Library and Information Services



# A guide to loading research outputs to ResearchOnline@JCU The JCU Institutional Repository

**Contact Details** 

ResearchOnline@JCU Library & Information Services Eddie Koiki Mabo Library

Email: <u>ResearchOnline@jcu.edu.au</u> Webpage: <u>http://www.jcu.edu.au/researchonline</u> Phone: +61 7 4781 5056

INTRODUCTION	4
DEFINITIONS	5
DATA VERIFICATION	5
ACCESSING RESEARCHONLINE@JCU	6
MANAGING YOUR DEPOSITS	8
Navigating ResearchOnline@JCU	9
CREATING A NEW RECORD	
SELECTING THE TYPE OF RESEARCH OUTPUT	13
	13
I oadina files	14 1 <i>1</i>
Selecting security settings	14
	47
litie	
Abstract	
Article Type	
Creators	19
Rejereeu	20
Stutus	20
	20
Duhlisher	20
Official URI	21
Volume	21
Issue	
Article Number	
Page Range	21
Number of Pages	22
Related URLs	22
DOI	22
Date	22
Date Type	22
Funders	22
Projects	23
Sensitivity	23
Contact email Address	24
References	24
Keywords	24
Additional Information	
Comments and Suggestions	25
PUBLICATION DETAILS - FIELDS NOT USED FOR JOURNAL ARTICLES	
BUUKS	20
Place of Publication	
Edition	
ISBN	
Series Name	
Book Chapters	27
Editors	
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Number of Chapters	
Edition	

# A guide to loading research outputs to ResearchOnline@JCU: The JCU Institutional Repository<br/>JCU Library and Information ServicesPage 2

ISBN	27
Conference Items	
Editors	
Place of Publication	
ISBN	
Series Name	
Event Details	
Reports	
Place of Publication	
ISBN	
Institution	
Department	
Theses	
Institution	
Department	
FIELD OF RESEARCH CODES	
Searching	
Browsing	
Socio-Economic Objective Codes	
Searching	
Browsing	
Depositing the Record	
APPENDIX	
EVIDENCE REQUIRED FOR HERDC VERIFICATION	
Book (A1)	
Book Chapter (B1)	
Article (C1)	
Conference Paper (E1)	34

# Introduction

Welcome to a Brief Guide to the ResearchOnline@JCU.

The core purpose of ResearchOnline@JCU is to provide access to and preserve output from JCU's research and scholarly activity.

In the past, JCU used a closed database to report publications for the Higher Education Research Data Collection (HERDC).

ResearchOnline@JCU is now the system used for reporting JCU's research to the Australian Government (e.g. HERDC and Excellence in Research for Australia (ERA)). In addition to this administrative role, there are many other reasons to load publications and other JCU research outputs to the Repository.

Benefits of loading publications to ResearchOnline@JCU include:

- Wide and rapid dissemination of research publications
- Free and immediate access to unrestricted publications
- Free access to restricted publications using the 'Request a Copy' button
- 'Citation Advantage' resulting from free and convenient access to publications
- Publications lists can be dynamically generated for your School or individual researchers
- Facilitation of collaboration and communication e.g.:
  - send URLs rather than large files to colleagues
  - o use the URLs in your Academic Portfolio
- A permanent collection and record of all research outputs (e.g. for your School or an individual researcher)

See the appendix for a summary of what to upload for each publication type: Evidence required for HERDC verification.

As a minimum requirement, you need to deposit any research outputs that are eligible for HERDC or ERA.

The four main categories of HERDC eligible output types are:

A1 Commercially published books

B1 Chapters in commercially published books

C1 Refereed journal articles

E1 Refereed conference papers

For more information, see the JCU Research Repository Policy.

# **Definitions**

Research output	Journal Article, Book, Book chapter, Conference item, etc
Accepted version	The author-created version that incorporates refereed comments and has been accepted for publication
Published version	The publisher-created version
Submitted version	The version that has been submitted to a journal for peer review

# **Data Verification**

ResearchOnline@JCU staff:

- check bibliographic data of records entered into ResearchOnline@JCU
- verify publications eligible for HERDC Classification (A1, B1, C1, E1)
- confirm all required documentation has been submitted

ResearchOnline@JCU staff do not verify/check/edit the following data:

- Orgus
- Creator Type for JCU Student or JCU Staff
- Sensitivity
- FoR codes
- SEO codes

# Accessing ResearchOnline@JCU

The website address is http://www.jcu.edu.au/researchonline.

To get there, click on the following links:

#### JCU webpage



Library and computing  $\rightarrow$ 

Library and Computing Services Homepage



ResearchOnline@JCU  $\rightarrow$ 

ResearchOnline@JCU website



To deposit research outputs, login using your usual JCU staff or student username and password.

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Page 7

# Managing your deposits

Once you have logged in you will be taken to a default view called Manage Deposits. In this view you can review any items that you are in the process of loading or have already deposited. You can also create new records from this view (see Creating a <u>New Record</u>).

You can control which fields are displayed using the  $\boxed{\text{Add Column}}$  button. Fields can be deleted or moved to the left or right using the  $\boxtimes$ ,  $\square$  and  $\boxdot$  buttons.

