

# University of New England's Repository Guidelines

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## Revision History

Version	Author	Approved	Issue Date	Changes
Draft V 0.1	Eleanor Colla, Kim Harris, Kristal Spreadborough	Allison Brown	20190730	Original draft - Part A and Part B.
Draft V 0.2	Eleanor Colla, Kim Harris, Kristal Spreadborough	Allison Brown	20191002	Post academic and professional staff input.
Draft V 0.3	Eleanor Colla, Kim Harris, Kristal Spreadborough	Library Leadership Team	20191129	Post Research Services and Research Integrity input.

## Table of internal and external documents

Internal Documents	External Documents
Research UNE Deposit, Collection and Access Rule. <a href="https://policies.une.edu.au/view.current.php?id=113">https://policies.une.edu.au/view.current.php?id=113</a>	Authorship: A guide supporting the Australian Code for the Responsible Conduct of Research. National Health and Medical Research Council, Australian Research Council and Universities Australia. Commonwealth of Australia, Canberra. <a href="https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018">https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018</a>
Open Access to UNE Research Publications and Data Policy. <a href="https://policies.une.edu.au/view.current.php?id=00217">https://policies.une.edu.au/view.current.php?id=00217</a>	ABS Field of Research website. <a href="https://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument">https://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument</a>
Deposit, Collections and Access Rule. <a href="https://policies.une.edu.au/view.current.php?id=00113">https://policies.une.edu.au/view.current.php?id=00113</a>	ABS Socio-Economic Objective website. <a href="https://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/CF7ADB06FA2DFD69CA2574180004CB82?opendocument">https://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/CF7ADB06FA2DFD69CA2574180004CB82?opendocument</a>
Open Access to UNE Research Publications and Data Policy. <a href="https://policies.une.edu.au/view.current.php?id=00217">https://policies.une.edu.au/view.current.php?id=00217</a>	Australasian Open Access Strategy Group. <a href="https://aoasg.org.au">https://aoasg.org.au</a>
Code of Conduct for Research Rule. <a href="https://policies.une.edu.au/view.current.php?id=00106">https://policies.une.edu.au/view.current.php?id=00106</a>	Creative Commons Australia. <a href="https://creativecommons.org.au/learn/licences/">https://creativecommons.org.au/learn/licences/</a>
Management and Storage of Research Data and Materials Policy. <a href="https://policies.une.edu.au/view.current.php?id=00208">https://policies.une.edu.au/view.current.php?id=00208</a>	ERA Website. <a href="https://www.arc.gov.au/excellence-research-australia">https://www.arc.gov.au/excellence-research-australia</a>
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# Part A

## 1. Forward

These guidelines have been prepared with two points of need in mind. Firstly, these guidelines have been designed for readers both to gain a broad understanding of the University of New England's (UNE) repository, Research UNE (RUNE), and of how RUNE fits into the UNE context and the larger research context of Australia. Secondly, Part B is a practical guide that shows UNE academics and professional staff how to submit a research output to the repository.

These guidelines are to be read, where applicable, in conjunction with:

- University of New England's Guidelines to indexing publications in Research UNE for the Excellence in Research for Australia  
<https://www.une.edu.au/library/home/UNEGuidelinesERA>; and
- University of New England's Non-Traditional Research Outputs (NTROs) Guidelines  
<https://www.une.edu.au/library/home/UNEGuidelinesNTRO>.

The guidelines were compiled by the University of New England's repository team in consultation with UNE Library, Research Services, Faculties, and researchers.

## 2. Executive Summary

UNE's institutional repository, RUNE, stores bibliographic information on all published outputs generated by researchers (staff, adjuncts, and post-graduate students) at UNE.

It provides a central platform to showcase UNE's research and a central point through which other researchers and the general public can access UNE's research outputs. It is also the authoritative source used for the Excellence in Research for Australia (ERA) national assessment.

Part A of this document outlines the repository, including types of research outputs that can be submitted. Part B outlines how to submit research outputs. UNE takes its definition of research to be consistent with the ARC's broad notion of Research and Experimental Development (R&D) comprised of creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge (ERA Submission Guidelines 2018, 1.8).

### 3. Research UNE (RUNE) Overview

RUNE showcases the work of our academic and research staff and facilitates research collaboration. RUNE is also the single point of entry for recording new research outputs and forms the definitive record of research undertaken at UNE.

RUNE includes all types of scholarly materials including, though not limited to:

- Journal articles;
- Conference papers;
- Books and book chapters;
- Higher degree research theses;
- Research datasets; and
- Non-traditional research outputs (NTROs).

For a full list and definitions of research outputs see Part A, Appendix A in this document.

For more information on NTROs see University of New England's Non-Traditional Research Outputs Guidelines (henceforth referred to as UNE's NTRO Guidelines).

Recording all research outputs enables the University to have a complete register of its research and to meet reporting requirements for the federal government, including ERA. At UNE, it is mandatory to submit all research outputs to the institutional repository (RUNE). For more information, see [Research UNE Deposit, Collection and Access Rule](#). For your research outputs to count towards internal reporting (e.g. academic promotions) and external reporting (e.g. ERA) they must be archived in RUNE.

Copies of research outputs held in RUNE are only made publicly available when allowed for under publisher permissions. Please note, the provision of published research outputs for these purposes does not always fulfil Open Access requirements. For more information about making an output Open Access see Part B, Stage 2 in this document.

### 4. Account Set Up and Account Claiming

RUNE is a repository that both holds your research outputs and generates your RUNE Researcher Profile. Your RUNE Researcher Profile is linked to all of your research outputs indexed in RUNE and can be connected with other author profiles such as ORCID.

For more information on how to set up your RUNE Researcher Profile and how to submit a research output to RUNE see Part B, Stage 1 in this document.

## 5. Benefits of contributing to Research UNE

UNE Library manages RUNE as part of its collections. When you submit a research output to RUNE, this record will be archived in perpetuity. It is intended that current and future readers will always have access to a record of your work through RUNE. This has a number of advantages:

- Research is more visible: each of your publications has a permanent link, making dissemination of your research to colleagues quick and easy.
- Saves time: all your publications are accessible from one place, including forthcoming articles and those from before your employment at UNE. This will aid in processes such as academic promotion and grant submission.
- Increases your research impact: each of your publications has a free, full-text version (where permitted), and a link to the published version (where available), making it easy for people to discover and cite your work.
- Ensures longevity of your research: your research output will be archived in a stable, enduring location.

## 6. Excellence in Research Australia (ERA)

ERA is a national research assessment process administered by the Australian Research Council (ARC) that evaluates research quality across Australia's higher education institutions. All eligible outputs published within the ERA reference period are submitted for assessment by the University at which you were employed on the designated ERA staff census date, which is announced by the ARC each ERA round.

Your outputs can be recorded in multiple repositories. This happens when researchers from different universities collaborate and co-author publications, or when an author moves from one institution to another.

If you have been employed at another institution within the last three years, it is important that you submit all outputs published while at your previous place(s) of employment, going back at least 6 full calendar years.

UNE researchers are responsible for ensuring their relevant research outputs are included in RUNE prior to these assessments being undertaken. It is UNE policy for all researchers to submit records to RUNE describing their research outputs. For more information, see [Research UNE Deposit, Collection and Access Rule](#).

For more information on how UNE submits and reports published research to ERA, and which research outputs are eligible for ERA reporting, see University of New England's Excellence in Research for Australia Guidelines (henceforth referred to as UNE's ERA Guidelines).

Further information about ERA is available on the [ERA website](#).

## 7. Field of Research Codes (FOR)

The 2008 Australian and New Zealand Standard Research Classification (ANZSRC) Field of Research (FoR) codes classify R&D activity by field of research. In this respect, it is the *methodology* used in the R&D that is being considered. The categories in the classification include major fields and related sub-fields of research and emerging areas of study. Every publication indexed in RUNE must be assigned one (1) six-digit FoR code and may be assigned up to three (3) six-digit FoR codes. The FoR code(s) must be assigned at the initial RUNE submission stage by either the UNE author(s) or a nominated representative, who is a subject expert.

For more on FoR Codes see the [ABS Field of Research website](#).

## 8. Socio-Economic Objective Classification (SEO)

The 2008 ANZSRC Socio-Economic Objective (SEO) codes classify R&D activity according to the objective of the research. In this respect, it is the intended *purpose* or *outcome* of the research that is being considered, rather than the methodology used in order to achieve this objective. Every publication indexed in RUNE must be assigned one (1) six-digit SEO code and may be assigned up to three (3) six-digit SEO codes. The SEO code(s) must be assigned at the initial RUNE submission stage by either the UNE author(s) or a nominated representative, who is a subject expert.

For more on SEO Codes see the [ABS Socio-Economic Objective website](#).

## 9. Research UNE and Open Access (OA)

Open Access (OA) refers to research outputs that are freely accessible online and can be read, downloaded, copied and distributed by any user. RUNE supports OA research by providing free public access to OA versions of UNE research (where available).

It is mandatory for all submitted research outputs to be made openly accessible via RUNE, except where this is restricted by publisher policy or incompatible licensing or assignment agreement. For more information, see [Open Access to UNE Research Publications and Data Policy](#).

Many national (e.g. ARC, NHMRC) and international funding bodies require publicly funded research to be made OA, usually within a stipulated timeframe. If a publication is the result of an external grant or scheme, please refer to the funder's OA policy and/or funding agreement for further information.

RUNE can provide Open Access to your work in two ways:

- Where the output has been published in an Open Access journal, RUNE provides a permanent and stable link directly to the full text copy on the publisher website.

- Where the output has been published in a subscription-based journal, or behind a paywall, RUNE provides access to a full-text copy of the pre-peer review version or post-peer review version of the output, when possible.

This will be done in accordance with publisher guidelines or restrictions stipulated by the author of the research.

For more information on selecting the correct OA option when submitting publications to RUNE see Part B, Stage 2 in this document. For more information on OA see the [Australasian Open Access Strategy Group website](#).

## 10. Research UNE and Copyright

For every research output in RUNE, a copy of the published version must be submitted and will be held in the repository. RUNE is able to do this under the [Research UNE Deposit, Collection and Access Rule](#) and supports the University's [Open Access to UNE Research Publications and Data Policy](#). If your research output cannot be made public, the published version will still be held by the repository but will not be accessible to the public.

For more information on copyright see Part A, Appendix B in this document.

## 11. Research

UNE takes its definition of Research from the ARC, who defines Research as "the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative" (ERA Submission Guidelines 2018, Section 1.8, <https://www.arc.gov.au/file/3781/download?token=Wq9o-CbM>). Pure and strategic research, applied research, and experimental development are all considered to be included in this definition of research. This is in line with the Organisation for Economic Co-operation and Development (OECD) definition which states that research and experimental development (R&D) is "creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge" (OECD, 2015, Frascati Manual: Guidelines for Collecting and Reporting Data on Research and Experimental Development, p. 28, Paris, <https://dx.doi.org/10.1787/9789264239012-en>).

For definitions of individual research outputs see Part A, Appendix A in this document.

### 11.1 Traditional Research Outputs

A Traditional Research Output (TRO) is a piece of work that meets the requirement of research as defined by the ARC (ERA Submission Guidelines 2018, Section 1.8).

For a full list of TROs see Part A, Appendix A.1 in this document.

For information on how to submit a TRO see Part B, Stage 2.1 in this document.

