

Publication Reference Types

A. JOURNAL ARTICLE

- A1. Refereed article in a scholarly journal
- A2. Non refereed article in an scholarly journal
- A3. Article in a professional journal
- A4. Letter or note
- A5. Other refereed contribution to a scholarly journal
- A6. Edited journal

B. BOOK

- B1. Authored - research
- B2. Authored - other
- B3. Edited
- B4. Revision, new edition

C. CHAPTER IN BOOK

- C1. Chapter in a Book – research (B3)
- C2. Chapter in a Book – other (B2)
- C3. Chapter in a Book - revision, new edition (B4)

D. REVIEW

- D1. A substantial review of an entire field of study
- D2. A review of several works
- D3. A review of a single work
- D4. Any other published review

E. WORKING MODEL/TECHNICAL DRAWING

- E1. Working Model
- E2. Technical Drawing

F. CONFERENCE PUBLICATION

- F1. Full written paper - refereed
- F2. Full written paper - non refereed
- F3. Extract of paper
- F4. Edited volume of conference proceedings
- F5. Invitation to chair major international conference
- F6. Invitation to chair major national conference

G. DESIGNS

- G1. Refereed Designs
- G2. Other Designs

H. COMPUTER SOFTWARE

- H1. VAX/VMS
- H2. Workstation; Sun, Silicon Graphics, IBM, DEC
- H3. Personal computer; IBM or compatible
- H4. Personal computer; Macintosh
- H5. Other

I. CONTRACT REPORT AND CONSULTANT'S REPORT

- I1. Contract Report
- I2. Consultants Report

J. PATENT

- J1. Patent
- J2. Application for Patent

K. MAJOR CREATIVE WORK

- K1. Published Work
 - Visual Art Work
 - Design / Architectural Work
 - Textual Work
 - Others
- K2. Recorded Work
 - Film/Video
 - Performance
 - Inter-Arts
 - Digital Creative Work
 - Website/Web Exhibition
 - Other
- K3. Curated Exhibition
 - Web Based Exhibition
 - Exhibition/Event
 - Festival
 - Other
- K4. Other Exhibition – same as K3
- K5. Performance
 - Music
 - Play
 - Dance
 - Other
- K6. Broadcast

L. OTHER CREATIVE WORK

- L1. Minor Written or Recorded Work
- L2. Catalogue
- L3. Representation of Original Art
- L4. Acquisition

M. THESES ACCEPTED FOR HIGHER DEGREE

- M1. Masters Degree by research
- M2. Masters Degree by courseware
- M3. Doctor of Philosophy
- M4. Higher Doctorate
- M5. Professional Doctorate

N. ENTRY

In a dictionary, encyclopaedia, or the like.

O. OTHER PUBLIC OUTPUT

- O1. Newspaper article
- O2. Magazine article
- O3. Media interview
- O4. Internal newsletter
- O5. Report of restricted access
- O6. Awards and other recognition of the quality of research output.
- O7. Research Report – commissioned by Government or Industry

Description of Publication Categories

A. JOURNAL ARTICLE

A1. Refereed article in a scholarly journal

This category refers to a substantial work of scholarship published in a scholarly journal following a formal process of peer review. The Journal must have had an International Standard Serial Number (ISSN) at the time of publication.

If a Journal has an ISBN, not an ISSN, the journal may still be eligible provided that the publication is clearly identified as an edition of a journal, and not a book. Articles in such publications may be eligible if they meet all other criteria.

Include:

- commentaries and communications of original research, provided that these have been subject to a formal process of peer review and published in a scholarly journal,
eg: - Research Notes which are refereed and Letters to Nature, or
 - Critical scholarly text, which appear in article form;
- refereed articles in scholarly journals reviewing multiple works or an entire field of research;
- invited papers in journals where it is the standard practice of the journal to referee contributions. (Evidence will need to be provided both of the invited status of the article and of the standard practice of the journal to send contributions to referees.);
- refereed research articles in journals which are targeted to both scholars and professionals; and
- articles in a stand alone series which meet all refereeing and other requirements for this category.

Exclude:

- articles designed to inform practitioners in a professional field, such as a set of guidelines or the state of knowledge in a field;
- non-scholarly, non-research articles;
- articles in newspapers and popular magazines
- editorials;
- letters to the editor;
- book reviews;
- medical or other case studies, where not full journal articles in themselves;
- commentaries and brief communications of original research; and
- reviews of art exhibitions, concerts, theatre productions (by members of appropriate academic departments).

DEST would generally expect refereeing to involve external assessment, that is, assessment by at least one reviewer who is independent of the journal's editorial board. (Articles assessed only by an editorial board should be counted in category A3.) Assessment by members of an expert advisory board/panel/committee with broad national or international representation will also be accepted as refereeing in the current collection. (also See Peer Review Page 5).

