TABLE OF CONTENTS

E-PUBLICATIONS@UNE: THE UNE INSTITUTIONAL RESEARCH OUTPUTS REPOSITORY ......................... 3

POINTERs RE VERSIONING AND CONTRACTS ............................................................................. 3

GOOD MANAGEMENT OF OUTPUT VERSIONS .............................................................................. 3

CONTRACTS ................................................................................................................................. 4

E-PUBLICATIONS@UNE INFORMATION, SEARCH AND ENTRY OPTIONS ................................... 5

FAQs AND HELP ............................................................................................................................. 5

SUBMIT A RESEARCH REPORT ...................................................................................................... 5

ENTERING OUTPUTS IN E-PUBLICATIONS@UNE ....................................................................... 6

GENERAL POINTERS FOR DATA ENTRY ..................................................................................... 6

LOGIN .......................................................................................................................................... 6

START RESEARCH OUTPUT SUBMISSION ..................................................................................... 7

WHAT IS INVOLVED IN DATA ENTRY .......................................................................................... 8

SPECIFIC POINTERS FOR DATA ENTRY ....................................................................................... 8

Section 1: Research Output Type ................................................................................................ 8

Section 2: Authors ....................................................................................................................... 9

Section 3: Key elements ............................................................................................................ 9

Section 4: More information about the [publication type] .......................................................... 10

Section 5: DOIs and URLs ......................................................................................................... 11

Section 6: “Field of Research” and “Socio-economic objective” codes .......................................... 11

Section 7: Additional information ............................................................................................. 11

Section 8: Save and review your input ...................................................................................... 11

E-PUBLICATIONS@UNE - RESEARCH OUTPUT SUBMISSION - REVIEW .............................. 12

APPENDIX 1: PUBLICATION TYPES .......................................................................................... 13

Book ............................................................................................................................................. 14

Book Chapter ............................................................................................................................... 15

Conference Publication .............................................................................................................. 16

Entry in Reference Work ........................................................................................................... 17

Journal article ............................................................................................................................. 18

Patent ........................................................................................................................................... 19

Report ......................................................................................................................................... 19

Review ......................................................................................................................................... 20

Software ..................................................................................................................................... 20

Working Paper ............................................................................................................................ 21
**E-PUBLICATIONS@UNE: THE UNE INSTITUTIONAL RESEARCH OUTPUTS REPOSITORY**

*e-publications@UNE* is a collaborative project of the University Library and the Research Services Directorate, with support from ITD.

It can be found by going to the *UNE Library Home Page > Find Resources > e-Publications@UNE*.

Data captured via the link: *Submit a research report* will be used to promote your research activity, by making it more widely available through the internet. It will also be used for continuing internal and external university research reporting requirements.

This submission system was made publicly available in June 2009 and replaces the Research Services Publication Entry System (PES) forming part of Callista.

**POINTERS RE VERSIONING AND CONTRACTS**

The number of citations recorded for research outputs, may well be influenced by whether or not your research outputs are openly accessible. UNE’s ability to make outputs available for reading depends on publisher policy and contracts you have signed.

**GOOD MANAGEMENT OF OUTPUT VERSIONS**

For this reason UNE would encourage you to keep the various versions of your research output separate clearly identified, e.g.:

- the first version submitted to a publisher for publication before it has been peer reviewed, edited or prepared for publication by a publisher (known as the *Pre-print, Submitted version, Author(s)’ manuscript, Draft, or Submitted manuscript under review*).
- the version submitted to a publisher incorporating all reviewer/referee suggestions (*Post-print, Accepted manuscript or Accepted version*).
- the definitive version which includes further editorial refinement and preparations made by the publisher for producing the version for publication (*Published version, Definitive version or Version of record*).

This is because the state to which a manuscript has advanced in the publishing process may determine your right to place it on your web page; that of your department; in the University repository, or another online repository that is supported by an academic institution, scholarly society, government agency, or other well-established organisation which seeks to enable open access, unrestricted distribution, interoperability, and long-term archiving.

While some publishers may allow the published version to be displayed, in other cases, only the first draft submitted to a publisher, or the last, incorporating peer review suggestions, may be. Differing terminology may be used to describe these.

