

PUBLICATIONS DATA COLLECTION - CHECK LIST

(When completing this check list, refer to the HERDC specifications for explanation)

CATEGORY A1 - JOURNAL ARTICLE

Eligibility

	AC	ORS
Meets definition of research (not professional)	<input type="checkbox"/>	<input type="checkbox"/>
Substantial work of scholarship in scholarly journal	<input type="checkbox"/>	<input type="checkbox"/>
Has ISSN	<input type="checkbox"/>	<input type="checkbox"/>
Published in 2011	<input type="checkbox"/>	<input type="checkbox"/>
Refereed in either:	<input type="checkbox"/>	<input type="checkbox"/>
Thomson Reuters Master Journal List (ISI listing) or	<input type="checkbox"/>	<input type="checkbox"/>
listed by Ulrich's as refereed journal or	<input type="checkbox"/>	<input type="checkbox"/>
listed in the Register of Refereed Journals or	<input type="checkbox"/>	<input type="checkbox"/>
journal states contributions refereed or	<input type="checkbox"/>	<input type="checkbox"/>
editor states contributions refereed or	<input type="checkbox"/>	<input type="checkbox"/>
there is a copy of referee's assessment relating to the article	<input type="checkbox"/>	<input type="checkbox"/>
Author(s) staff or students when research undertaken	<input type="checkbox"/>	<input type="checkbox"/>
Not a professional article, non-scholarly, non-research, newspaper or magazine article, advisory, letter to editor, editorial, book review, case study, review of exhibition, concert or production (these are unlikely to meet the criteria)	<input type="checkbox"/>	<input type="checkbox"/>

Verification

	AC	ORS
Copy or offprint of article/contribution	<input type="checkbox"/>	<input type="checkbox"/>
Photocopies of pages showing all bibliographic information (journal title, dates where not provided in copy or offprint)	<input type="checkbox"/>	<input type="checkbox"/>
By-line or footnote or statement in publication indicating research undertaken in author's capacity as a staff member or student of the university or (a) statement from author attesting research undertaken in author's capacity as a staff member or student of the university plus (b) either an official statement from the university, indicating that the author was an appointee or student of the University or an extract from staff/student list which includes the author's name	<input type="checkbox"/>	<input type="checkbox"/>
Proof of refereeing – either:	<input type="checkbox"/>	<input type="checkbox"/>
extract from Thomson Reuters Master Journal List (ISI listing) or	<input type="checkbox"/>	<input type="checkbox"/>
extract from Ulrich's listing indicating refereed journal or	<input type="checkbox"/>	<input type="checkbox"/>
listed in the Register of Refereed Journals or	<input type="checkbox"/>	<input type="checkbox"/>
statement in the journal - contributions refereed or	<input type="checkbox"/>	<input type="checkbox"/>
statement from editor – contributions refereed or	<input type="checkbox"/>	<input type="checkbox"/>
copy of referee's assessment relating to the article	<input type="checkbox"/>	<input type="checkbox"/>

	AC	ORS
Academic Coordinator and Office of Research Services (ORS) staff member to initial and date check list		

For use in the collection of 2011 publications data.

Academic Coordinators should check off each requirement, then initial and date form.

Completed checklist and verification material to be forwarded to the ORS by **09 March 2012**.

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CATEGORY B1 - BOOK**Eligibility**

	AC	ORS
Meets definition of research (not professional)	<input type="checkbox"/>	<input type="checkbox"/>
Published in 2011	<input type="checkbox"/>	<input type="checkbox"/>
Major work of scholarship	<input type="checkbox"/>	<input type="checkbox"/>
Bound or packaged and offered for sale	<input type="checkbox"/>	<input type="checkbox"/>
Has ISBN	<input type="checkbox"/>	<input type="checkbox"/>
Commercial publisher or, peer reviewed if online only and not published by commercial publisher and/or offered for sale	<input type="checkbox"/>	<input type="checkbox"/>
Written by a single author, or by joint authors who share responsibility for the whole book	<input type="checkbox"/>	<input type="checkbox"/>
Author(s) staff or students when research undertaken	<input type="checkbox"/>	<input type="checkbox"/>
Not a textbook, anthology, edited book, creative work e.g. novel, translation, revision or new edition, manuals, handbooks, freely available research-related report published by an external institute or public agency / department (these are unlikely to meet the criteria)	<input type="checkbox"/>	<input type="checkbox"/>

Verification

	AC	ORS
Photocopies of contents, preface and introduction and pages showing all bibliographic information (ISBN, title, author(s), publisher, all dates referring to copyright, publication, printing, distribution) (Further evidence may be required if the above extracts do not demonstrate B1 classification.)	<input type="checkbox"/>	<input type="checkbox"/>
By-line or footnote or statement in publication indicating research undertaken in author's capacity as a staff member or student of the university or (a) statement from author attesting research undertaken in author's capacity as a staff member or student of the university plus (b) either an official statement from the university, indicating that the author was an appointee or student of the University or an extract from staff/student list which includes the author's name	<input type="checkbox"/>	<input type="checkbox"/>
Proof of peer review if only available online (no commercial publisher and/or offered for sale)	<input type="checkbox"/>	<input type="checkbox"/>
Academic Coordinator and Office of Research Services (ORS) staff member to initial and date check list	AC	ORS