Any of the following are acceptable as evidence:

1. the journal is listed in one of the Institute for Scientific Information indexes (www.isinet.com/journals)
2. the journal is classified as "refereed" in Ulrich's International Periodicals Directory (Volume 5 - Refereed Serials)
3. the journal is listed in DEST's Register of Refereed Journals;
4. there is a statement in the journal which shows that contributions are refereed;
5. there is a statement or acknowledgment from the journal editor which shows that contributions are refereed; or
6. a copy of a referee's assessment relating to the article.

Note:

- one of the above points (1) to (5) must also be provided in respect of invited articles - these can only be counted where refereeing is the standard practice of the journal;
- a statement from the author that the paper was refereed will not be accepted;
- a statement from an editor must demonstrate the link with the journal - e-mails from people who have no apparent connection with the journal will not be accepted;
- the mere existence of a national or international advisory board does not prove that all articles are assessed by members of it;
- for the current collection the simple statement *in the journal* that contributions were refereed will be accepted at face value; statements *from the editor* must indicate that refereeing involves external assessment or assessment by members of an expert advisory board/panel/committee with broad national or international representation;
- items listed in the exclusions cannot be counted, whether refereeing is established or not.

Contributions to special editions of journals which meet all criteria for category C1 and all criteria for category A1 may be counted in either (but NOT both). The verification requirements will be those applicable to the category in which the publication is counted.

Conference papers published in journals which meet all criteria for category A1 as well as all criteria for category F1 may be counted in either (but NOT both). The verification requirements will be those applicable to the category in which the publication is counted.

Verification requirements

For each journal article reported in the collection, the school must be able to provide the following:

- Copy or offprint of article/contribution
- Photocopies of pages showing all bibliographic information (journal title, ISSN, dates where not provided in copy or offprint).
- 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

statement from author attesting research undertaken in author's capacity as a staff member or student of the university **OR**

either

an official statement from the university, indicating that the author was an appointee or student of the University in 2008 (or earlier if that was when the research leading to publication was conducted

or

an extract from staff/student list which includes the author's name.

- Proof of refereeing – either
 - extract from ISI listing, or
 - extract from Ulrich's listing indicating refereed journal, or
 - extract from DEST's register of Refereed Journals, or
 - statement in the journal - contributions refereed, or
 - statement from editor - contributions refereed, or
 - copy of referee's assessment relating to the article.

A2. Non refereed article in an scholarly journal, and

This refers to non refereed works of scholarship published in a scholarly journal controlled by an editorial board.

A3. Article in a professional journal

This refers to refereed or non-refereed works of scholarship published in a professional journal controlled by an editorial board.

Include:

- articles that are sets of guidelines or summaries of the state of knowledge in an area, generally intended to inform practitioners in a professional field.
- medical case histories

Exclude:

- editorials (possibly A4)
- letters to the editor (possibly A4)
- book reviews (possibly A4)
- non-scholarly, non-research articles (excluded completely)
- articles in newspapers and popular magazines (possibly O1, O2)

A4. Letter or note

This refers to non refereed communications (including editorial commentary) published in a journal controlled by an editorial board.

Include:

- commentaries and brief communications of original research that are not subject to peer review
- editorials
- book reviews
- letters to the editor

- reviews of art exhibitions, concerts, theatre productions (by members of appropriate academic departments)

Exclude:

- non-scholarly, non-research articles (excluded completely)
- articles in newspapers and popular magazines (possibly O1, O2)

A5. Other refereed contribution to a scholarly journal

This refers to commentaries and brief communications of original research that are subject to a formal process of peer review and are published in a scholarly journal controlled by an editorial board.

Exclude:

- editorials (possibly A4)
- letters to the editorial (possibly A4)
- articles designed to inform practitioners in a professional field, such as a set of guidelines or the state of knowledge in a field (possibly A2, A3)
- book reviews (possibly A4)
- articles in newspapers and popular magazines (possibly O1, O2)

A6. Edited journal

This refers to editorship of journals. The editors should be entered in the fields provided for authors and the journal name should be entered in the title field. The journal name and page numbers fields are not mandatory.

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Journal Name

Place Published

Publisher

Volume (or tick no volume box)

Issue (or tick annual issue box – can also be ticked if there is no volume)

Page Numbers

ISSN (must be in ISSN format 1234-5678)

RFCD/SEO/TOR

Theme Area

Additional Information

B. BOOK

B1. Authored - research

To be included in this category the publication must meet **all** of the following requirements:

- is a major work of scholarship, offered for sale, and
 - for hard copies, bound;
 - for CD-ROMs, packaged;
 - for e-books, on subscription or fee basis;
- has an International Standard Book Number (ISBN).
- was written entirely by a single author, or by joint authors who share responsibility for the whole book (ie individual chapters are not attributed to different authors).
- consists mainly of previously unpublished material, and makes some substantial contribution to a defined area of knowledge.
- has been published by a recognised commercial press or publisher.

For the purposes of these specifications, a commercial publisher is an entity for which the core business is producing books and distributing them for sale.

If publishing is not the core business of an organisation but there is a distinct organisational entity devoted to commercial publication and its publications are not completely paid for or subsidised by the parent organisation or a third party, the publisher is acceptable as a commercial publisher.

