A guide to loading research outputs to ResearchOnline@JCU
The JCU Institutional Repository

Contact Details
ResearchOnline@JCU
http://www.jcu.edu.au/researchonline

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Last Updated 17 February 2011
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Introduction

Welcome to a Brief Guide to the ResearchOnline@JCU.

The core purpose of ResearchOnline@JCU is to provide access to and preserve output from JCU’s research and scholarly activity.

In the past, JCU used a closed database to report publications for the Higher Education Research Data Collection (HERDC).

ResearchOnline@JCU is now the system used for reporting JCU's research to the Australian Government (e.g. HERDC and Excellence in Research for Australia (ERA)). In addition to this administrative role, there are many other reasons to load publications and other JCU research outputs to the Repository.

Benefits of loading publications to ResearchOnline@JCU include:

- Wide and rapid dissemination of research publications
- Free and immediate access to unrestricted publications
- Free access to restricted publications using the 'Request a Copy' button
- 'Citation Advantage' resulting from free and convenient access to publications
- Publications lists can be dynamically generated for your School or individual researchers
- Facilitation of collaboration and communication - e.g.:
  - send URLs rather than large files to colleagues
  - use the URLs in your Academic Portfolio
- A permanent collection and record of all research outputs (e.g. for your School or an individual researcher)

See the appendix for a summary of what to upload for each publication type: Evidence required for HERDC verification.

As a minimum requirement, you need to deposit any research outputs that are eligible for HERDC or ERA.

The four main categories of HERDC eligible output types are:

- **A1** Commercially published books
- **B1** Chapters in commercially published books
- **C1** Refereed journal articles
- **E1** Refereed conference papers

For more information, see the JCU Research Repository Policy.
Definitions

Research output   Journal Article, Book, Book chapter, Conference item, etc
Accepted version  The author-created version that incorporates refereed comments and has been accepted for publication
Published version The publisher-created version
Submitted version The version that has been submitted to a journal for peer review

Data Verification

ResearchOnline@JCU staff:
- check bibliographic data of records entered into ResearchOnline@JCU
- verify publications eligible for HERDC Classification (A1, B1, C1, E1)
- confirm all required documentation has been submitted

ResearchOnline@JCU staff do not verify/check/edit the following data:
- Orgus
- Creator Type for JCU Student or JCU Staff
- Sensitivity
- FoR codes
- SEO codes
Accessing ResearchOnline@JCU


To get there, click on the following links:

**JCU webpage**

[Image of JCU webpage]

**Library and computing**

[Image of Library and Computing Services Homepage]

**ResearchOnline@JCU**
To deposit research outputs, login using your usual JCU staff or student username and password.
Managing your deposits

Once you have logged in you will be taken to a default view called Manage Deposits. In this view you can review any items that you are in the process of loading or have already deposited. You can also create new records from this view (see Creating a New Record).

You can control which fields are displayed using the **Add Column** button. Fields can be deleted or moved to the left or right using the **Delete** and **Move** buttons.

Records are colour coded to indicate their current location.

Yellow indicates that the item is still in your user workarea and you are able to preview, **edit**, **delete**, or deposit, **the record**.

Note: ResearchOnline@JCU staff will **not** process your record until you have deposited it.
Purple/Blue indicates that the item has been deposited and is under review by ResearchOnline@JCU staff. If you are the depositor, you can still preview your record but cannot edit, or delete, it.

Green indicates that the item has been processed by ResearchOnline@JCU staff and is now live and publicly accessible by anyone who is searching either in ResearchOnline@JCU or with other search engines such as google.com. As the depositor you can preview but not edit the full record.

**Navigating ResearchOnline@JCU**

Upon clicking on the Preview button in manage deposits, you can view a number of tabs that show options for editing and reviewing the item.

