2008 HERDC DATA ENTRY MANUAL

FOR THE COLLECTION OF 2007 HIGHER EDUCATION RESEARCH DATA (PUBLICATIONS)

*** HELP HOTLINE ***
For any help in regards to the HERD Collection (Publications), please contact Neale Yates (9919 4601) or Cora Ng (9919 5354) at the Office for Research
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DEADLINES

- **PROFORMAS RETURNED FOR DATA ENTRY**
  This is up to you, but remember you need to allow time to enter the proformas AND THEN circulate reports back to the staff for correction and enter any corrections.

- **COLLECTIONS TO BE DELIVERED TO OFFICE FOR RESEARCH BY:** Monday 14 April, 2008
  Please let us know if this is not going to be possible

- **INTERNAL AUDIT COMMENCES:** Monday, 14 April, 2008

- **DEADLINE FOR RECEIPT OF NEW EVIDENCE:**
  Friday, 30 May, 2008

- **FINAL SUMMARYS SENT TO HOSs and DATA ENTRY STAFF:**
  Friday, 6 June, 2008

- **DEEWR DEADLINE FOR RECEIPT OF HERDC RETURNS:**
  30th June, 2008

For more information, please visit:


WHAT'S CHANGED THIS YEAR

We have reformatted the proformas for this year's collection – most of the information collected hasn't changed.

Some of the proformas ask for information about who owns the copyright. This is important information that we need to determine whether we can add the publication to digital repository. It is not essential but it will help us and the Library.

We are also asking for more detailed RFCD and SEO codes. Wherever possible both RFCD and SEO should be entered as a 4-digit code. Coding information is available from the publications website http://research.vu.edu.au/herdc_pub.php.

THESE THINGS HAVEN’T CHANGED BUT YOU’RE STILL BE REMINDED ANYWAY

- The login system has been changed to use the University's LDAP server to authenticate users. The system will ask you for your email username (usually firstname.famlyname e.g. John.Fraser) and your LDAP (or old Netscape) password.

- The publication proforma requires the authors indicate if they are associates of a Research Centre or Institute. This information is needed to allow calculation of the funds to be distributed under the proposed research support fund scheme that will see a proportion of RSF funds distributed directly to researchers.

- The data entry system should automatically save the last author even if you forget and go straight to the 'add publication' button.

- For Book chapter and conference papers you can use details from previously entered publications from the same book or conference. I think the screen is pretty clear on how to do this. Hopefully it will save you a lot of time.

Once again please photocopy the additional authors and research codes page on to the reverse side of the proformas to assist staff.

DEEWR will NOT be allowing us to add any late material to the return this year.
INTRODUCTION

The Research Publications collection has a number of important roles. Firstly it is used to determine part of DEEWR funding to the University through two main schemes, the Institutional Grants Scheme (IGS) and the Research Training Scheme (RTS). Secondly, the collection is also used as an indicator of how much research is done and where it is being done within VU. Finally, the publications collection is used to compile the University’s ‘Research Bibliography’, a list of all the research publications from VU. This is published on the Web and helps to promote VU to potential research collaborators, staff, students and the general community.

The production of this manual is to assist with the data entry process and to achieve style consistency. It is hoped that it will prevent confusion and enable the efficient and consistent entry of the University’s research data in such a way as to make the production of a variety of reports an easy and swift procedure.

Note: For the purposes of this manual the phrase ‘2007 research data collection’ refers to that work of collection and entry performed in 2008 relating to the institution’s research and publications from 2007.

YOUR ROLE

As a data entry person, you have been appointed by your unit to enter all its 2007 publication data into the VU Publications collection system. This requires your being familiar with your unit, the VU Publications collection system and the rudiments of academic bibliographic convention.

COLLECTING THE HARD DATA

The Office for Research makes available a set of proformas to all academic staff and other researchers at the Victoria University. The forms are ordered alphabetically (A, B, . . . S). Each of the forms (A-S) relates to a specific kind of publication. For example, form A obtains information about books, form C about journal articles, form O about conference presentations. It will be worth your while to familiarise yourself with each proforma prior to data entry. Proformas can also be downloaded from http://research.vu.edu.au/ordsite/herc_pub.php.

Note that it is crucial that we report all publications for which DEEWR provides funding (A1, B, C1 & E1). DEEWR requires that publications in these categories are supported by suitable evidence and an external audit of these publications will be done. Staff are encouraged to report other publication types also, and these will appear in the Research Bibliography published on http://research.vu.edu.au/bibselect.php.