For the purposes of these specifications, HEP and other self-supporting HEP presses are also regarded as commercial publishers, provided that they have responsibility for the distribution of the publication, in addition to its printing.

Note that many of the books published by professional bodies do not report *research* findings but report the results of evaluations, or repackage existing information for the benefit of professionals or practitioners. It is important that schools assess these publications very carefully against the definition of research provided above and *only count those publications which report research activities*.

Include

- critical scholarly texts (for example music, medieval or classical texts), new interpretations of historical events and new ideas or perspectives based on established research findings.

Exclude

- textbooks – a textbook is defined as a book that is primarily targeted to students;
- edited books (this refers to books where the UTas staff member has edited a book rather than written it – classify as B3);
- creative works such as novels, depending mainly upon the imagination of the author rather than upon a publicly accessible body of agreed fact (but an accompanying critical scholarly text may be counted if it is a major work of scholarship in its own right);
- books published by private individuals, university departments and centres and privately funded companies, eg. “vanity presses” (classify as B2);
- government department publications, eg. DEST Evaluations and Investigations Program reports;
- translations (unless accompanied by a critical scholarly text which is a major work of scholarship in its own right);

- annotated anthologies (unless incorporating a critical scholarly text which is a major work of scholarship in its own right);
- university departmental or centre Working Papers, Technical Reports, Discussion Papers, unpublished reports and the like;
- revisions/new editions (B4); and
- books published by professional or research organisations which have other functions besides publishing (B2). This exclusion does not apply to bodies which have satisfied DEST that they are independent, self-supporting publishing arms which operate on a commercial basis and are accepted as “commercial publishers”. These bodies are listed in the “Clarification of issues arising from the Specifications” document on the DEST web site.

Verification requirements

For each book reported in the collection, the school must provide the following:

- 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.
- 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

statement from author attesting research undertaken in author's capacity as a staff member or student of the university **PLUS**

either

an official statement from the university, indicating that the author was an appointee or student of the University in 2008 (or earlier if that was when the research leading to publication was conducted)

or

an extract from staff/student list which includes the author's name.

B2. Authored - other

This refers to books written solely by author(s). Publications in this category must be a substantial work of scholarship.

Include:

- research monographs published by university departments
- textbooks (consisting mainly of new combinations of existing knowledge or updating of a body of established knowledge to make it more readily accessible) aimed primarily at a university audience
- books published by private individuals, university departments and privately funded companies, e.g. "vanity presses"
- evaluative and investigative government department publications, e.g. DEST Evaluations and Investigations Program reports
- translations of published books and other authored books or monographs not classified in B1 above
- annotated anthologies

Exclude:

- creative works such as novels, depending mainly upon the imagination of the author rather than upon a publicly accessible body of agreed fact (possibly L)
- university departmental Working Papers, Technical Reports, Discussion Papers and the like (excluded completely)
- textbooks that are primarily aimed at secondary, primary or pre-school students (excluded completely)
- unpublished reports (possibly I)

B3. Edited

This refers to books which must be edited books, monographs or short series of volumes consisting of contributions from a number of authors.

Exclude:

- editorship of journals (included in A6)

B4. Revision/New edition

This refers to books which have been previously published or a collection of previously published articles either by the current author or editor, or by some previous author or editor, which has been brought up-to-date by the substantial addition or alteration of material.

Exclude:

- reprints that do not involve substantial additions or revisions (excluded completely)

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Series Editor

Series Title

City

Publisher

Volume

Number of Volumes in Series

Number of Pages

Edition

ISBN

RFCD/SEO/TOR

Theme Area

Additional Information

C. CHAPTER

C1. Chapter in a Book - Research

This category refers to a contribution, consisting substantially of new material, to an edited compilation in which the material is subject to editorial scrutiny.

Include:

- a scholarly introduction of chapter length to an edited volume, where the content of the introduction reports research undertaken by the editor and makes a substantial contribution to a defined area of knowledge; and
- a critical scholarly text of chapter length, eg. in music, medieval or classical texts, or critical reviews of current research.

Exclude:

- entries in reference works, including entries in encyclopaedia and dictionaries (possibly D or N);
- revisions of chapters in edited books (but entirely new chapters in revised books may still be counted);
- textbooks;
- anthologies;
- forewords;
- brief introductions;
- brief editorials;
- works already published independently, eg. as journal articles or in conference proceedings and previously counted in one of those categories; and
- creative works such as collections of short stories;
- translations; and
- appendices.

To be included in this category the chapter must also be in a book which meets **all** of the following requirements:

- is a major work of scholarship bound (or if in electronic format such as CD-ROM, packaged) and offered for sale.
- has an International Standard Book Number (ISBN).
- makes some substantial contribution to a defined area of knowledge.
- has been published by a recognised commercial press or publisher.

A recognised commercial press or publisher is an entity for which *the* core business is producing books and distributing them for sale. For this purpose university and other self-supporting higher education institution presses are regarded as commercial publishers, provided that they have responsibility for the distribution of the publication and not only its printing.

