ResearchOnline@JCU
User Deposit Checklists

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Journal Article Checklist

Purpose
A quick reference checklist for entering Journal Articles in ResearchOnline@JCU

Duplicates
1) Use Search or Publications of [Name] to see if record already exists in ResearchOnline.
2) Only search for part of the title (Note: Don’t use words with apostrophes, dashes etc.)
3) If already uploaded, don’t create duplicate record.

Type
Select Article radio button and click [Next] button.

Uploads
Upload a copy of the final published version of the article. If the article is in press but appears online early, you can upload the publisher version of the online early article.

We encourage Green Open Access. If you can, we encourage you to upload the author accepted version of the article in addition to the published version because many journals allow us to make this version open access. The author accepted version (aka “post-print”) won’t contain ANY of the publisher formatting or logos whatsoever and usually is formatted like a plain Word document.

Details
- **Title:** Enter the title of the journal article. It’s better to copy this from the publisher website than the PDF, if possible.
- **Abstract:** Enter the abstract for the article. If the article does not have an abstract, enter the first paragraph of the article. Again, it’s better to copy this from the publisher website than the PDF, if possible.
- **Article Type:**
  - If the article is research, has been published in a scholarly journal, is peer-reviewed (and you have evidence it has been peer-reviewed that you can provide to us, if needed) and the journal has an ISSN, select “Refereed Research – C1”. An article must meet ALL those criteria to be a C1.
  - If it doesn’t meet all those criteria, select one of the non-HERDC-eligible categories as appropriate. Those categories are: Non-Refereed Research, Case Study, Book Review, Abstract, Short Note, Commentary, Editorial, Creative Work and Other.
- **Creators:** Enter all of the authors of the journal article in the order they appear on the paper. If any of the authors were affiliated with JCU but the byline on the article does not reflect this and the paper was published within the current year, we will need an author affiliation statement signed by the author.
- **Publication Details**
  - **Refereed:** Does Ulrich’s or the journal website state that the content is refereed?
• **Status:** Is it published? If it hasn’t been published yet, select “In Press”.
• **Journal or Publication Title:** Begin typing in the journal name and select it from the drop-down list.
• **ISSN:** If the field has not auto-populated from selecting the journal name, enter the ISSN here.
• **Publisher:** If the field has not auto-populated from selecting the journal name, enter the name of the publisher here.
• **View at Publisher Website:** Enter the full DOI (e.g., http://dx.doi.org/xxxxxxxxx) here. If the article does not have a DOI, enter the link for the article on the publisher website.
• **Volume:** Enter the volume the article appears in.
• **Issue:** If there is an issue listed, enter the issue. If not, leave blank.
• **Article Number:** If the journal issues article numbers, enter the article number here.
• **Page Range:** Enter the first and last pages of the article.
• **Number of Pages:** Enter the number of pages in the article.
• **Related URLs:** This field is rarely used for articles so you’ll almost always leave it blank. If there is a problem with the link to the article on the publisher site (e.g., the article is in press and not yet listed online), you could put a link to the publisher itself here.
• **DOI:** If the article has a DOI, enter it here. If not, leave blank.
• **Date:** Only the year is a required field. Month and day are optional and can be left blank.
• **Date Type:** Select “Publication”.