For this reason, it is in your interests to be able to readily locate each of these versions.
The definitive version must always be supplied to meet government audit requirements under federal authorization drawing on Section 183(1) of the Copyright Act 1968 Cth. Should a publisher not permit the full text of the definitive version to be made openly available, the definitive version will be held in closed access (called a dark repository)

If publisher policy or author advice indicates the definitive version may not be displayed, it is helpful if staff forward a copy of the pre-print or accepted version when the published version appears. The Library will check with you and the publisher policy to ascertain if an earlier version may be made openly available.

All uploads to e-publications@UNE are backed up immediately, and on other servers. Placing content in the repository means that it will be permanently available 24/7 on an ongoing basis.

**CONTRACTS**

For this and other reasons, it is wise not give away rights to reproduce, update and use your work. The OAK Law Project page listing reports, publications and guides, provides a number of suggestions of ways of handling these issues. Of particular interest may be:

"Publishing agreements are negotiable. Publishers require only your permission to publish an article, not a wholesale transfer of copyright. Hold onto rights to make use of the work in ways that serve your needs and that promote education and research activities"


Please don’t hesitate to contact the UNE Copyright Officer, Berenice Scott about copyright and publishing contracts. When the publications relate to confidential or commercial research, the Legal Office may be able to provide further advice.
FAQS AND HELP

About e-publications@UNE

Provides FAQ type answers to questions like: what is a Repository? What is Open Access? Who can submit material? Why should researchers put their material in e-publications@UNE.

Using e-publications@UNE

Provides hints about searching e-Publications@UNE with professional success.

Simple searches

Can be undertaken by entering the first few characters of:

- **Title** [of an output]
- **Author/Creator**
- **Contributor/[Thesis] Supervisor/[Corporate Name]**
- **Field of Research Code** [of verified items]
- **Subject** [the description associated with an RFCD or Field of Research Code]
- **School/Affiliation**
- **Form of material**
- **Publisher**
- **Journal title/Conference**

Advanced Search

Offers the possibility of using keywords to do a more complex search, bringing together content from different entry points (e.g. words from the Author and Title; or School and FoR code).

My collection

Search results can be marked for inclusion in “My collection”. Work is being undertaken to enable staff to output results in plain text, HTML, or to EndNote.

Author pages

Is an option designed to enable UNE researchers to download a list of their verified outputs for inclusion in a web page.
SUBMIT A RESEARCH REPORT

Submit a research report

This is the option to choose to enter a record for the research output. HERDC: The Higher Education Data Collection and ERA: Excellence in Research in Australia requirements.

ENTERING OUTPUTS IN E-PUBLICATIONS@UNE

GENERAL POINTERS FOR DATA ENTRY

E-publications@UNE is now the single point of entry for recording new research outputs and forms the definitive record of research undertaken at UNE.

Items should be entered as soon as they are published.

This facilitates the monthly report to Research Services of all new research.

Recording all outputs not only enables the university to have a complete picture of is research, but to meet federal government Higher Education Data Collection (HERDC) and Excellence in Research in Australia (ERA) publication reporting requirements. As research funding derives from these programmes, it is important that all research outputs are recorded.

While it is always advisable to have the document to hand when you begin, it is not necessary to have all the information you need, to hand in order to complete description of a research output.

However, to ensure prompt throughput, we would appreciate it if you could try and confirm entry of an output as soon as possible, (e.g. within a week).

For whatever reason, should you have to cease entering an item part way through, it can be resumed later using its item number, presented in red ink, provided you have just “Save[d]” your item, not “Confirm[ed]” its content. Once confirmed, the record is temporarily only available to the Repository Team to review, so any changes that researchers subsequently wish to notify would need to be sent to e-publications@une.edu.au, citing the associated record number provided in the entry confirmation email.

The e-publications@UNE research output Submission Process involves the following:

1. Collection of information about the Research Output;
2. An opportunity to Review or Change the information you have entered
3. and on the review page, upload electronic file(s), of the output, and proof from where the work is found came from (if a book, book chapter, or conference paper);
4. Review and Confirm your Final submission.

LOGIN

Use your usual UNE login userid and password to access the system.
The **Start research output submission page** enables you to check if an item has already been entered, before attempting any new entry. **It is critical that this is done, to avoid duplicate entries being made.**

**Through Step 1**, when you “Click here to search the ERA profile,” you can check the profile of a *UNE author* of the research output you are dealing with to see if the item is already entered or at some other stage of the verification process. If so, no entry should be made.

