

**Research Data Collection**

**Important Note:** Under the DIIRTE 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")

ResearchMaster Ref No:  
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**SECTION A: BIBLIOGRAPHIC DETAILS**

1. Chapter Title

2. Is this your **Main Chapter** in the book? (Refer to the [Research Collection Manual](#))  
Yes  (Select 'Yes' if you have authored only 1 chapter in the book)  
No

3. Full Book Title

4. Commercial Publisher

5. Country of Publication

6. Volume No  
Does the book have a volume number?  
Yes  Volume Number   
No

7. Edition No  
Does the book have an edition number?  
Yes  Edition Number   
No

8. Start Page No.  End Page No.

9. ISBN  10. No. of Chapters in the book

11. Series Title   
*(if book is published within a series, else leave blank)*

12. Book Editors

**All Author(s)** (in order as listed on publication)

Title	Surname	Given Names	Institution (leave blank if ACU)	Country (leave blank if Australia)	ACU HDR Student? (Yes/No)

If the number of authors is greater than the available number of rows in the above table, please attach an A4 sheet listing the remaining authors' names.

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A maximum of 3 codes can be entered and the total % should equal to 100.

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	CODE No.	Classification Description	%
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ToA 2			
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	CODE No.	Classification Description	%
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FoR 2			
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	CODE No.	Classification Description	%
SEO 1			
SEO 2			
SEO 3			

If this publication is linked to a **project funded by ACU**, please provide the name and project code details

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## SECTION C Research Data Collection Checklist

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- evidence of the year of publication (provide English translation if published in a foreign language)
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- 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 chapter has been peer-reviewed (provide English translation if published in a foreign language) **OR**
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**OR**
  - signed statement on Author Affiliation Form
- if multiple authors, first named ACU author is submitting publication; **AND**
- authors are listed in correct order
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- If new chapter in a revised edition, please provide a copy of the full table of contents of the previous edition as evidence that chapter is new
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**Important Note:** If your publication is in a foreign language, the verification evidence must be provided in English. According to the DIISRTE 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 B1 Book Chapter, 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 DIISRTE definitions and the details provided are correct in all respects. I also declare that the research was undertaken while I was a staff member at ACU. 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:

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### 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/>
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- \*  HERDC eligible but the year published disqualifies this publication from inclusion in this year's DIISRTE submission.
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(dd/mm/yyyy)

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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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- \*  not matching any of the above options and should be excluded completely from ACU's Research Data Collection.

Reasons:.....

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