• **Research Facilities and Equipment:** Enter any JCU research facilities or equipment or JCU collaborative infrastructure used during the research. This field can be left blank unless the information is listed in the Acknowledgements at the end of the article or you have information to put in this field.
• **Funders:** Enter any funders who are listed as having funded the research. This field can be left blank unless funders are listed in the Acknowledgements at the end of the article or you have information to put in this field.
• **Projects:** Enter any project or grant numbers associated with the research. This field can be left blank unless project/grant numbers are listed in the Acknowledgements at the end of the article or you have information to put in this field.
• **Sensitivity:** Select “Not Sensitive” unless told otherwise. Anything published commercially in a form that people can purchase is not sensitive.
• **Research Data:** You can leave this field blank unless there are actually data sets lodged with the Tropical Data Hub.
• **Contact Email Address:** Enter the author’s JCU email address.
• **Keywords:** If there are keywords provided (in the article or by the author), enter them here (all lower case (except proper nouns) and separated by commas or semi-colons).
• **Additional Information:** If the article is open access or there is extra information that should be added to the record (like if the article was also presented as a paper at a conference), it should be entered here.
• **Comments and Suggestions:** If you have any notes for us, you can enter them here. If you weren’t able to find certain information or that you aren’t sure you’ve entered something correctly, you can note that here and whoever processes the record will see it.

**FoR and SEO Codes**

**FoR codes**

Select up to 3 FoR codes and assign them percentages to total 100%.
SEO codes

Select up to 3 FoR codes and assign them percentages to total 100%.

Final Check

- Has all the required evidence been scanned and uploaded?
- Has all the metadata been filled in correctly?
- Have any potential issues been noted in the Comments and Suggestions?
- Have the correct FoR & SEO codes been selected?

Don’t forget!

You can find more information, including the comprehensive User Deposit Guide, and resources, like blank author affiliation statements, at our LibGuide: http://libguides.jcu.edu.au/researchonline

If you have questions (no matter how small) or would like to arrange for face-to-face training, you can always get in touch with us by phone (07-4781-5056 / ext. 15056) or email (ResearchOnline@jcu.edu.au).
Book Chapter Checklist

Purpose
A quick reference checklist for entering Book Chapters in ResearchOnline@JCU

Duplicates
4) Use Search or Publications of [Name] to see if record already exists in ResearchOnline.
5) Only search for part of the title (Note: Don’t use words with apostrophes, dashes etc.)
6) If already uploaded, don’t create duplicate record.

Type
Select Book Chapter radio button and click [Next] button.

Uploads
Uploaded files need to include high quality scans of ALL of the following:

- Front cover (in colour)
- Complete front pages (every page between the title page and the first page of the first chapter including blank pages)
- Complete preface/foreword/introduction (NOTE: if there is no preface, etc. in the front pages, then scan the first chapter, which is usually an introduction)
- Complete “Notes on Contributors” or “Author Biographies” (NOTE: sometimes this information is in the back of the book)
- Chapter
- If the book lists the references together at the back of the book for the whole book, instead of at the end of the chapter, scan the entire references section at the back of the book
- Supporting documents, if needed (can include things like author affiliation statements or evidence of peer review)

You can upload everything required in a single file or you can upload multiple files.

Details
- Title: Enter the title of the chapter.
- Abstract: Enter the abstract for the chapter. If the chapter does not have an abstract, enter the first paragraph of the chapter.
- Book Chapter Type:
  - If the chapter is research, the book has an ISBN and the book is either published by a traditional commercial publisher OR is peer-reviewed (and you have evidence it has been peer-reviewed that you can provide to us, if needed), select “Research – B1”. A chapter must meet ALL those criteria to be a B1.
  - If it doesn’t meet all those criteria, select one of the non-HERDC-eligible categories as appropriate. Those categories are: Non-Research, Teaching Material, Non-Commercial, Translation, Creative Work, Reference, Later Edition and Other.
• **Creators:** Enter only the authors that wrote the chapter you are entering.

• **Editors:** Enter the names of the editors of the book.

• **Publication Details**

  • **Refereed:** Is there a statement in the preface/foreword/introduction/book jacket/back cover that says the chapters were peer reviewed? Is there a statement on the publisher’s website that says that the book was peer reviewed (or that all the books that publisher publishes are peer reviewed)?

  • **Status:** Is it published? If it hasn’t been published yet, select “In Press”.

  • **Number of Chapters:** Enter the total number of chapters in the book.

  • **Page Range:** Enter the first and last page of the chapter.