The **Details** tab is the default tab. This tab displays the entire record including all information that you have entered so far. The blue headings are the fields available. You can click on any of the blue headings (e.g. Item Type) or the corresponding **Edit item** to enter data into or edit the field. See [Creating a New Record](#) for more information about creating and editing a record.
The **Preview** tab displays how the record will appear when it is live, based on the information that you have entered in the record.

**Abstract**
Patterns of interbreeding between individuals are fundamental to the structure and maintenance of evolutionary boundaries between species. In some, both fertilization and reproductive isolation appear to be important evolutionary mechanisms. In this study, I examine isolation in a population of Acropora humilis, one of the most abundant and widely distributed corals in the Great Barrier Reef, Australia. Intraspecific isolation was assessed using molecular and morphological data. Molecular data were obtained from a 642-bp fragment of the mitochondrial cytochrome oxidase I (COI) gene. Pairwise comparisons of COI sequences from both populations of A. humilis were performed. Morphological traits, such as the number of polyps, were compared between the populations. Results showed that the two populations of A. humilis are isolated genetically and morphologically. The two populations of A. humilis are isolated genetically and morphologically. The two populations of A. humilis are isolated genetically and morphologically. The two populations of A. humilis are isolated genetically and morphologically.

**ID Code:** 2544
**Item Type:** Article (Journal) (HRC) Category C1

The **Actions** Tab allows you to deposit, copy, edit or delete an item.

**New version:** Use this option to create a new record for a later version of an output you have already loaded in to ResearchOnline@JCU.

*Note: To use this option, you must be in the earlier version. You can confirm this by opening the Details tab.*

**Use as template:** Use this option to create a new record for an output with similar publication data to an item you have already loaded to ResearchOnline@JCU.

*Note: To use this option, you must be in the record that you want to use as the template. You can confirm this by opening the Details tab.*
The **Export** tab enables you to export the reference details of the current record to EndNote or other referencing programs.

### View Item: Temporal reproductive isolation and gametic compatibility are evolutionary mechanisms in the Acropora humilis species group (Cnidaria: Scleractinia)

This item is still in your work area. It will not appear in the repository until you deposit it.

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</tbody>
</table>

The **Correspondence** tab archives all correspondence between the depositor and ResearchOnline@JCU staff.

---

To: <someone@lboro.ac.uk>

Your request for the following item has been passed on for action:


If you do not receive a reply as soon as you can, contact the administrator at researchoutputs@jcu.edu.au. For items with copyright implications, you may also be able to contact your local library team service.

This is a research outputs supported message.


---

To: jadesendrebots@gmail.com

This item has been removed from ResearchOnline@JCU.
The **History** tab archives the complete history of all data that has been entered and/or edited made by the depositor or the repository staff.

The **Issues** tab is not currently being used in ResearchOnline@JCU.

**Creating a new record**

From the Manage Deposits view click on **New Item** to create a new item.

This creates a new unique item number (e.g. #15245 in the screenshot below) that can be used to track your item. If you need assistance from ResearchOnline@JCU staff, it is useful to quote this number. This number is also displayed as the Item ID on the Manage Deposits view (scroll down to the ‘Other Defined Fields’ heading).

Alternatively, **Import items** can be used to import the bibliographic details of the research output (using e.g. the DOI).

**Note: you will still need to manually enter the author data, FoR and SEO codes and possibly data for some other fields.**

**Orange stars indicate the fields that must be filled in for each module.**

Clicking on the Question marks **?”** will give additional information that helps with filling in the field.
Selecting the type of research output

Choose the most appropriate Item Type for your item by selecting one of the radio buttons.

The Item type you select will determine the fields available in the DETAILS module.

Click on Next to move from the Type to the Upload module.

Click on Save for Later to save any changes that you make.

Note: you can return to or jump to any module at any time, i.e. you do not need to move through each of the modules sequentially.
Uploading Documents

Loading files

Load your Publication or other related documents by clicking on Browse, browsing to the location where you have saved the file, and selecting the document in the File Upload window.