For a list of ERA eligible TRO research outputs see UNE's ERA Guidelines Section 4.

### 11.2 Non-Traditional Research Outputs

A NTRO is a creative work, curated or produced event/exhibition, external report, or portfolio arising from a creator's/curator's research that is often not documented via a conventional publication format. These outputs constitute research as defined by the ARC (ERA Submission Guidelines 2018, Section 1.8).

NTROs must be published to be included in RUNE. For a NTRO to be defined as published it must be made publicly available, either through a commercial publisher or in an alternative format.

NTROs fall under the following categories:

- Original Creative Works;
- Live Performance of Creative Works;
- Recorded/Rendered Creative Works;
- Curated or Produced Substantial Public Exhibitions and Events;
- Research Reports for an External Body; and
- Portfolios.

Currently, RUNE only indexes ERA eligible NTROs. For more information on NTROs see UNE's NTRO Guidelines.

For a full list of NTROs see Part A, Appendix A.2 in this document.

For information on how to submit an NTRO see Part B, Section 2.2 in this document.

For a full list of ERA eligible NTROs see UNE's ERA Guidelines Section 4.4.

### 11.3 Datasets

If you have completed a research project at UNE that included the collection, generation, or manipulation of research data that produced original datasets, then, in accordance with the UNE *Code of Conduct for Research Rule* and *Management and Storage of Research Data and Materials Policy*, you are required to archive and register these datasets with RUNE.

Registration of research data in RUNE is achieved through the standard research output submissions process. Research data in digital format needs to be attached to the dataset record when submitting. For physical research data, storage needs to be arranged with your faculty and the storage location should be included in the dataset registration.

Datasets can be Open, Mediated, or Closed. For more information see Part B, Stage 2.3 in this document.

For information on how to submit a dataset see Part B, Stage 2.3 in this document.

## 12. Additional Considerations

### 12.1 Author

In accordance with the Authorship guide supporting the Australian Code for the Responsible Conduct of Research 2018 (ACRCR 2018), an author of a research output is defined at UNE as an individual who has:

- Made significant intellectual or scholarly contribution to the research and its output; and
- Agreed to be listed as an author.

### 12.2 Year of Publication

Year of publication refers to the copyright date assigned to the final published version of a research output. For example, the date at which a journal article is assigned a volume and issue number. For more information on ERA requirements for year of publication, see UNE's ERA Guidelines, Section 4.6.

### 12.3 Peer Review

Peer review is the impartial and independent assessment of research by others working in the same or related fields. Books and book chapters must be published by a commercial publisher (see Section 12.4 in this document for definition of a Commercial Publisher). A statement from an independent, qualified expert that peer review has taken place may be accepted as evidence of peer review.

Please note, non-peer reviewed research outputs may be submitted to RUNE; however, they will not be counted for internal or external reporting purposes.

For more information on the peer review process as it relates to ERA see UNE's ERA Guidelines, Section 4.7.

### 12.4 Commercial Publisher

A Commercial Publisher, as defined by UNE, is an individual or company whose primary business purpose is producing books, book chapters, etc. and distributing them for sale. A Commercial Publisher does the following:

- Internal robust quality control processes (e.g. peer review);
- Expert assessment or review;
- Editing;
- Design; and
- Formatting.

## 12.5 Self-publishing

Self-publishing is defined by UNE as an individual or group of people who produce and publish a research output independent of an existing publishing body. For self-publishing and ERA submission eligibility see UNE's ERA Guidelines, Section 4.9.

## 12.6 Foreign Language Publications

Foreign language publications are outputs that have been published in a language other than English. Foreign language publications undergo the same review process in RUNE as research outputs published in English. RUNE includes an English translation and/or transliteration of the publication's title, abstract and/or book or journal title (if different from the main title). For more information on ERA requirements for foreign language publications see UNE's ERA Guidelines, Section 4.10.

## 12.7 Translations

UNE defines works of translation as research outputs when a research component has been added to the work, thus allowing it to meet all other criteria for being a research output (see Part A, Section 11 in this document for definition of Research).

## 12.8 Cultural Considerations

If a research output is, or contains, culturally sensitive material, this should be indicated during submission. If consideration needs to be taken when handling the output, sensitive handling notes should be added. Please refer to UNE's *Code of Conduct for Research Rule*, with particular reference to 6(e), 6(f), 11(e), and 11(f) if your research and/or research outputs include culturally sensitive data, materials, or content.

With respect to Indigenous language and cultural sensitivities, RUNE takes guidance from the Australian Institute of Aboriginal and Torres Strait Islander Studies' (AIATSIS). The AIATSIS states: "It is essential that Indigenous people are full participants in research projects that concern them, share an understanding of the aims and methods of the research, and share the results of this work. At every stage, research with and about Indigenous peoples must be founded on a process of meaningful engagement and reciprocity between the researcher and Indigenous people" (Guidelines for Ethical Research in Australian Indigenous Studies, AIATSIS, 2012, p. 3).

Particular attention is paid to principle 4 in the document, which states that information obtained from Indigenous peoples should be acknowledged in all publications (Guidelines for Ethical Research in Australian Indigenous Studies, AIATSIS, 2012, p. 7).

## 12.9 Retractions

If a publication is retracted, the repository will remove this publication when evidence of the retraction is provided.

## 12.10 Textbook

A textbook is a publication produced for use in study or teaching. Textbooks may be submitted to RUNE, but are generally not considered category one publications (i.e. publications that are eligible for ERA submission). For more information see Part A, Appendix A.1 in this document.

## 13. Theses

RUNE indexes theses completed by UNE students. Current Higher Degree Research (HDR) thesis records are added to RUNE via internal processes and through collaboration with Research Services and UNE administrators.

For a full list of degrees and thesis categories indexed by RUNE see Part A, Appendix C in this document.

## 14. Digital Object Identifier (DOI) Minting

RUNE can mint (i.e. create) Digital Object Identifiers (DOI) through services provided by the Australian Research Data Commons (ARDC). RUNE's DOI minting is intended to service Research Datasets. Research publications and other research outputs are expected to provide DOIs as minted by their publishers.

To mint DOIs for research outputs that are not datasets please contact the RUNE team so they can assess whether this is appropriate. Generally, DOIs can only be minted for UNE affiliated or hosted materials (i.e. a UNE thesis).

## 15. Grant Information and Numbers

Publications arising from research funded by grants from the ARC or the National Health and Medical Research Council (NHMRC) must have the grant number recorded in the RUNE submission. Names and grant numbers from other funding bodies should also be included in the RUNE submission. By including grant numbers in records, RUNE can make the research outputs contained in the repository easier to find and the associated data more useful for analysis.

Providing grant numbers allows for:

- Identifying research created under a specific grant;
- Collecting statistics on the number of grant-funded publications produced at UNE;
- Comparing the number of grant-funded publications coming from individual researchers; and
- Analysing the output and impact of UNE research year by year.

## 16. Research Output Reclassification Review

This process is still under review and is subject to approval by the University's Research Committee.

## Appendix A - Research Outputs

Research outputs are defined by the ACRCR as that which ‘communicates or makes available the findings of research that may be in hardcopy, electronic or other form. Examples of research outputs include journal articles, book chapters, books, conference papers, reports, datasets, patents and patent applications, performances, videos and exhibitions’ (Authorship: A guide supporting the Australian Code for the Responsible Conduct of Research, 2019, p. 6). Research output categories are assigned based on the type of research output submitted. These can be broadly seen as Traditional Research Outputs (TROs), Non-Traditional Research Outputs (NTROs), and Datasets.

N.B. These research output types are under review and subject to change at the discretion of the RUNE team.

### 1. Traditional Research Output (TRO)

<b>HERDC Category</b>	<b>Explanation</b>
Journal Article	*C1 = Peer-reviewed Journal Article
	C2 = Non- peer-reviewed Article in a Scholarly Journal
	C3 = Non- peer-reviewed Article in a Professional Journal
	C4 = Letter or Note
	C5 = Other peer-reviewed Contribution to a Scholarly Journal
	C6 = Editorship of a Scholarly Journal
Book Chapter	*B1 = Chapter in a Scholarly Book
	B2 = Chapter in a Book - Other
	B3 = Chapter in a Revision/New Edition of a Book

		with a commercial or non-commercial publisher; textbook revisions can be included here.
Book	*A1 = Authored Book – Scholarly	A book published with a commercial publisher that constitutes original research. N.B., Textbooks should not be included here.
	A2 = Authored Book - Other	A self-published book published or a book that is not a category 1 publication. N.B., Textbooks should be included here.
	A3 = Book - Edited	A book for which the submitter acted as editor, rather than author. N.B., Textbooks can be included here.
	A4 = Revision/New Edition of a Book	The book is a revision of an already published work and is not substantially different from the previous edition. N.B. This can be with a commercial or non-commercial publisher; textbook revisions can be included here.
Conference Publication	*E1 = Peer-reviewed Conference Publication	The conference publication is original research and peer reviewed.
	E2 = Non-peer-reviewed Scholarly Conference Publication	The conference publication is not peer reviewed but still appears in a published proceedings.
	E3 = Non-peer-reviewed of Scholarly Conference Publication	The conference abstract, or an extract of the conference publication, appears in a published proceedings.
	E4 = Editorship of Scholarly Conference Proceedings	The author is the editor of the conference proceedings.
Report	R1= Report	Any report that is submitted to RENE and is not eligible to be submitted as a Research Report for an External Body.
Review	D1 = A Substantial Review of an Entire Field of Study.	A published review that is a substantial review, such as a literature review that is not otherwise categorised as a C1 publication. N.B. meta-analyses and systematic reviews are often considered C1 outputs.
	D2 = A Review of Several Works.	A published review of multiple works that is not considered a substantial review.
	D3 = Review of a Single Work	A published review of a single work, for example a book review.
	D4 = Any Other Published Review	Any other review that has been published but does not fall under the above categories.

(\*) research output may be eligible for ERA Submission. For more information see UNE’s ERA Guidelines, Sections 4.1 and 4.3.

2. Non-Traditional Research Output (NTRO) categories

Categories	Subcategories	Examples
Original Creative Works	Visual Art Work	Sculpture, photograph, installation, diagram
	Design/Architectural Work	Built or unbuilt architectural or engineering design
	Textual Work	Scholarly translations, a collection of poetry, notated musical work, exhibition catalogues
	Other	Works that do not fall into the above sub-categories
Live Performance of Creative Works	Music	New and original live music performance
	Play	New and original live theatrical performance
	Dance	New and original live dance performance
	Other	Works that do not fall into the above sub-categories
Recorded/Rendered Creative Works	Audio/Visual Recording	Films, documentaries, audio-visual presentations
	Performance	Music, dance or theatre performances
	Inter-arts	Experimental recorded/rendered works produced in collaboration with researchers in other disciplines
	Digital Creative Work	Creative 3D models, computer programs, digital outputs of architectural projects
	Website/Web-based Exhibition	Web-based exhibition if the researcher is the creator of the creative works featured in the exhibition.
	Other	Works that do not fall into the above sub-categories

Curated or Produced Substantial Public Exhibitions and Events	Web-based Exhibition	Web-based exhibition if the researcher is the curator of the exhibition
	Exhibition/Event	Curation of exhibition in a gallery, museum or event
	Festival	Curation of a festival
	Other	Works that do not fall into the above sub-categories
Research Reports for an External Body	Public Sector Report	Report for an Australian, state, territory, local, foreign or international government body
	Industry Report	Report for a company, industry organisation or employer/employee association
	Not for Profit Report	Report for a body or organisation in the not-for-profit sector
	Other	Reports that do not fall into the above sub-categories

## Appendix B - Copyright

### 1. Copyright ownership

The copyright owner, usually the publisher or the author of a work, retains copyright ownership rights under copyright law.