UNIVERSITY ResearchOnline@JCU Logged in as Jackie Wolstenholme Manage deposits Profile Manage deposits 2 Help Publications of Jackie Wolstenholme : New Item Saved searches Logout Import from BibTeX Import Displaying results 341 to 350 of 1851. Previous | 30 | 31 | 32 | 33 | 34 | **35** | 36 | 37 | 38 | 39 | 40 | Next ResearchOnline@JCU About 🗹 User Workarea. 🗹 Under Review. 🗹 Live Archive. 🗌 Retired. Browse Search Help Last Modified Item Status Item ID Title Item Type Creators Development of a Resource Reliability Rating (RRR) system for mineral deposit evaluation and classification 02 Nov 2010 11:34 Back to... Annels, A., and Dominy, S.C. Under Review 14691 💍 Library & Computing Services Ghadersohi, Ali, Fayazi, Zahra, a Hirst, Robert G. Development of a monoclonal blocking ELISA for the detection of antibody to Mycoplasma bovis in dairy cattle and comparison to detection by PCR 25 Jan Live Archive 14095 🔾 , and 2011 19:30 in Article Development of a semi-nested PCR for the improved detection of Mycoplasma bovis from bovine milk and mucosal samples 25 Jan 2011 19:53 Hayman, Bernadette, and Hirst, Robert 13695 Live Archive 6 Article 20 Dec 2010 14:58 Development of a strategic positioning matrix for the internet-enabled real-estate industry: An Australian perspective Conference Item User Workarea Hamilton, J.R., and Selen, W.J.H. 14708 👌 🍿 📝 🏈 Development of solid phase antigen for indirect ELISA for the detection of specific antibody responses to infection with Newcastle disease 25 Jan 2011 05:28 Live Archive Sahle, M., and Burgess, G.W. 13653 💍 Article virus 02 Nov 2010 11:35 Development of swimming abilities in reef fish Under Review Fisher, R., Bellwood, D.R., and Job, S.D. 12941 💍 Article 02 Nov 2010 11:35 Development of the service predisposition Under Review 12921 💍 Article Lee-Ross, D. 02 Nov 2010 11:35 Diagenetic constraints on the use of cerium anomalies as palaeoseawater redox proxies: an isotopic and REE study of Cambrian phosphorites Shields, G.A., and Stille, P. Under Review 13145 💍 Article 02 Nov 2010 11:35 Diagnosis of chytridiomycosis in amphibians by histological examination Under Review Berger, L., Speare, R., and Kent, A.S. Article 13062 💍 25 Jan 2011 19:30 Dialogues on health care education in remote Australia Live Archive Pashen, Dennis, and Peachey, Louise 14109 Article × Displaying results 341 to 350 of 1851. Previous | 30 | 31 | 32 | 33 | 34 | **35** | 36 | 37 | 38 | 39 | 40 | Next 🖌 🖂 Add Column Abstract

Records are colour coded to indicate their current location.

Yellow indicates that the item is still in your user workarea and you are able to





Note: ResearchOnline@JCU staff will <u>not</u> process your record until you have deposited it.

Purple/Blue indicates that the item has been deposited and is under review by

ResearchOnline@JCU staff. If you are the depositor, you can still preview 🔍 your record but cannot edit,  $\mathbf{Y}$  or delete,  $\mathbf{X}$  it.

Green indicates that the item has been processed by ResearchOnline@JCU staff and is now live and publicly accessible by anyone who is searching either in ResearchOnline@JCU or with other search engines such as google.com. As the

depositor you can preview but not edit the full record

## Navigating ResearchOnline@JCU

Upon clicking on the Preview button 🔍 in manage deposits, you can view a number of tabs that show options for editing and reviewing the item.

The **Details** tab is the default tab. This tab displays the entire record including all information that you have entered so far. The blue headings are the fields available. You can click on any of the blue headings (e.g. Item Type) or the corresponding

Edit item to enter data into or edit the field. See <u>Creating a New Record</u> for more information about creating and editing a record.

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Page 9

The **Preview** tab displays how the record will appear when it is live, based on the information that you have entered in the record.





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ResearchOnline@JCU About Browse Search Help Back to Library & Computing Services	Deposit item       - Deposit item         New version       - Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item an new version will be linked.         Use estemplate       - Create a new item using this item as a template. There will be no connection between the two items.         Edit item       - Edit item         Destroy item       - Remove this item from the system forever.	d the
Copyright © 1995 to 2010, J Member of Innovative Reseau Feedback   Terms of use   P	ies Cook University. All rights reserved. ABN 46253211955 Universities ary statement   CRICOS Provider Code:001173	

New version Use this option to create a new record for a later version of an output you have already loaded in to ResearchOnline@JCU.



Note: To use this option, you must be in the earlier version. You can confirm this by opening the Details tab.

Use as template Use this option to create a new record for an output with similar publication data to an item you have already loaded to ResearchOnline@JCU.



Note: To use this option, you must be in the record that you want to use as the template. You can confirm this by opening the Details tab.

The **Export** tab enables you to export the reference details of the current record to EndNote or other referencing programs.

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The **Correspondence** tab archives all correspondence between the depositor and ResearchOnline@JCU staff.

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The **History** tab archives the complete history of all data that has been entered and/or edited made by the depositor or the repository staff.



The Issues tab is not currently being used in ResearchOnline@JCU.

## Creating a new record

From the Manage Deposits view click on New Item to create a new item.

This creates a new unique item number (e.g. #15245 in the screenshot below) that can be used to track your item. If you need assistance from ResearchOnline@JCU staff, it is useful to quote this number. This number is also displayed as the Item ID on the Manage Deposits view (scroll down to the 'Other Defined Fields' heading).

Alternatively, <u>Import Items</u> can be used to import the bibliographic details of the research output (using e.g. the DOI).



Note: you will still need to manually enter the author data, FoR and SEO codes and possibly data for some other fields.

POrange stars indicate the fields that must be filled in for each module.

Clicking on the Question marks 😰 will give additional information that helps with filling in the field.