- **Login** to the Profile files using your usual UNE userid and password
- Lookup the *surname or forename* of a UNE researcher. (If you use a partial name use * as a truncation symbol. If you want to look up a potential postgraduate name, or postgraduate vs staff name, un-tick the box beside “Staff.”)
- Click the *userid* that applies, or notify the Research Data Outputs Officer ([ivanden3@une.edu.au](mailto:ivanden3@une.edu.au)) if there is no UNE userid for the researcher. (This may be the case with a new postgraduate).
- On receipt of an ERA profile page, click *Load*, and you will be presented with a page listing the authors research in a special order, summarised at the top left. (The layout enables differentiation to be made between publications eligible for Excellence in Research in Australia, or not). Make sure that you check every applicable sections.
- Each entry is coded according to the processing stage in which it is found. The meaning of the symbols is given at the top right hand corner of the profile, so you can assess whether any further action is required or not.

**Through Step 2**, you can check if the item is already verified and in e-publications@UNE with an associated digital object (e.g. the full text of the output – open, if legally possible; otherwise hidden but with “See also” link(s) to external potential source such as an abstract, table of contents, book advertisement or call number).

**Through Step 3** you can check if the output is currently still being entered by a co-author, or fellow AA, or other UNE colleague (label: “incomplete”), or that submitter is satisfied that they have entered as much as they can (item bears label: “Submitted”).

Once the item has been confirmed, Dixson Library staff verify the bibliographic description (descriptive and subject metadata) and check for accompanying full text (preferably the ‘Published version,’ but also where applicable, a ‘pre-print’ or ‘post-print), or other digital object.

Step 3 can be looked up separately at:


at any time.

Once the Dixson Library Repository Team is satisfied that the bibliographic description (metadata), is accurate and the entry has the appropriate associated objects are included, the item will disappear from this list and finally appear in e-publications@UNE.

Because of the considerable legacy of documents derived from the PES that remain to be verified, associated with a digital copy of the output and abstract added, it will be a while before all notified publications will appear in e-publications@UNE. Priority is given to research output types to be reported to the Department of Innovation, Industry, Science and Research (DIISR) for HERDC and the Australian Research Council (ARC), i.e.
books, book chapters, refereed journal articles and conference publications that meet DIISR's and ARC’s definition of research.

WHAT IS INVOLVED IN DATA ENTRY

Do read the notes provided on-screen, particularly:

- “Please do not enter data in the form if they require special characters (e.g. superscripts, symbols, accented characters, non-Roman characters) as these can cause system problems, especially when the source is a Word document. In such cases, record the author name, title, place of publication, publisher, or series without special markup as “See attached document” and add a link or upload a copy of your note, or output “

- “You must click the Save and Review button to save any input or changes you make.”

Each of the sections of the screen has a “help” option that can be used to clarify the purpose, meaning or approach expected for the associated topic. (This is presently a work in progress, grouped as one help screen. Eventually each “help?” option will be specifically related to its section. If you have any additional questions, meantime, please do not hesitate to to phone the Research Outputs Liaison Officer (extension 3083) or contact e-publications@une.edu.au).

SPECIFIC POINTERS FOR DATA ENTRY

SECTION 1: RESEARCH OUTPUT TYPE

Select the broad type that best matches your output (e.g. book, book chapter, journal article, report, etc). In response, the system may ask you to choose and confirm a description in black type from a drop-down menu that best fits the attributes of the item. If an item is claimed to be refereed, this needs to be substantiated with proof from the either a source like Ulrichsweb, or the publisher policy site.

The options available for selection at this stage correspond to DIISR HERDC categories fields that appear subsequently in the form, match that type

Additional Types will be included in response to user input and reporting requirements, and in accordance with the e-publications@UNE Collection and Access Policy.

It is important to choose the correct type, as this information is used by the University in reporting to government and to funding agencies. The Type also determines what information you are asked to provide about the output in Section 4 of this form.

Should you start to describe an item as one type, and then realise that is not appropriate, you can return to the Type field and change it. Previous data type content is retained in hidden form in the record until the data entry for that item is submitted to e-publications@UNE via the Confirm button. So a record can be reverted to reflect the underlying earlier entry content until then. If you can’t find a suitable Type, please select the one that most closely matches your output, and make a note about the issue under Additional Information (Section 7 of the form).

