

raeisf.cls : L^AT_EX 2_ε class file to typeset RAE
Individual Survey Form

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1 Introduction

The `raeisf.cls` class file is designed to produce the UEA review for RAE 2008 Individual Survey Form, for those who would rather use \LaTeX , instead of Word. It makes it a lot easier to fill in the form if you already have all your publications in a BibTeX database. This class file is based on the `article` class, and requires the following packages: `geometry`, `longtable`, `bibunits`, `ifthen` and `rotating`. Please make sure you have all these packages installed on your system before you use this class file.

When you \LaTeX your document, you will also need to run BibTeX on all the `bu*.aux` files created by `bibunits`. The `bibunits` package comes with a shell script called `bibtexall` which runs BibTeX on all `.aux` files found in the current directory. This unfortunately includes the main auxiliary file, however the script can be modified slightly so that it only runs BibTeX on the `bu*.aux` files:

```
#!/bin/bash

for file in bu*.aux ; do
    bibtex 'basename $file .aux'
done
```

`\makeform` The form itself is generated using the command `\makeform`. To produce a blank version of the form, simply do:

```
\documentclass{raeisf}

\begin{document}
\makeform
\end{document}
```

To enter information into the form, you must specified the required information (using the commands described later) *before* the command `\makeform`. Any text placed after `\makeform` will be appended to the form.

`\name` Your name is entered using the command `\name{\langle your name \rangle}`. Your school
`\school` is entered using the command `\school{\langle your school \rangle}`

2 Publications

All your publications (published, in press, submitted) need to be stored in one or more BibTeX databases (`.bib` files). If they are all contained in a single `.bib` file, this file can be specified using the command: `\defaultbibliography{\langle bib`

name}}. This command is defined in `bibunits.sty`, please read the `bibunits` documentation for further details.

The `raeisf` class file comes with the BibTeX style file `raeisf.bst`. This style file defines the three extra fields: `rank` (RAE rank), `jif` (journal impact factor) and `reviewed` (peer-reviewed? Should have the value `n` or `y`). These fields can be used with all entry types. (Note that these fields will be ignored if you use any other style file.) This BibTeX style file will be used automatically by the `raeisf` class file.

The form stipulates that senior author must be indicated using an asterisk. If you have a large centrally located bib file containing all your publications, it's a nuisance having to edit it every time you want to use it in a different document. It may be easier to define a command, called, say, `\senior`, and redefine it depending on your document. Here is an example:

```
@preamble{"\def\senior{${\ast}} % senior author"}

@string{ESANN="Proceedings of the European Symposium on Artificial Neural
          Networks"}

@inproceedings{cawley2004a,
  author = "Gavin C. Cawley{\senior} and Nicola L. C. Talbot",
  title = "Sparse {B}ayesian kernel logistic regression",
  booktitle = ESANN # " (ESANN-2004)",
  address = "Bruges, Belgium",
  pages = "133--138",
  month = apr # " 28--30",
  year = 2004,
  rank = "1",
  jif = "2.19",
  reviewed = "y"
}

@article{cawley2004b,
  author = "Gavin C. Cawley{\senior} and Nicola L. C. Talbot",
  title = "Hetroscedastic kernel ridge regression",
  journal = "Neurocomputing",
  volume = 57,
  pages = "105--124",
  year = 2004,
  rank = "5",
  jif = "3.0",
  reviewed = "y"
}

@inproceedings{saadi2002,
  author = "K Saadi and Gavin C Cawley and Nicola L C Talbot",
  title = "Fast exact leave-one-out cross-validation of least-squares
          support vector machines",
  booktitle = ESANN # " (ESANN-2002)",
  address = "Bruges, Belgium",
  pages = "149--154",
  month = apr,
  year = 2002
}
```

```

@article{theobald2004,
  author = "Barry Theobald and J. Andrew Bangham{\senior} and I. Matthews
           and Gavin C. Cawley",
  title = "Near-videorealistic synthetic talking faces: Implementation and
           evaluation",
  journal = "Speech Communication",
  note = "submitted on invitation",
  year = 2004
}

```

You now only need to change the first line to:

```
\preamble{"\def\senior{} % senior author"}
```

and the asterisks will be removed.

