

## Research Data Collection

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

Collection Year:

Year Published

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

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

ResearchMaster Ref No:  
*RDCC Use Only*

### SECTION A: BIBLIOGRAPHIC DETAILS

#### Information about the Conference Publication

1. Title of Conference Paper

2. Title of Conference Publication

3. Publisher

4. Country of Publication

5. Volume No

Does the conference publication have a volume number?

Yes

Volume Number

No

6. Start Page No.

End Page No.

7" Proof of Refereeing

	SP= Statement in Publication; SO = Statement by Editor/Organiser Attached; A = Assessment attached
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, "Editor(s)

#### Information about the Conference

9. Name of Conference

10. Location of Conference

11. Start Date of Conference  
*dd/mm/yyyy*

P.T.O



## SECTION C Research Data Collection Checklist

Please source the following items for verification of your conference paper:

- copy of front cover of the proceedings (if published in print) **OR** copy of the CD-rom's front cover (if published on CD-rom)  
**OR** print out in English from website evidencing that the conference proceedings are published only online
- evidence of name, date and location of conference (provide English translation if published in a foreign language)
- copy of full paper from the proceedings **OR** provide offprint given to author
- copy of the full table of contents (if published in print or CD-rom) **OR** print out in English from website listing all refereed papers published in the online proceedings (if published online)
- 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 publisher is listed in [Beall's list](#), please attach a copy of the reviewer's assessment relating to the paper (provide English translation if written in a foreign language)
- copy of preface and introductory pages (if published in print)
- evidence of refereeing:
  - statement in proceedings that full papers were peer reviewed or refereed (provide English translation if published in a foreign language) **OR**
  - statement in English from conference organiser/editor that full papers were refereed **OR**
  - copy of referee's assessment showing that the full paper and not just the abstract was peer reviewed (provide English translation if written in a foreign language)
- proof in English of national/international significance (if not clearly shown in documents above)
- 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 an E1 Conference Publication, 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 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://~~<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 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:.....

\* **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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