Click on Open

Click on Upload
You may upload multiple files to the same record e.g. for a book chapter, load (1) Front pages such as the title page, table of contents, and preface from a book and (2) the book chapter. See Evidence required for HERDC verification (Appendix of this Deposit Guide) for what to load for each publication type.

Once you have uploaded a file, the view expands to display fields about the uploaded file, as in the following screenshot. Further information about these fields is given below.

**Content:** Published Version

Select the option that describes your research output from the drop down menu. See Definitions for; Submitted / Accepted / Published versions.

**Format:** PDF

Select the file format from the drop down menu.
Selecting security settings

The security option you select will depend on who owns the copyright of the output and whether you signed a publisher contract in which you agreed to not make your output available in your institutional repository.

Select *Anyone* if you are the copyright owner and would like the file to be publicly accessible.

Select *Repository Staff Only* if you are not the copyright owner.

Note: depositing your research output in ResearchOnline@JCU does not alter the copyright ownership of the document.

**License:** Creative Commons Attribution

ResearchOnline@JCU allows Creative Commons licenses. Specify the appropriate license for this document if your output has a Creative Commons licence.

**Embargo expiry date:**

Enter the date that a publisher or sponsor imposed embargo expires. On and after this date, the document will be made publicly accessible.

- e.g.: 2009 - All documents made publicly accessible on 1st January 2009.
- 2009 June - All documents made publicly accessible on 1st June 2009.

Use the SHERPA RoMEO link to check publisher permissions (e.g. as specified in the copyright agreement you signed with the publisher).

A similar database that specialises in Australian publications is OAKList ([http://www.oaklist.qut.edu.au/](http://www.oaklist.qut.edu.au/)).

Click on **Next** to move from the **Upload** to the **Details** module.

Note: you can return to or jump to any module at any time i.e. you do not need to move through each of the modules sequentially.
Enter bibliographic details

Publication Details – Journal Articles

This section refers to fields used to describe journal articles. Many of these fields apply to all item types. For additional fields used to describe Books, Book Chapters, Conference Items, Reports and Theses, go to Publication Details – Fields not used for Journal Articles.

Title

Enter the complete title of the item. This can be copied and pasted from another source such as an electronic record.
It is important that you do not load duplicate records to ResearchOnline@JCU. If one or more publications with the same or similar titles are already live in ResearchOnline@JCU, a pop-up window will appear to notify you.

The following records matching this title already exist in the archive. Please check that you are not entering a duplicate record.

Wolstenholme, Jackie (2004) Temporal reproductive isolation and gametic compatibility are evolutionary mechanisms in the Acropora humilis species group (Cnidaria; Scleractinia). Marine Biology, 144 (3). pp. 567-582. ISSN 1432-1793


If this pop-up window appears, click on the title. This will take you to the live view of that record. You can then check whether you were about to create a duplicate record for the same publication.

**Abstract**

Completing the Abstract and Keywords fields is optional but highly recommended for two reasons. Firstly, these fields provide more information about the research output. Secondly, when terms in these fields are searched on (e.g. in Google), the record will be ranked higher, increasing the likelihood of it being displayed on the first page, and therefore more likely to be discovered.

Enter the complete abstract of the item. This can be copied and pasted from another source such as an electronic record.

**Abstract**

**Article Type**

Select the category which best describes your research output.

**Notes:**
- This heading will vary depending on the Item Type selected.
- If your publication is eligible to be claimed for HERDC or ERA then a ‘(HERDC Category)’ must be selected.
Creators
Enter the creators (e.g. authors) of the research output in the order that they are listed on the publication.

Select the creator type from the drop down box. If the creator is from JCU, select whether they were Student or Staff while doing the work that led to the research output. If the creator is not from JCU, select External.

Type part of the name until you see it appear in the dropdown list and then click on the name to select it.

Note: Selecting the name from the dropdown list is a critical step because this assigns the record to that person’s JCU ID.