  • **Number of Pages:** Enter the number of pages in the CHAPTER (not the book).

  • **Title of Book:** Enter the title of the book itself.

  • **Volume:** If the book is part of a series or set, enter the volume number. If not, leave blank.

  • **Edition:** If the book is second edition or later, enter the edition number (e.g., 2). If first edition or no edition is listed, leave blank.

  • **Place of Publication:** If published in Australia or US, enter city, state & country book was published in. If published in any other country, enter city & country.

  • **Publisher:** Enter the name of the publisher.

  • **Series Name:** If the book is part of a series or set, enter the name of the series or set. If not, leave blank.

  • **Issue:** If there is an issue listed, enter the issue. If not, leave blank. It’s unlikely you will ever need this field.

  • **ISBN:** Enter 13 digit ISBN with hyphens.

  • **ISSN:** If the book also has an ISSN, enter it here. If not, leave blank.

  • **View at Publisher Website:** Enter the URL to where the book is listed on the publisher website. Use the publisher website, not Amazon or other book sellers.

  • **Related URLs:** This field is rarely used for book chapters so you’ll almost always leave it blank. If there is a problem with the link to the book on the publisher site (e.g., the book is in press and not yet listed online), you could put a link to the publisher itself here.

  • **DOI:** If the book or the chapter has a DOI, enter it here. If not, leave blank.

  • **Date:** Only the year is a required field. Month and day are optional and can be left blank.

  • **Date Type:** Select “Publication”.

• **Research Facilities and Equipment:** Enter any JCU research facilities or equipment or JCU collaborative infrastructure used during the research. This field can be left blank unless the information is listed in the Acknowledgements at the end of the chapter or you have information to put in this field.

• **Funders:** Enter any funders who are listed as having funded the research. This field can be left blank unless funders are listed in the Acknowledgements at the end of the chapter or you have information to put in this field.

• **Projects:** Enter any project or grant numbers associated with the research. This field can be left blank unless project/grant numbers are listed in the Acknowledgements at the end of the chapter or you have information to put in this field.

• **Sensitivity:** Select “Not Sensitive” unless told otherwise. Anything published commercially in a form that people can purchase is not sensitive.

• **Research Data:** You can leave this field blank unless there are actually data sets lodged with the Tropical Data Hub.

• **Contact Email Address:** Enter the author’s JCU email address.

• **Keywords:** If there are keywords provided (in the chapter or by the author), enter them here (all lower case (except proper nouns) and separated by commas or semi-colons).
- **Additional Information:** If the chapter is open access or there is extra information that should be added to the record (like if the chapter was also presented as a paper at a conference), it should be entered here. You’ll usually leave this section blank.

- **Comments and Suggestions:** If you have any notes for us, you can enter them here. If you weren’t able to find certain information or what to let us know we can borrow the book if we need to or that you aren’t sure you’ve entered something correctly, you can note that here and whoever processes the record will see it.

**FoR and SEO Codes**

**FoR codes**

Select up to 3 FoR codes and assign them percentages to total 100%.

**SEO codes**

Select up to 3 FoR codes and assign them percentages to total 100%.

**Final Check**

- Has all the required evidence been scanned and uploaded?
- Has all the metadata been filled in correctly?
- Have any potential issues been noted in the Comments and Suggestions?
- Have the correct FoR & SEO codes been selected?

**Don’t forget!**

You can find more information, including the comprehensive User Deposit Guide, and resources, like blank author affiliation statements, at our LibGuide: [http://libguides.jcu.edu.au/researchonline](http://libguides.jcu.edu.au/researchonline)

If you have questions (no matter how small) or would like to arrange for face-to-face training, you can always get in touch with us by phone (07-4781-5056 / ext. 15056) or email (ResearchOnline@jcu.edu.au).
Book Checklist

Purpose
A quick reference checklist for entering Books in ResearchOnline@JCU

Duplicates
7) Use Search or Publications of [Name] to see if record already exists in ResearchOnline.
8) Only search for part of the title (Note: Don’t use words with apostrophes, dashes etc.)
9) If already uploaded, don’t create duplicate record.