(Note that the `\senior` command is placed immediately after the *surname* with no spaces, that way BibTeX will be fooled into thinking it is part of the author's surname, otherwise the name won't be formatted correctly.)

2.1 Publications and other research outputs after 31 December 2000

`\publications` All your publications after 31 December 2000 should be specified using the command: `\publications[<bib name>]{<cite list>}` where *<bib name>* is the name of your BibTeX database. This can be omitted if you have used the command `\defaultbibliography`. The argument *<cite list>* should be a comma-separated list of the bibliography entries you want included in this section. For example:

```
\publications{cawley2004a,cawley2004b}
```

2.2 Publications in Press (and other outputs which are ready for delivery)

`\accepted` These are publications which have been *accepted* by the journal/publisher. This information is specified using the command: `\accepted[<bib name>]{<cite list>}`. This has the same format as `\publications` described above.

2.3 Publications Submitted and other Outputs which are being considered

`\submitted` These are publications which have been *submitted* to a journal. This information is specified using the command: `\submitted[<bib name>]{<cite list>}`. This has the same format as `\publications` described above.

2.4 Publications and Other Outputs Planned

`\planned` These are publications you are planning. This information can be specified using the command: `\planned[<bib name>]{<cite list>}`. This has the same format as `\publications` described above.

2.5 Publications/Outputs You Would like to see Published/Delivered Before RAE 2008

This is research you believe, if published before 31 July 2007, will be a high scorer in RAE terms. This information is specified using the command: `\wouldlike[bib name][cite list]`. This has the same format as `\publications` described above.

3 Research Grants

General note: the commands described in this section add items to a longtable environment, so be careful about starting new lines — use `\newline` instead of `\\`.

3.1 Research Grants awarded after 31 December 2000

The information for each research grant should be entered using the command:

```
\grantawarded \grantawarded{PI}{Co-I}{Title}{Start Date}{End Date}{Date Applied}{Amount}{Lead School}{Funder}
```

The information will be inserted into a table at the end of the form. Example:

```
\grantawarded
{Dr Gavin Cawley}
{Dr Nicola Talbot}
{An interesting project}
{1 Jan 01}
{31 Dec 02}
{1 Jun 00}
{1,000}
{CMP}
{EPSRC}
```

You should have a `\grantawarded` command for each entry. If you have the relevant data stored in an Excel file, you can save it as a CSV file, and use the `csvtools` package. For example, suppose you have a CSV file called `grants.csv` that contains the following information (lines wrapped to fit on page):

```
PI,Co-I,Title,Start Date,End Date,Date Applied,Amount,Lead School,Funder
Dr Gavin Cawley,Dr Nicola Talbot,An interesting project,1 Jan 01,31 Dec 02,
1 Jun 00,{1,000},CMP,EPSRC
Dr Gavin Cawley,Dr Nicola Talbot,Another interesting project,1 Jan 02,31 Dec 03,
1 Jun 01,{2,000},CMP,EPSRC
```

Then you can do:

```
\applyCSVfile{grants.csv}
{\edef\cmdargs{
{\insertPI}
{\insertbyname{Co-I}}
{\insertTitle}
{\insertbyname{Start Date}}
{\insertbyname{End Date}}}
```

```

{\insertbyname{Date Applied}}
{\insertAmount}
{\insertbyname{Lead School}}
{\insertFunder}}
\expandafter\grantawarded\cmdargs}

```

3.2 Research Grants Pending

Pending research grants can be entered using the command:

```

\grantpending \grantpending{\langle PI \rangle}{\langle Co-I \rangle}{\langle Title \rangle}{\langle Start Date \rangle}{\langle End Date \rangle}{\langle Date
Applied \rangle}{\langle Amount \rangle}{\langle Lead School \rangle}{\langle Funder \rangle}

```

This has the same format as `\grantawarded`.