Please make sure all staff in your unit have access to the proformas. You will need to set a deadline for the return of the proformas (and accompanying evidence) to
yourself. Make sure you allow time for data entry.

**DATA ENTRY**

Once you have the collected hard data you will be able to begin data entry. The proformas and their respective entry screens have been designed so that they resemble each other as closely as possible.

Perhaps the first thing to check upon receiving the completed proformas is whether all the necessary fields have been completed. In previous years of data collection, missing information has proved a problem at all stages. **Do not enter the data from any proforma until you have obtained all the required information.**

You may find it easier and more productive to divide the proformas into their respective publication types before you start your data entry (rather than entering the proformas randomly). This way you can make more efficient use of this manual in concentrating on one publication type at a time and quickly learn the particular data entry methods and peculiarities of that publication type.

**PAST PROBLEMS OF DATA ENTRY**

The main problems which have occurred are:

- **Incomplete or missing data:**
  
  for example, page numbers, publishers, places published, ISBN numbers for books, title of articles, entries which only contained the first page number of an article or essay.

  Ultimately, all of this information is necessary. It is vital that all this information be gathered prior to entry.

- **Incorrectly entered data:**
  
  this covers a broad range of problems:

  - all authors of a publication should be entered and they should appear in the **same order** as in the publication;
  - spelling mistakes (this is a big problem for names, because computer spell checks will not identify these mistakes);
  - invalid abbreviations (e.g., Melb for Melbourne, U.K. for UK);
  - publications entered as one thing (e.g., review) when they are the other (e.g., article);
  - multiple publications entered as one publication (e.g., if the academic staff member has given a speech at six different places, then it should be entered as six different speeches);
  - the use of hyphens instead of colons to mark subtitles.
  - Dates should be entered as 1 May rather than 1/5, 01/05 or 01 May.
  - Publication titles need to be appropriately capitalised (eg "Chasing the
The research bibliography is generated directly from the data you enter, so it is important to get it right. It is a good idea to look at your entries in the formatted bibliography, formatting errors will often stand out there. Being ‘true to the way it is written on the proforma’ is not always the ideal, please use this manual and your good judgement.

If in doubt ring the Office for Research (Neale ext 4601 or Cora ext 5354) for guidance.
SUMMARY OF PROCESS

1. Data entry people distribute proformas and staff handbooks to staff members.
2. Staff members complete the proformas and attach photocopied evidence of publication as applicable.
3. Proformas (with attached photocopied evidence) passed to nominated data entry person.
4. Details of each proforma entered on the VU Publications Collection System.
5. When all proformas are entered on the system, each department will run off report and circulate to staff for checking.
6. Corrections made as necessary. (Note: Collections due to the Office for Research by Monday 14, April 2008)
7. Hardcopy of proformas (with attached photocopied evidence) filed in department or research centre for 3 years.
8. Office for Research will run an internal audit to check that all publications submitted are eligible and have the required supporting evidence.
9. Authors will have an opportunity to supply any missing evidence after the internal audit.
10. Office for Research reports eligible publications to DEEWR who then use this to calculate funding under the IGS, RTS and other schemes.
11. DEEWR will audit Victoria University’s publications to check compliance with the specifications.
VU PUBLICATIONS COLLECTION SYSTEM Version 2

The publications collection system has been modified slightly from 2001, but still operates in much the same way. The principal changes are that all publication types are accessed through a single link and the way authors are added has been streamlined. Please let Neale know if you have any problems or think something should be changed.

SECURITY

Since all the publications end up in one big database, we need to make sure that nobody else can change or delete the publications you have spent so much time entering. The system now uses email usernames and passwords and authenticates against the University’s LDAP server. If you have any difficulties logging on please call Neale on 4601.

GETTING STARTED

The main menu can be found at [http://research.vu.edu.au/vurespub/menu.php](http://research.vu.edu.au/vurespub/menu.php)

Bookmark this webpage.

ENTERING A PUBLICATION

Select the appropriate publication category from the pulldown list and hit the ‘Add Publication’ button. A data entry screen will appear, and a publication ID number will be given at the top of the screen. You are strongly recommended to write the publication id number on the proforma and there is now a space to do this in the bottom right hand corner.

