What to collect (and copy) with each Publication

**General / All Publications**

- Title of Work
- DOI (Digital Object Identifier) if applicable
- Authors (Staff / Student / Non-JCU)
  - Discipline (ORGU) for each JCU author
  - Institution for non-JCU authors

Check for byline or footnote or statement stating that James Cook University was the place of research.

**Books, Book Chapters, Entries in Reference Works, Contract Reports**

- Book Title
- Publisher
- Place of Publication
- ISBN
- (Webpage address)
- Publication Year / Date
- Copyright Year
- No of Chapters in the Book
- Page Start / Page End
- Introduction / Preface
- Content pages
  - If new Chapter in new edition, and
  - If preface does not attest this:
    - content pages of previous edition.

  (Full Chapter/Entry as published)

**Journal Articles / Papers in Periodicals**

- Name of Journal / Periodical
- Publisher
- ISSN
- (Webpage address)
- Volume / Issue
- Page Start / Page End
- (Proof of Refereed status)
- (Proof of Invited status)
- (Full Article as published)

**Conference Publications**

- If in separate proceedings:
  - Proceedings Title
- Editor(s)
- Publisher
- ISBN
- Introduction / Preface
- Content pages
- Publication Year / Date
- Conference details
  - conference title
  - location
  - start date / end date
  - convener

  If ‘seminar’ or ‘workshop’, proof of
  (inter)national significance of
  meeting.
  (Proof of Refereed status)
  (Proof of Keynote status)
  (Full Paper as published)

**Creative Works**

- Book / Catalogue Title
- Cover of Recording
- Publisher / Distributor
- Location
- ISBN / ISSN
- Publication Year / Date
- Introduction / Preface
- Content pages
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  (Full Chapter as published)

**Patents**

- Certificate
- Details of Patent:
  - Title, Country, Date, Person
- Patent No
- Ownership by JCU entity

**Audio-Visual Recordings and Computer Software**

- Medium / Source Code
- Publisher
- Location
- ISBN / ISSN / Publ. Code
- Publication Year / Date
- Introduction / Preface
- Content pages
  - (Front Cover)

**Exhibitions**

- Catalogue Title
- Content pages
- Introduction / Preface
- Publisher
- ISBN / ISSN
- Name Exhibitor/Gallery
- Location of Exhibition
- Start Date / End Date
- Advertisement in industry, local press / professional journal (dated.)
- Prospectus stating exhibiting gallery is an independent organisation.

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