There is no Thesis Type on this form, and theses should not be submitted here. Higher Degree Research Theses are entered into the system by UNE Research Services as part of the submission and examination process.
SECTION 2: AUTHORS

Authors are numbered and should be entered only in the order in which they appear on the full text item (book title page, book chapter, journal article, or conference paper).

Where there are multiple authors, we ask for principal contact (UNE or person assigned the responsibility of being the “corresponding author” with the publisher) to be indicated in case we need to clarify something about the entry’s metadata or copyright. If unsure, the article may note the name of the “corresponding author.”

**UNE Authors** may be selected via a Search on the author surname, or by entering the initial form of their UNE user name (prior to the ‘@’ sign) and clicking “Enter.” In the latter case, there may be a slight delay as the system goes to look up a remote file. The first option is preferable.

The form of name may not match what is on the publication, or a UNE author’s personal preference. Future versions of the underlying software are intended to permit such refinements.

For **non-UNE authors** please use upper and lower case for their names. If you use their initials rather than given names, please enter them without full stops and spaces. For example, Kevin Michael or KM or K M are preferred, not Kevin M. or K.M. or K. M.

**Author Role:** The default is author. Please select another bullet if the associated researcher is in fact an editor. Other relationships may subsequently be added to this list.

SECTION 3: KEY ELEMENTS

These elements are common to all entries and are mandatory to enter before saving a record.

**Title**
Record the title of the output using the capitalisation and punctuation of the "published" version. If the published title uses all capitals, use **Sentence case**.

**Language**
In the case of items that appear within a larger entity, the “Output title” is always the one that appears within the larger item (e.g. the title of a book chapter, journal article, conference paper).

If the language in which the item is written is not in the drop-down list, please select “Other” and note the language in the field: “Additional information” found at the bottom of the page in Section 7.

Also, if the language of the title is not in English, please enter an English translation and transliteration (if in a non Latin script) for that title. If a formal one has already been provided by the publisher, library agency, bookseller or author, please use that in preference to an informal translation.

**Date**
If there is anything we should know about the date, (e.g. the item is in press and not yet published) please put a note in the Additional information field.
SECTION 4: MORE INFORMATION ABOUT THE [PUBLICATION TYPE]

What appears in this section depends on the publication type chosen in: Section 1: Research Output Type.

See Appendix 1: Publication Types for an indication of the data elements (metadata) presently being sought to describe the different types.

The types may change, with changing government requirements. Choose the nearest appropriate type at the time, but make a note in the: “Additional Information” field if you would like to comment on any gap between what you feel you should be able to record, as opposed to what you are able to record at time of entry. A full list of types is found in Appendix 1.

- Book Chapter
- Conference Publication
- Entry in Reference Work
- Journal article
- Patent
- Report
- Review
- Software
- Working Paper

Sources of peer review and other useful information

Journals: Ulrich's International Periodical’s Directory will if an item is peer reviewed, and considered academic and scholarly or not on the page providing the main description of the journal. This is found by searching for any of the following: journal’s exact title; keywords from the title, an ISSN or keywords (e.g. from the presumed publisher). Clicking on the title link, once the title has been successfully displayed, will call up the relevant page, and provide you also with its associated ISSN(s). (Incidentally, the tab for “Publisher & ordering information’ will give the information you need (e.g. city, state) for “place of publication”).

Conference papers: If the item is a conference paper, look for information on the internet for contributing authors, outlining conditions of paper submission, or ask the staff member for evidence of peer review from the organiser. Capture content electronically as soon as available. Details may disappear from the net.

Libraries Australia can also be an excellent source of information about many types of publication, including ISSNs.

The Romeo Service produced by Sherpa and complementary OAKList service assist in identifying publisher permissions policies regarding display of content on web sites and in repositories.

The Internet. Do a search in your favourite browser for the item title. Look at the list of results very carefully, and choose the item with a URL matching the publisher, or perhaps from a database producer such as INIST.
SECTION 5: DOIS AND URLS

A DOI is a Digital object identifier. Just as an International Standard Book Number (ISBN) represents a unique form of publication of a book, or an International Standard Serial Number (ISSN), a unique journal title and its publication form, a DOI represents a unique item such as a journal article.

