Deakin Research Online
self-submission training

This session has been designed to provide the knowledge and information needed to enable researchers and staff to self-submit a record to Deakin Research Online (DRO), the University’s research repository. In addition we will look at some interesting information on citations, including counts, statistical and geographical data.

Sessions available for this event:

- 3 Sep 2012 10:30am, *G LIB Comp Lab Level B jc2.104, Geelong Waurn Ponds Campus
- 5 Sep 2012 10:00am, *W ITSD Training Room 1 D130, Warrnambool Campus
- 6 Sep 2012 1:00pm, *B LIB Training Room 2 V2.51, Melbourne Burwood Campus
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Introduction

Deakin Research Online

Deakin Research Online (DRO) is a secure open access institutional repository which stores, manages, indexes, preserves and showcases research outputs produced by Deakin University researchers, staff, and higher degree research students, making it discoverable throughout the world.

DRO includes, but is not limited to, the following types of research outputs in published and post-print format, many which are freely available from DRO for download:

- Journal articles
- Books and book chapters
- Conference contributions (papers, presentations, posters)
- Technical reports
- Radio and television broadcasts
- Theses
- Descriptions of datasets
- Patents
- Non-traditional research outputs (artworks, photographs, installations, performances, design/architectural work, audio, films, software, scripts)

The benefits of showcasing research in DRO include, but are not limited to:

- Raises the visibility of research outputs around the world by virtue of metadata harvesting and other indexing services like Google Scholar. Higher visibility will increase citations and help researchers connect with other researchers throughout the world.
- Grey literature like theses and conference papers, which are not usually formally published, can be easier to find and access.
- A direct link to all of the research outputs by a particular researcher is available in one place.
- Meets research reporting requirements such as HERDC
Initial steps

**Determine if the research output can be stored in DRO**
At least one of the authors/creators must be a current Deakin University employee or higher degree research student.

**Published research**
Have the published version of the work so you can attach it to the DRO record you create later. If you don’t currently have a digital copy of the work, you can scan the item and email it to the DRO team.

**Open access and other versions of the research**
DRO is an open access repository. For researchers, open access to their work offers them increased visibility, accelerates discovery, usage and citation of their work. As well as storing research outputs, DRO stores metadata describing the research. This metadata adheres to international standards that permit the exposure of the research data to a range of discovery tools like Google and TROVE, allowing for improved accessibility.

The DRO team has experience working with publisher permissions, and always check permissions before allowing research to be made visible to the public.

In most cases, publishers do not allow published versions of work to be made open access, but many will permit post print version of works to be made openly accessible. The term post-print refers to the version of a research publication after peer-review, with the revisions having been made.

**Deakin Research Online deposit agreement**
We encourage researchers to sign a deposit agreement with DRO, so we can investigate making their published and post print versions of their work openly accessible. We will not make any researchers work openly accessible if they have not signed this agreement.

Creating a new record

1. Go to DRO (http://dro.deakin.edu.au/) and ‘Login’ to DRO using your Deakin University username and password.

2. Before submitting any new records to DRO, please perform a search within our system, to ensure a record for that particular research does not already exist. This is an important step to prevent duplicates within the system.

3. From the DRO homepage, click on ‘Submit your research’.

4. You will be presented with three drop down lists.
   - Parent Community: select Deakin University Research.
   - Collection: select the School, Centre, Institute, or Faculty to which you belong to.
   - Document type: select what type of research output you are submitting.

5. Click on ‘Enter Metadata’ to proceed.

6. Enter data in appropriate areas.
   - Note: Fields marked with * are mandatory.
   - For specific guidance see the instructions, for the individual template you have chosen.

7. To submit your record, click ‘Submit for approval’.
Artwork

Having selected the ‘Artwork’ template you are now ready to fill in the template.

1. **Member of collections.** (The collection within which an artwork record is created)
   - The record is automatically linked to the one chosen when creating the record, e.g. School of Communication and Creative Arts.
   - Add any extra collections required (i.e. if another author belongs to a different school), by selecting them in the right hand box and clicking on ‘Copy selected to left’.