Bodies which have satisfied DEST that they are independent, self-supporting publishing arms of academic, professional or research organisations which operate on a commercial basis are also

accepted as “commercial publishers”. These bodies are listed in the “Clarification of issues arising from the Specifications” document on the DEST web site.

Note that many of the books published by professional bodies do not report *research* findings but report the results of evaluations, or repackage existing information for the benefit of professionals or practitioners. It is important that schools assess these publications very carefully against the definition of research provided above and *only count those publications which report research activities*.

The book must be none of the following:

- textbooks – a textbook is defined as a book that is primarily targeted to students;
- creative works such as collection of short stories, depending mainly upon the imagination of the author rather than upon a publicly accessible body of agreed fact (but an accompanying critical scholarly text of chapter length may be counted if it is a major work of scholarship in its own right);
- books published by private individuals, university departments and centres and privately funded companies, eg. “vanity presses”;
- government department publications, eg. DEST Evaluations and Investigations Program reports;
- translations (unless accompanied by a critical scholarly text which is a major work of scholarship in its own right);
- annotated anthologies (unless incorporating a critical scholarly text which is a major work of scholarship in its own right);
- collections of university departmental or centre Working Papers, Technical Reports, Discussion Papers, unpublished reports and the like; and
- books published by professional or research organisations which have other functions besides publishing.

This exclusion does not apply to bodies which have satisfied DEST that they are independent, self-supporting publishing arms which operate on a commercial basis and are accepted as “commercial publishers”. These bodies are listed in the “Clarification of issues arising from the Specifications” document on the DEST web site.

Contributions to special editions of journals which meet all criteria for category C1 and all criteria for category A1 may be counted in either (but NOT both). The verification requirements will be those applicable to the category in which the publication is counted.

Conference papers published in books which meet all criteria for category C1 as well as all criteria for category F1 may be counted in either (but NOT both). The verification requirements will be those applicable to the category in which the publication is counted.

Verification requirements

For each book chapter reported in the collection, the school must provide the following:

- Copy of chapter.
- 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.
- 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

statement from author attesting research undertaken in author's capacity as a staff member or student of the university **PLUS**

either

an official statement from the university, indicating that the author was an appointee or student of the University in 2008 (or earlier if that was when the research leading to publication was conducted)

or

an extract from staff/student list which includes the author's name.

C2. Chapter in a Book - Other

This category refers to a contribution of a substantial work of scholarship, consisting substantially of new material.

Include:

- chapters in textbooks (consisting mainly of new combinations of existing knowledge or updating of a body of established knowledge to make it more readily accessible) aimed primarily at a university audience
- chapters in books published by private individuals, university departments and privately funded companies, e.g. "vanity presses"
- chapters in translations of published books and other authored books or monographs not classified in C1

Exclude:

- creative works such as novels, depending mainly upon the imagination of the author rather than upon a publicly accessible body of agreed fact (possibly L)
- chapters in textbooks that are primarily aimed at secondary, primary or pre-school students (excluded completely)

C3. Chapter in a Book – Revision, New Edition

This refers to chapters in books which have been previously published either by the current author or editor, or by some previous author or editor, which has been brought up-to-date by the substantial addition or alteration of material.

Exclude:

- reprints that do not involve substantial additions or revisions (excluded completely)

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Total Number of Chapters in Book contributed by each author

Collection Year and Publication Year

Title of Chapter

Publication Category

Funding Source

Translator

Editor of Book

Title of Book

ISBN of Book

City

Publisher

Volume

Total Book Chapters

Page Numbers

Edition

RFCD/SEO/TOR

Theme Area

Additional Information

D. REVIEW

D1. A substantial review of an entire field of study.

D2. A review of several works

These categories refer to a review of multiple works or of an entire field of research which places other works in context and makes a substantial contribution in its own right. This type of review **can** appear in monograph form (for example "annual review of (immunology, plant physiology etc.)") or in a journal controlled by an editorial board.

Include:

- contributions to reference works, including encyclopedias provided they are more than 4,000 words in length

Exclude:

- book reviews (possibly A4)
- monographs that "review" institutional practices, government programs, and the like rather than being a review of a field of research (possibly B)
- articles that "review" institutional practices, government programs, and the like rather than being a review of a field of research (possibly A)

D3. A review of a single work

A review of a single work of over 500 words which goes beyond description and makes a substantial scholarly contribution.

D4. Any other published review

The review must exceed 500 words

Book reviews published in a journal controlled by an editorial board should be included under category A4 (Letter or Note).

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Journal Name

Place Published

Volume

Issue

Page numbers

RFCD/SEO/TOR

Theme Area

Additional Information

E. WORKING MODEL/TECHNICAL DRAWING

This refers to products of research which involve creative or scholarly innovation, and which are registered, sold or licensed for use through a recognised commercial distributor.

