Research Data Collection

Important Note: Under the HERDC/ERA/ERA guidelines, a publication can be reported only once. If your publication has already been reported in a previous year under the same or another category, you cannot report this publication again. Please contact the Associate Dean (Research) in your faculty if you require further clarification.

SECTION A: Academic Staff member to complete Section A only.

If this publication is linked to a project funded by ACU, please provide the name and project code details: ACU Ethics Application Code:

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1. Please source the following items for verification of your book:

- copy of front cover of the book
- copy of the title page
- copy of the full table of contents
- evidence of the year of publication (provide English translation if published in a foreign language)
- evidence of the name of the publisher (provide English translation if published in a foreign language)

   if book is not published by a commercial publisher (refer to section 1.6 of the Research Collection Manual for the definition of a commercial publisher), provide evidence of peer review:

   - statement in book confirming peer-reviewed (provide English translation if published in a foreign language) OR
   - statement in English from publisher or editor confirming peer-reviewed; OR
   - copy of reviewer’s assessment relating to the book (provide English translation if written in a foreign language)

   if publisher is listed in Beall’s list, please attach a copy of the reviewer’s assessment relating to the book (provide English translation if written in a foreign language)

   evidence of place of publication (provide English translation if published in a foreign language)

   evidence of authorship:

   - by-line in publication indicating that research was undertaken as ACU staff member or student of the University; (provide English translation if published in a foreign language)

     OR

   - signed statement on Author Affiliation Form

   if multiple authors, first named ACU author is submitting publication; AND

   authors are listed in correct order

- copy of preface and introduction from the book
- evidence of ISBN (provide English translation if published in a foreign language)

   Important Note: If your publication is in a foreign language, the verification evidence must be provided in English. According to the HERDC/ERA/ERA guidelines, it is not necessary to translate the entire publication, but all the relevant sections required for the verification of information to demonstrate that it meets the criteria of an A1 Book, should be translated. This includes evidence that the work is a major work of scholarship and meets the definition of research.

Name: Signature: Date:
What to do next?
1) Please provide your Orion printout, this checklist and proof documents to your Research Data Collection Coordinator (RDCC). Contact details of RDCCs can be found at [http://www.acu.edu.au/research/support_for_researchers/research_achievements/HERDC/ERA/](http://www.acu.edu.au/research/support_for_researchers/research_achievements/HERDC/ERA/)

2) Please email the book title and ISBN to research.lib@acu.edu.au. This will allow ACU Library to order a copy of your book.

### SECTION B

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<th>Associate Dean (Research) or Nominee</th>
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<td><strong>Publication is:</strong></td>
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<td>[ ] HERDC/ERA eligible, meets the definition of research, and the definition of a research publication as per the guidelines.</td>
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<td>[x] not HERDC/ERA eligible and must be re-categorised in a University Only Category. Re-categorise in category: .....</td>
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<tr>
<td>[x] HERDC/ERA eligible but the author is not affiliated to ACU.</td>
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<td>[x] not matching any of the above options and should be excluded completely from ACU’s Research Data Collection. Reasons:........................................................................................................................................................................</td>
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**Academic Staff has been advised by ADR or nominee, cc RDCC on**

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**Research Data Collection Coordinator**

**RM Reference No:**

**Data entry in RM by:**

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**Research Services**

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* Faculty or Centre has been advised by email to ADR or nominee, cc RDCC on

(dd/mm/yyyy)