an intensive bibliographic instruction program for graduate students of the School of Music..." – "Shortly after assuming my present position at the University in 1992..." – "My research interests on interface design have been developed in conjunction with my activities as a member of the Library's Public Access Catalog Team...").

Guidelines on Style Citation

Use *Chicago Manual of Style (CMS)*, 15th ed. (2003), chapter 17, "B" format if applicable or Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (1996), chapter 11, "RL" examples. Note that titles use "sentence" capitalization. Include page numbers for all published works. The preferred citation style for electronic publications is provided in a separate section at the end of this document. Library P&T dossier style recommendation differs from CMS in that publication year follows author/editor name for **all** types of publications (rather than just for some). In the category for grants, the date should follow the name of the funding agency, according to the 2006 Provost Communication #9.

I. PERSONAL HISTORY AND PROFESSIONAL EXPERIENCE

E. Invited Lectures and Invited Conference Presentations since Last Promotion *[CMS 17.215] Be sure to number items in this list.*

1. Wasserman, Clara. 1988. Finches of Du Page County. Paper read at 22d Annual Conference on Practical Bird Watching, 24–26 May, at Midland University, Flat Prairie, Illinois.

F. Offices Held in Professional Societies

1. Special Libraries Association. Membership Committee, chair, 1998–1999.

H. Grants Received [no relevant example in CMS]

1. Wasserman, Clara. Theodore Dreiser Archives Preservation and Access Project. National Endowment for the Humanities, Division of Preservation and Access, 1999. \$240,858.

II. PUBLICATION AND CREATIVE WORKS

A. Doctoral Thesis Title [CMS 17.214; Turabian 11.55]

1. Wasserman, Clara. 1976. Law and land use in Chicago: A pre-history of modern zoning. Ph.D. diss., University of Wisconsin.

B. Books Authored [CMS 17.26; Turabian 11.3]

1. Wasserman, Clara. 1985. *Microfilm and preservation: The medium everyone loves to hate*. Englewood, Colo.: Libraries Unlimited.

C. Book Edited or Co-Edited [CMS 17.41; Turabian 11.11]

1. Wasserman, Clara, ed. 1999. *Book preservation at the turn of the century*. Chicago: American Library Association.

D. Chapters in Books [CMS 17.69; Turabian 11.26]

1. Wasserman, Clara. 1998. Cage and the college of noises. Chap. 8 in *American music since 1910*. New York: Holt, Rinehart, and Winston: 223-257. **[Include chapter page numbers]**

E. Monographs ["items longer than an article but shorter than a book"; use format for book, above]

F. Articles in Journals [CMS 17.154; Turabian 11.39]

1. Wasserman, Clara. 1999. Sailing the rough waters of preservation. *Library Resources and Technical Services* 23, no. 2:164-84.

G. Creative Works ["Exhibitions, Commissions, Competitions, Performances, Art or Architecture Executed"; only substantial creative works should be listed; most Library exhibits will fit better under service]

1. Wasserman, Clara. 2001. Role of Cherubino in *Marriage of Figaro*. 16 February, Krannert Center for the Performing Arts, Urbana, Illinois.
2. Wasserman, Clara. 2005. Images of readers: Portraits of readers in book illustrations of the 19th and 20th centuries. Curator of exhibit, April 1-May 31, Rare Book and Special Collections Library, University of Illinois, Urbana-Champaign.

H. Bulletins, Reports, or Conference Proceedings [handle the same as a chapter in a book, above] For poster papers see (CMS17.216)

1. Wasserman, Clara. 1999. Preserving the archival legacy of book publishers. In *Proceedings of the 28th annual conference of the Special Library Association*, edited by John Grossman. New York: Citadel Press.

I. Abstracts ["Include only if these items are normally considered an important part of the publication record of a scholar or artist in this field." Handle like an article in a journal, above; very unlikely that any would appear in a librarian's dossier]

J. Book Reviews [CMS 17.201; Turabian 11.46]

1. Wasserman, Clara. 2000. Review of *Future Libraries*, by Claude Rosen. *Library Quarterly* 37, no. 3 (fall): 234-355.

Citing Electronic Resources

General rule: when a URL must spill over to the following line, break the line either before a period or following a slash. Make sure your word processor does not insert a hyphen at the end of the line.

Article in an electronic journal (CMS 17.180)

Wasserman, Clara. 2001. Use of chat utilities in the provision of reference service. *D-Lib Magazine* 7, no. 1 <<http://www.dlib.org/dlib/january01/wasserman.html>> (22 April 2002).

Book review in an electronic journal (CMS 17.201)

Wasserman, Clara. 2001. Review of *Future Libraries*, by Claude Rosen. *Electronic Journal of Virtual Culture* 6, no. 1 <<http://www.ejvc.com/6/wasserman.html>> (4 June 2001).

Website (CMS 17.237)

Wasserman, Clara. 2002. *Internet guide to library literature* <<http://www.uiuc.edu/~wasserman/guide.html>> (4 May 2002).

Multimedia (CD-ROM/DVD etc) (CMS 17.271)

Wasserman, Clara. 2001. *Staff side searching workshop* [CD-ROM]. Urbana, Ill.: University of Illinois.

Rev. 27 January 2006/ edswain, et al Further rev. 10 October 2006/rburger, npobrien