

## OVERVIEW

These guidelines are designed to assist in the updating of McGill School of Information Studies website PhD profile information.

The aim of the PhD profiles is to provide a brief, current summary of SIS PhD students and their research areas. All PhD students are expected to have a profile listing. Any questions or concerns may be directed to the PhD Program Director.

## CONTENT

### Required

Guidelines & Recommendations	
<b>Name</b>	
<b>Degrees</b>	Include post-secondary education here, including degrees and post-secondary academic certificates/diplomas.
<b>Research areas</b>	List or paragraph style. 50 words maximum.
<b>Supervisor's name</b>	

### Optional

Guidelines & Recommendations	
<b>Profile photograph</b>	<i>Highly recommended.</i> Headshot. Suitable in tone for an academic website. Students to provide images they can release for the School's use. Images will be made web-ready by web editor.
<b>Email</b>	<i>Highly recommended.</i> McGill email only. See CV note below.
<b>Research website link</b>	Web page or web site must have a primarily academic research-oriented focus, e.g. site related to a research facility or research area, versus a personal, organizational, or commercial site. External sites will be subject to review by the PhD Program Director. If including a link, students commit to keeping site information up to date and to notify the School of any URL changes.
<b>Academic CV</b>	Submit as PDF file. If submitting a file, students commit to updating CV annually. Students may wish to include additional contact information and URLs not included in the PhD profile.

## PROCESS

- *Timing:* Incoming students: submit in early fall after arrival at the School. Current students: required to update profile & optional CV in late summer/early fall of each year. Students may send key updates on an ad-hoc basis, as necessary.
- *Lifecycle:* PhD profiles will remain on the page until formal graduation. Leaves, etc. will be addressed on a case-by-case basis.
- *Submissions:* Submit updates to SIS communications staff for review and posting via email or the online PhD profile form: <https://www.mcgill.ca/sis/phdprofileform>