Digital Measures Changes and Updates for 2019

New Required Fields in Publications

For publications, on "Intellectual Contributions" screen in Digital Measures, the following fields are now required. You need to include these fields when entering new publications for 2019, as well as go back to 2018 publications and update them:

    a. **Senior Author-** If a paper has a senior author, identify that author with the senior author drop down menu next to his or her name. This will put an asterisk next to that author's name on your CV, identifying him or her as the senior author.

    b. **Student Authors-** When students are listed as authors on publications, select their level (i.e. undergraduate, graduate, post-doc) from the drop down menu next to their name. This will identify the students with symbols for their level next to their name on your CV).

    c. **Total Journal Cites-** If the journal has total cites listed in Web of Science, include them. The most recent information is for 2018, so that is the year you should use for both 2018 and 2019 publications. See [How to Look up Impact Factors and Total Cites](#).

    d. **Experiment Station-** Mark "Yes" for all scholarly research publications including peer-reviewed journal articles and books.

    e. **Month of Publication-** The month of publication is now required on all published items.

Updating Previously Entered Data

Data you entered last year will not automatically update, and you may need to go in and make changes. Be sure to check the following items:

1. **Publication Statuses-** If a publication was submitted or in-press last year, but not yet published, you may need to update the status to "published," and record a publication date. Remember that publication dates now need to include the month of publication.

2. **Funding Statuses on the Research (Non-OSPA) Screen-** Any funding sources that you manually entered into the Research (Non-OSPA) screen last year need to be checked to ensure that their status is correct, and any relevant dates have been updated.

3. **Duplicative Grants-** If a grant had not yet appeared on the Research (OSPA) screen last year, you may have chosen to enter it on the Research (Non-OSPA) screen. Check the Research (OSPA) screen for these grants, as they may now appear, and the entry on the Research (Non-OSPA) screen could be duplicative. Duplicative entries on the Research (Non-OSPA) screen should be deleted.

4. **Theses and Dissertations-** If you had a graduate student complete his or her thesis or dissertation in the past year, the stage of completion for that student on the Theses and Dissertations screen would need to be updated to "Completed," or "Degree Awarded."

5. **Other activities you have ceased-** Any activity that was listed as on-going or without and end date last year, but which you have since ceased participating in should be updated with an end date.

CAFE CV Report Change-

The report we use to generate CVs for Annual Performance Reviews is now called "CAFE CV." For a refresher on how to use this report, see [How to Preview Your Annual Performance Review CV](#).