

## PREPARATION OF CANDIDATES' FILES

### LIST OF PUBLICATIONS:

#### A. GENERAL

1. The candidate's name and the date on which the List was last updated should appear at the top of the first page.
2. For the convenience of the reader, a key to symbols and abbreviations, as specified in sec. 5(c) in Part B below, should follow the heading.
3. The List will include only those publications actually published, or publications which have been accepted for publication, as confirmed by a signed letter from the publisher.
4. The name of the candidate should appear in bold-type in relation to every publication appearing in the List.
6. All the section-headings specified in Part B below should appear in the List of Publications, even if no details are entered in one or more of the sections.

#### B. SECTIONS IN THE LIST OF PUBLICATIONS

1. Doctoral Dissertation: Title of dissertation, name of supervisor, date of award of degree, was the dissertation published and in what form, when and where, the numbers of the publications in the general List resulting from the dissertation.
2. Books - published or accepted for publication after being refereed - title, year of publication, number of pages, name of publisher, place of publication. In the case of a joint publication - names of co-authors in the order in which they appear on the book cover. If the book is a translation, revision or later edition of an earlier work, this fact should be indicated at the end of the listing, and the number of the original work as appearing in the List should be marked.
3. Books Edited: details as above.
4. Chapters in Collections: details as above.
5. Articles:
  - a) Articles in refereed journals: articles that have appeared, or are in press, or have been accepted for publication in the peer-reviewed scientific literature. Year of publication, name of article, name of the journal (underlined) and

number of pages; the fact that it is a review article and/or invited article should be indicated.

- b) Names of the authors should appear according to the order in which they appear in the publication. The function of co-author/s of an article should be indicated by means of the addition of a letter in superscript (or in parentheses) after the name, as follows: Principal Investigator <sup>PI</sup>, student <sup>S</sup>, co-researcher <sup>C</sup>, technician/laboratory assistant <sup>T</sup>. More than one author may serve in a particular category, including Principal Investigator in multi-disciplinary works
  - c) If an article is published in a language other than English, the language of publication should appear at the end of the item if different from the English title by which the article is listed (e.g. “in Portuguese”).
  - d) The fact that an article is a translation or revised form of an earlier work should be indicated, together with the number of the original article as appearing in the List.
6. Participation in Scientific Conferences, Lectures, and Other Activity:  
Indicate the subject, and in relation to conferences - indicate whether lecture (including whether key-note or invited, if relevant), presentation of a poster or abstract.