**Sabbatical Leaves Outcome Report**

**Instruction and Formatting Guide- 2017**

**Instructions**

Please read all guidelines to ensure a successful report. There are four basic steps to completing your report:

1. Compile a bibliographic list of the accomplishments and achievements that are a result of your sabbatical leave.
2. Organize your outcomes by category and type (using the list provided).
3. Format your outcomes using the NIU-specific formatting style (using the NIU-Specific Formatting Style guidelines provided below). This helps ensure that the final report portrays the broad diversity of sabbatical outcomes in a consistent publication style that is easily accessible by its intended audience.
4. Describe, in approximately two paragraphs, how your sabbatical experience contributed to the achievement of your personal and professional goals. This is a reflective piece that is designed to highlight the personal and professional value of sabbatical leaves.

Completed reports should be submitted to your college office for approval by the college dean prior to the final submission to AAE (assess@niu.edu).

**Formatting Guide**

**CATEGORIES AND TYPES OF SABBATICAL OUTCOMES**

Please organize your sabbatical outcomes by category and type as listed below. Note that there is a “Works in Progress” category for outcomes that have been submitted but not yet accepted.

1. Publications
	1. Journal Articles
	2. Books
	3. Book Chapters
	4. Conference Proceedings
	5. Exhibition Catalogs
	6. Public Media
	7. Reports
2. Presentations
3. Grants
4. Awards and Honors
5. Outreach
6. Curricular Developments
7. Works of Art and Artistic Work
	1. Performances
	2. Exhibits
8. Other Significant Contributions
9. Works in Progress

**NIU-SPECIFIC FORMATTING STYLE**

Given the wide range of style formats that faculty and supportive professional staff use, the diversity of accomplishments being reported, and the need for consistency in the final report to the NIU Board of Trustees (BoT), it is necessary to follow one formatting style. A few general guidelines are provided below, along with more specific formatting conventions based on the category and type of outcome.

Feel free to contact staff in Accreditation, Assessment and Evaluation (815-753-8659 or assess@niu.edu) with any questions you may have.

**Due Date (To Your Dean): September 25, 2017**

*General Guidelines*

* All citations follow the “Author. (Date). Title. Access information format.”
* **Bold** **your name** in all citations. **Your name** will be emphasized in all citations.
* The Board of Trustee reader may not know all abbreviations and acronyms in your field—please spell out all abbreviations and acronyms (excluding states).
* For works that are submitted and not yet accepted, place in the Works in Progress category. End citation with “Manuscript submitted for publication.”
* For works that are submitted and accepted, place the citation in the appropriate category and type. For the date put “(in press).”
* Do not include works that are not yet submitted.
* For all grants, include the $ amount applied for and the $ amount awarded. If not awarded, end citation with either, “Submitted and under review.” – OR – “Not funded.”
* For curricular work, include the average number of students per course per year.

*Specific Guidelines*

This section is organized by category and within category, by type. Please use as a template.

**All elements of a citation format given below are necessary for the intended audience.**

1. Publications
	1. Journal Articles

**Author, A. A.**, Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number(issue number), pages.
http://dx.doi.org/xx.xxx/yyyyy

* 1. Books

**Author, M. E.** (Year of publication). Title of work: Capital letter also for subtitle. City, ST: Publisher.

* 1. Book Chapters

**Author, M. E.**, & Author, A. A. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book (xth ed., Vol.x, pp. ). City, ST: Publisher.

* 1. Conference Proceedings

Author, A. A., & **Author, M. E.** (Year). Title of paper. In A. A. Editor, B. B. Editor, & C. C. Editor (Eds.), *Title of Published Proceedings*.Paper presented at the Title of Conference: Subtitle of Conference, City, ST (pp. ). City, ST: Publisher.

* 1. Exhibition Catalogs

**Author, M. E.**, & Author, A. A. (Year). In A. A. Editor, & B. B. Editor (Eds.), *Title of exhibition catalog*. Exhibition catalog (pp. ). Museum Name and Institution, City, ST.

* 1. Public Media

Author, A. A., & **Author, M. E.** (Year, Month Day). Title of work [Type of Media]. Title of Newpaper/Broadcast. Location/Retrieved from.

* 1. Reports

**Author, M. E.**, & Author, A. A. (Year). *Title of report*. City, ST: Organization.

1. Presentations

**Presenter, M. E.** (Year, Month). Title of presentation. Paper presented at Name of Conference, City, ST.

1. Grants

Recipient, A. A., **Recipient, M. E.**, & Recipient, B. B. (Year). Title of grant. Sponsored by Sponsor Name. **Applied for $. Awarded $.** For grants that are not awarded, end the citation with one of the following: Submitted and under review. - OR - Not funded.

1. Awards and Honors

**Honoree, M. E.** (Year, Month). Recipient of Name of Award, City, ST.

1. Outreach

**Outreacher, M. E.** (Year, Month). Briefly describe activity. Name of Organization, City, ST.

1. Curricular Developments

**Developer, M. E.** (Year, Semester). Course Number, Course Title. **Average of # students per course per year**. Briefly describe in one sentence curricular change (e.g., new course, course redesign).

1. Works of Art and Artistic Work
	1. Performances

**Performer, M. E.** (Year, Month). Title of performance. Name of Institution or Conference. City, ST.

* 1. Exhibits

**Exhibitor, M. E.** (Year, Month). Title of exhibit. Name of Museum or University displayed. City, ST.

1. Other Significant Contributions (for categories not covered (e.g., software, patent, etc.))

**Contributor, M. E.** (Year). Title [type of contribution]. City, ST: Publisher.

1. Works in Progress (Do not include works that are not yet submitted)

**Author, M. E.**, & Author, A. A. *Title of work*. Manuscript submitted for publication.