Recommended procedure for adding authors
Type surname in highlighted textbox, then search and then maximise screen by clicking the <
Sort on type for Staff and Students to find your internal authors, note School and Faculty are also listed.
For external staff sort on Organisation to find your author
To many similar records? You can use advanced search to refine your search
If you have no luck searching use “Add External Author” which really means “create and add an external author”
Please add their Surname and full first name if known or initial and Organisation

First Name: Brenda
Last Name: Smith
Organisation: St Vincent's Hospital, Melbourne