UNE has a non-exclusive right to store and use content deposited in Research UNE under the following UNE Policy documents:

- [Research UNE Deposit, Collections and Access Policy](#); and
- [Open Access to UNE Research Publications and Data Policy](#).

### 2. Managing your copyright

UNE policy requires UNE authors to submit their research outputs to RUNE with a view to these being openly accessible.

### 3. Reporting a copyright infringement

If you believe copyrighted work that is available in RUNE constitutes copyright infringement or a breach of agreed license or contract please contact RUNE ([rune@une.edu.au](mailto:rune@une.edu.au)) in the first instance.

Authors who believe copyrighted work that is available in RUNE constitutes copyright infringement or a breach of agreed license or contract should contact RUNE ([rune@une.edu.au](mailto:rune@une.edu.au)). Publishers should use the [Copyright Takedown Notice Form](#).

### 4. Licensing Framework

UNE provides access and reuse licensing under the Creative Commons, Public Domain, and Rights Reserved frameworks.

Creative Commons Licenses can be viewed at [Creative Commons Australia](#).

The application of licenses to submitted research outputs is decided by the chief author/investigator of the output. Licensing needs to be applied in consideration of copyright restrictions. By default, submissions to RUNE will have All Rights Reserved licensing, unless otherwise selected.

## Appendix C - Theses

### 1. Thesis Categories indexed in RUNE:

- Masters Research;
- Doctoral;
- Professional Doctorate; and
- Postgraduate.

### 2. Degrees indexed in RUNE:

- Doctor of Education - EdD
- Doctor of Health Services Management - DHSM
- Doctor of Judicial Science - SJD
- Doctor of Philosophy - PhD
- Doctor of Philosophy (Clinical Psychology) - PhD ClinPsych
- Professional Doctorate for Industry/Professions - ProfD
- Master of Administrative Leadership with Honours - MAdminLead Hons
- Master of Arts with Honours - MA Hons
- Master of Business Research with Honours - MBusRes Hons
- Master of Counselling with Honours - MCouns Hons
- Master of Economics - MEc
- Master of Education with Honours - MEd Hons
- Master of Educational Administration with Honours - MEdAdmin Hons
- Master of Gerontology with Honours - MGeront Hons
- Master of Health Management with Honours - MHealthMgt Hons
- Master of Health Science with Honours - MHealthSci Hons
- Master of Laws by Research - MLawRes
- Master of Music with Honours - MMus Hons
- Master of Nursing with Honours - MNurs Hons
- Master of Professional Studies with Honours - MProfStud Hons
- Master of Resource Science - MResSci
- Master of Rural Science - MRurSci
- Master of Science – MSc
- Master of Urban and Regional Planning with Honours - MURP Hons

## Part B

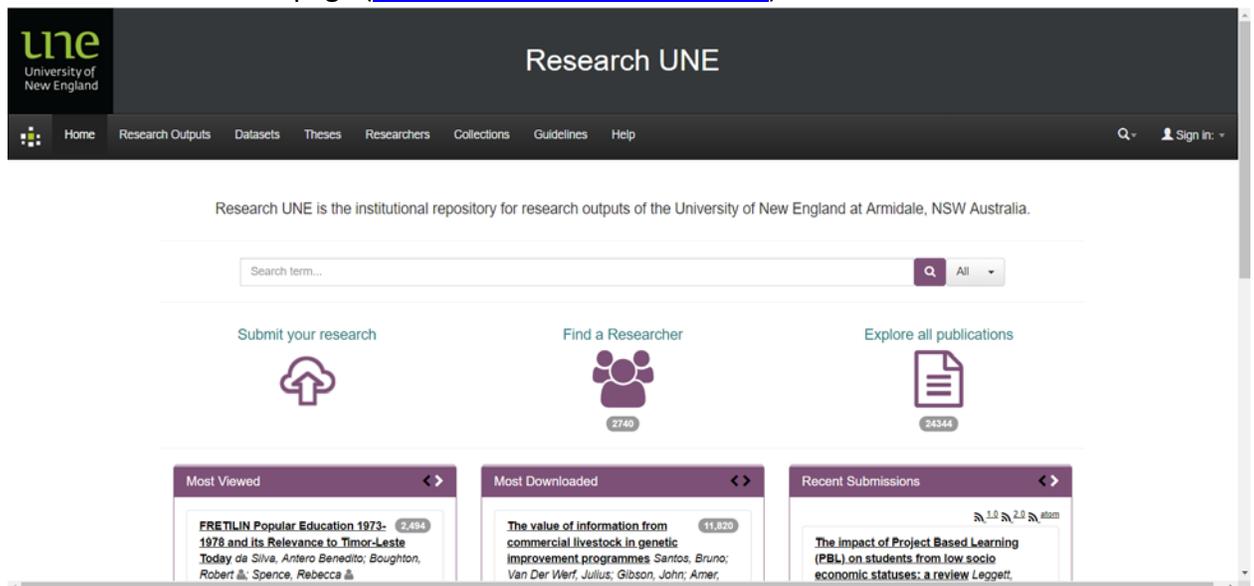
The submission of research outputs into RUNE is divided into three (3) key stages:

- Account set up (once only);
- Adding a submission; and
- Finalising a submission.

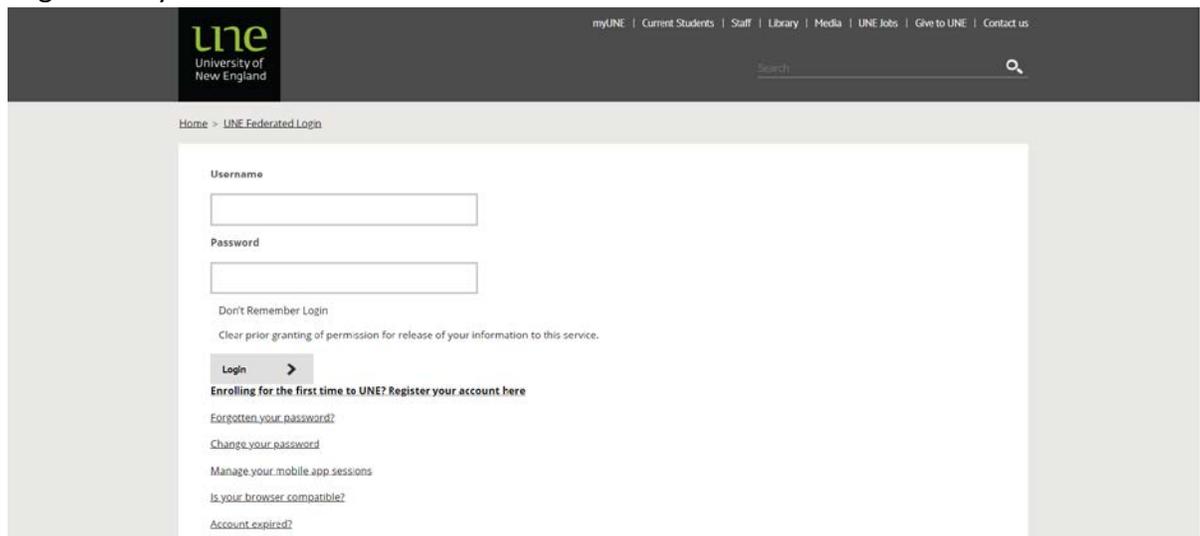
### Stage 1 - Setting up account

Please note, this stage only needs to be completed once, the first time you log in to RUNE.

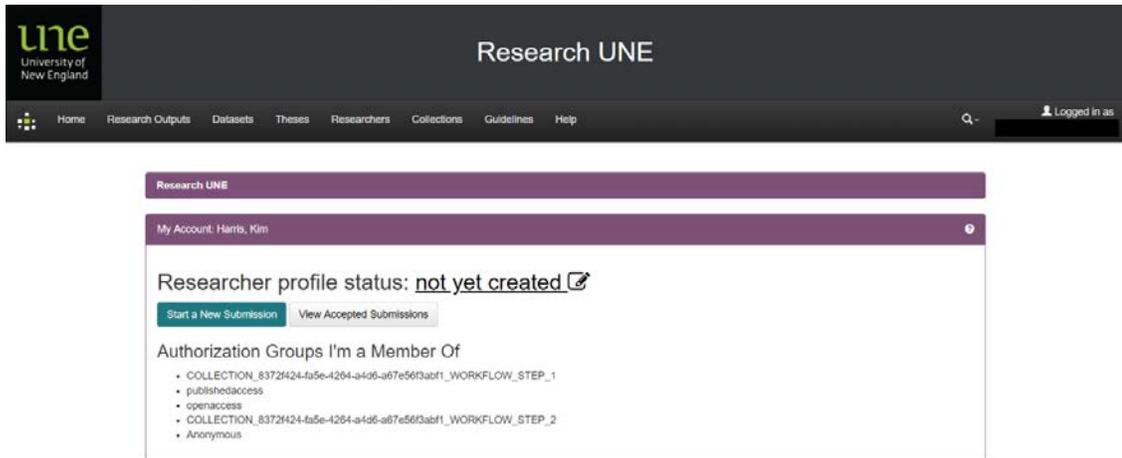
1. Go to the RUNE homepage (<https://rune.une.edu.au/web/>).



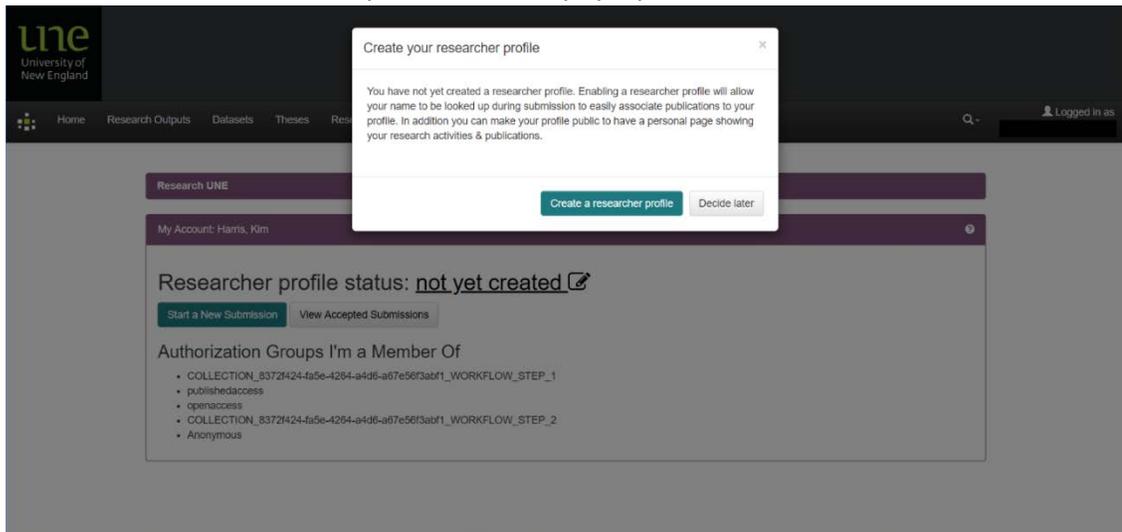
2. Log in with your UNE credentials.