2. **Title.** (The name by which the artwork is formally known)
   - Use the exact wording and punctuation that appears on the resource or exhibition catalogue, etc.
   - If not formally named suggest a suitable title

   **Examples:**
   - Gardiners Creek, scene 2
   - Hilton hen house [illustrations]

3. **Creator(s).** (The person(s) chiefly responsible for the intellectual or artistic content of the artwork)
   - Enter the family name first, with the given name following after a comma.
   - Use the form found on the item if present. If not use the School web page for that researcher or the staff directory if not available at the school page.

   **Examples:**
   - Walker, Deborah
   - Walker, D.

4. **Contributor(s).** (The person(s) who contributed in some way to the creation and/or content of the artwork)
   - Data is entered here the same as with the Creator(s) section.

5. **Year presented.** (Year in which the artwork was first presented to the public)
   - Add in the date the artwork was first made public in. Just use any evidence you have to hand, do not search extensively. Indicate an approximation by the use of a question mark e.g. 2001?

6. **Year created.** (Year in which the artwork was created)
   - Add the date or approximate date the artwork was created (this date is sometimes different from the year presented). Indicate an approximation by the use of a question mark e.g. 2001?

7. **Description of artwork.** (Description of aspects of the artwork)
• Ensure the number, size and physical characteristics of the artwork is recorded. The description for non-traditional research outputs, such as artworks, is generally different from the more traditional items and can require creative thinking.

**Examples:**
- 1 painting; oil on linen: 210 cm x 180 cm
- 1 multimedia installation
- 1 mixed media artwork: recycled cardboard & carpet underlay
- 1 installation artwork: latex, charcoal
- 1 drawing; ink drawing on rag paper: 21 cm x 28 cm
- 6 digital prints; various sizes + 1 video
- 1 artwork in 3 parts; 750sm of sandstone paving
- 1 landscape artwork: col.; + 9 artworks + 9 stories + 9 poems
- 1 collection of drawings: chalk and charcoal
- 1 small sculpture: bronze; 45 cm x 40 cm

8. **Publisher.** (Name of the entity responsible for issuing, publishing, releasing, distributing, manufacturing or producing an artwork)

• Use the name as found on the artwork, exhibition catalogue, etc., In the case of artworks, the publisher is usually an exhibition or the gallery that first exhibited the artwork to the public. The publisher in these cases is the organisation responsible for the performance or exhibition, or if not know, the venue.

**Examples:**
- Gallery 101
- Andrew Baker Art Dealer
- Castlemaine State Festival
- Big Sky Printmaking exhibition

9. **Place of publication.** (Name of place associated with the issuing, publication, release, distribution, manufacture, production or origin of an artwork)

• For Australia, the USA, and Canada list the city and then the state.
• For all other countries, list the city and then the country.

**Examples:**
- Melbourne, Vic.
- London, England

10. **Keywords.** (Words or phrases to indicate what the artwork is about or what it is)

• Enter a single keyword or keyword phrase on each line
• Use lowercase, except for names of people, organisations and places.

• Be specific, using as many as required.

  **Examples:**
  ✓ visual art work
  ✓ charcoal drawing
  ✓ utopia
  ✓ landscape

11. **Notes.** (Additional information about the artwork)

• Use the notes field to provide any evidence about when and where the work was presented in the public domain. Give as much information as you can to support the public impact of this work.

• If contributors are listed, explain the roles they had here.

  **Examples:**
  ✓ Displayed at the Heide Museum of Modern Art 17 March – 1 July 2007 as part of the Perfect for every occasion exhibition
  ✓ Original held at the National Gallery; Revised version of work first published by RMIT University in 2004

12. **Field of Research.** (Australian and New Zealand Standard Research Classification, Field of Research code)

• Enter up to three FoR codes, which can be selected by typing key words or start of number and selecting from a drop down list. Alternatively click on the link “View FOR codes” to see a complete list (http://www.deakin.edu.au/research-services/resources/abs-codes/for-2008-to-rfcd-1998.php)

• Use the most specific code(s) available.

  **Example:**
  ✓ 190502 Fine Arts (incl Sculpture and Painting)

13. **Socio Economic Objective.** (Australian and New Zealand Standard Research Classification, Socio Economic Objective code)

• Enter one SEO code, which can be selected by typing keywords or the start of a number, and then selecting an option from a drop down list. Alternatively click on the link “View SEO codes” to see a complete list (http://www.deakin.edu.au/research/grants/resources/seo-2008-codes.php)

• Use the most specific code(s) available.