## Selecting the type of research output

Choose the most appropriate Item Type for your item by selecting one of the radio buttons (.).

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Lbbray & Computing Services <ul> <li>A chapter or section in a book.</li> <li>Report A monoraph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.</li> <li>Conference Item A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.</li> <li>Book A book or a conference volume.</li> <li>Patent A published patent. Do not include as yet unpublished patent applications.</li> <li>Thesis A thesis or dissertation.</li> <li>A thesis or dissertation.</li> <li>A thesis or dissertation.</li> <li>A thesis or dissertation.</li> <li>A stast's artefact or work product.</li> <li>Show/Exhibition A natist's artefact or work product.</li> <li>Show/Exhibition or site specific performance-based deposit.</li> </ul> <li>Composition A musical composition.</li> <ul> <li>Performance of a musical event.</li> <li>If adjust jotograph or visual image.</li> <li>Viteo A digital video.</li> <li>Audital a sound recording.</li> <li>Other</li> <li>Something within the scope of the repository, but not covered by the other categories.</li> </ul>	Back to	O Book Chapter
<ul> <li>A Report <ul> <li>A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.</li> <li>Conference Item <ul> <li>A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book them please use "Book Section" or "Article" instead.</li> </ul> </li> <li>Book <ul> <li>A book or a conference volume.</li> </ul> </li> <li>Patent <ul> <li>A published patent. Do not include as yet unpublished patent applications.</li> <li>Thesis <ul> <li>A thesis or dissertation.</li> <li>Artefact</li> <li>An artist's artefact or work product.</li> </ul> </li> <li>Show/Exhibition <ul> <li>A maisle composition.</li> </ul> </li> <li>Performance</li> <li>Performance of a musical event.</li> <li>Image <ul> <li>A digital photograph or visual image.</li> <li>Yideo <ul> <li>A digital video.</li> <li>Audio <ul> <li>A sound recording.</li> </ul> </li> </ul> </li> </ul></li></ul></li></ul></li></ul>	Library & Computing Services	A chapter or section in a book.
<ul> <li>A monormal or has they be a declinical report, project report, documentation, mandal, working paper or discussion paper.</li> <li>Conference tem A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.</li> <li>Book A book or a conference volume.</li> <li>Patent A published patent. Do not include as yet unpublished patent applications.</li> <li>Thesis A thesis or dissertation.</li> <li>Artefact An artist's artefact or work product.</li> <li>Show (Exhibition A matist's exhibition or site specific performance-based deposit.</li> <li>Composition A digital photograph or visual image.</li> <li>Video A digital video.</li> <li>Audigital video.</li> <li>Audigital video.</li> <li>Other</li> <li>Something within the scope of the repository, but not covered by the other categories.</li> </ul>	00111000	O Report
<ul> <li>Book         <ul> <li>A book or a conference volume.</li> <li>Patent</li></ul></li></ul>		Conference Item     A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a     journal or book then please use "Book Section" or "Article" instead.
<ul> <li>Patent A published patent. Do not include as yet unpublished patent applications.</li> <li>Theis A thesis or dissertation.</li> <li>Artefact An artist's artefact or work product.</li> <li>Show/Exhibition An artist's exhibition or site specific performance-based deposit.</li> <li>Composition A musical composition.</li> <li>Performance Performance of a musical event.</li> <li>Image A digital photograph or visual image.</li> <li>Video A digital video.</li> <li>Audio A digital video.</li> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>		O Book A book or a conference volume.
<ul> <li>Thesis A thesis or dissertation.</li> <li>Thesis A thesis or dissertation.</li> <li>Show/Exhibition An artist's artist's artistic performance-based deposit.</li> <li>Composition A musical composition.</li> <li>Performance of a musical event.</li> <li>Image A digital photograph or visual image.</li> <li>Video A digital video.</li> <li>Audio A digital video.</li> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>		<ul> <li>Patent A published patent. Do not include as yet unpublished patent applications.</li> </ul>
<ul> <li>Artefact An artist's artefact or work product.</li> <li>Show/Exhibition An artist's exhibition or site specific performance-based deposit.</li> <li>Composition A musical composition.</li> <li>Performance Performance of a musical event.</li> <li>Image A digital photograph or visual image.</li> <li>Video A digital video.</li> <li>Audio A sound recording.</li> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>		O Thesis A thesis or dissertation.
<ul> <li>Show/Exhibition An artist's exhibition or site specific performance-based deposit.</li> <li>Composition A musical composition.</li> <li>Performance of a musical event.</li> <li>Image A digital photograph or visual image.</li> <li>Video A digital video.</li> <li>A digital video.</li> <li>A digital video.</li> <li>A digital video.</li> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>		Artefact     An artist's artefact or work product.
<ul> <li>Composition A musical composition.</li> <li>Performance of a musical event.</li> <li>Image A digital photograph or visual image.</li> <li>Video A digital video.</li> <li>Adigital video.</li> <li>Audio A sound recording.</li> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>		<ul> <li>Show/Exhibition         An artist's exhibition or site specific performance-based deposit.     </li> </ul>
<ul> <li>Performance Performance of a musical event.</li> <li>Image A digital photograph or visual image.</li> <li>Video A digital video.</li> <li>Audio A sound recording.</li> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>		O Composition A musical composition.
<ul> <li>Image A digital photograph or visual image.</li> <li>Video A digital video.</li> <li>Audio A sound recording.</li> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>		O Performance Performance of a musical event.
<ul> <li>Video         <ul> <li>A digital video.</li> <li>Audio</li></ul></li></ul>		Image     A digital photograph or visual image.
Audio     A sound recording.     Other     Something within the scope of the repository, but not covered by the other categories.		Video A digital video.
Other     Something within the scope of the repository, but not covered by the other categories.		O Audio A sound recording.
Constant Second News		<ul> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>
DAVE UK LATER LATER DEXT 2		Save for Later Cancel Nevt 2