Type
Select Book radio button and click [Next] button.

Uploads
Uploaded file(s) needs to include high quality scans of ALL of the following:
- Front cover (in colour)
- Complete front pages (every page between the title page and the first page of the first chapter including blank pages)
- Complete preface/foreword/introduction (NOTE: if there is no preface, etc. in the front pages, then scan the first chapter, which is usually an introduction)
- Complete “Notes on Contributors” or “Author Biographies” (NOTE: sometimes this information is in the back of the book)
- Supporting documents, if needed (can include things like author affiliation statements or evidence of peer review)

You can upload everything required in a single file or you can upload multiple files.

Details
- **Title:** Enter the title of the book.
- **Abstract:** Enter the abstract for the book or the summary found on the publisher site.
- **Book Type:**
  - If the book is research, has been written entirely by one author or a set of authors (not edited), the book has an ISBN and the book is either published by a traditional commercial publisher OR is peer-reviewed (and you have evidence it has been peer-reviewed that you can provide to us), select “Research – A1”. A book must meet ALL those criteria to be an A1.
  - If it doesn’t meet all those criteria, select one of the non-HERDC-eligible categories as appropriate. Those categories are: Non-Research, Teaching Material, Non-Commercial, Translation, Creative Work, Reference, Edited, Later Edition and Other.
- **Creators:** Enter the authors of the book you are entering. If the book is edited, enter the editors here (not in the Editors section).
- **Editors:** Leave this section blank, even for edited books. For edited books, enter the editors in the Creators section.

- **Publication Details**
  - **Refereed:** Is there a statement in the preface/foreword/introduction/book jacket/back cover that says the book was peer reviewed? Is there a statement on the publisher’s website that says that the book was peer reviewed (or that all the books that publisher publishes are peer reviewed)?
  - **Status:** Is it published? If it hasn’t been published yet, select “In Press”.
  - **Place of Publication:** If published in Australia or US, enter city, state & country book was published in. If published in any other country, enter city & country.
  - **Publisher:** Enter the name of the publisher.
  - **Number of Pages:** Enter the number of pages in the book.
  - **Series Name:** If the book is part of a series or set, enter the name of the series or set. If not, leave blank.
  - **Volume:** If the book is part of a series or set, enter the volume number. If not, leave blank.
  - **Edition:** If the book is second edition or later, enter the edition number (e.g., 2). If first edition or no edition is listed, leave blank.
  - **Issue:** If there is an issue listed, enter the issue. If not, leave blank. It’s unlikely you will ever need this field.
  - **ISSN:** If the book also has an ISSN, enter it here. If not, leave blank.
  - **View at Publisher Website:** Enter the URL to where the book is listed on the publisher website. Use the publisher website, not Amazon or other book sellers.
  - **Related URLs:** This field is rarely used for books so you’ll almost always leave it blank. If there is a problem with the link to the book on the publisher site (e.g., the book is in press and not yet listed online), you could put a link to the publisher itself here.
  - **DOI:** If the book has a DOI, enter it here. If not, leave blank.
  - **Date:** Only the year is a required field. Month and day are optional and can be left blank.
  - **Date Type:** Select “Publication”.

- **Research Facilities and Equipment:** Enter any JCU research facilities or equipment or JCU collaborative infrastructure used during the research. This field can be left blank unless the information is listed in the Acknowledgements or you have information to put in this field.

- **Funders:** Enter any funders who are listed as having funded the research. This field can be left blank unless funders are listed in the Acknowledgements or you have information to put in this field.

- **Projects:** Enter any project or grant numbers associated with the research. This field can be left blank unless project/grant numbers are listed in the Acknowledgements or you have information to put in this field.