Its form takes the shape of a number like: nn.nnnn/ and an un-spaced mix of numbers and characters. If you are not sure of the exact content of a DOI, go to: http://dx.doi.org/ and enter the number (minus the ‘DOI:’ prefix, and see if it returns the digital object you were trying to describe.

URL stands for a Universal Resource Locator – the form of data one uses to enter in the search area of an internet browser to locate a specific entry. It typically begins with an http:// preface.

Order of entry in e-publications@UNE. It is preferable to enter the specific reference to an item (i.e. the DOI) first, followed by anything else, such as the URL of the description of the item on the net, and only afterwards URLs for conference proceedings, programmes, etc.

SECTION 6: “FIELD OF RESEARCH” AND “SOCIO-ECONOMIC OBJECTIVE” CODES

This section enables metadata (information about data) to be entered to describe the Field of research (classification of the research by the methodology used or discipline) and SEO codes allow classification of the output by intended audience.

Up to three can be entered of each. A preference would be to enter them in order of relative importance, but this is not mandatory. Up to three codes per type may be entered.

- Select the broad discipline 2 digit Division
- Click on the plus sign to identify the Group within the Division that shares the nearest broad methodology/technique and/or perspective.
- Expand the most appropriate group, using the same method, to select and use the return key to

If you make an error, you will need to Clear the entries and begin again.

SECTION 7: ADDITIONAL INFORMATION

This is an area in which you can provide any information you choose to assist with processing of entries.

For example, it can be used to indicate that a name, title, place of publication, publisher, series or abstract includes special characters and that a file has been attached in which these can be viewed for special coding at the Repository Team verification stage.

It could also be used to indicate that a conference paper never took printed form; only took the form of a PowerPoint; was also presented elsewhere; was subsequently published in a journal with the same or different title; that you are checking with the corresponding author about something, or seeking an electronic copy of the full text document; etc.

SECTION 8: SAVE AND REVIEW YOUR INPUT

Unless you want to lose all data entry to this point, it is necessary to press: “Save and review.”
Otherwise, to avoid data entry or changes being saved, “Click here to logout.”

On clicking “Save and review” you will be presented with a summary of what you have entered on page headed: “e-publications@UNE - Research Output Submission - Review”.

**E-PUBLICATIONS@UNE - RESEARCH OUTPUT SUBMISSION - REVIEW**

1. **Upload electronic versions**

   At this point you can upload files representing the:
   
   *Preprint (initial draft sent to publisher)*
   *
   *Post-print (accepted version)*
   *
   *Published version*
   *
   *Proof of peer review*

   We would ask that we not receive paper scans of items, but would rather have born digital copies or be loaned an item, if necessary, to scan using special equipment and software.

2. **Edit now**

   If the input is incomplete or incorrect, you may Edit it now. Use Save and Review to keep the changes. You can then either make a note of the URL and send a message to a researcher asking them to complete the submission;

3. **Begin or edit another submission**

   or

4. **Confirm it,** If you have completed your input, to finalise the submission. (N.B. you will not be able to alter the content or add additional files once this is done. Contact e-publications@une.edu.au should this be necessary.

You, the submitter, and any authors for whom you have entered an email address will receive a confirmation email which contains the reference number of the input.

You will have the opportunity to begin or edit another submission, or logout.
### APPENDIX 1: PUBLICATION TYPES

What appears in this section depends on the publication type chosen in: Section 1: Research Output Type. Don’t hesitate to ask: e-publications@UNE if you have any query about interpretation or entry of data.