The JCU ID is used to generate:
1. the Browse by Author lists:
   JCU Authors:  http://eprints.jcu.edu.au/view/jcu/
   All Authors:  http://eprints.jcu.edu.au/view/all/

2. My Publications lists (for the person logged in)
Once the name has been selected, the Orgu (for JCU authors) or Institution (for External Authors) can be changed to match the publication being deposited.

Note: if the Author is from James Cook University but not found in the drop down list choose External from the Type field and enter James Cook University in the Institution field. This creates a prompt for the database to be updated (an overnight process).

Note: the default Orgu for JCU Students is 0001 and needs to be changed to the applicable Orgu.

Orgus can be selected from the drop down list by typing the four digit code (e.g. 6621) or the name of the organisational unit (e.g. Marine Biology).

The order of the authors can be moved up or down by clicking the arrows at the end of the row.

**Refereed**

Select whether this version of the work has been refereed.

- Yes, this version has been refereed.
- No, this version has not been refereed.

**Status**

Select whether the item you are loading has been published, is In Press (accepted for publication and in the process of being published), or is unpublished.

- Published
- In Press
- Unpublished

**Journal or Publication Title**

Select the publication title from the drop down list. Selecting from this list will populate the Journal or Publication Title, ISSN and Publisher fields.

If it is not in the list, type in the full title. It will then be added to the database which generates the drop down list of publication titles.

**ISSN**

Enter the unique code identifying the journal. This is always two groups of four digits separated by a hyphen.

ISSN: 1432-1793
**Publisher**
Enter the person, firm or corporate body responsible for placing the item on the market.

**Publisher:** Springer

**Official URL**
Enter the most direct and reliable URL for the item.

1. If the output has a DOI (*Digital Object Identifier*) then the URL will be the DOI prefixed by http://dx.doi.org/
2. If there is no DOI, enter the URL which takes the user to the metadata page for the item (or as close to this page as possible, e.g. table of contents) e.g.: http://www.springerlink.com/content/72h3512m450275kt/

**Official URL:** http://dx.doi.org/10.1007/s00227-003-1209-2

**Volume**
Enter the volume number of the journal or series in which the item appeared. This can usually be found on the publisher’s webpage.

**Volume:** 144

**Issue**
Enter the issue number of the journal or series in which your item appeared. This can usually be found on the publisher’s webpage.

**Issue:** 3

**Article Number**
Enter the article number if appropriate.

**Article Number:** W3-001

**Page Range**
Enter the range of pages of the item.

**Page Range:** 567 to 582

Enter a page number in both fields even if the output is only one page e.g.

**Page Range:** 45 to 45
**Number of Pages**

Enter the total number of pages of the item.

Number of Pages: 15

Note: for book chapters, this is the number of pages in the chapter, not the number of pages in the entire book.

**Related URLs**

Enter any additional related URLs that provide useful information about the research output.

<table>
<thead>
<tr>
<th>Related URLs:</th>
<th>URL Type</th>
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<td>UNSPECIFIED</td>
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</table>

**DOI**

Enter the Digital Object Identifier (DOI) of the item, if available.

DOI: 10.1007/s00227-003-1209-2

Note: the DOI uniquely identifies a work i.e. if you do a search (e.g. in Google) using the DOI, only that work would usually be retrieved.

**Date**

Enter the date that corresponds with the option selected for Date type e.g. Date of Publication.

Date: Year: 2004 Month: Unspecified Day: ?

**Date Type**

Select whether the date describes when your output was published, etc.

Date Type: Publication

**Funders**

Enter the sponsoring bodies that contributed funding for the creation of this item. This is an optional field not currently required by JCU.

The funders can be moved up or down by clicking the arrows at the end of the row e.g.

1. NHMRC Project Grant
2. ARC Linkage Program
Projects
Enter the names or codes of the projects that created this item. This is an optional field not currently required by JCU.