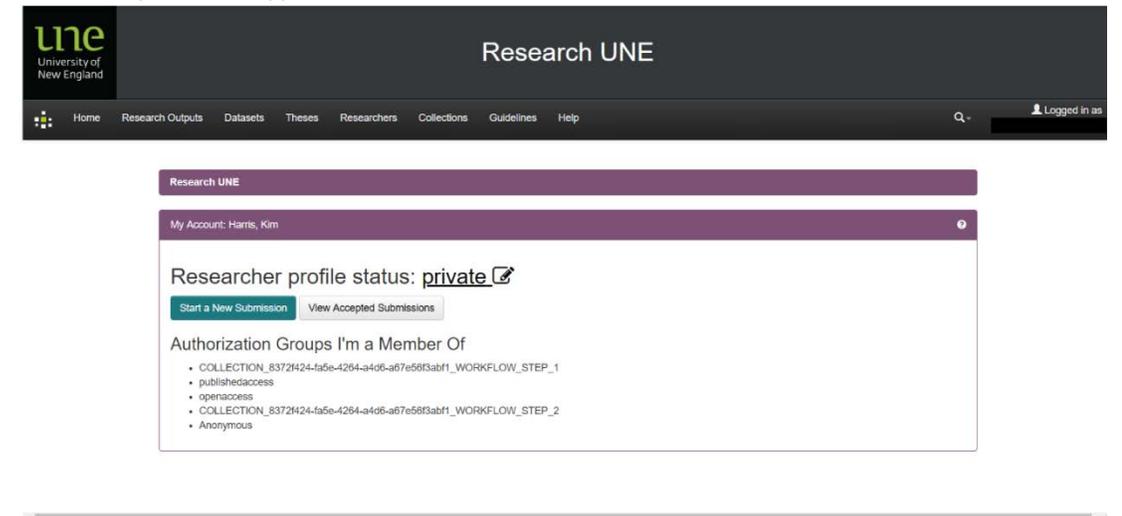
3. Click the “not yet created” hyperlink.



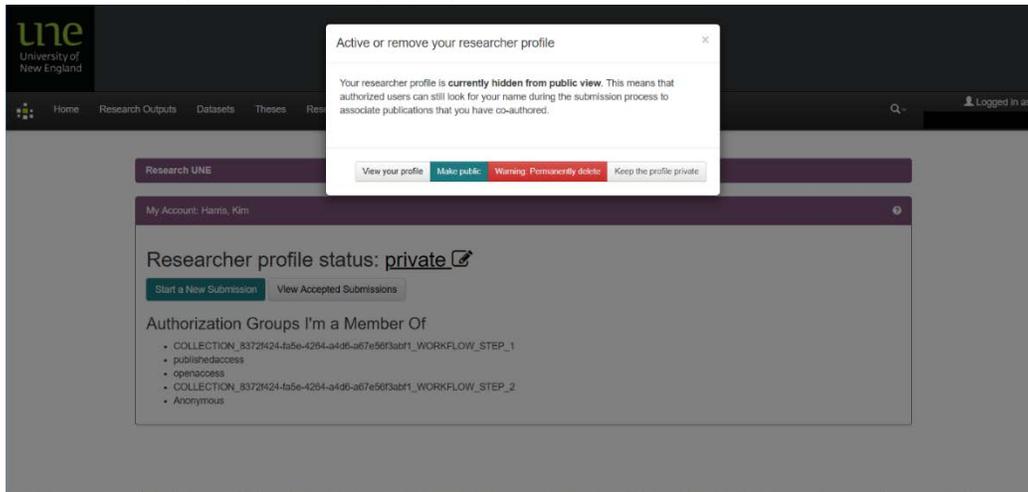
4. Select “Create a researcher profile” on the pop up.



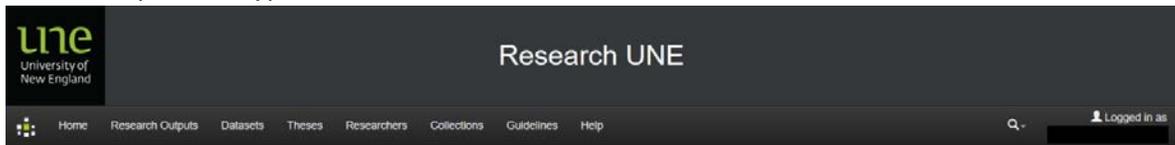
5. Click the “private” hyperlink.



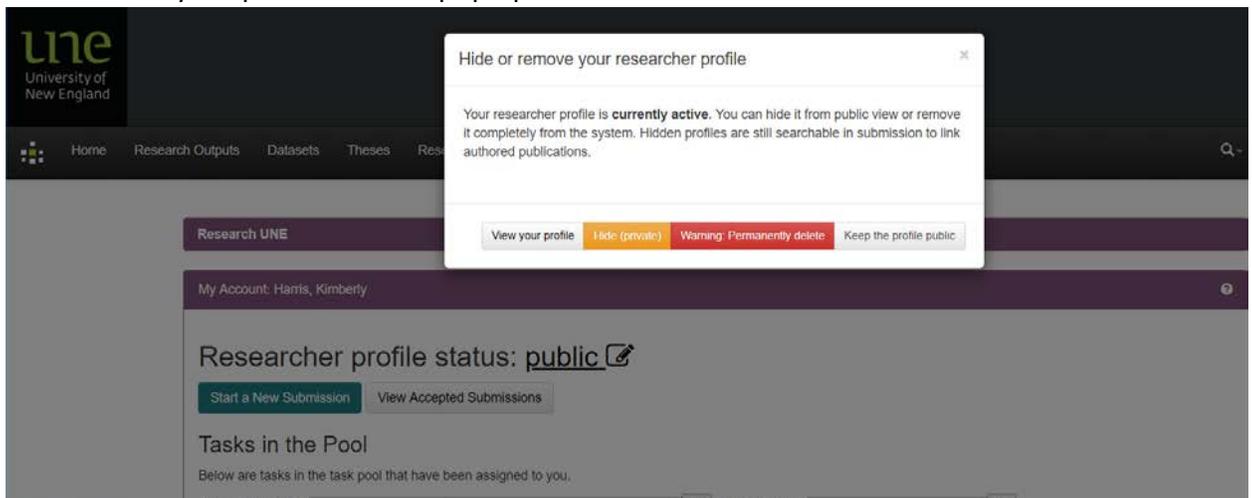
6. Select “Make public” on the pop up.



7. Click the “public” hyperlink.



8. Select “View your profile” on the pop up.



9. Select “Edit Researcher Page” and enter your details into the following fields:

- Credit Name, formatted as: First name Last name;
- Full Name, formatted as: Last name, First name;
- Variants, including name changes, formatted as: Last name, First name;
- Email, formatted as: username@une.edu.au;
- UNE Researcher ID, formatted as: une-id:username (i.e. UNE student or staff username);
- Given name;
- Surname; and
- School/Department: use full school name (e.g. School of Humanities, Arts and Social Sciences, UNE Business School).

The screenshot shows the 'Research UNE' website interface. At the top left is the 'une University of New England' logo. The main header is 'Research UNE'. Below the header is a navigation menu with links: Home, Research Outputs, Datasets, Theses, Researchers, Collections, Guidelines, Help. On the right, there is a search icon and a 'Logged in as' indicator. The main content area has a purple header bar with 'Research UNE'. Below this is the form for editing the researcher profile. The form title is 'First name Last name'. There are buttons for 'View Statistics', 'Email Alert', 'RSS Feed', and 'Edit Researcher Page'. A message states 'The changes to the Edit Personal Information Tab has been saved'. There are tabs for 'Profile', 'ORCID', 'Bibliometrics', and 'Other'. The 'Profile' tab is active, showing a table with the following fields: Credit Name (First name Last name), Full Name (Last name, First name), Email (test@une.edu.au), UNE Researcher ID (une-id:test), Given Name (First name), Surname (Last name), and School/Department (School of Humanities, Arts and Social Sciences).

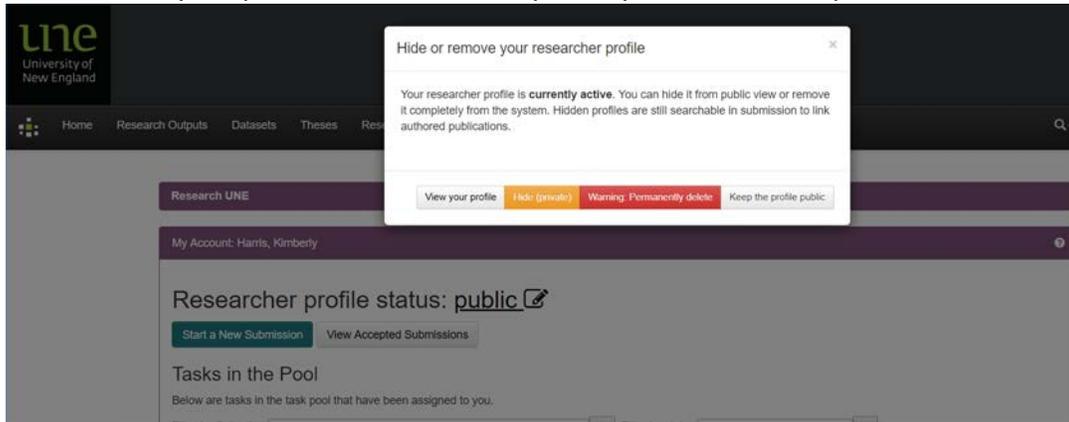
10. Follow the instructions below to link your ORCID to your Researcher Profile. You can also add other key information, including your Scopus ID.

To link your ORCID to your Researcher Profile:

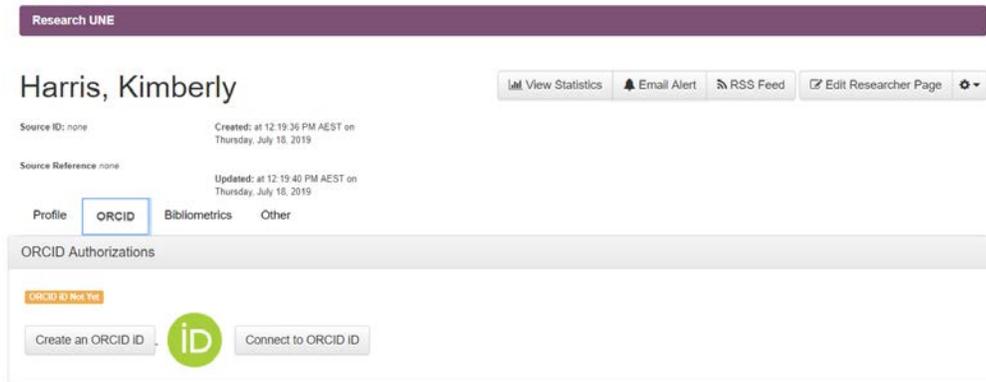
1. Log in to your account.
2. Click on the Researcher profile status “public”. A pop up should appear.

The screenshot shows a pop-up window from the Research UNE website. The header is 'Research UNE'. Below the header is a purple bar with 'My Account: Harris, Kimberly'. The main content area shows 'Researcher profile status: public' with an edit icon. Below this are two buttons: 'Start a New Submission' and 'View Accepted Submissions'.