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PUBLICATIONS DATA COLLECTION - CHECK LIST
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CATEGORY C1 - BOOK CHAPTER - Research

Eligibility

	AC	ORS
<u>The book must be:</u>		
Meets definition of research (not professional)	<input type="checkbox"/>	<input type="checkbox"/>
Published in 2011	<input type="checkbox"/>	<input type="checkbox"/>
Major work of scholarship	<input type="checkbox"/>	<input type="checkbox"/>
Bound or packaged and offered for sale	<input type="checkbox"/>	<input type="checkbox"/>
Has ISBN	<input type="checkbox"/>	<input type="checkbox"/>
Commercial publisher or, peer reviewed if online only and not published by commercial publisher and/or offered for sale	<input type="checkbox"/>	<input type="checkbox"/>
Not a textbook, anthology, edited book, creative work e.g. novel, translation, revision or new edition, manuals, handbooks, freely available research-related reports published by external institutes or public agencies and departments (these are unlikely to meet the criteria)	<input type="checkbox"/>	<input type="checkbox"/>
<u>The chapter:</u>		
Meets definition of research (not professional)	<input type="checkbox"/>	<input type="checkbox"/>
Comprises substantial new knowledge and original research	<input type="checkbox"/>	<input type="checkbox"/>
Author(s) staff or students when research undertaken	<input type="checkbox"/>	<input type="checkbox"/>
Not one of listed exclusions (chapter in a textbook, entry in a reference book, revision, foreword, brief introduction, brief editorial, literary or creative piece, appendix, previously published)	<input type="checkbox"/>	<input type="checkbox"/>

Verification

	AC	ORS
Copy of chapter	<input type="checkbox"/>	<input type="checkbox"/>
Photocopies of contents, preface and introduction and pages showing all bibliographic information (ISBN, title, editor, authors, publisher, all dates referring to copyright, publication, printing, distribution). If new chapter in revised edition, include also contents of previous edition if preface does not indicate that chapter is new.	<input type="checkbox"/>	<input type="checkbox"/>
By-line or footnote or statement in publication indicating research undertaken in author's capacity as a staff member or student of the university or (a) statement from author attesting research undertaken in author's capacity as a staff member or student of the university plus (b) either an official statement from the university, indicating that the author was an appointee or student of the University or an extract from staff/student list which includes the author's name	<input type="checkbox"/>	<input type="checkbox"/>
Proof of peer review if only available online (no commercial publisher and/or offered for sale)	<input type="checkbox"/>	<input type="checkbox"/>

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CATEGORY F1 - CONFERENCE PUBLICATION

Eligibility

	AC	ORS
Meets definition of research (not professional)	<input type="checkbox"/>	<input type="checkbox"/>
Full written version of conference paper (not abstract or extended abstract)	<input type="checkbox"/>	<input type="checkbox"/>
Published in full (volume of proceedings, book, journal, monograph, CD Rom, organisational web site)	<input type="checkbox"/>	<input type="checkbox"/>
Conference, workshop or seminar of national or international significance	<input type="checkbox"/>	<input type="checkbox"/>
Published in 2011	<input type="checkbox"/>	<input type="checkbox"/>
Refereed – either: publication states full papers refereed or organiser/editor states full papers refereed or there is a copy of referee’s assessment indicating full paper assessed or	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Keynote address	<input type="checkbox"/>	<input type="checkbox"/>
Author(s) staff or students when research undertaken	<input type="checkbox"/>	<input type="checkbox"/>
Not a conference handout, non-refereed or refereed on abstract	<input type="checkbox"/>	<input type="checkbox"/>

Verification

	AC	ORS
Copy or offprint of paper	<input type="checkbox"/>	<input type="checkbox"/>
Photocopies of contents, preface and introduction and pages showing all relevant bibliographic information (ISBN, title, editor, authors, publisher, dates)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of national or international significance if not clearly shown in documents above	<input type="checkbox"/>	<input type="checkbox"/>
By-line or footnote or statement in publication indicating research undertaken in author's capacity as a staff member or student of the university or (a) statement from author attesting research undertaken in author's capacity as a staff member or student of the university plus (b) either an official statement from the university, indicating that the author was an appointee or student of the University or an extract from staff/student list which includes the author's name	<input type="checkbox"/>	<input type="checkbox"/>
Proof of refereeing – either: statement in proceedings - full papers refereed or statement from conference organiser/editor - full papers refereed or copy of referee’s assessment showing assessment made on full paper or	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Proof of keynote status (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

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