The Item type you select will determine the fields available in the DETAILS module Details

Click	on	Next >	to move	e from the	Type to	the	Upload	module.	
Click	on	Save f	or Later	to save an	iy changes	that y	you mak	e.	
8	No to :	ote: you o move the	can return rough eac	to or jump h of the m	o to any mo odules sequ	odule uentia	at any ti Illy.	me, i.e. yo	ou do not need

## **Uploading Documents**

	Current students   Staff   LearnJCU   WebMail   Bulletins   Campus maps   Contacts
	ResearchOnline@JCU
Logged in as Jackie Wolstenholme Manage deposits Profile Publications of Jackie Wolstenholme : Savud searches Logout	Edit item: Temporal reproductive isolation and gametic compatibility are evolutionary mechanisms in the Acropora humilis species group (Cnidaria; Scleractinia) Type  Upload  Details  FoR Codes  SEO Codes  Deposit
ResearchOnline@JCU About Browso Search	To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents. You may wish to use the SHERPA ROMEO tool to verify publisher policies before depositing.
Help	Add a new document
Back to Library & Computing	File From URL From OpenXML .tar.gz File Zip File
Services	New document: Browse. Upload
	< Previous Save for Later Cancel Next >

## Loading files

Load your Publication or other related documents by clicking on Browse..., browsing to the location where you have saved the file, and selecting the document in the File Upload window.

<u>O</u> pen

Look jr: PDF Y Recent Documents Desktop Look jr: PDF Y 270 McPhail & Fogarty 2004.pdf Y 270 Rose_2.pdf Y 415 Horton 2001.pdf Y 460 Mcgregor 2004.pdf Y 464 McGregor 2005.pdf Y 76 Walls 2004.pdf Y 76 Walls 2004.pdf	Image: Weight of the second
Wig Recent Documents       2 270 McPhail & Fogarty 2004.pdf         12 270 Rose_2.pdf         2 270 Rose_2.pdf         2 415 Horton 2001.pdf         2 460 Mcgregor 2004.pdf         2 464 McGregor 2005.pdf         2 528 Earles et al 2005.pdf         2 736 Sorin and Galloway 2006.pdf         776 Walls 2004.pdf	<ul> <li>1407 Rodd 2003.pdf</li> <li>1443_McIntyre_&amp;_Harrison_20</li> <li>1569 Wood 2006.pdf</li> <li>1603 Domett et al 2006.pdf</li> <li>1612 Williams 2006.pdf</li> <li>1612 Williams 2006.pdf</li> </ul>
776 Walls 2004.pdf	1657 Kutt et al 2005.pdf
My Documents       860 Perkins et al 2004.pdf         911 Secher 2004.pdf         1011 Henry 2005.pdf         1011 Richards & Wallace 2004log         1013 McIntyre-Tamwoy 2004.pdf	<ul> <li>1661 Williams et al 1999.pdf</li> <li>1676 Williams et al 2006.pdf</li> <li>1679 Schneider &amp; Williams 2005</li> <li>1680 title page.pdf</li> <li>1686 Williams 2003.pdf</li> <li>1744 Fensham et al 2006.pdf</li> <li>1747 Dowe &amp; Barfod 2001.pdf</li> </ul>
My Computer	2009_Zischke_et_al.pdf
File name:         911 Secher 2004.pdf           My Network         Files of type:         All Files	Dpen     Cancel

You may upload multiple files to the same record e.g. for a book chapter, load (1) Front pages such as the title page, table of contents, and preface from a book and (2) the book chapter. See <u>Evidence required for HERDC verification</u> (Appendix of this Deposit Guide) for what to load for each publication type.

Once you have uploaded a file, the view expands to display fields about the uploaded file, as in the following screenshot. Further information about these fields is given below.

*			Current students   Sta	ff   LearnJCU   WebMail   Bulletin	s   Campus maps   Contacts
JAMES COOK UNIVERSITY AUSTRALIA				Res	earchOnline@JCU
Logged in as Jackie Wolstenholme Manage deposits Profile Publications of Jackie Wolstenholme Saved searches Logout	Edit item: Temporal reprodu Acropora humilis species gro	octive isolation and oup (Cnidaria; Scle ype → Upload → Detai <previous< th=""><th>l gametic compatibi iractinia) Is → FoR Codes → SEO ( Save for Later Cancel N</th><th>lity are evolutionary : ≿odes → Deposit ext&gt;</th><th>mechanisms in the</th></previous<>	l gametic compatibi iractinia) Is → FoR Codes → SEO ( Save for Later Cancel N	lity are evolutionary : ≿odes → Deposit ext>	mechanisms in the
ResearchOnline@JCU About Browse Search	To upload a document to this repository add additional files to the document (sud You may wish to use the SHERPA ROME(	click the Browse button be h as images for HTML files tool to verify publisher po	elow to select the file and the ) or upload more files to crea licies before depositing.	Upload button to upload it to t te additional documents.	he archive. You may then
Help	Add a new document				2
Back to Library & Computing	File From URL	Fro	m OpenXML	.tar.gz File	Zip File
Services		New document:	Browse	Upload	
	PDF - Requires a PDF viewer	such as GSview,			3
	Xpdf or Adobe Acrobat Reado	ir.			
					Hide options 🚍
		Metadata		Files	
	Content:	UNSPECIFIED			
	🗘 Format:	PDF 💌			2
	Description:				2
	😳 Visible to:	Anyone 💌			
	License:	UNSPECIFIED		<b>v</b>	
	Embargo expiry date:	Year: Month: Ur	nspecified 💌 Day: ? 💌		
			Update Metadata		
		< Previous	Save for Later Cancel N	ext >	

Content: Published Version

Select the option that describes your research output from the drop down menu. See <u>Definitions</u> for; Submitted / Accepted / Published versions.