- **Sensitivity:** Select “Not Sensitive” unless told otherwise. Anything published commercially in a form that people can purchase is not sensitive.

- **Research Data:** You can leave this field blank unless there are actually data sets lodged with the Tropical Data Hub.

- **Contact Email Address:** Enter the author’s JCU email address.

- **Keywords:** If there are keywords provided (in the book, on the publisher website or by the author), enter them here (all lower case (except proper nouns) and separated by commas or semi-colons).

- **Additional Information:** If the book is open access or there is extra information that should be added to the record, it should be entered here. You’ll usually leave this section blank.
• **Comments and Suggestions:** If you have any notes for us, you can enter them here. If you weren’t able to find certain information or what to let us know we can borrow the book if we need to or that you aren’t sure you’ve entered something correctly, you can note that here and whoever processes the record will see it.

**FoR and SEO Codes**

**FoR codes**

*Select up to 3 FoR codes and assign them percentages to total 100%.*

**SEO codes**

*Select up to 3 FoR codes and assign them percentages to total 100%.*

**Final Check**

• Has all the required evidence been scanned and uploaded?
• Has all the metadata been filled in correctly?
• Have any potential issues been noted in the Comments and Suggestions?
• Have the correct FoR & SEO codes been selected?

**Don’t forget!**

You can find more information, including the comprehensive User Deposit Guide, and resources, like blank author affiliation statements, at our LibGuide: [http://libguides.jcu.edu.au/researchonline](http://libguides.jcu.edu.au/researchonline)

If you have questions (no matter how small) or would like to arrange for face-to-face training, you can always get in touch with us by phone (07-4781-5056 / ext. 15056) or email [ResearchOnline@jcu.edu.au](mailto:ResearchOnline@jcu.edu.au).
Conference Item Checklist

Purpose

A quick reference checklist for entering Conference Items in ResearchOnline@JCU

Duplicates

10) Use Search or Publications of [Name] to see if record already exists in ResearchOnline.
11) Only search for part of the title (Note: Don’t use words with apostrophes, dashes etc.)
12) If already uploaded, don’t create duplicate record.

Type

Select Conference Item radio button and click [Next] button.

Uploads

Upload a copy of the final published version of the conference item. If the item is an abstract or poster or presentation (etc.), you can upload a copy of the abstract/poster/presentation.

For a HERDC-eligible conference paper, we recommend you upload the following:

- Front cover of the proceedings (in colour)
- Complete front pages (every page between the title page and the first page of the first paper including blank pages)
- Complete preface/foreword/introduction (s)
- Complete “Notes on Contributors” or “Author Biographies” (NOTE: sometimes this information is in the back of the book)
- Paper
- Supporting documents, if needed (can include things like author affiliation statements or evidence of peer review)

You can upload everything required in a single file or you can upload multiple files.

Details

- **Title:** Enter the title of the conference item. It’s better to copy this from the publisher website than the PDF, if possible.
- **Abstract:** Enter the abstract for the conference item. If the conference item doesn’t have an abstract, the first paragraph of the paper or a summary can be added instead.
- **Conference Type:**
  - If the conference item is research, has been published in full in some format (items in books only handed out to conference attendees are not HERDC-eligible), is peer-reviewed (and you have evidence it has been peer-reviewed that you can provide to us) and has been presented at a conference/workshop/seminar of national or international significance, select “Refereed Research Paper – E1”. An conference item must meet ALL those criteria to be an E1.
• If it doesn’t meet all those criteria, select one of the non-HERDC-eligible categories as appropriate. Those categories are: Non-Refereed Research Paper, Poster, Abstract / Summary, Edited Volume, Presentation and Other.

• **Creators**: Enter all of the authors of the conference item in the order they appear on the paper. If any of the authors were affiliated with JCU but the byline on the article does not reflect this and the paper was published within the current year, we will need an author affiliation statement signed by the author.