The funders can be moved up or down by clicking the arrows at the end of the row e.g.:

1. #456794
2. LF0775689

Sensitivity
Select the option to describe the sensitivity level of the item. Not sensitive is already selected as the default option in a new record.

This field records the Sensitivity of each research output, as specified on p. 60 of the ERA 2010 Submission Guidelines:

- 6.1.1. Commercially sensitive research outputs. A research output that is inherently confidential in nature may be included as part of a submission provided the necessary permissions have been obtained.

- 6.1.2. Culturally sensitive research outputs. A research output that is culturally sensitive may be included as part of a submission provided the necessary permissions have been obtained.

- 6.1.3. Australian Government security classified research outputs. A research output that includes information classified in line with the Australian Protective Security Manual as either 'In-Confidence' or greater, or 'Restricted' or greater, must not be included in a submission.
**Contact email Address**

Click on the plus symbol 📌 to expand the entry field.

Note: this must be (1) a JCU email address and (2) be the address of one of the authors on the publication.

If Repository staff only is selected as the Visible to option (in the Upload module), then requests for copies of the full-text will be sent to this email address.

The email address will not be made public.

**References**

Press the plus symbol 📌 to expand the entry field.

Where possible copy references from an online publication of the deposit to avoid embedded formatting when copying from a PDF.

**Keywords**

Completing the Abstract and Keywords fields is optional but highly recommended for two reasons. Firstly, these fields provide more information about the research output. Secondly, when terms in these fields are searched on (e.g. in Google), the record will be ranked higher, increasing the likelihood of it being displayed on the first page, and therefore more likely to be discovered.

Click on the plus symbol 📌 to expand the entry field.

Use natural language terms to describe the content of the item.

Keywords should be in lowercase unless a proper noun.
Additional Information

Click on the plus symbol + to expand the entry field.

If you have additional information about the output that cannot be entered anywhere else in the record, enter it here e.g.:

“Reproduced with permission from EDP Sciences. Agronomy for Sustainable Development: www.agronomy-journal.org”

This information WILL appear in the public view for this record.

Comments and Suggestions

Click on the plus symbol + to expand the entry field

Use this field to notify ResearchOnline@JCU staff of any comments you have about this record e.g.:

“This book is not in the JCU Library collection, but I have a personal copy if you need to borrow it.”

This information WILL NOT be displayed to the public.
Publication Details – Fields not used for Journal Articles

This section refers to fields used to describe the following Item Types, but are not used to describe journal articles:

- **Books**
- **Book Chapters**
- **Conference Items**
- **Reports**
- **Theses**

Books

Editors

Enter the names of all the editors for Books, Books Chapters or, Conferences Items.

The editors can be moved up or down by clicking the arrows at the end of the row.

If there are more than four editors, click on the button.

Place of Publication

Enter the locality of the publisher. Use city or town then country.

Place of Publication: Derwin, Australia

Edition

For a Book or Book Chapter enter the edition number of the book or series. Use e.g. 2 rather than 2ND or second.

Edition: 2

ISBN

Enter the unique code identifying a book (including hyphens). The ISBN is 13 digits for recent books and 10 digits for older books.


Series Name

For a Book or Conference Item enter the name of the series in which the output was published.

Series Name: Proceedings of the Sixth International Biological Workshop
Book Chapters

Editors
Enter the names of all the editors for Books, Books Chapters or, Conferences Items.

The editors can be moved up or down by clicking the arrows at the end of the row.

If there are more than four editors, click on the button.

Place of Publication
Enter the locality of the publisher. Use city or town then country.

Title of Book
For Book Chapters enter the title of the book.

Note: For Book Chapters enter the title of the chapter in the title field and the title of the book in this field

Number of Chapters
Enter the Number of Chapters in the entire book even if you are only loading a single book chapter.

Edition
For a Book or Book Chapter enter the edition number of the book or series. Use e.g. 2 rather than 2ND or second.