3. Select "View your profile". This will take you to your researcher profile.



4. Select the "ORCID" tab.
5. Select "Connect to ORCID ID".



6. Log in to ORCID.



Sign into ORCID or [Register now](#)

Personal account  Institutional account

Sign in with your ORCID account

Email or ORCID ID

ORCID password

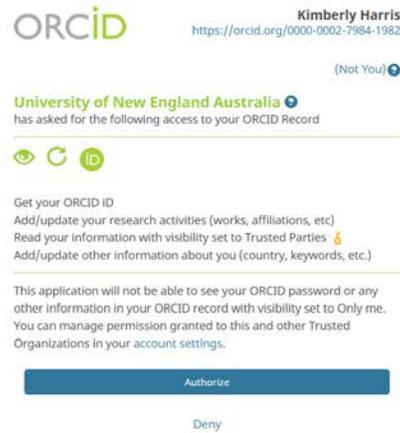
Sign into ORCID

[Forgotten your password? Reset it here](#)

Sign in with a social media account



7. Select “Authorize”.

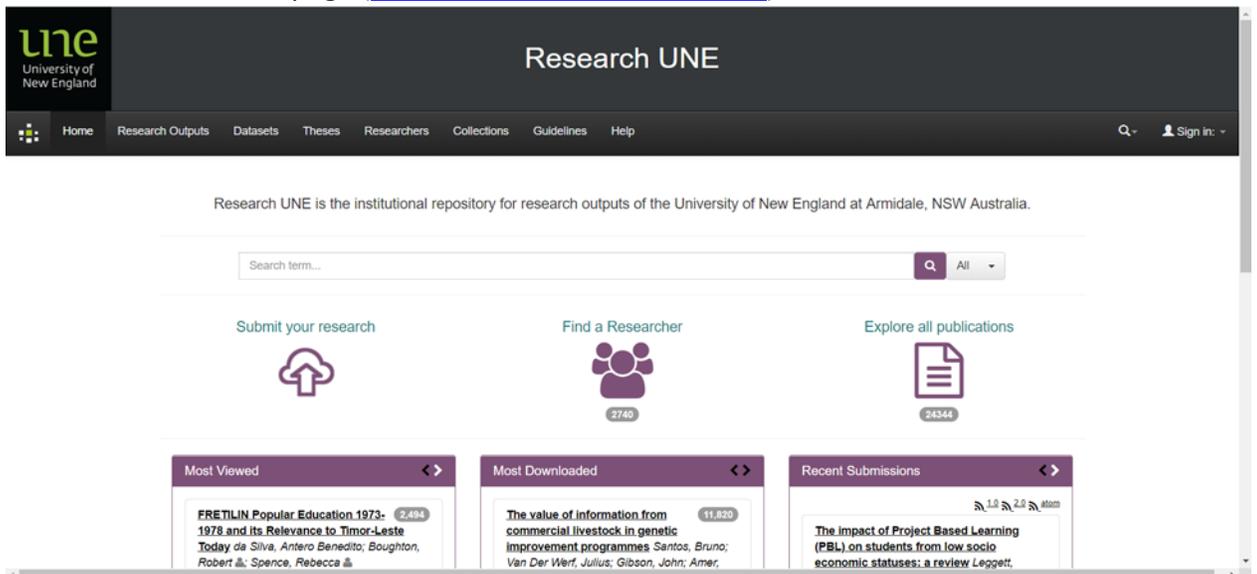


8. Return to your Researcher Profile. Your ORCID should now be visible.

## Stage 2 - Adding a Submission

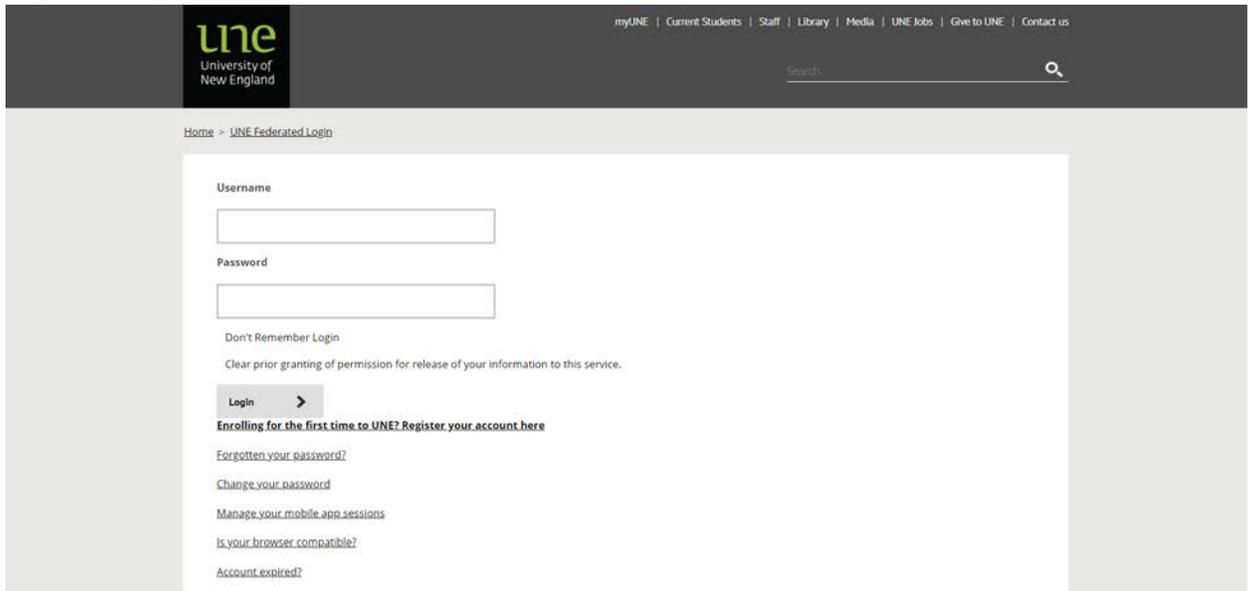
The process for beginning a RUNE submission is the same for all publication types. Instructions are detailed below.

1. Go to the RUNE homepage (<https://rune.une.edu.au/web/>).



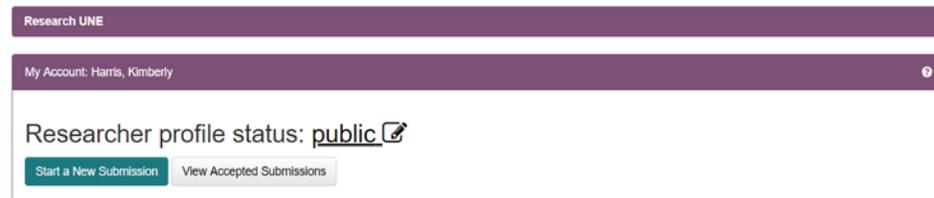
2. Select “Submit your research”.

3. Log in with your UNE credentials.



4. This will take you to your account where you can view your submitted items and add new submissions.

5. Select “Start a New Submission”.



6. You can add a publication by selecting either “Manual Submission” or “Search for identifier”.

Note: if your publication has a DOI, this can be entered here to prefill parts of the form. If your publication is in ORCID and your ORCID has been linked to RONE, you may add your publication via ORCID to prefill parts of the form. Otherwise, begin a manual submission and enter any relevant information about your publication.

- a) Start a manual submission by selecting the publication type of the submission and clicking “Manual Submission”.

## New submission: get data from bibliographic external service

The screenshot shows the 'Manual Submission' section of a web form. A dropdown menu titled '\*Select Publication Type' is open, displaying a list of publication types. The list is organized into sections: 'UNE' (Book, Book Chapter, Conference Publication, Dataset, Dataset Transfer, Entry In Reference Work, Journal Article, NTRO Portfolio, Patent, Report, Research Report For An External Body, Review, Software, Working Paper), 'UNE NTRO' (Curated Or Produced Substantial Public Exhibitions And Events - Exhibition/event, Curated Or Produced Substantial Public Exhibitions And Events - Festival), and 'NTRO'. A 'Manual Submission' button is visible to the right of the dropdown. Below the form, there is a footer with a logo and a statement: 'The University of New England respects and acknowledges that its people, programs and facilities are built on land, and surrounded by a sense of belonging, both ancient and contemporary, of the world's oldest living culture. In doing so, UNE values and respects Indigenous knowledge systems as a vital part of the knowledge capital of Australia.'

- b) Or, start a submission by searching for an identifier, such as a DOI or ORCID ID, and clicking “Search”.

## New submission: get data from bibliographic external service

The screenshot shows the 'Search for identifier' section of the web form. It includes a text box with instructions: 'Fill in publication identifiers (DOI is preferable) and then press \*Search\*. A list of all matching publications will be shown to you to select in order to proceed with the submission process.' Below this are five input fields, each with a logo and an example value: 'DOI (Digital Object Identifier) : 10.1021/ao0354342' (with PubMed, Crossref, and Scopus logos), 'PubMed ID: 20524090' (with PubMed logo), 'ORCID ID: 0000-0002-9029-1854' (with ORCID logo), 'arXiv ID: arXiv:1302.1497' (with arXiv logo), and 'CiNii NAID: 110004744915' (with CiNii logo). A purple 'Search' button is located at the bottom right of the form.

You can then view some pre-filled details and select the publication type of the submission before clicking “Fill data and start submission”.

## New submission: get data from bibliographic external service

Search Form Results

PubMed Crossref

Multistep microreactions with proteins using electrocapture technology  
Astorga-Wells, Juan, Bergman, Tomas, Jörnvall, Hans  
2004-05-01

See details & import the record

Exit

Feedback to Research UNE | Contact Research UNE | Disclaimer | Right to information | Privacy | Accessibility  
University of New England CRICOS Provider Number 00003G | ABN: 75 792 454 315



The University of New England respects and acknowledges that its people, programs and facilities are built on land, and surrounded by a sense of belonging, both ancient and contemporary, of the world's oldest living culture. In doing so, UNE values and respects Indigenous knowledge systems as a vital part of the knowledge capital of Australia.

New submission:

Search Form Results

PubMed Crossref

Multistep microreactions with proteins u  
Astorga-Wells, Juan, Bergman, Tomas, Jö  
2004-05-01

MALDI mass spectrometry.

DOI	10.1021/ac0354342
Journal	Analytical chemistry
Volume	76
Issue	9
Issn	0003-2700
Mesh	Animals Cattle Electrochemistry Horses Microfluidics Peptide Mapping Proteins Spectrometry, Mass, Matrix-Assisted Laser Desorption-Ionization Trypsin
Language	eng
Type	Journal Article Research Support, Non-U.S. Gov't

Fill data and start submission

Exit

Feedback to Research UNE | Contact Research UNE  
University of New England CRICOS Provider Number

The University  
contemp  
and surrounded by a sense of belonging, both ancient and  
systems as a vital part of the knowledge capital of Australia.

7. You can now work your way through each page of the submission form to submit your publication to RUNE.

## Instructions by Publication Type

The following instructions provide more detailed information for each key publication type:

- Traditional Research Outputs (TROs);
- Non-Traditional Research Outputs (NTROs); and
- Datasets.

See Part B, Appendix A in this document for a simplified breakdown of the submission process.