E1. Working Model

E2. Technical Drawing

<p>Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed</p>

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

City

Publisher

FOR/SEO/TOR

Theme Area

Additional Information

F. CONFERENCE PUBLICATION

F1. Full written paper - refereed

This category refers to full written versions of conference papers which are published. The papers may appear in a number of different formats, eg. a volume of proceedings, a special edition of a journal, a normal issue of a journal, a book or a monograph, CD Rom or conference or organisational web site. Papers must be peer reviewed and presented at conferences, workshops or seminars of national and/or international significance.

As meetings called “workshops” or “seminars” generally have lower status than meetings called “conferences”, schools must be able to demonstrate clearly that they have national or international significance and include the evidence with the verification materials, as for any conference.

Note that to ensure consistency with Category A1 requirements:

- conference presentations assessed only by an editorial board, and not by peer review; and
- conference papers accepted for presentation (and publication) on the basis of peer review of a submitted extract or abstract;

cannot be included.

Include:

- keynote addresses to conferences of international or national significance where all other papers for the conference are refereed and evidence is provided both of the keynote status of the address (eg contents page) and of the other contributions to the conference being refereed (eg a statement in the introduction to proceedings indicating this).

Exclude:

- papers that appear **only** in a volume handed out to conference participants;
- papers presented at minor conferences, workshops or seminars that are not regarded as having national or international significance;
- papers (other than keynote addresses) not peer reviewed, even if formally assessed by an editorial board; and
- conference papers accepted for presentation (and publication) on the basis of a submitted extract or abstract which was subjected to peer review (F2).

As with category A1, DEST would generally expect refereeing of conference papers to involve external assessment, that is, assessment by at least one reviewer who is independent of the conference's editorial board. Assessment by members of an expert advisory board/panel/committee with broad national or international representation will also be accepted as refereeing in the current collection.

In all cases where a paper is counted under category F1, **specific evidence** must be provided that the *whole paper* has been refereed. Refereeing on the basis of an abstract, or extended abstract, is not sufficient.

Thus one of the following must be provided:

1. a statement in the conference proceedings which shows that the **full** papers are refereed;
2. there is a statement or acknowledgment from the conference organisers/editor which shows that **full** papers are refereed;
3. a copy of a referee's assessment relating to the article which demonstrates clearly that the **full** paper has been assessed.

Note:

- either of the above points (1) or (2) must also be provided in respect of keynote addresses - these can only be counted where it is the standard practice of the conference for full papers to be refereed;
- a statement from the author that the paper was refereed will not be accepted;
- a statement from a conference organiser/editor must demonstrate the link with the conference – e-mails from people who have no apparent connection with the conference will not be accepted;
- the mere existence of a national or international advisory board does not prove that all papers are assessed by members of it;
- a technical board may substitute for an advisory board.
- for the current collection the simple statement *in the proceedings* that **full** papers were refereed will be accepted at face value; statements *from the conference organiser* must indicate that refereeing involves external assessment of the full paper or assessment of the full paper by members of an expert advisory board/panel/committee with broad national or international representation;
- items listed in the exclusions cannot be counted, whether refereeing is established or not.

A conference paper can only be counted once, even if published in more than one format.

Conference papers published in books which meet all criteria for category C1 as well as all criteria for category F1 may be counted in either (but NOT both). The verification requirements will be those applicable to the category in which the publication is counted.

Conference papers published in journals which meet all criteria for category A1 as well as all criteria for category F1 may be counted in either (but NOT both). The verification requirements will be those applicable to the category in which the publication is counted.

Verification requirements

For each conference paper reported in the collection, the school must provide the following:

- Copy or offprint of paper
- Photocopies of contents, preface and introduction and pages showing all relevant bibliographic information (ISBN if applicable, title, editor, authors, publisher, dates)
- Proof of national or international significance if not clearly shown in documents above. National/international significance of a conference may be indicated by the presence of interstate/international speakers, or a listing of previous conference venues showing that the conference is held in a range of national/international locations.
- 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

statement from author attesting research undertaken in author's capacity as a staff member or student of the university **PLUS**

either

an official statement from the university, indicating that the author was an appointee or student of the University in 2008 (or earlier if that was when the research leading to publication was conducted)

or

an extract from staff/student list which includes the author's name.

- Proof of refereeing - either

- statement in proceedings -**FULL** papers refereed, or
- statement from conference organiser/editor - **FULL** papers refereed, or
- copy of assessment showing assessment made on **FULL** paper.

F2. Full written paper - non refereed

This refers to written versions of conference presentations subsequently published which were not subject to peer review or formal assessment by an editorial board. Include papers that do not meet the refereeing requirements of F1.

F3. Extract of paper

This refers to extracts, synopses (or posters) of conference papers that are subsequently published. These may be refereed or non-refereed.

F4. Edited volume of conference proceedings

This refers to edited volumes of conference proceedings in which one or more members of institutional staff are identified as having editorial responsibility for the proceedings.

