

## Research Data Collection

**Important Note:** Under the ERA guidelines, a publication can be reported only once by ACU. 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.

**Academic Staff member to complete Sections A-C only.**

Collection Year:

Year Published

Academic Organisational Unit (AOU) of Publication:  
 (School/Faculty/Research Centre)

First ACU Author:  
 ("Surname, Given Names")

Proof of Refereeing

	<b>U= Ulrich; ERA = ERA Journal List; SP= Statement in Publication; SO = Statement by Editor Attached;</b> <b>A = Assessment attached; CI=Citation Indices</b>
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ResearchMaster Ref No:   
*RDCC Use Only*

### SECTION A: BIBLIOGRAPHIC DETAILS

1. Article Title

2. Journal Name

3. Volume No.

Issue No.

4. Start Page No.

End Page No.

5. ISSN

**#Note:** Do not report your article if it has been made available online but is still in press. You need to wait that your article has gone into final publication, has a proper volume number, issue number, start page, and end page numbers before you can report the article.

6. Journal Editors *(List the main editors only)*

7. Publisher

8. Country of Publication

**P.T.O**



## SECTION C Research Data Collection Checklist

**Please source the following items for verification of your journal article:**

- copy of full article from the journal or provide off print given to the author
- evidence of the year of publication if it is not on the journal article (provide English translation if published in a foreign language)
- evidence of the name of the publisher, if this is not on the copy of the full article
- if publisher is listed in [Beall's list](#), please attach a copy of the reviewer's assessment relating to the article (provide English translation if written in a foreign language)
- evidence of ISSN. (If an ISSN does not appear in the journal, a PDF or scan of the ISSN from an extract from Ulrich's or ISI is sufficient proof of the existence of the number)
- evidence of refereeing:
  - extract from the ERA Journal List showing the ERA ID and Title given to the journal - [ERA Journal List](#) Under "Useful Links"; **OR**
  - extract from Ulrich's listing indicating refereed journal - [ULRICH'S](#) ; **OR**
  - statement in journal confirming peer-reviewed (provide English translation if published in a foreign language) **OR**
  - statement in English from journal editor confirming peer-reviewed; **OR**
  - copy of reviewer's assessment of journal article (provide English translation if written in a foreign language) **OR**
  - extract from Thomson Reuters Web of Knowledge Master Journal List - [Thomson Reuters Journal List](#) Under "Useful Links";
- if multiple authors, first named ACU author is submitting publication; **AND**
- authors are listed in correct order

**Important Note:** If your publication is in a foreign language, the verification evidence must be provided in English. According to the 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 a C1-N Journal Article, should be translated. This includes evidence that the work is a major work of scholarship and meets the definition of research.

**DECLARATION OF AUTHORSHIP:** I hereby declare that I am the principal author or co-author of the above mentioned publication, the publication complies fully with the ERA definitions and the details provided are correct in all respects. Where I am the principal author of the publication, I also declare that the raw data associated with this publication is being held in accordance with all relevant guidelines.

**Name:**

**Signature:**

**Date:**

### What to do next?

1. Please provide your cover sheet, checklist and proof documents to your Research Data Collection Coordinator (RDCC). Contact details of RDCCs can be found at <http://research.acu.edu.au/researcher-support/reporting-research-activities/>
2. Please send a copy of the **author's accepted manuscript version** of your publication (i.e. post peer-review and with any suggested revisions incorporated) to [research.lib@acu.edu.au](mailto:research.lib@acu.edu.au). This is the version of the work that can most commonly be made openly accessible in an institutional repository. ACU Library staff will then be able to update the [ACU Research Bank](#) in order to satisfy the requirements of the ARC, NHMRC and other external reporting purposes.

## SECTION D Administrative Use Only

### Verification Level 2 – Associate Dean (Research) or Nominee

Publication is:

- ERA eligible, meets the definition of research, and the definition of a research publication as per ERA guidelines.
- \*  not ERA eligible and must be re-categorised in a University Only Category. Re-categorise in category: .....
- \*  ERA eligible but the year published disqualifies this publication from inclusion in the ERA 2018 submission.
- \*  not matching any of the above options and should be excluded completely from ACU's Research Data Collection.

Reasons:.....

\* Academic Staff has been advised by ADR or nominee, cc RDCC on

(dd/mm/yyyy)

<b>Checked by:</b>	<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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### Research Data Collection Coordinator

RM Reference No:

<b>Data entry in RM by:</b>	<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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### Verification Level 3 – Research Services

Publication is:

- ERA eligible, meets the definition of research, and the definition of a research publication as per ERA guidelines.
- \*  not HERDC eligible and must be re-categorised in a University Only Category. Re-categorise in category: .....
- \*  HERDC eligible but the year published disqualifies this publication from inclusion in the ERA 2018 submission.
- \*  not matching any of the above options and should be excluded completely from ACU's Research Data Collection.

Reasons:.....

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

(dd/mm/yyyy)

<b>Checked by:</b>	<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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