- 2.1 Traditional Research Outputs

This section is relevant to the submission of TROs including, but not limited to: journal articles, books, book chapters, conference publications, reviews, reports and entries in reference works. Each submission form has seven (7) tabs: Describe 1, Describe 2, Describe 3, Upload, License, Verify, and Complete that can be interacted with by the submitter.

### **Describe 1**

#### *Mandatory Fields*

Describe 1 includes the *mandatory* fields for making a submission to RUNE. These mandatory fields appear in red with an \* and include the Title, Publication Date and the FoR ([ABS Field of Research website](#)) and SEO Codes ([ABS Socio-Economic Objective website](#)).

#### *Translated Title, Transliterated Title and Language*

If your publication has been published in a language other than English, please also include an English translation of the title in the Translated Title field.

If your publication has been published in a language that does not use Roman characters, please also include a Romanised transliteration of the title in the Transliterated Title field.

The default language for publications is English. If your publication is in a language other than English, please select the correct language from the dropdown list.

#### *Scholarly Translation*

Select yes if the publication is a scholarly translation. Otherwise, you do not need to interact with this field.

#### *Early Online Version*

If you are submitting a journal article that is available online but has not yet been published (i.e. assigned a volume and issue number), please include the date that the publication was made available online in the Early Online Version field.

Articles which are early online may be referred to in a number of ways by the publisher. For example:

- Early online;
- First online;
- First view; and
- In press.

Early online information can be found in the article information section of the article meta-data page:

## The experience and perceived impact of group singing for men living with cancer: A phenomenological study

Katey Warran , Daisy Fancourt, Rosie Perkins

First Published July 13, 2019 | Research Article |  Check for updates

<https://doi.org/10.1177/0305735619854526>

[Article information](#) ^



### Article Information

Article first published online: July 13, 2019

 [Katey Warran](#)<sup>1</sup>, [Daisy Fancourt](#)<sup>2</sup>, [Rosie Perkins](#)<sup>3, 4</sup>

<sup>1</sup>School of Social and Political Science, University of Edinburgh, UK

<sup>2</sup>Department of Behavioural Science and Health, University College London, UK

<sup>3</sup>Centre for Performance Science, Royal College of Music, London, UK

<sup>4</sup>Faculty of Medicine, Imperial College London, UK

Corresponding Author:

Rosie Perkins, Centre for Performance Science, The Royal College of Music, Prince Consort Road, London SW7 2BS, UK.

Email: [rosie.perkins@rcm.ac.uk](mailto:rosie.perkins@rcm.ac.uk)

### Abstract

In the RUNE submission, enter this date in the “Early Online Version” field on Describe 1:

Enter the date of publication or public distribution. You can leave out the day and/or month if not applicable.

**Publication Date**

Month:	(No Month) ▼	Day:		Year*:	
--------	--------------	------	--	--------	--

If not yet published but early online version exists, enter this date. You can leave out the day and/or month if they aren't applicable.

**Early Online Version**

Month:	(No Month) ▼	Day:		Year*:	
--------	--------------	------	--	--------	--

### Contributors and Corporate Contributors

List all contributors whose names appear on the publication in the order that they appear.

UNE authors can be linked to their researcher profile by using the author look-up tool (the magnifying glass next to the contributor's name). N.B. Authors' names must be formatted as Surname, First name.

Enter the names of the contributors of this item in the form Surname, Firstname [i.e. Smith, Josh or Smith, J] then click the magnifying glass to search for the author.

Contributors: Spreadborough, Kristal

Academic Level: Select one..

Role: Select one..

School: [Empty]

E-mail: [Empty]

UNE ID: [Empty]

ORCID: [Empty]

Corporate Contributor: [Empty]

Type of Commissioning agency: N/A

Search Results: Author lookup - Internal directory & ORCID. Results 1 to 4 of 4 for "Spreadborough, Kristal".

1. Spreadborough, Kristal  
Spreadborough, Kristal L See "Spreadborough, Kristal"  
Spreadborough, Kristal  
Local value 'Spreadborough, Kristal' (not in Naming Authority)
2. Spreadborough, Kristal  
Name in "Last, First" format
3. Accept See More Results Cancel

For TROs the academic level of all contributors is “academic” and the role is “author”. The only exceptions to this are edited books and edited conference proceedings, for which the role is “editor”.

List corporate contributors if applicable, and select the type of commissioning agency. A corporate contributor is an organisational body that is listed as an author on the research output, for example the Variable Brain Consortium.

## Describe 2

### *HERDC Category*

Please select the appropriate HERDC category for your publication. For more information on the different HERDC categories see Part A, Appendix A.1 in this document. For more information on HERDC categories that are eligible for ERA see UNE’s ERA Guidelines, Section 4.3.

### *Publication Information*

Add as much information as you can about the publication. All fields in Describe 2 are *optional*, but the more information that is provided, the easier it is to process your record. You may wish to fill in the following fields, where applicable:

- Journal Title/Book Title/Proceedings Title
- Publisher
- Place of Publication
- Volume
- Issue

- Running Number
- Edition
- Editor(s)
- First Page and Last Page/Extent of Pages
- Total Book Chapters
- ISBN/ISSN
- DOI
- Publisher/associated Links
- Open Access, Access Rights and Open Access Version of the Publication
- Series Name and Number
- Abstract
- Related Publications

#### *Translated and Transliterated Title*

If your publication has been published in a language other than English, please also include an English translation of the book or journal title in the Translated Title field.

If your publication has been published in a language that does not use Roman characters, please also include a Romanised transliteration of the book or journal title in the Transliterated Title field.

#### *Conference Name, Conference Venue, Conference Location and Conference Dates*

If you are submitting a conference publication, please include the name, venue, location and dates of the conference.

The conference location should be expressed in the following manner: City, Country e.g. Sydney, Australia.

The conference dates should be expressed in the following manner: (dd)th – (dd)th Month, Year e.g. 5<sup>th</sup> – 10<sup>th</sup> July, 2019.

#### *Open Access*

If your publication is Open Access (OA), please select the correct level of OA.

Please note, even if your publication is not OA through the publisher, there may still be the potential to make a version of the publication OA through the UNE Green option. Contact the RUNE team (rune@une.edu.au) for more information.

#### UNE Green

Select UNE Green OA if your publication can be made openly accessible through UNE's repository. Your publication may be UNE Green if you supply a pre- or post-print that can be made openly accessible according to the publisher's guidelines, or if the publisher allows the repository to openly host the published version.

### Gold

Select Gold OA if your publication is openly accessible according to the publisher's guidelines but cannot be made UNE Green. This is the most common form of OA.

### Green

Select Green OA if your publication is openly accessible through another institutional repository.

### Bronze

Select Bronze OA if your publication is openly accessible but the publisher does not have a clearly stated OA policy.

### *Open Access Version of the Publication*

If your publication has a DOI, you do not need to provide a link in the Open Access Version of the Publication. This is because the publication's DOI is the link to the openly accessible version of the publication.

If your publication does not have a DOI, please provide a link to the openly accessible version of the publication in the Open Access Version of the Publication field. This may be the link to the metadata page or to an openly accessible PDF of the publication.

### *English Abstract*

If your publication has been published in a language other than English, please include a copy of the abstract in the original language in the Abstract field and an English translation of the abstract in the English Abstract field.

### **Describe 3**

#### *Funding, Other Funding Source and Grant Number*

If your publication has any associated funding, please add it here.

For category 1 funding (ARC and NHMRC), select the correct option from the dropdown list and add the ARC or NHMRC grant number to the Grant Number field.

For all other funding categories including, but not limited to, postgraduate scholarships and other government grants, place all grant information, including grant numbers and project numbers, in the Other Funding Source field.

#### *Public and Internal Notes*

If you would like to include any further information about your publication, please include it here.

Public notes will be visible to anyone who accesses the record once it has been made live in the repository. Internal notes will only be visible to members of the RENE team.

### *Aboriginal and Torres Strait Islander research and Language*

If the publication contains content related to Aboriginal and Torres Strait Islander (ATSI) Australians, please select yes. Otherwise, you do not need to interact with this field.

If you have selected yes, please also include the relevant ATSI language group(s) via the language look up.

### *Cultural Sensitivity*

If the publication is culturally sensitive, please select yes. Otherwise, you do not need to interact with this field.

If you have selected yes, please also include notes that outline the appropriate handling procedures for the publication.

### **Upload**

You can upload the appropriate files for your publication on this tab. The required material differs based on publication type.

- Journal articles, reviews and reports: the published or early online version of the publication is required. You may also wish to include pre- or post-prints (copies of the publication that are at either pre-peer review or post-peer review stage, but before copy editing and formatting by the publisher). In most cases, these can be made available under the UNE Green OA model. N.B. Although they can be added to the repository, in most cases early online versions of articles are not considered published versions.
- Books: if you are the author (or co-author) of the entire book, the published version of the entire book is required. If you are the editor (or co-editor) of the book, only the front and back matter of the published book is required.
- Book chapters: the front and back matter of the book and the published version of the book chapter are required.
- Conference publications: the published conference publication is required. The front matter of the conference is also required, where available.

Please note, RUNE requires electronic versions or high-quality Optical Character Recognised (OCRRed) scans of all publications for internal and external reporting purposes. If you cannot provide a high-quality scan, we may ask to loan a copy of the publication to make the required scans.

## Choosing a File Path

Describe 1 Describe 2 Describe 3 **Upload** License Verify Complete

You are submitting in **Journal Article**

### Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that this system is able to preserve the content of certain types of files better than other types.

By also uploading a pre or post-peer review version you give Research UNE permission to make changes required by the publisher policy for open access (e.g. converting to PDF, including a Creative Commons license, adding a coversheet).

### Choose File Type

If unsure of the appropriate file type please leave this blank and add a description of the file. Research UNE Team will assign the appropriate file type during review.

Select one ...

- Select one ...
- Administrative
- Preservation
- Open Published Version
- Closed Published Version
- Evidence
- Open Access Version
- Dataset
- Open Dataset

Select a file or drag & drop files ...

< Previous Cancel/Save Skip file upload > Next >

You can select a file path by clicking the dropdown menu under "Choose File Type".

File path conventions for TROs are:

- **Administrative:** Used for front matter, early online versions of articles, and pre- and post-prints that are not UNE Green OA.
- **Closed published version:** Used for the published version of a publication when it is OA Bronze, OA Gold or not OA.
- **Open published version:** Used for the published version of a publication when it is UNE Green OA.
- **Open Access Version:** Used for the pre- or post-print version (i.e. not the published version) that can be made Green OA (RUNE will perform all necessary checks before making pre- and post-prints Green OA).

If you are unsure of which one to select, leave the file type blank and leave a description of the file (i.e. published version, front matter, pre- or post-print). The RUNE team will then select the correct file path for you.

### *File naming conventions*

When naming files, please use only camel case whenever possible and avoid using special characters, such as underscores and apostrophes.

## License

If your publication has an associated user license, please add it on this tab. The most common license is Creative Commons. For more information, see [Creative Commons Australia](#).

## Verify

On this tab, view the information you have added to the submission. If there is anything that needs to be changed, you can select “Correct one of these” to go back to the appropriate page and make the changes.

Once you are satisfied that the information you have included is correct, select “Complete”. This will take you to the final page of the submission.

## Complete

On this tab, you will be notified that your submission has been successful. On this page you can either select “Go to My Account” to view the publications you have submitted, or you can select “Submit another item to the same collection” to submit another record from the same publication type.