Authors are entered one at a time in the marked fields. Press the “add author” button on the right to save each author (including the final author). Data can then be entered. When finished hit the ‘Save Publication’ button at the bottom of the screen. Alternatively hit the ‘Delete Publication’ button if you don’t wish to proceed. The program will tell you (hopefully) that the publication was entered successfully.

MANUAL

A more comprehensive Manual will be available from the menu page shortly. In the meantime if you have any questions please contact Neale on ext 4601 or email neale.yates@vu.edu.au.
THE PROFORMAS

A (Book)

Authors
There is no limit on the number of authors who can be entered for a publication. Simply type in the family name, given name and any middle initial into the appropriate boxes. Select the school/centre to which the author belongs and select the author status i.e. are they staff, students or externals (Staff is set as the default so you don’t need to do anything if the author is a staff member). If the proforma indicates ‘yes’ for the section about being associated with a Research Centre or Institute please select the appropriate Centre or Institute from the list. This is important, leaving this out could mean that the researcher misses out on their share of IGS funding. Then click on the “Add Author” button. This adds the author and displays a set of boxes to allow you to add another author if needed. When you have added all the authors simply move on to the next part of the form.

Remember to add all authors and add them in the same order as they appear on the publication.

Please make sure that the ‘Total Authors’ field matches the number of authors you have entered.

Submitting School/Centre
Select the appropriate School or Centre from the pulldown list. If you have publications from a unit not on the list please contact me and I will add it. Next enter the total number of authors and the number of authors from the submitting School or Centre.

Copyright Owner
Enter information as indicated in the form.

Choose Research Fields, Courses and Disciplines Code (RFCD)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Choose Socio-Economic Objective Code (SEO)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Publication Year
Publication year will normally be ‘2007’. Enter the year indicated on the publication even if the publication was copyright or printed in a different year.

Publication Title
No inverted commas are needed outside the title. The sub-title should be marked by a colon and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle:
e.g. The Art of Proper Data Entry: A Handbook

**Place of Publication (City, State, Country)**
Place names should be typed out in full. e.g. Melbourne NOT Melb.

**Publisher**
Just try to stick to what is given and be consistent. ‘Ltd.’ or ‘Pty’ are not needed. ‘Harper Collins’ will do.

In the case of a University Press type it out in full: e.g. University of Queensland Press

**Edition (optional)**
Enter New or Revised edition as applicable

**ISBN**
We need this and we need it in a specific format: no hyphens or other forms of punctuation. Replace hyphens with spaces and leave spaces if given.

**Number of Pages**
The total number of pages in the book: e.g. 272

**Name of Person submitting Publication (required)**
**Phone**
**Email (required)**
Simply enter the name, phone extension and email address of the staff member who is submitting this proforma. (who will usually be one of the authors). We do want the email address as we hope to be able to automatically notify the submitting author of any problems. Alternatively if any correspondence about the publication should come to you – use your own email address.
B (Chapter)

Authors
There is no limit on the number of authors who can be entered for a publication. Simply type in the family name, given name and any middle initial into the appropriate boxes. Select the school/centre to which the author belongs and select the author status i.e. are they staff, students or externals (Staff is set as the default so you don’t need to do anything if the author is a staff member). If the proforma indicates ‘yes’ for the section about being associated with a Research Centre or Institute please select the appropriate Centre or Institute from the list. This is important, leaving this out could mean that the researcher misses out on their share of IGS funding. Then click on the “Add Author” button. This adds the author and displays a set of boxes to allow you to add another author if needed. When you have added all the authors simply move on to the next part of the form.

Remember add all authors and add them in the same order as they appear on the publication.

Please make sure that the ‘Total Authors’ field matches the number of authors you have entered.

Submitting School/Centre
Select the appropriate School or Centre from the pulldown list. If you have publications from a unit not on the list please contact me and I will add it. Next enter the total number of authors and the number of authors from the submitting School or Centre.

Copyright Owner
Enter information as indicated in the form.

Choose Research Fields, Courses and Disciplines Code (RFCD)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Choose Socio-Economic Objective Code (SEO)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Publication Year
Publication year will normally be ‘2007’. Enter the year indicated on the publication even if the publication was copyright or printed in a different year.

Chapter Title
No inverted commas are needed outside the title. The sub-title should be marked by a colon and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle:

Editor(s) of Book (Firstname Familyname and...)
You need to be careful with the formatting in this field and include all punctuation etc. Follow the link
to see an example.

**Book Title**

No inverted commas are needed outside the title. The sub-title should be marked by a colon and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle.