😳 Format:	PDF	~

Select the file format from the drop down menu.

Page 15

### **Selecting security settings**



The security option you select will depend on who owns the copyright of the output and whether you signed a publisher contract in which you agreed to not make your output available in your institutional repository.

Select *Anyone* if you are the copyright owner and would like the file to be publicly accessible.

Select Repository Staff Only if you are not the copyright owner.



Note: depositing your research output in ResearchOnline@JCU does not alter the copyright ownership of the document.

License:	Creative Commons Attribution	*

ResearchOnline@JCU allows Creative Commons licenses.

Specify the appropriate license for this document if your output has a Creative Commons licence.

mbargo expiry date: Year: 2	2009	Month:	June	~	Day:	01	۷	l
-----------------------------	------	--------	------	---	------	----	---	---

Enter the date that a publisher or sponsor imposed embargo expires. On and after this date, the document will be made publicly accessible.

- e.g.: - 2009 - All documents made publicly accessible on 1st January 2009.

- 2009 June - All documents made publicly accessible on 1st June 2009.

Use the <u>SHERPA RoMEO</u> link to check publisher permissions (e.g. as specified in the copyright agreement you signed with the publisher).

A similar database that specialises in Australian publications is OAKList (<u>http://www.oaklist.qut.edu.au/</u>).

Click on Next > to move from the Upload to the Details module.

## Enter bibliographic details

## **Publication Details – Journal Articles**

This section refers to fields used to describe journal articles. Many of these fields apply to all item types. For additional fields used to describe Books, Book Chapters, Conference Items, Reports and Theses, go to <u>Publication Details – Fields not used for</u> <u>Journal Articles</u>.

### Title

Enter the complete title of the item. This can be copied and pasted from another source such as an electronic record.





Page 17

It is important that you do not load duplicate records to ResearchOnline@JCU. If one or more publications with the same or similar titles are already live in ResearchOnline@JCU, a pop-up window will appear to notify you.

The following records matching this title already exist in the archive. Please check that you are not entering a duplicate record.

Wolstenholme, Jackie (2004) *Temporal reproductive isolation and gametic compatibility are evolutionary mechanisms in the Acropora humilis species group (Cnidaria; Scleractinia)*. Marine Biology, 144 (3). pp. 567-582. ISSN 1432-1793 Wolstenholme, Jacqueline K. (2003) *Temporal reproductive isolation and gametic compatibility are evolutionary mechanisms in the Acropora humilis species group*. Australian Coral Reef Society Annual Meeting In: Understanding and protecting coral reefs, 26-29 September, 2003, Townsville, QLD, Australia.

If this pop-up window appears, click on the title. This will take you to the live view of that record. You can then check whether you were about to create a duplicate record for the same publication.

### Abstract

Completing the Abstract and Keywords fields is optional but highly recommended for two reasons. Firstly, these fields provide more information about the research output. Secondly, when terms in these fields are searched on (e.g. in Google), the record will be ranked higher, increasing the likelihood of it being displayed on the first page, and therefore more likely to be discovered.

Enter the complete abstract of the item. This can be copied and pasted from another source such as an electronic record.

Abstract

## Article Type

😳 Article Type

Select the category which best describes your research output.



- This heading will vary depending on the Item Type selected.
- If your publication is eligible to be claimed for HERDC or ERA then a '(*HERDC Category*)' must be selected.

## Creators

Enter the creators (e.g. authors) of the research output in the order that they are listed on the publication.

0	Creators						2
	Туре		Family Name	Given Name / Initials	Orgu		Institution
1.	Staff	*	Wolstenholme	Jackie	6621 Marine Biology	~	
2.	Student	~	Wolstenholme	Jacqueline	JCU Research Students	*	
з.	External	~	Wolstenholme	Jackie			Museum of Tropical Que 🔽 🔼
4.	UNSPECIFIED	~			UNSPECIFIED	¥	
	More input rows						

Select the creator type from the drop down box. If the creator is from JCU, select whether they were Student of Staff while doing the work that led to the research output. If the creator is not from JCU, select External.

Туре	
External	*
Staff	۷
Staff	~
UNSPECIFIED	
Student	
Staff	
External	

Type part of the name until you see it appear in the dropdown list and then click on the name to select it.

Dr Eric Wolanski Aust Ctre for Tropical Freshwater Research
Dr Eric Wolanski Marine & Tropical Biology
Mr Philippe Wolanski Indigenous Australian Studies
Ms Anita Wolff Indigenous Australian Studies
Mr Carsten Wolff Aims at JCU
Dr Jackie Wolstenholme Marine Biology
Ms Jacqueline Wolstenholme Marine & Tropical Biology



Note: Selecting the name from the dropdown list is a critical step because this assigns the record to that person's JCU ID.

The JCU ID is used to generate:

- 1. the Browse by Author lists: JCU Authors: <u>http://eprints.jcu.edu.au/view/jcu/</u> All Authors: <u>http://eprints.jcu.edu.au/view/all/</u>
- 2. *My Publications* lists (for the person logged in) <u>http://eprints.jcu.edu.au/cgi/users/home?screen=MyPublications</u>

Once the name has been selected, the Orgu (for JCU authors) or Institution (for External Authors) can be changed to match the publication being deposited.

