

Forthcoming Works Definitions

For Creative Artists, substitute the word "Presentation" or "Performance" for "Publication".

"Accepted"

Definition: This refers to a work that has been accepted for publication. Edits might be ongoing. The work might not be written. Publication date might not be set yet. A first draft or initial chapter may have been submitted (or may not). Any peer review process will have already taken place.

Required Documentation: A letter or e-mail from the publisher clearly stating that the work has been accepted for publication in a specific venue.

Example: Professor S. has an e-mail from Youth Theatre Journal stating that her article has been accepted for publication in the summer edition of the journal.

"In Press"

Definition: This refers to a work that has been submitted to the publisher, but which has not yet been published. Copyediting or revisions might still be occurring. Publication date might or might not be set. Or the work might be entirely complete to the faculty member's perspective and is simply waiting for the publisher to act.

Required Documentation: A letter or e-mail from the publisher confirming receipt of the publication. The proposed publication date is often included in the letter or e-mail.

Example: Professor M. has an e-mail from a publisher confirming receipt of a book chapter to be published in a forthcoming anthology on Mayan Art and Architecture.

"Under Contract"

Definition: This refers to a work for which there is a written contract where a publisher offers compensation to an author in exchange for the writing of some kind of publication, and normally the publisher promises to publish that publication as well.

Required Documentation: A copy of the written contract. (You are allowed to black out the financial details if you prefer.)

Example: Professor P. has an Actor's Equity Contract with the Guthrie Theatre to play Hamlet in a forthcoming production.

Any works not covered by these three categories are not "forthcoming works" for P&T purposes. If the Required Documentation listed is not included in the dossier, then it is not a "forthcoming work" for P&T purposes.