**Publisher**

Just try to stick to what is given and be consistent. ‘Ltd.’ or ‘Pty’ are not needed. ‘Harper Collins’ will do.

In the case of a University Press type it out in full:

_e.g._ University of Queensland Press; Cambridge University Press

**Place of Publication (City, State, Country)**

Place names should be typed out in full: _e.g._ Melbourne NOT Melb.

**Number of Chapters**

The total number of pages in the book: _e.g._ 272

**First page of Chapter**

Normally just enter the digits however roman numerals etc can be entered if required.

**Last page of Chapter**

Normally just enter the digits however roman numerals etc can be entered if required.

**Edition (optional)**

Enter New or Revised edition as applicable

**ISBN**

We need this and we need it in a specific format: no hyphens or other forms of punctuation. Replace hyphens with spaces and leave spaces if given.

**Name of Person submitting Publication (required)**

**Phone**

**Email (required)**

Simply enter the name, phone extension and email address of the staff member who is submitting this proforma. (who will normally be one of the authors). We do want the email address as we hope to be able to automatically notify the submitting author of any problems.
C (Journal Article)

Authors
There is no limit on the number of authors who can be entered for a publication. Simply type in the family name, given name and any middle initial into the appropriate boxes. Select the school/centre to which the author belongs and select the author status i.e. are they staff, students or externals (Staff is set as the default so you don’t need to do anything if the author is a staff member). If the proforma indicates ‘yes’ for the section about being associated with a Research Centre or Institute please select the appropriate Centre or Institute from the list. This is important, leaving this out could mean that the researcher misses out on their share of IGS funding. Then click on the “Add Author” button. This adds the author and displays a set of boxes to allow you to add another author if needed. When you have added all the authors simply move on to the next part of the form.

Remember add all authors and add them in the same order as they appear on the publication.

Please make sure that the ‘Total Authors’ field matches the number of authors you have entered.

Submitting School/Centre
Select the appropriate School or Centre from the pulldown list. If you have publications from a unit not on the list please contact me and I will add it. Next enter the total number of authors and the number of authors from the submitting School or Centre.

Copyright Owner
Enter information as indicated in the form.

Choose Research Fields, Courses and Disciplines Code (RFCD)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Choose Socio-Economic Objective Code (SEO)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

ePrint/URL address (optional)
This will normally look like http://eprints.vu.edu.au/archive/00000999/. If the authors supply a link to a different repository or online journal that is also acceptable.

Publication Year
Publication year will normally be ‘2007’. Enter the year indicated on the publication even if the publication was copyright or printed in a different year.

Publication Title
No inverted commas are needed outside the title. The sub-title should be marked by a colon and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first
word of the title or subtitle:
    e.g. The Art of Proper Data Entry: A Handbook

**Journal Name**

No inverted commas are needed outside the title. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle:
    e.g. The Journal of Proper Data Entry

**Publisher**

Just try to stick to what is given and be consistent. ‘Ltd.’ or ‘Pty’ are not needed. ‘Harper Collins’ will do.

In the case of a University Press type it out in full:
    e.g. University of Queensland Press; Cambridge University Press

**Place of Publication (City, State, Country)**

Place names should be typed out in full: e.g. Melbourne not Melb.

**Volume**

All we need here is the volume number of the journal. We do not need any words to indicate issue, volume or number. We do not need full stops etc (these will be inserted later automatically). e.g. 54

If no volume number is supplied, simply leave blank (do not enter a dash or ‘none’ etc)

**Issue/Number (optional)**

All we need here is the issue or number of the journal. We do not need any words to indicate issue, volume or number. We do not need full stops etc (these will be inserted later automatically). e.g. 3

If no issue or number is supplied, simply leave blank (do not enter a dash or ‘none’ etc)

**First page of Article**

We need here the number of the first page of the article

**Last page of Article**

We need here the number of the last page of the article.

**ISSN**

We need this and we need it in a specific format: no hyphens or other forms of punctuation. Replace hyphens with spaces and leave spaces if given. This is new information required for journal articles. It **MUST** be supplied if Category C1 is being claimed.

**Name of Person submitting Publication (required)**

**Phone**

**Email (required)**

Simply enter the name, phone extension and email address of the staff member who is submitting this proforma. (who will normally be one of the authors). We do want the email address as we hope to be able to automatically notify the submitting author of any problems.
D (Major Review)

Enter as for Journal articles selecting ‘D’ in the category field.