Note: if the Author is from James Cook University but not found in the drop down list choose External from the Type field and enter James Cook University in the Institution field. This creates a prompt for the database to be updated (an overnight process).

8

James Cook University

Note: the default Orgu for JCU Students is 0001 and needs to be changed to the applicable Orgu.

Orgus can be selected from the drop down list.

The order of the authors can be moved up or down by clicking the arrows  $\square \square$  at the end of the row.

## Refereed

Select whether this version of the work has been refereed.

😳 Refereed:

⊙ Yes, this version has been refereed.
○ No, this version has not been refereed.

## Status

Select whether the item you are loading has been published, is In Press (accepted for publication and in the process of being published), or is unpublished.

Status: O Published Status: O In Press O Unpublished

## **Journal or Publication Title**

Select the publication title from the drop down list. Selecting from this list will populate the *Journal or Publication Title*, *ISSN* and *Publisher* fields.

If it is not in the list, type in the full title. It will then be added to the database which generates the drop down list of publication titles.

😳 Journal or Publication Title:	Marine Biology
---------------------------------	----------------

### ISSN

Enter the unique code identifying the journal. This is always two groups of four digits separated by a hyphen.

ISSN: 1432-1793

## Publisher

Enter the person, firm or corporate body responsible for placing the item on the market.

Publisher: Springer

## **Official URL**

Enter the most direct and reliable URL for the item.

- 1. If the output has a DOI (*Digital Object Identifier*) then the URL will be the DOI prefixed by http:// dx.doi.org/
- 2. If there is no DOI, enter the URL which takes the user to the metadata page for the item (or as close to this page as possible, e.g. table of contents) e.g.: http://www.springerlink.com/content/72h3512m450275kt/

Official URL: http://dx.doi.org/10.1007/s00227-003-1209-2

#### Volume

Enter the volume number of the journal or series in which the item appeared. This can usually be found on the publisher's webpage.

😳 Volume: 144

#### Issue

Enter the issue number of the journal or series in which your item appeared. This can usually be found on the publisher's webpage.

Number:		3
---------	--	---

### **Article Number**

Enter the article number if appropriate.

Article Number:	W3-001
-----------------	--------

## Page Range

Enter the range of pages of the item.

😳 Page Range:	567	to 582
---------------	-----	--------

Enter a page number in both fields even if the output is only one page e.g.

😳 Page Range: 45 to 45

#### **Number of Pages**

Enter the total number of pages of the item. Number of Pages: 15

Note: for book chapters, this is the number of pages in the chapter, not the number of pages in the entire book.

### **Related URLs**

Enter any additional related URLs that provide useful information about the research output.

Related URLs:		URL	URL Type
			UNSPECIFIED 🔽
	More input rows		

#### DOI

Enter the Digital Object Identifier (DOI) of the item, if available.



DOI: 10.1007/s00227-003-1209-2

Note: the DOI uniquely identifies a work i.e. if you do a search (e.g. in Google) using the DOI, only that work would usually be retrieved.

#### Date

Enter the date that corresponds with the option selected for Date type e.g. Date of Publication.

😳 Date:	Year:	2004	Month:	Unspecified	4	Day:	?	~	

## Date Type

Select whether the date describes when your output was published, etc.

-	<ol> <li>Publication</li> </ol>
😳 Date Type:	🔘 Completion
	🔘 Unspecified

#### Funders

Enter the sponsoring bodies that contributed funding for the creation of this item. This is an optional field not currently required by JCU.

	1. More input rows	
2	The funders can be moved up or down by clickir	ng the arrows 🔽 🔼 at the end
<b>P</b>		
	1 NHMRI Project Frent	
	1. Ni IMROPIOJECCIAIR	

## **Projects**

Enter the names or codes of the projects that created this item. This is an optional field not currently required by JCU.

Projects			2
	1.		
	More	input rows	

The funders can be moved up or down by clicking the arrows  $\square \square$  at the end of the row e.g.:

1.	#456734	
2.	LP0776589	

### Sensitivity

Select the option to describe the sensitivity level of the item. *Not sensitive* is already selected as the default option in a new record.

🔾 Sensitivity	2
Not Sensitive	
C Commercially Sensitive	
Culturally Sensitive	
Non Public     Commercially Sensitive and Culturally Sensitive	
Commercially Sensitive and Non Public	
<ul> <li>Culturally Sensitive and Non Public</li> </ul>	
C commercially Sensitive, Culturally Sensitive, and Non Public	

This field records the Sensitivity of each research output, as specified on p. 60 of the ERA 2010 Submission Guidelines:

- 6.1.1. Commercially sensitive research outputs. A research output that is inherently confidential in nature may be included as part of a submission provided the necessary permissions have been obtained.

- 6.1.2. Culturally sensitive research outputs. A research output that is culturally sensitive may be included as part of a submission provided the necessary permissions have been obtained.

- 6.1.3. Australian Government security classified research outputs. A research output that includes information classified in line with the Australian Protective Security Manual as either 'In-Confidence' or greater, or 'Restricted' or greater, must not be included in a submission.

## **Contact email Address**

Contact Email Address 2

Click on the plus symbol 🕒 to expand the entry field.



Note: this must be (1) a JCU email address and (2) be the address of one of the authors on the publication.

If *Repository staff only* is selected as the *Visible to* option (in the Upload module), then requests for copies of the full-text will be sent to this email address.

The email address will not be made public.

### References

Press the plus symbol 🕒 to expand the entry field.

Where possible copy references from an online publication of the deposit to avoid embedded formatting when copying from a PDF.