**Type of publication including Refereed or not**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Authored Book - Scholarly</td>
</tr>
<tr>
<td>A2</td>
<td>Authored Book - Other</td>
</tr>
<tr>
<td>A3</td>
<td>Book - Edited</td>
</tr>
<tr>
<td>A4</td>
<td>Revision/New Edition of a Book</td>
</tr>
<tr>
<td>B1</td>
<td>Chapter in a Scholarly Book</td>
</tr>
<tr>
<td>B2</td>
<td>Chapter in a Book - Other</td>
</tr>
<tr>
<td>B3</td>
<td>Chapter in a Revision/New Edition of a Book</td>
</tr>
<tr>
<td>C1</td>
<td>Refereed Article in a Scholarly Journal</td>
</tr>
<tr>
<td>C2</td>
<td>Non-Refereed Article in a Scholarly Journal</td>
</tr>
<tr>
<td>C3</td>
<td>Non-Refereed Article in a Professional Journal</td>
</tr>
<tr>
<td>C4</td>
<td>Letter or Note</td>
</tr>
<tr>
<td>C5</td>
<td>Other Refereed Contribution to a Scholarly Journal</td>
</tr>
<tr>
<td>C6</td>
<td>Editorship of a Scholarly Journal</td>
</tr>
<tr>
<td>D1</td>
<td>A Substantial Review of an Entire Field of Study.</td>
</tr>
<tr>
<td>D2</td>
<td>A Review of Several Works.</td>
</tr>
<tr>
<td>D3</td>
<td>A Review of a Single Work</td>
</tr>
<tr>
<td>D4</td>
<td>Any Other Published Review</td>
</tr>
<tr>
<td>E1</td>
<td>Refereed Scholarly Conference Publication</td>
</tr>
<tr>
<td>E2</td>
<td>Non-Refereed Scholarly Conference Publication</td>
</tr>
<tr>
<td>E3</td>
<td>Extract of Scholarly Conference Publication</td>
</tr>
<tr>
<td>E4</td>
<td>Editorship of Scholarly Conference Proceedings</td>
</tr>
<tr>
<td>G</td>
<td>Software</td>
</tr>
<tr>
<td>I1</td>
<td>Patent</td>
</tr>
<tr>
<td>I2</td>
<td>Application for Patent</td>
</tr>
<tr>
<td>N</td>
<td>Entry in Reference Work</td>
</tr>
<tr>
<td>R1</td>
<td>Contract report</td>
</tr>
<tr>
<td>R2</td>
<td>Consultant’s Report</td>
</tr>
<tr>
<td>R3</td>
<td>Commissioned Report</td>
</tr>
<tr>
<td>W</td>
<td>Working paper</td>
</tr>
</tbody>
</table>
Edition

Enter edition number as 1 or 2 etc.

*ISBN

(International Standard Book number). It may be 10 or 13 characters long, possibly using spaces or hyphens to separate the: group/country identifier; the publisher identifier; the publisher number assigned to the specific title and format, and a check digit. Multiple ISBNs must be separated by a comma and space.

Series Title

Series number

*Publisher

*Place of publication

[Town, abbreviation of state, if applicable; or Town, Country]
*Book title

*English Translation
(Only if needed. Required by ARC for ERA)

*Latin Script Transliteration
(Only if needed. Required by ARC for ERA)

*Volume
Only enter data if the item is part of a multivolume work

*Chapter pages
If the item is only one page long, indicate this by placing the same number in the second box

*Book Editor(s)

Edition
Enter edition number as 1 or 2 etc.

*ISBN
(International Standard Book number). It may be 10 or 13 characters long, possibly using spaces or hyphens to separate the: group/country identifier; the publisher identifier; the publisher number assigned to the specific title and format, and a check digit. Multiple ISBNs must be separated by a comma and space.

*Series Title

*Series number

*Series ISSN
(International Standard Serial title)
Takes the form of: nnnn-nnnn (usually numbers, but occasionally there is an alpha check character at the end, instead. If there is more than one, put the paper one first, e-ISSN second, separated by a comma and space.

*Publisher

*Place of Publication
[Town, abbreviation of state, if applicable; or Town, Country]

Total number of chapters in book
Needed for HERDC reporting
CONFERENCE PUBLICATION

*Conference: [i.e. The event]*

*Name*
(take from the most formal place, possible – the relevant part of a proceedings title, if present)

*Location*
Enter exactly as given in the proceedings or programme, including the site. The latter can help identify contacts for evanescent records of conferences, workshops etc.

*Date*
Enter exactly as given in the proceedings or programme

*Proceedings [i.e. formal publication]*

*Proceedings Title*

*English Translation*
(Only if needed. Required by ARC for ERA)

*Latin Script Transliteration*
(Only if needed. Required by ARC for ERA)

*Volume*
Of multivolume proceedings or of a serial conference

*Pages*
If the item is only one page long, indicate this by placing the same number in the second box

*ISBN*
(International Standard Book number). It may be 10 or 13 characters long, possibly using spaces or hyphens to separate the: group/country identifier; the publisher identifier; the publisher number assigned to the specific title and format, and a check digit. Multiple ISBNs must be separated by a comma and space.