Exclude:

- edited volumes in which the university's staff member is on the editorial advisory board but is not one of the listed editors of the volume (excluded completely)

Invitations to Chair major conferences

F5. Invitation to chair major international conference

F6. Invitation to chair major national conference

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Editor

Conference Publication

Conference Name

Conference Location

Date of Conference

Place Published

Publisher

Volume

ISBN/ISSN

Page Numbers

RFCD/SEO/TOR

Theme Area

Additional Information

G. DESIGNS

G1. Refereed Designs

This refers to major works in design disciplines such as architecture, creative arts and engineering. To be counted in this category a design work must have been recognised via a publicly understood refereeing process, which is conducted by an independent review panel formed from qualified peers in the design discipline who are recognised as such by their national or international professional association.

To be included in this category, the design must meet **one** of the following requirements:

(a) The major design award offered by national or international organisations in the field, e.g. the Royal Australian Institute of Architects. The award must be of at least national standard, with entries welcomed from throughout Australia.

or

(b) Curated exhibitions of original design by an individual designer exhibited for the first time in a recognised gallery or museum. These must be accompanied by a published catalogue identifying the individual designs and the timing and location of the exhibition. The exhibition must be advertised in the industry press or professional journals. The exhibiting gallery or museum must be registered as an independent public or commercial organisation.

For awards - include:

- awards that are received at the state or territory level or higher, e.g. if a major design award has both state and national winners, then both those who receive state or territory level awards and the national winner are eligible to be reported as part of this collection.
- awards which are presented in the collection year. If an award is presented in 2004, it is eligible for this collection, even if the award is labelled 2003 or 2005.
- awards for or exhibitions of software and fashion design as long as these designs satisfy all other criteria.

For exhibitions - include:

- exhibitions whose first day of exhibition occurs in the collection year even if the majority of the exhibition occurs in another year.

For all designs - exclude:

- any design or exhibition that has been counted in a previous collection, or one which is already counted in this current collection under another publications category, even if it qualifies for inclusion in category G1 on a number of grounds, receives more than one award or is both the recipient of an award and part of an exhibition.

For awards - exclude:

- awards that are awarded second place, runner up, "honourable mention" or lesser status.
- any award that was not presented in 2004, even if the award is for the year 2004. An award is counted in the year in which it is presented.
- awards which for which there is not a publicly understood refereeing process.

For exhibitions - exclude:

- exhibitions whose first day of exhibition does not occur in the collection year even if the majority of the exhibition does. In such circumstances the exhibition should be included in the year in which the first day of the exhibition occurs.

Verification requirements

For all works in this category:

By-line **or** footnote or statement in publication indicating that the work arises from the creator's role as a staff member or student of the university

or

Statement from creator attesting that the work arose from his/her role as a staff member or student of the university **plus**

either

an official statement from the university, indicating that the creator was an appointee or student of the University in 2004 (or earlier if that was when the work was created)

or

an extract from staff/student list which includes the creator's name.

For each design award:

- a copy of the award certificate indicating the name and nature of the award, the name of the recipient, the name of the organisation conferring the award and the date of the award.
- evidence that the award is made via a publicly understood refereeing process. Acceptable evidence would include a brochure stating the awards process, or a statement or acknowledgment from the head of the organisation conferring the award which shows that the award is independently refereed.
- evidence that, at a minimum, entries are welcomed from throughout Australia. Acceptable evidence includes the entry form if this information is provided on the entry form, or a statement to this effect from the head of the organisation conferring the award.
- evidence that the body conferring the award is a major national or international organisation in the field. Evidence could be in the form of a membership list for the organisation, demonstrating membership throughout Australia or internationally, or a statement to this effect from the head of the organisation.

For each exhibited design:

- photocopies of catalogue contents, preface and introduction and other pages as necessary showing all bibliographic information (ISBN if applicable, name of exhibitor, date and location of exhibition). An additional statement of justification should be provided if these extracts do not show all the required information.
- photocopy of the advertisement of the exhibition in the industry press or professional journals including the name of the publication and the date of the advertisement.

- evidence that the exhibiting gallery or museum is an independent public or commercial organisation (e.g. photocopy of relevant pages from the organisation's annual report, general prospectus or similar documentation).

G2. Other Designs

This refers to products of research which involve creative or scholarly innovation, and which are registered, sold or licensed for use through a recognised commercial distributor. Also include design awards that do not meet all the criteria for category G1.

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title (or name of award)

Publication Category

Funding Source

Date of Award or Exhibition

Organisation Conferring the Award [mandatory for Awards]

Place of Exhibition [mandatory for exhibitions]

Publisher

Date of Advertisement of Exhibition [mandatory for exhibitions]

Place of Advertisement of Exhibition [mandatory for exhibitions]

RFCD/SEO/TOR

Theme Area

Additional Information

H. COMPUTER SOFTWARE

This refers to innovative software products of commercial quality and offered for sale or distributed as Shareware through a recognised publisher or distributor.

H1. VAX/VMS

H2. Workstation; Sun, Silicon Graphics, IBM, DEC

H3. Personal computer; IBM or compatible

H4. Personal computer; Macintosh

H5. Other

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

City

Distributor

Version

RFCD/SEO/TOR

Theme Area

Additional Information

I. CONTRACT REPORT, CONSULTANT'S REPORT

Report which is the product of both applied research and outside consulting work, available in the public domain and freely accessible.