• **Editors**: Enter the names of the editors of the proceedings.

**Publication Details**

• **Refereed**: Does the conference website or the proceedings state that the content is refereed?

• **Status**: Is it published? If it hasn’t been published yet, select “In Press”.

• **ISSN**: If the proceedings have an ISSN, enter it here. If not, leave blank.


• **Place of Publication**: If published in Australia or US, enter city, state & country book was published in. If published in any other country, enter city & country.

• **Publisher**: Enter the name of the publisher.

• **Page Range**: Enter the first and last pages of the conference item.

• **Number of Pages**: Enter the number of pages in the conference item.

• **Volume**: Enter the volume the conference item appears in, if the proceedings are split into volumes. Otherwise, leave blank.

• **Series Name**: Enter the title of the proceedings.

• **View at Publisher Website**: Enter the full DOI (e.g., `http://dx.doi.org/xxxxxxxxxx`) here. If the conference item does not have a DOI, enter the link for the article on the publisher website.

• **Article Number**: If the proceedings include article numbers, enter the article number here.

• **Related URLs**: Links to the conference web site, the publisher and/or the organization can be entered here.

• **DOI**: If the conference item has a DOI, enter it here. If not, leave blank.

• **Date**: Only the year is a required field. Month and day are optional and can be left blank.

• **Date Type**: Select “Publication”.

**Research Facilities and Equipment**: Enter any JCU research facilities or equipment or JCU collaborative infrastructure used during the research. This field can be left blank unless the information is listed in the Acknowledgements at the end of the paper or you have information to put in this field.

• **Funders**: Enter any funders who are listed as having funded the research. This field can be left blank unless funders are listed in the Acknowledgements at the end of the paper or you have information to put in this field.

• **Projects**: Enter any project or grant numbers associated with the research. This field can be left blank unless project/grant numbers are listed in the Acknowledgements at the end of the paper or you have information to put in this field.

**Event Details**

• **Event Title**: Enter the name of the conference (e.g., 18th ICSMGE: 18th International Conference on Soil Mechanics and Geotechnical Engineering: challenges and innovations in geotechnics).

• **Event Type**: Select “Conference” or “Other”.
• **Event Location**: If event occurred in Australia or US, enter city, state & country. If event occurred in any other country, enter city & country.

• **Event Dates**: Enter dates event was held (i.e., 27-29 January 2013, 31 January – 2 February 2013).

• **Sensitivity**: Select “Not Sensitive” unless told otherwise. Anything published commercially in a form that people can purchase is not sensitive.

• **Research Data**: You can leave this field blank unless there are actually data sets lodged with the Tropical Data Hub.

• **Contact Email Address**: Enter the author’s JCU email address.

• **Keywords**: If there are keywords provided (in the paper or by the author), enter them here (all lower case (except proper nouns) and separated by commas or semi-colons).

• **Additional Information**: If the article is open access or there is extra information that should be added to the record (like if the conference paper was also published as an article somewhere), it should be entered here.

• **Comments and Suggestions**: If you have any notes for us, you can enter them here. If you weren’t able to find certain information or you have a copy of the proceedings that we can borrow if needed or that you aren’t sure you’ve entered something correctly, you can note that here and whoever processes the record will see it.

### FoR and SEO Codes

#### FoR codes

Select up to 3 FoR codes and assign them percentages to total 100%.

#### SEO codes

Select up to 3 FoR codes and assign them percentages to total 100%.

### Final Check

• Has all the required evidence been scanned and uploaded?

• Has all the metadata been filled in correctly?

• Have any potential issues been noted in the Comments and Suggestions?

• Have the correct FoR & SEO codes been selected?

### Don’t forget!

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If you have questions (no matter how small) or would like to arrange for face-to-face training, you can always get in touch with us by phone (07-4781-5056 / ext. 15056) or email (ResearchOnline@jcu.edu.au).