ISBN
Enter the unique code identifying a book (including hyphens). The ISBN is 13 digits for recent books and 10 digits for older books.
Conference Items

Editors
Enter the names of all the editors for Books, Books Chapters or, Conferences Items.

The editors can be moved up or down by clicking the arrows at the end of the row.

If there are more than four editors, click on the button.

Place of Publication
Enter the locality of the publisher. Use city or town then country.

ISBN
Enter the unique code identifying the conference publication (including hyphens). The ISBN is 13 digits for recent books and 10 digits for older books.

Series Name
For a Book or Conference Item enter the name of the series in which the output was published.

Event Details
Enter/select the Event Title, Event Type, Event Location and Event Dates. If another publication from the same Event is already live in ResearchOnline@JCU, selecting the Event Title from the dropdown list will also populate the Event Location and Event Dates fields.
Event Title: is the name of the conference publication, Sow/Exhibition or Performance.

Event Location: the city or town, then country where the Conference, Show/Exhibition or, Performance was held.

Event Dates: the start and finish dates for the Conference, Show/Exhibition or, Performance.

# Reports

## Place of Publication
Enter the locality of the publisher. Use city or town then country.

### Place of Publication:
Darwin, Australia

## ISBN
Enter the unique code identifying a book (including hyphens). The ISBN is 13 digits for recent books and 10 digits for older books.

### ISBN:
978-0-7245-2374-2

## Institution
Enter the institution from which the research output originated.

### Institution:
James Cook University

## Department
Enter the department from which the research output originated.

### Department:
Department of Marine Biology
Theses

Institution

Enter the institution from which the research output originated.

Institution: James Cook University

Department

Enter the department from which the research output originated.

Department: Department of Marine Biology

Click on Next to move from the Institution to the Details module. Clicking next also saves any changes that you make.

Note: you can return to or jump to any module at any time i.e. you do not need to move through each of the modules sequentially.
Field of Research codes

Select at least one and up to three Field of Research (FoR) codes by searching or browsing.

Searching

If the FoR code is known, it can be entered by typing the 6 digit code in the search for subject field, then clicking on the Search button.

Search for subject: 060407

Once the result appears, click on the Add button to load the code.
Enter the % contribution of the code making sure that the total for the record is 100%.

Repeat the process to add a second or third FoR code.

To delete a code click on the Remove button.

Browsing

If the FoR code is not known, browse the list of codes. Click on the Plus symbol to expand the four and six digit levels.

Click on the Add button to load the FoR code and enter the % contribution, as above.

Clicking next also saves any changes that you make.

Note: you can return to or jump to any module at any time i.e. you do not need to move through each of the modules sequentially.
**Socio-Economic Objective Codes**

Select at least one and up to three Socio-Economic Objectives (SEO) codes by searching or browsing.

**Searching**

If the SEO code is known, it can be entered by typing the 6 digit code in the search for subject field, then clicking on the Search button.

Search for subject: 060407  
Search  Clear

Once the result appears, click on the Add button to load the code.

Enter the % contribution of the code making sure that the total for the record is 100%.

| Service | 959999 Environment not elsewhere classified | 100 |

Repeat the process to add a second or third SEO code

To delete a code click on the Remove button.

**Browsing**

If the SEO code is not known, browse the list of codes. Click on the Plus symbol to expand the four and six digit levels.

Click on the Add button to load the SEO code and enter the % contribution, as above.

Click on Next to move from the SEO Codes to the Deposit module.

Clicking next also saves any changes that you make.

Note: you can return to or jump to any module at any time i.e. you do not need to move through each of the modules sequentially.
**Depositing the Record**

If you wish to come back and change any information, click the button.

Once the record is completed, click on the Deposit button. Depositing the record moves it to Review where it will then be processed by ResearchOnline@JCU staff. You will not be able to edit any of the information once you have deposited the record.
Appendix

Evidence required for HERDC verification

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<th>Article (C1)</th>
<th>Conference Paper (E1)</th>
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