I1. Contract Report

This will normally involve work to obtain new knowledge.

I2. Consultants Report

Provided mainly from existing knowledge and expertise.

<p>Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed</p>
--

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Customer

Number of Pages

Report Number

RFCD/SEO/TOR

Theme Area

Additional Information

J. PATENT

J1. Patent

This refers to patents on specific products or processes granted for the first time, either in Australia or in an overseas country. It does not include multiple rights for the same product or process, or applications for which no determination has been made on patent rights.

Include:

- a product or process for which a full patent has been granted.
- patent granted for the first time in 2004.

Exclude:

- provisional patents.
- products or processes for which a full patent has been granted in any jurisdiction in previous years.

Verification requirements

For each patent reported in the collection, the school must be able to provide the following:

- proof of patent being granted; acceptable evidence would be in the form of a patent certificate or other documentation showing patent number, title of patent, country in which the product or process is patented, name of person or body to which the patent is granted, and date the patent is granted.
- proof that the patent is owned by the university, a commercial subsidiary, controlled entity or other affiliated institution.

or

- Statement from the patent owner attesting research leading to the patent undertaken in his/her capacity as a staff member or student of the university **plus**

either

an official statement from the university, indicating that the patent owner was an appointee or student of the University in 2004

or

an extract from staff/student list which includes the patent owner's name.

J2. Application for patent

Include applications for patents made for the first time for which no determination has been made on patent rights.

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s) [Inventors]

Collection Year and Publication Year

Title

Publication Category

Funding Source

Patent Owned by

Application Number } mandatory for J2

Patent Number } mandatory for J1

Country (s)

RFCD/SEO/TOR

Theme Area

Additional Information

K. MAJOR CREATIVE WORK

K1. Published Work

This category refers to Major Written Original Creative Works that are publicly and commercially distributed.

The creative work must be a substantial creative or scholarly work which is separately bound/packaged and offered for sale under the imprint of a recognised commercial press or publisher.

Include

- novels;
- books of poetry;
- published play or film scripts for productions of at least 20 minutes duration;
- published scores of musical works with a duration of at least 20 minutes in playing time;

Exclude

- reviews of art exhibitions, concerts, theatre productions, etc.
- any creative work which has already been counted in a previous collection or one which is already counted in this collection under another category, even if it qualifies for inclusion under Category K on a number of grounds, e.g. a play whose script is published and whose production is recorded for commercial distribution or an exhibition that is exhibited at various locations may only be counted once.
- Any published material whose date of publication is other than 2004.

K2. Recorded Work

This category refers to Major Recorded Original Creative Works that are publicly and commercially distributed.

The creative work must be a substantial creative or scholarly work recorded for commercial distribution.

A recognised commercial press or publisher is an entity for which the core business is producing books and distributing them for sale. For this purpose university and other self-supporting higher education institution presses are regarded as commercial publishers, provided that they have responsibility for the distribution of the publication and not only its printing.

Bodies which have satisfied DEST that they are independent, self-supporting publishing arms of academic, professional or research organisations which operate on a commercial basis are also accepted as “commercial publishers”. These bodies are to be listed on the DEST web site.

To be recorded for commercial distribution the recording can be in any media such as CD, video, world wide web etc, but must be commercially distributed by an entity whose core business is producing creative recordings and distributing them for sale. For this purpose university and other self-supporting higher education institution presses are regarded as commercial publishers, provided that they have responsibility for the distribution of the publication and not only its manufacture.

Include

- recordings of live music, theatre or dance performances of at least 20 minutes duration which have been commercially distributed;
- films, multimedia productions or sound productions of at least 20 minutes duration which have been commercially distributed.

Exclude

- live music, theatre or dance performances unless the performance is recorded for commercial distribution.
- any creative work which has already been counted in a previous collection or one which is already counted in this collection under another category, even if it qualifies for inclusion under Category K on a number of grounds, e.g. a play whose script is published and whose production is recorded for commercial distribution or an exhibition that is exhibited at various locations may only be counted once.
- any recorded material whose date of recording is other than 2004.

K3. Curated Exhibitions

This category refers to Curated Individual Exhibitions of Original Art.

To be included in this category the creative work must be curated exhibitions of substantial collections of original works by an individual artist exhibited for the first time in a recognised gallery or museum. These must be accompanied by a published catalogue identifying the individual works and the timing and location of the exhibition. The exhibition must be advertised in the arts or local press, or in professional journals. The gallery or museum must be registered as an independent public or commercial organisation.

Exclude

- reviews of art exhibitions, concerts, theatre productions, etc.
- any creative work which has already been counted in a previous collection or one which is already counted in this collection under another category, even if it qualifies for inclusion under Category K on a number of grounds, e.g. a play whose script is published and whose production is recorded for commercial distribution or an exhibition that is exhibited at various locations may only be counted once.
- exhibitions which have more than one exhibitor, even if one person is the main exhibitor (possibly L3).
- exhibitions whose first day of exhibition does not occur in the collection year even if the majority of the exhibition does.