The category is for ‘survey of the literature’ type publications not book reviews or similar.

Note: Major reviews appearing in peer-reviewed journals may be eligible to be included in Category C1, and this is preferable.
E (Conference Publication)

Authors
There is no limit on the number of authors who can be entered for a publication. Simply type in the family name, given name and any middle initial into the appropriate boxes. Select the school/centre to which the author belongs and select the author status ie are they staff, students or externals (Staff is set as the default so you don’t need to do anything if the author is a staff member). If the proforma indicates ‘yes’ for the section about being associated with a Research Centre or Institute please select the appropriate Centre or Institute from the list. **This is important, leaving this out could mean that the researcher misses out on their share of IGS funding.** Then click on the “Add Author” button. This adds the author and displays a set of boxes to allow you to add another author if needed. When you have added all the authors simply move on to the next part of the form.

Remember add all authors and add them in the same order as they appear on the publication.

Please make sure that the ‘Total Authors’ field matches the number of authors you have entered.

Submitting School/Centre
Select the appropriate School or Centre from the pulldown list. If you have publications from a unit not on the list please contact me and I will add it. Next enter the total number of authors and the number of authors from the submitting School or Centre.

Copyright Owner
Enter information as indicated in the form.

Choose Research Fields, Courses and Disciplines Code (RFCD)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Choose Socio-Economic Objective Code (SEO)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

ePrint/URL address (optional)
This will normally look like [http://eprints.vu.edu.au/archive/00000999/](http://eprints.vu.edu.au/archive/00000999/). If the authors supply a link to a different repository or online journal that is also acceptable.

Publication Year
Publication year will normally be ‘2007’. Enter the year indicated on the publication even if the publication was copyright or printed in a different year.

Conference Paper Title
No inverted commas are needed outside the title. The **sub-title should be marked by a colon** and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised;
prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle.

**Publication Editor(s) of Book (Firstname Familyname and...)**

You need to be careful with the formatting in this field and include all punctuation etc.

*e.g.* John Smith, Robert McDonald and Ian Craig

**Title of Conference Publication (ie Proceedings or similar)**

Title of Publication in which the paper was published

*e.g.* Proceedings of the 21st Conference of the Australian Society for Medical Research.

**Publisher**

Just try to stick to what is given and be consistent. ‘Ltd.’ or ‘Pty’ are not needed. ‘Harper Collins’ will do.

In the case of a University Press type it out in full:

*e.g.* University of Queensland Press; Cambridge University Press

**Place of Publication (City, State, Country)**

Place names should be typed out in full: *e.g.* Melbourne NOT Melb or Melb.

**First page of Article**

Normally just enter the digit however roman numerals etc can be entered if required.

**Last page of Article**

Normally just enter the digit however roman numerals etc can be entered if required.

**ISBN**

We need this and we need it in a specific format: no hyphens or other forms of punctuation. Replace hyphens with spaces and leave spaces if given.

**First page of Article**

Normally just enter the digit however roman numerals etc can be entered if required.

**Last page of Article**

Normally just enter the digit however roman numerals etc can be entered if required.

**Name of Person submitting Publication (required)**

**Phone**

**Email (required)**

Simply enter the name, phone extension and email address of the staff member who is submitting this proforma. (who will normally be one of the authors). We do want the email address as we hope to be able to automatically notify the submitting author of any problems.
Other Publication Types

F (Audio-Visual Recording)
G (Computer Software)
H (Designs)
I (Patents)
J (Creative Works)
K (Reference Work)
L (Other Public Output)
M (Seminar/Internal Working Paper)
N (Other Review)
O (Conference Presentation)
P (Staff Thesis)
Q (Appointment/Award)
R (Examiner, Reviewer, Assessor)
S (Contract, Technical Report)

If you have any queries regarding data entry for these categories please contact Neale Yates on ext 4601 or via email neale.yates@vu.edu.au.
What to Do With the Forms When You Have Finished Data Entry

DEEWR requirements on retention of publications data by institutions:

- Proformas and associated evidence must be stored for three years.
- It is suggested that the proformas (with attachments) are filed primarily by Publication ID number.
- Deliver the file(s) to the Office for Research (OfR) by Monday 14 April 2008. (Note: Pickup is no longer arranged by the OfR. If you have any problems in the delivery, please contact Neale 4601 or Cora ext 5354).