The screenshot shows the 'Complete' step of the submission process. At the top, a progress bar indicates the current step is 'Complete'. Below this, a message states 'Submit: Submission Complete!' and provides contact information for the Research UNE team. Two callout boxes are present: one pointing to the 'Go to My Account' button, which leads to a 'Researcher profile status' page showing a 'public' status and options to 'Start a New Submission' or 'View Accepted Submissions'; and another pointing to the 'Submit another item to the same collection' button, which leads to a 'New submission' form with fields for 'Select collections' (set to 'Journal Article') and 'Manual Submission'.

Please note, if you wish to submit a record from a different publication type you will need to return to your account and begin the process from step 5 (above).

You will receive email confirmation that your publication has been submitted. Your publication is now in the RUNE workflow, ready to be processed by a member of the RUNE team. This is a two-step review process whereby one team member processes the record and makes any necessary changes and a second team member double checks that these changes have been accurately reflected. This is to ensure that the information for every publication submitted to RUNE is reflected accurately and consistently.

- 2.2 Non-Traditional Research Outputs

This section is relevant to the submission of Non-Traditional Research Outputs (NTROs) including, but not limited to: original creative works, live performance of creative works, recorded/rendered creative works, curated or produced substantial public exhibitions and events, research reports for an external body and NTRO portfolios. Each NTRO submission form has seven (7) tabs: Describe 1, Describe 2, Describe 3, Upload, License, Verify, and Complete, that can be interacted with by the submitter. For more on NTROs see UNE's NTRO Guidelines.

### **Describe 1**

#### *Mandatory Fields*

Describe 1 includes the *mandatory* fields for making a submission to RUNE. These mandatory fields appear in red with an \* and include the Title, Publication Date, Research Statement and the FoR ([ABS Field of Research website](#)) and SEO Codes ([ABS Socio-Economic Objective website](#)).

For more information on Research Statements for NTROs see UNE's NTRO Guidelines, Section 3.

#### *Translated Title, Transliterated Title and Language*

If your NTRO has been published in a language other than English, please also include an English translation of the title in the Translated Title field.

If your NTRO has been published in a language that does not use Roman characters, please also include a Romanised transliteration of the title in the Transliterated Title field.

The default language for NTROs is English. If your NTRO is in a language other than English, please select the correct language from the dropdown list.

#### *Scholarly Translation*

Select yes if the publication is a scholarly translation. Otherwise, you do not need to interact with this field.

#### *Contributors and Corporate Contributors*

List all contributors whose names appear on the NTRO in the order that they appear on the commercially available output, or include all authors/creators involved in the creation of the NTRO if the NTRO is not commercially available.

UNE authors can be linked to their Researcher Profile by using the author look-up tool (the magnifying glass next to the contributor's name). N.B. Authors' names must be formatted as Surname, First name.

Enter the names of the contributors of this item in the form Surname, Firstname [i.e. Smith, Josh or Smith, J] then click the magnifying glass to search for the author.

The screenshot shows a web form for adding contributors. The 'Contributors' section has a text input field containing 'Spreadborough, Kristal' and a magnifying glass search button. Below this are dropdown menus for 'Academic Level' and 'Role', and text input fields for 'School', 'E-mail', 'UNE ID', and 'ORCID'. A 'Corporate Contributor' section is also visible. An inset window titled 'Author lookup - Internal directory & ORCID' shows search results for 'Spreadborough, Kristal'. The first result is highlighted, and an 'Accept' button is visible at the bottom of the results list.

For NTROs the academic level of all contributors is “academic” and the role is either “author” or “creator”.

List corporate contributors if applicable, and select the type of commissioning agency. A corporate contributor is an organisational body that is listed as an author on the research output.

## Describe 2

### *HERDC Category*

This will default to the type of NTRO you select at the beginning of the submission. For example, if you select Original Creative Works- Textual Work, the HERDC category will reflect this. For more information on the different NTRO categories see Part A, Appendix A.2 in this document.

### *Publication Information*

Add as much information as you can about the NTRO. All fields in Describe 2 are *optional*, but the more information you provide, the easier it is to process your record. Consider completing the following fields, where applicable:

- Publisher
- Place of Publication
- Format
- Edition
- ISSN/ISBN/ISMN
- DOI
- Publisher/associated Links

- Open Access, Access Rights and Open Access Version of the Publication
- Related Publications
- Abstract

*Source Type, Portfolio Type, Portfolio Number and Item URL*

These fields are only relevant if your NTRO is part of a portfolio. If this is the case, please select “UNE Portfolio” from the Source Type dropdown, add the portfolio type and number and the URL for the portfolio.

*Open Access*

UNE Green

Select UNE Green OA if your NTRO can be made openly accessible through UNE’s repository. Your NTRO may be UNE Green if you supply a version of the output that can be made openly accessible.

Gold

Select Gold OA if your NTRO is openly accessible according to the publisher’s guidelines but cannot be made UNE Green. This is the most common form of OA.

Green

Select Green OA if your NTRO is openly accessible through another institutional repository.

Bronze

Select Bronze OA if your NTRO is openly accessible but the publisher does not have a clearly stated OA policy.

*English Abstract*

If your NTRO has been published in a language other than English, please include a copy of the abstract in the original language in the Abstract field and an English translation of the abstract in the English Abstract field.

**Describe 3**

*Funding, Other Funding Source and Grant Number*

If your NTRO has any associated funding, please add it here.

For category 1 funding (ARC and NHMRC), select the correct option from the dropdown list and add the ARC or NHMRC grant number to the Grant Number field.

For all other funding categories including, but not limited to, postgraduate scholarships and other government grants, place all grant information, including grant numbers and project numbers, in the Other Funding Source field.

#### *Public and Internal Notes*

If you would like to include any further information about your NTRO, please include it here.

Public notes will be visible to anyone who accesses the record once it has been made live in the repository. Internal notes will only be visible to members of the RUNE team.

#### *Aboriginal and Torres Strait Islander research and Language*

If the publication contains content related to Aboriginal and Torres Strait Islander (ATSI) Australians, please select yes. Otherwise, you do not need to interact with this field.

If you have selected yes, please also include the relevant ATSI language group(s) via the language look up.

#### *Cultural Sensitivity*

If the publication is culturally sensitive, please select yes. Otherwise, you do not need to interact with this field.

If you have selected yes, please also include notes that outline the appropriate handling procedures for the publication.

### **Upload**

You can upload the appropriate files for your NTRO on this tab. These may include written works, audio and/or visual recordings of performances, images etc.

Please note, it is crucial that all necessary documentation and recordings are recorded electronically for reporting purposes. For more information on these requirements see UNE's NTRO Guidelines, Section 4 and Appendix A.

#### *Choosing a File Path*

You can select a file path by clicking the dropdown menu under "Choose File Type".

You are submitting in **Journal Article**

## Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that this system is able to preserve the content of certain types of files better than other types.

By also uploading a pre or post-peer review version you give Research UNE permission to make changes required by the publisher policy for open access (e.g. converting to PDF, including a Creative Commons license, adding a coversheet).

### Choose File Type

If unsure of the appropriate file type please leave this blank and add a description of the file. Research UNE Team will assign the appropriate file type during review.

Select one ..

- Select one ..
- Administrative
- Preservation
- Open Published Version
- Closed Published Version
- Evidence
- Open Access Version
- Dataset
- Open Dataset



Select a file or drag & drop files ...

< Previous

Cancel/Save

Skip file upload >

Next >

File path conventions for NTROs are:

- Administrative: Used for all other documentation you wish to upload.
- Closed published version: Used for the published version of a NTRO when it is OA Bronze, OA Gold or not OA.
- Open published version: Used for the published version of a NTRO when it is UNE Green.
- Open access version: Used for the pre- or post- print version (i.e. not the published version) of a NTRO when the output can be made openly accessible.

### *File naming conventions*

When naming files please use only camel case whenever possible and avoid using special characters, such as underscores and apostrophes.

### **License**

If your NTRO has an associated user license, please add it on this tab. The most common license is Creative Commons. For more information, see [Creative Commons Australia](#).

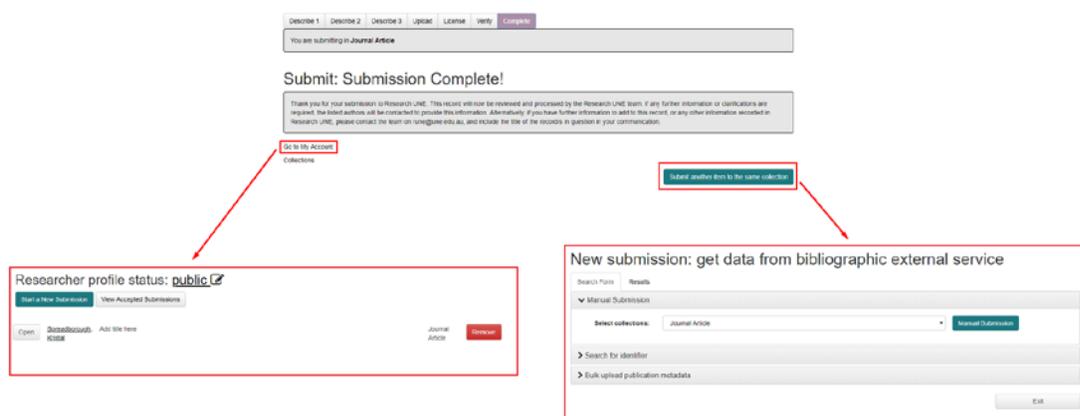
## Verify

On this tab, view the information you have added to the submission. If there is anything that needs to be changed, you can select “Correct one of these” to go back to the appropriate page and make the changes.

Once you are satisfied that the information you have included is correct, select “Complete”. This will take you to the final page of the submission.

## Complete

On this tab, you will be notified that your submission has been successful. On this page you can either select “Go to My Account” to view the publications you have submitted, or you can select “Submit another item to the same collection” to submit another record from the same publication type.



Please note, if you wish to submit a record from a different publication type you will need to return to your account and begin the process from step 5 (above).

You will receive email confirmation that your NTRO has been submitted. Your NTRO will now go through a three-step review process. The first step is to ascertain the research value of the NTRO. For more information on this process, see UNE’s NTRO Guidelines, Section 4. Once your NTRO has been approved, it will go into the RUNE workflow, ready to be processed by a member of the RUNE team. One team member will process the record and make any necessary changes and a second team member will double check that these changes have been accurately reflected. This is to ensure that the information for every publication submitted to RUNE is reflected accurately and consistently.

- 2.3 Datasets

This section is relevant to the submission of Datasets. Each Dataset submission form has eight (8) tabs: Describe 1, Describe 2, Describe 3, Access, Upload, License, Verify, and Complete, that can be interacted with by the submitter.

## Describe 1

### *Mandatory fields*

Describe 1 includes the *mandatory* fields for making a submission to RUNE. These mandatory fields appear in red with an \* and include the Title, Publication Date and the FoR ([ABS Field of Research website](#)) and SEO codes ([ABS Socio-Economic Objective website](#)).

### *Translated title, transliterated title and language*

If your dataset has been recorded in a language other than English, please also include an English translation of the title in the Translated Title field.

If your dataset has been recorded in a language that does not use Roman characters, please also include a Romanised transliteration of the title in the Transliterated Title field.

The default language for datasets is English. If your dataset is in a language other than English, please select the correct language from the dropdown list.