Verification requirements

For all works in this category:

- By-line **or** footnote or statement in publication indicating that the work arises from the creator's role as a staff member or student of the university

or

Statement from creator attesting that the work arose from his/her role as a staff member or student of the university **plus**

either

an official statement from the university, indicating that the creator was an appointee or student of the University in 2004 (or earlier if that was when the work was created)

or

an extract from staff/student list which includes the creator's name.

Published works:

For each novel, play or book of poems reported in the collection, the school must be able to provide the following:

- 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 J1 classification.

For each recording:

- photocopies of cover/notes sufficient to prove recorded for commercial distribution.

For each individual exhibition of original art:

- photocopies of catalogue contents, preface and introduction and other pages as necessary showing all bibliographic information (ISBN if applicable, name of exhibitor, date and location of exhibition). An additional statement of justification should be provided if these extracts do not show all the required information.
- photocopy of the advertisement of the exhibition in the local or industry press, or in professional journals, including the name of the publication and the date of the advertisement.
- evidence that the exhibition location is an independent public or commercial organisation (e.g. photocopy of relevant pages from the organisation's annual report, general prospectus or similar documentation).

K4. Other Exhibition**K5. Performance****K6. Broadcast**

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Type of Work [mandatory for K1 and K2]

Publisher [mandatory for K1]

Edition [mandatory for K1]

Pages [mandatory for K1]

ISBN

Date work first performed [mandatory for K2]

Distribution medium [mandatory for K2]

Distributor [mandatory for K2]

Date of Exhibition or Recording [mandatory for K2 and K3]

Duration

Place of Exhibition [mandatory for K3]

Date of advert for exhibition

Place of advert for exhibition

RFCD/SEO/TOR

Theme Area

Additional Information

L. OTHER CREATIVE WORK

L1. Minor written or recorded work

This refers to a relatively brief or small scale creative or scholarly works bound separately or as a part of a collection of works and offered for sale under the imprint of a recognised commercial press or publisher, or recorded for commercial distribution.

Include:

- short stories
- individual poems
- individual songs or other short musical works

Exclude:

- reviews of art exhibitions, concerts, theatre productions, etc. (possibly A4)
- concert performances (excluded completely)
- theatre production (excluded completely)
- articles in newspapers and popular magazines (possibly O1, O2)

L2. Catalogue

A scholarly, analytical, descriptive catalogue (for example an art exhibition catalogue).

L3. Representation of original art

This refers to a collection of at least three original works by an individual artist exhibited for the first time in a recognised gallery or museum. These works should be individually listed in a published catalogue identifying the timing and location of the exhibition. The gallery or museum should be registered as an independent public or commercial organisation and be managed as a full time operation.

L4. Acquisition

The acquisition of artworks by a permanent public art collection with a national or international reputation.

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

City

Publisher or Gallery

Number of Pages or Pieces

Edition

RFCD/SEO/TOR

Theme Area

Additional Information

M. THESES ACCEPTED FOR HIGHER DEGREE

In the case of University staff, the department who employs the staff member, rather than the department who supervised the thesis should record the completion. The affiliation should be recorded and University of Tasmania. Where University of Tasmania staff were supervised by another institution, the affiliation should be recorded as the supervising institution.

M1. Masters Degree by research

M2. Masters Degree by courseware

M3. Doctor of Philosophy

M4. Higher Doctorate

M5. Professional Doctorate

<p>Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed</p>

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Affiliation (Institution)

Number of Volumes

Number of Pages

RFCD/SEO/TOR

Theme Area

Additional Information

N. ENTRY

In a dictionary, encyclopaedia, or the like.

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Page Number

Place Published

Editor

Title of Dictionary etc.

Publisher

Volume Number of Entry

Number of Volumes

RFCD/SEO/TOR

Theme Area

Additional Information

0. OTHER PUBLIC OUTPUT

Newspaper article, magazine article, media interview, internal newsletter, report of restricted access (e.g. Government or commercial agency). Please also include here prizes or awards

01. Newspaper article

02. Magazine article

03. Media interview

04. Internal newsletter

05. Report of restricted access

06. Awards and other recognition of the quality of research output.

07. Research Report – Commissioned by Government or Industry

Please include here any major awards or other recognition of research quality. This may include prizes, medals, or any relevant award. Please provide information on the standing of the award, such the number offered, the selection criteria etc. More detailed information may be appended as hard copy.

Fields which are in bold text are essential and must be completed for all entries. Those not in bold text may not be applicable for all entries, but where they are applicable, they must be completed

Author name(s) and detail(s)

Collection Year and Publication Year

Title

Publication Category

Funding Source

Publication Title (for media interview this would be the name of the show)

Customer (mandatory for report of restricted access)

Publisher

Place Published

Volume

Issue (for media interview this would be the date the show aired)

Number of Pages

RFCD/SEO/TOR

Theme Area

Additional Information