### **Keywords**

Completing the Abstract and Keywords fields is optional but highly recommended for two reasons. Firstly, these fields provide more information about the research output. Secondly, when terms in these fields are searched on (e.g. in Google), the record will be ranked higher, increasing the likelihood of it being displayed on the first page, and therefore more likely to be discovered.

Click on the plus symbol 🕒 to expand the entry field.

Use natural language terms to describe the content of the item.

Keywords should be in lowercase unless a proper noun.

morphology, ACCORCEA, MUDDA, reproductive isolation, species boundaries	Keywords		2
		morphology, ACCOROLA, ULUMA, reproductive isolation, species boundaries	

## **Additional Information**

Click on the plus symbol 🕒 to expand the entry field.

If you have additional information about the output that cannot be entered anywhere else in the record, enter it here e.g.:

"Reproduced with permission from EDP Sciences. Agronomy for Sustainable Development: <u>www.agronomy-journal.org</u>"

This information **WILL** appear in the public view for this record.

## **Comments and Suggestions**

Click on the plus symbol 🗳 to expand the entry field

Use this field to notify ResearchOnline@JCU staff of any comments you have about this record e.g.:

"This book is not in the JCU Library collection, but I have a personal copy if you need to borrow it."

This information **WILL NOT** be displayed to the public.

## Publication Details – Fields not used for Journal Articles

This section refers to fields used to describe the following Item Types, but are not used to describe journal articles:

- <u>Books</u>
- Book Chapters
- <u>Conference Items</u>
- <u>Reports</u>
- <u>Theses</u>

#### **Books**

#### **Editors**

Enter the names of all the editors for Books, Books Chapters or, Conferences Items.

😳 Editors				2
	Family Name	Given Name / Initials	Email	
1.	Wolstenholme	Jackie	jackie.wolstenholme@jr	
2.				
3.				
4.				
	More input rows			

The editors can be moved up or down by clicking the arrows  $\square \square$  at the end of the row.

If there are more than four editors, click on the More input rows button.

### **Place of Publication**

Enter the locality of the publisher. Use city or town then country.

Place of Publication:
-----------------------

#### Edition

For a Book or Book Chapter enter the edition number of the book or series. Use e.g. 2 rather than  $2^{ND}$  or second.

Edition: 2

#### ISBN

Enter the unique code identifying a book (including hyphens). The ISBN is 13 digits for recent books and 10 digits for older books.

ISBN: 978-0-7245-2974-2

#### Series Name

For a Book or Conference Item enter the name of the series in which the output was published.

Series Name: Proceedings of the Sixth International Biological Workshop

## **Book Chapters**

### Editors

Enter the names of all the editors for Books, Books Chapters or, Conferences Items.

😳 Editors				?
	Family Name	Given Name / Initials	Email	
1.	Wolstenholme	Jackie	jackie.wolstenholme@jo	
2.				
3.				
4.				
	More input rows			

The editors can be moved up or down by clicking the arrows  $\square \square$  at the end of the row.

If there are more than four editors, click on the

More input rows button.

## **Place of Publication**

Enter the locality of the publisher. Use city or town then country.

Place of Publication:	Darwin, Australia

## Title of Book

For Book Chapters enter the title of the book.

😳 Title of Book:	A Wonderful Title for a Book



Note: For Book Chapters enter the title of the chapter in the title field and the title of the book in this field

## Number of Chapters

Enter the Number of Chapters in the entire book even if you are only loading a single book chapter.

Number of Chapters: 24	
------------------------	--

## Edition

For a Book or Book Chapter enter the edition number of the book or series. Use e.g. 2 rather than  $2^{ND}$  or second.

Edition: 2

### ISBN

Enter the unique code identifying a book (including hyphens). The ISBN is 13 digits for recent books and 10 digits for older books.

ISBN: 978-0-7245-2974-2

## **Conference Items**

### Editors

Enter the names of all the editors for Books, Books Chapters or, Conferences Items.

😳 Editors				?
	Family Name	Given Name / Initials	Email	
1	. Wolstenholme	Jackie	jackie.wolstenholme@jo	
2				
3				
4				
	More input rows			

The editors can be moved up or down by clicking the arrows  $\square \square$  at the end of the row.

If there are more than four editors, click on the

More input rows button.

## **Place of Publication**

Enter the locality of the publisher. Use city or town then country.

Place of Publication:	Darwin, Australia
-----------------------	-------------------

### ISBN

Enter the unique code identifying the conference publication (including hyphens). The ISBN is 13 digits for recent books and 10 digits for older books.

### **Series Name**

For a Book or Conference Item enter the name of the series in which the output was published.

Series Name: Proceedings of the Tenth International Coral Reef Symposium

## **Event Details**

Enter/select the *Event Title*, *Event Type*, *Event Location* and *Event Dates*. If another publication from the same Event is already live in ResearchOnline@JCU, selecting the *Event Title* from the dropdown list will also populate the *Event Location* and *Event Dates* fields.

Event Details		
🗘 Event Title:	World Coral Reefs in the New Millenium: bridging research and m	8
😳 Event Type:	⊙ Conference ○ Other	2
Event Location:	Bali, Indonesia	2
Event Dates:	23-27 October 2000	2

*Event Title*: is the name of the conference publication, Show/Exhibition or Performance.

*Event Location*: the city or town, then country where the Conference, Show/Exhibition or, Performance was held.

*Event Dates*: the start and finish dates for the Conference, Show/Exhibition or, Performance.

## Reports

#### **Place of Publication**

Enter the locality of the publisher. Use city or town then country.