3.3 Planned Research Grants

Planned research grants can be entered using the command:

```

\grantplanned \grantplanned{\langle PI \rangle}{\langle possible Co-I \rangle}{\langle planned title \rangle}{\langle est. start date \rangle}{\langle est.
end date \rangle}{\langle planned date of application \rangle}{\langle est. amount to be applied for \rangle}{\langle likely
funder(s) \rangle}

```

You should have the command `\grantplanned` for each planned research grant.

3.4 Research Grant Applications You Would Like to Make in the Next Two Years

Each research grant application you would like to make should be entered using the command:

```

\desiredRGapp \desiredRGapp{\langle PIs and Co-Is \rangle}{\langle Title/Description \rangle}{\langle Funding Body and
Amount \rangle}{\langle Dates \rangle}

```

4 Conferences and Meetings

4.1 Presentation at Major Conferences/Meetings since December 31 2000

Each presentation should be entered using the command:

```

\presentation \presentation{\langle conference \rangle}{\langle date and venue \rangle}{\langle presentation \rangle}{\langle type \rangle}

```

4.2 Future Major Conferences/Meetings at which you are definitely making a presentation

Each presentation should be entered using the command:

```

\futuremeeting \futuremeeting{\langle conference \rangle}{\langle date and venue \rangle}{\langle presentation \rangle}{\langle type \rangle}

```

4.3 What are the most important international/national conference/meetings in your research area within the next two years?

Each meeting should be entered using the command:

```
\importantmeeting \importantmeeting{\langle conference \rangle}{\langle date and venue \rangle}
```

5 Awards and Memberships

5.1 Major awards/recognitions after December 31, 2000

Each award should be entered using the command:

```
\majoraward \majoraward{\langle title of award \rangle}{\langle date \rangle}{\langle awarding body \rangle}{\langle reason \rangle}
```

5.2 Possible future awards, up to July 31, 2007

Each possible future award is entered using the command:

```
\futureaward \futureaward{\langle title \rangle}{\langle date \rangle}{\langle awarding body \rangle}{\langle reason \rangle}
```

5.3 Membership of international/national research/learned bodies, steering committees etc. (after 31 December 2000)

Each entry should be specified using the command:

```
\committeemembership \committeemembership{\langle body \rangle}{\langle position/role \rangle}{\langle period of membership \rangle}
```

5.4 Possible future membership of international/national research/learned bodies, steering committees etc?

Each entry should be specified using the command:

```
\membershipaspiration \membershipaspiration{\langle body \rangle}{\langle position/role \rangle}{\langle period of membership \rangle}
```

5.5 Editorships/Editorial Boards (after 31 December 2000)

Each entry should be specified using the command:

```
\editorship \editorship{\langle journal/series \rangle}{\langle position \rangle}{\langle period \rangle}
```

5.6 Possible future editorships, or membership of editorial boards

Each entry should be specified using the command:

```
\editorshipaspiration \editorshipaspiration{\langle journal/series \rangle}{\langle position \rangle}{\langle start date \rangle}
```

5.7 Membership of advisory bodies/consultancies

Each entry should be specified using the command:

```
\consultancy \consultancy{<body>}{<position>}{<period>}
```

5.8 Possible future membership of advisory bodies/consultancies

Each entry should be specified using the command:

```
\consultancyaspiration \consultancyaspiration{<body>}{<position>}{<period>}
```

6 Research

6.1 Research Grouping

Each entry should be specified using the command:

```
\researchgrouping \researchgrouping{<name>}{<affiliation>}
```

6.2 Your research plans/strategy

Your research plan or strategy should be entered using the command:

```
\researchplan \researchplan{<text>}
```

6.3 Research opportunities for your school/UEA/NRP

The details should be entered using the command:

```
\researchopportunities \researchopportunities{<text>}
```

6.4 Your general views on your research, your activity profile and school/UEA priorities

This information should be entered using the command:

```
\generalviews \generalviews{<text>}
```

7 Contact Details

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