

HOW TO NAVIGATE LIFETIME PUBLICATIONS (CV MANAGEMENT)

TARGET AUDIENCE: FHS DB USER (FACULTY)

Updated April 27, 2023

LOGIN

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

OVERVIEW

This section is in the McMaster CV. All publications should be included. Publications must be sorted into the categories and subheadings listed in the McMaster CV Guidelines.

BEST PRACTICE

Formatting of all entries should be consistent. Per the guidelines: The sequence of authors must be the exact replica of the sequence in which the manuscript was published. Do not add, remove, or reorder names.

Contributions to books must include chapter title(s). Accepted for Publication should be in final form. Submitted publications must include the date submitted.

◀ EXAMPLES

Peer Reviewed Journal Articles

1. Sun L, Freed V, Smythe P, Huins M. A Potential Approach for Rapid Prenatal Diagnosis. Prenatal Information 2002; 23:67-82. 2002

Peer Reviewed Contributions to Books

1. Attani L, Smith A, Catanz E. Fetal Growth Abnormalities. IN: Fetal and Neonatal Ultrasonography. Edited by J Haller and R Jeffer (1998). National Publishers Group. 1998

LIFETIME PUBLICATION INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Lifetime Publications.

FEATURES

The section will be displayed upon selection. Users can sort and search within the list as well as add, edit, delete, and filter the entries.

Lifetime Publication + Add

Showing 1 to 9 of 9 entries Filter

CV Heading	Type	Status	Role	PR	Authors	Title	Rest of Citation	IF	Pres.	Tr. Pub	Date	Highlight
Peer Reviewed Journal Articles	Journal Article	Accepted / In Press	Second Author	N	[blurred]	How Often are Late Preterm Births Due to Non-Evidence Based Practices? Analysis from a retrospective cohort study at two tertiary referral centres in a nationalized healthcare system.	BJOSG 2013 Aug 7. doi:10.1111/1541-0522.12401	N	N		2013 Aug 07	[edit] [delete]
Non Peer Reviewed Journal Articles	Non Peer Reviewed Journal Article	Published	First Author	N	[blurred]	Invasive Monitoring in Obstetrics.	Hospital Medicine, October 1997	N	N		1997 Oct	[edit] [delete]
Peer Reviewed Journal Articles	Journal Article	Published	Named Co-author	Y	[blurred]	Pre-Eclampsia and CVP's.	South African Medical Journal, 1996; 86(3):273.	N	N		1996	[edit] [delete]

DATA ENTRY FORM

The form contains prompts showing fields that are mandatory and allows additional non – CV details to be added.

The screenshot shows a web form titled "Create Lifetime Publication". At the top, it states "Fields with * are required." The form contains several fields: "Publication Type*" (dropdown), "Publication Status*" (dropdown), "Publication Role*" (dropdown), "Journal Impact Factor" (text input), "Peer Reviewed" (checkbox with "no" selected), "Authorship*" (text input), "Title*" (text input), "Rest of Citation*" (text input), "Date* (month/day optional)" (date picker), "Presentation" (checkbox with "no" selected), "Trainee Publication" (checkbox with "no" selected), and "Highlights @" (dropdown). Annotations include: a box labeled "Mandatory fields" with arrows pointing to "Authorship*", "Title*", and "Rest of Citation*"; a box labeled "Non - CV details can be added" with arrows pointing to "Journal Impact Factor", "Rest of Citation*", and "Presentation"; and a box labeled "Save when completed" with an arrow pointing to the "Save" button. The "Save" button is blue with a floppy disk icon, and the "Back" button is yellow with an "X" icon.

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)