Place of Publication: Darwin, Australia

#### ISBN

Enter the unique code identifying a book (including hyphens). The ISBN is 13 digits for recent books and 10 digits for older books.

ISBN: 978-0-7245-2974-2

#### Institution

Enter the institution from which the research output originated.

Institution: James Cook University

#### Department

Enter the department from which the research output originated.

Department: Department of Marine Biology

## Theses

#### Institution

Enter the institution from which the research output originated.

C Institution: James Cook University
--------------------------------------

#### Department

Enter the department from which the research output originated.

😳 Department:	Department of Marine Biology

Click on Next> to move from the Details to the FoR Codes module. Clicking next also saves any changes that you make.

## Field of Research codes

Select at least one and up to three Field of Research (FoR) codes by searching or browsing.

## Searching

If the FoR code is known, it can be entered by typing the 6 digit code in the search for subject field, then clicking on the Search button.

Search for subject: 060407 Search Clear

Once the result appears, click on the *button to load the code*.

Enter the % contribution of the code making sure that the total for the record is 100%.

	% Contribution
Remove 060407 Genome Structure and Regulation	100

Repeat the process to add a second or third FoR code

To delete a code click on the Remove button.

### **Browsing**

If the FoR code is not known, browse the list of codes. Click on the Plus symbol 1 to expand the four and six digit levels.

Click on the *button to load the FoR code and enter the % contribution, as above.* 



Clicking next also saves any changes that you make.



## Socio-Economic Objective Codes

Select at least one and up to three Socio-Economic Objectives (SEO) codes by searching or browsing.

## Searching

If the SEO code is known, it can be entered by typing the 6 digit code in the search for subject field, then clicking on the Search button.

Search for subject: 060407 Search Clear

Once the result appears, click on the *button* to load the code.

Enter the % contribution of the code making sure that the total for the record is 100%.

	% Contribution
Remove 969999 Environment not elsewhere classified	100

Repeat the process to add a second or third SEO code

To delete a code click on the Remove button.

### **Browsing**

If the SEO code is not known, browse the list of codes. Click on the Plus symbol 🕒 to expand the four and six digit levels.

Click on the *button to load the SEO code and enter the % contribution, as above.* 

	Current students   Staff   LearnJCU   WebMail   Bulletins   Campus maps   Contacts
	ResearchOnline@JCU
Logged in as Jackie Wolstenholme Manage deposits Profile	Edit item: Temporal reproductive isolation and gametic compatibility are evolutionary mechanisms in the Acropora humilis species group (Cnidaria; Scleractinia)
Publications of Jackie Wolstenholme : Saved searches	Type → Upload → Details → FoRCodes → SE0 Codes → Deposit
Logout	<pre>&lt; Previous Save for Later Cancel Next &gt;</pre>
Recent Online 8201	SEO Codes
About	
Browse Search	% Contribution
Help	Removel 820101 Hardwood Plantations (50
Back to	
Library & Computing	Search for SEO Code: Search Clear
Services	1 81 DEFENCE
	22 PLANT PRODUCTION AND PLANT PRIMARY PRODUCTS
	S201 Porticultural Crops
	Tail 820201 Almonds
	and 820202 Berry Fruit (exd. Kiwifruit)
	all 820203 Citrus Fruit
	And B2U2U4 Hops
Click on Ne	to move from the SEO Codes to the Deposit module.

Clicking next also saves any changes that you make.



## **Depositing the Record**

If you wish to come back and change any information, click the Save for Later button.

Once the record is completed, click on the Deposit Item Now button.

Depositing the record moves it to Review where it will then be processed by ResearchOnline@JCU staff. You will not be able to edit any of the information once you have deposited the record.

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JAMES COOK UNIVERSITY AUSTRALIA	ResearchOnline@JCU
Logged in as: Benjamin Crowley	Deposit item: Genetic structure across the GBR: evidence from short-lived gobies
Manage deposits	Type → Upload → Details → FoR Codes → SEO Codes → Deposit
Profile Publications of Benjamin Crowley : Saved searches	For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant ResearchOnline@JCU the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that ResearchOnline@JCU does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)
Logout	For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at ResearchOnline@JCU) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.
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Page 33

# Appendix

# Evidence required for HERDC verification

	Factors which affect HERDC Eligibility or Value for all Classifications				
*	Must be substantial, original research	*	Year of publication – must be 2010		
*	Item type classification (A1, B1, C1, E1)	*	Peer review status (journal articles and conference papers)		
*	Number of authors and Author affiliation	*	National / International significance (conference papers)		

Book (A1)	Book Chapter (B1)	Article (C1)	Conference Paper (E1)
	Copy of the chapter	Copy of the article	Copy of paper
Title page / book cover	Title page / book cover		Proceedings home page (electronic) / Book cover (print)
Complete table of Contents	Complete table of Contents	Complete table of Contents if publication details not on article	Complete table of contents / Program
Introduction / preface	Introduction / preface		Introduction / preface
Year of publication	Year of publication	Year of publication	Year of publication
Author(s)	Editor(s)	- <b>F</b>	Editor(s)
Affiliation of authors claimed for JCU	Affiliation of authors claimed for JCU	Affiliation of authors claimed for JCU	Affiliation of authors claimed for JCU
Publisher name	Publisher name	Volume	<ul> <li>Publication details:</li> <li>URL if there is a conference website</li> <li>Publisher and place of publication if print only</li> <li>NB MUST be publicly available!</li> </ul>
Commercial publisher	Commercial publisher	Evidence of peer review (usually provided by Library staff)	Evidence of peer review
Place of publication	Place of publication		Conference name, location, dates
İSBN	İSBN		ISBN if available
Edition	Edition		