*ISSN*
(International Standard Serial title)
Takes the form of: nnnn-nnnn (usually numbers, but occasionally there is an alpha check character at the end, instead. If there is more than one, put the paper one first, e-ISSN second, separated by a comma and space.

*Editor(s)*
ENTRY IN REFERENCE WORK

Title of main work

English Translation
(Only if needed. Required by ARC for ERA)

Latin Script Transliteration
(Only if needed. Required by ARC for ERA)

Volume
If a multivolume work

Pages
If the item is only one page long, indicate this by placing the same number in the second box

Editor(s)

Edition
Enter edition number as 1 or 2 etc.

ISBN
(International Standard Book number). It may be 10 or 13 characters long, possibly using spaces or hyphens to separate the: group/country identifier; the publisher identifier; the publisher number assigned to the specific title and format, and a check digit. Multiple ISBNs must be separated by a comma and space.

ISSN
(International Standard Serial title)
Takes the form of: nnnn-nnnn (usually numbers, but occasionally there is an alpha check character at the end, instead. If there is more than one, put the paper one first, e-ISSN second, separated by a comma and space.

Publisher

*Place of Publication
[Town, abbreviation of state, if applicable; or Town, Country]
JOURNAL ARTICLE

Journal title

English Translation
(Only if needed. Required by ARC for ERA)

Latin Script Transliteration
(Only if needed. Required by ARC for ERA)

Volume number

Issue number
This could be a number, or a time period like: “Spring”. It is usually a fairly low number representing each journal issue within a year or a volume period determined by the publisher. (If it is not on the publication or on the publisher entry for it on the internet, see if you can locate it in a database or as described by INIST)

Running number
Some journals have a number that has simply augmented since the first issue. There may or may not be an associated vol. no. and issue no., e.g:
- Economist (16-22 Jan 2010) vol. 394 no 8665
- New Scientist (6 February 2010) vol. 205 no. 2746
- Times Literary Supplement (Jun 4 2010) no 5992

Pages
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ISSN
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Takes the form of: nnnn-nnn (usually numbers, but occasionally there is an alpha check character at the end, instead. If there is more than one, put the paper one first, e-ISSN second, separated by a comma and space.

Publisher

*Place of publication
[Town, State Abbrev; or City, Country]
PATENT

Patent owner(s)

Patent/Application no.

Provisional no.
PXnnnn

PCT no.
(A number assigned to a US international application when it is filed with WIPO under the Patent Cooperation Treaty (PCT). Example: PCT/JP98/04875, i.e. PCT/ccyy/nnnn)

WIPO no.
(World Intellectual Property publication number. As of July 2002 WIPO changed its publication number format, so publication numbers before and after that date differ. For example a pre-July 2002 or reissued number might look like: WO YY/12345 NN a post July 2002 number extends to 12 characters, e.g.: WO YY/0123456 NN).

Country
in which the application has been registered

Note: Formal details for patents can often be identified in specialized databases provided by Dixson Library (e.g., see: http://www.une.edu.au/library/resources/articles/index.php. SCOPUS and Web of Knowledge could be useful starting points.

REPORT

Commissioning Agency/Organisation

Editor(s)

ISBN
(International Standard Book number). It may be 10 or 13 characters long, possibly using spaces or hyphens to separate the: group/country identifier; the publisher identifier; the publisher number assigned to the specific title and format, and a check digit. Multiple ISBNs must be separated by a comma and space.

Series Title

Series Number

Series ISSN
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ARC has provided a series of options for indicating what type of Report is being described.

**REVIEW**

*Journal title*

*English Translation*

(Only if needed. Required by ARC for ERA)

*Latin Script Transliteration*

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*Pages*

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**Publisher**

*Place of Publication*

[Town, abbreviation of state, if applicable; or Town, Country]

**SOFTWARE**

*Functional Overview*

Operating environment

*Version*

**Publisher**

*Place of Publication*

[Town, abbreviation of state, if applicable; or Town, Country]
Series Title

Series/Paper number

ISBN
(International Standard Book number). It may be 10 or 13 characters long, possibly using spaces or hyphens to separate the: group/country identifier; the publisher identifier; the publisher number assigned to the specific title and format, and a check digit. Multiple ISBNs must be separated by a comma and space.

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Publisher

*Place of publication