### *Dataset restriction date*

This is the date after which the dataset will be made available in accordance with the open access option selected on Describe 2. If no restriction date is required for your dataset, leave this blank.

### *Keywords*

Please include any relevant keywords related to your dataset in this field.

### *Abstract/Context*

Please include an abstract that accurately describes your dataset in this field. If you completed an ethics application for this project, you may wish to include the abstract from the application.

### *English Abstract/Context*

If your dataset has been published in a language other than English, please include a copy of the abstract in the original language in the Abstract field and an English translation of the abstract in the English Abstract field.

### *Contributors and corporate contributors*

List all contributors whose names appear on the dataset in the order that they appear.

UNE authors can be linked to their Researcher Profile by using the author look-up tool (the magnifying glass next to the contributor's name). N.B. Authors' names must be formatted as Surname, First name.

Enter the names of the contributors of this item in the form Surname, Firstname [i.e. Smith, Josh or Smith, J] then click the magnifying glass to search for the author.

The screenshot shows a web form for adding contributors. The 'Contributors' section has a search box with 'Spreadborough, Kristal' and a magnifying glass icon. Below it are fields for Academic Level, Role, School, E-mail, UNE ID, and ORCID. A 'Corporate Contributor' section is also present. An inset window titled 'Author lookup - Internal directory & ORCID' shows search results for 'Spreadborough, Kristal'. The first result is selected, and the 'Accept' button is highlighted.

If you are submitting a HDR dataset associated with a PhD or Master’s Thesis, the HDR student should be listed first with the academic level “student” and the role “creator”. The student’s supervisors should then be listed with the academic level “academic” and the role “supervisor”.

List corporate contributors if they have contributed to the dataset, and select the type of commissioning agency. A corporate contributor is an organisational body that is listed as an author on the research output.

### *Primary Contact Name and Primary Contact Email; Dataset Custodian Name and Dataset Custodian Email*

Please include the name and email of the dataset custodian and primary contact for queries about the dataset in these fields.

For HDR datasets the dataset custodian and primary contact are typically the HDR student, unless otherwise specified.

### *GEO coordinates for this item*

If applicable, enter the location at which the data was gathered.

## **Describe 2**

### *HERDC Category*

The HERDC category for datasets in RUNE is X Dataset by default. This does not need to be changed.

### *Publisher and Place of Publication*

The publisher for datasets is by default the University of New England, thus the place of publication should be Armidale, Australia.

If the dataset is hosted on another database or through a different institution, reflect that publisher and place of publication in this field.

### *Format*

This field should include all the file types in your dataset e.g. .pdf, .docx, .csv.

### *DOI and Publisher Associated Links*

If your dataset is hosted on another database or through a different institution, please include this DOI and relevant links here.

If you would like the RUNE team to mint a DOI for your dataset, please indicate this in the Internal Notes field.

### *Open Access, Access Rights and Open Access version of the Publication*

The Open Access options for datasets differ from those for TROs and NTROs. Select “yes” from the dropdown if your dataset is Open; select “no” if your dataset is Mediated or Closed.

#### Open

Select open access if you would like your dataset to be completely open. This means that the metadata associated with your dataset will be discoverable, and the dataset itself will be openly accessible to anyone who wishes to access it (i.e. they will be able to freely download and reuse the data).

#### Mediated

Select mediated access if you would like the metadata associated with your dataset to be discoverable but the data itself to be closed. Anyone interested in accessing or using your dataset will have to contact the primary contact to request access.

#### Closed

Select closed access if you would like the metadata associated with your dataset to be discoverable but the data itself to be closed. The data will remain closed, no one will be able to request access.

### *Related Publications*

Please indicate the DOIs/links to any related publications here.

### **Describe 3**

#### *Project*

If your dataset was associated with a particular project, such as a HDR thesis, please include the project title here.

#### *Funded By, Other Funding Source and Grant Number*

If your dataset has any associated funding, please add it here.

For category 1 funding (ARC and NHMRC), select the correct option from the dropdown list and add the ARC or NHMRC grant number to the Grant Number field.

For all other funding categories including, but not limited to, postgraduate scholarships and other government grants, place all grant information (including grant numbers and project numbers) in the Other Funding Source field.

#### *Public and Internal Notes*

If you would like to include any further information about your publication, please include it here.

Public notes will be visible to anyone who accesses the record once it has been made live in the repository. Internal notes will only be visible to members of the RUNE team.

#### *Aboriginal and Torres Strait Islander research and Language*

If the publication contains content related to Aboriginal and Torres Strait Islander (ATSI) Australians, please select yes. Otherwise, you do not need to interact with this field.

If you have selected yes, please also include the relevant ATSI language group(s) via the language look up.

#### *Cultural Sensitivity*

If the publication is culturally sensitive, please select yes. Otherwise, you do not need to interact with this field.

If you have selected yes, please also include notes that outline the appropriate handling procedures for the publication.

### **Access**

Select the private tick box and include an embargo date if you would like your dataset and the associated metadata to be locked down for the specified period. Please note, this means that your dataset record will not be searchable during this embargo period.

## Upload

You can upload the appropriate files for your dataset on this tab. You can do this in a couple of ways.

- If you wish to upload each relevant file individually, drag and drop the file(s) into the upload file box or click the “Select a file or drag & drop files ...” hyperlink. Please note, you can upload multiple files at once. These will still upload separately.
- If you have many files and wish to retain the original folder structure of the dataset, you can upload zipped folders.

If your dataset is too large to submit directly to RUNE, you can share your data with RUNE on Cloud.UNE via the cloud-dataarchiving account or by sharing a direct link. Instructions for this process are as follows:

1. Log in to Cloud.UNE.
2. Select the share icon next to the file you would like to share.
3. In the sharing tab (on the right hand side of the screen) enter the name cloud-dataarchiving.
4. Select the cloud-dataarchiving group.
5. The RUNE team will receive email confirmation that your data has been shared.

### *File naming conventions*

When naming files please use only camel case whenever possible and avoid using special characters, such as underscores and apostrophes.

Please note, for preservation purposes, the RUNE team prefers not to rename files in your dataset on your behalf. Therefore, it is crucial to carefully consider the naming of your files before submitting your dataset.

### *Choosing a File Path*

You can select a file path by clicking the dropdown menu under “Choose File Type”.

Describe 1 Describe 2 Describe 3 **Upload** License Verify Complete

You are submitting in **Journal Article**

## Submit: Upload a File

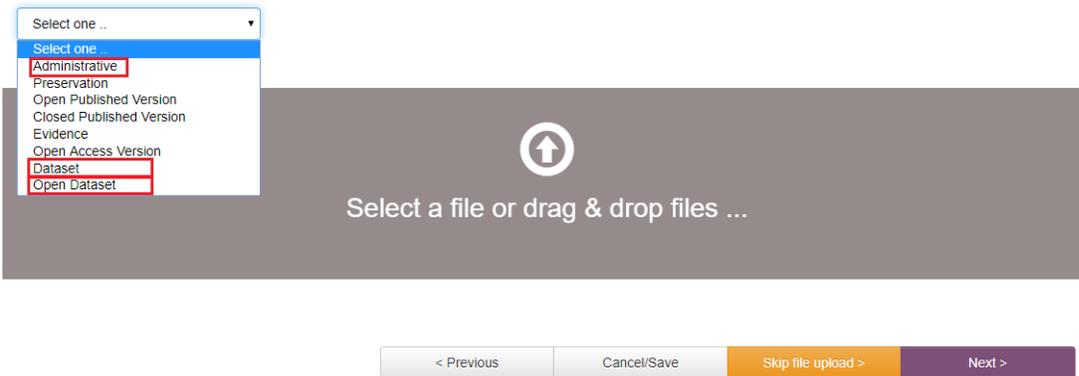
Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that this system is able to preserve the content of certain types of files better than other types.

By also uploading a pre or post-peer review version you give Research UNE permission to make changes required by the publisher policy for open access (e.g. converting to PDF, including a Creative Commons license, adding a coversheet).

### Choose File Type

If unsure of the appropriate file type please leave this blank and add a description of the file. Research UNE Team will assign the appropriate file type during review.



The screenshot shows a dropdown menu with the following options: Select one .., Select one .., Administrative, Preservation, Open Published Version, Closed Published Version, Evidence, Open Access Version, Dataset, and Open Dataset. The 'Administrative' and 'Dataset' options are highlighted with red boxes. Below the dropdown is a large grey area with a white circular arrow icon and the text 'Select a file or drag & drop files ...'. At the bottom of the form are four buttons: '< Previous', 'Cancel/Save', 'Skip file upload >', and 'Next >'.

File path conventions for datasets are:

- Administrative: Used for any documents relevant to the dataset that are not the dataset itself.
- Dataset: Used for datasets that are closed or mediated access.
- Open Dataset: Used for datasets that are open access.

### License

If your publication has an associated user license, please add it on this tab. The most common license is Creative Commons. For more information, see [Creative Commons Australia](#).

### Verify

On this tab, view the information you have added to the submission. If there is anything that needs to be changed, you can select "Correct one of these" to go back to the appropriate page and make the changes.

Once you are satisfied that the information you have included is correct, select "Complete". This will take you to the final page of the submission.

## Complete

On this tab, you will be notified that your submission has been successful. On this page you can either select “Go to My Account” to view the publications you have submitted, or you can select “Submit another item to the same collection” to submit another record from the same publication type.

The screenshot shows a submission completion interface. At the top, a progress bar indicates steps: Describe 1, Describe 2, Describe 3, Upload, License, Verify, and Complete (highlighted). Below this, a message states "You are submitting in Journal Article". A large green box contains the text "Submit: Submission Complete!". Below this, a smaller box provides a thank-you message and contact information for the Research UNE team. Two red boxes highlight navigation options: "Go to My Account" (with a sub-link "Collections") and "Submit another item to the same collection". Red arrows point from these options to two separate screenshots below. The left screenshot shows a researcher profile with the status "public" and a "Researcher" button. The right screenshot shows a "New submission" form for "get data from bibliographic external service" with a "Manual Submission" dropdown and a "Submit" button.

Please note, if you wish to submit a record from a different publication type you will need to return to your account and begin the process from step 5 (above).

You will receive email confirmation that your dataset has been submitted. Your dataset is now in the RUNE workflow, ready to be processed by a member of the RUNE team. This is a two-step review process whereby one team member processes the record and makes any necessary changes and a second team member double checks that these changes have been accurately reflected. This is to ensure that the information for every publication submitted to RUNE is reflected accurately and consistently.

## Stage 3 - Finalising a Submission

After you have completed all required steps in the submission process, the RUNE team will work to complete the record and make it available in the repository. Several steps are involved in this process.

1. A member of the RUNE team will process your record. This involves ensuring that all the necessary metadata (title, publication date, contributors etc.) is included and correct, and that the necessary files have been uploaded.
2. The RUNE team may contact you for more if clarification is required to finalise your submission. For example, the RUNE team will contact you if they are unable to source a published version of the publication, or if something is missing from the metadata.
3. You will then receive email confirmation that your record is live and can be viewed on your researcher profile.

4. If you think that a mistake has been made in the information on your record (i.e. if you disagree with the HERDC category assigned to the publication), you may contact the RUNE team for clarification. For more information on the Research Output Reclassification Review, please see Part A, Section 16 in this document.

## Appendix A - Submitting a Research Output to RUNE