  **Example:**
  ✓ 970119 Expanding Knowledge through Studies of the Creative Arts and Writing

14. **HERDC Research Category.** (Higher Education Research Data Collection category)
• Choose one option from the drop down box, which lists: H Refereed designs, J1 Major original creative work, J2 Minor original creative work.


• Select the ‘1’ option if the researcher was not associated with Deakin University at the time of publication, or for previous years research.

15. **Admin-only notes.** (Administrative information about a journal article, or the descriptive record, not for public display)

• Use this to include any messages to DRO or Faculty Administration staff.

16. **Description for file upload.** (Brief description of uploaded file)

• You can add as many objects or items as required. Add an appropriate description of the object that you are about to upload.

  *Examples:*
  ✓ Published version
  ✓ Evidence
  ✓ Evidence - Federation Square brochure
  ✓ Review - Rutherford (2005)

17. **File upload.** (File containing the artwork or related material)

• Ensure that each file is uniquely named, without spaces, using the correct file format. The file format consists of the surname of the first listed Deakin University researcher, then the first two or three words in the title (omitting an initial articles e.g. The, An, A), the type of file if not the published version, and the publication year.
  o Published version = surname- title-year
  o Post print = surname- title-post-year
  o Evidence = surname- title-evidence-year

  *Examples:*
  ✓ forrest-landscapetoday-2008
  ✓ forrest-landscapetoday-post-2008
  ✓ forrest-landscapetoday-evidence-2008

• To upload a file click on ‘Select Files’ and navigate to the file you wish to upload.

18. **Description for link.** (Brief description of URL linked to)

  *Examples:*
  ✓ Connect to description of published version
  ✓ Connect to a brochure by Fed Square (2005)
Connect to a review by E. Potter (2009)
Get this item? Via Trove
Connect to published version
Connect to related exhibition website

19. **URL** (of a related file, website, or the publisher’s version on their site)

- Use full URL.

- Use a DOI in preference to any other type of URL and prefix it: [http://dx.doi.org/](http://dx.doi.org/)
Audio

Having selected the ‘Audio’ template you are now ready to fill in the template.

1. **Member of collections.** (The collection within which an audio record is created)
   - The record is automatically linked to the one chosen when creating the record, e.g. School of Communication and Creative Arts.
   - Select an additional collection for any authors in different schools.

2. **Title.** (The name by which the audio is formally known)
   - Use the exact wording and punctuation that appears on the resource or exhibition catalogue, etc.
   - If not formally named suggest a suitable title
   
   **Examples:**
   - Illness
   - Ambient guitar intro
   - Opera libretto

3. **Creator(s).** (The person(s) chiefly responsible for the intellectual or artistic content of the audio)
   - Enter the family name first, with the given name following after a comma.
   - Use the form found on the item if present. If not use the School web page for that researcher or the staff directory if not available at the school page.
   
   **Examples:**
   - Pawlaczek, Zofia
   - Pawlaczek, Z.

4. **Contributor(s).** (The person(s) who contributed in some way to the creation and/or content of the audio)
   - Data is entered here the same as with the Creator(s) section.

5. **Year presented.** (Year in which the audio was first presented to the public)
   - Add in the date the audio was first made public in. Just use any evidence you have to hand, do not search extensively. Indicate an approximation by the use of a question mark e.g. 2001?

6. **Description of audio.** (Description of aspects of the audio)
   - Ensure the number, size, playing time, and sound characteristics of the audio is recorded.
   
   **Examples:**
   - 1 audio portfolio
✓ 1 audio track: stereo: 16.59 MB
✓ 1 poetry audio recording: digital stereo; 1:16
✓ 1 radio podcast; 16 min
✓ 1 sound recording
✓ 2 sound discs (CD): digital, stereo; 12 cm.
✓ 1 album; 16 tracks: stereo (43 mins)
✓ 12 tracks: mono

7. **Publisher.** (Name of the entity responsible for issuing, publishing, releasing, distributing, manufacturing or producing an audio)
   - Use the name as found on the audio.
   - If not commercially published use the name as found on the exhibition catalogue, website, etc., In the case of audios, it is not unusual for the publisher to be the exhibition, event or the gallery that first exhibited the audio to the public. The publisher in these cases is the organisation responsible for the event or exhibition, or if not know, the venue.

8. **Place of publication.** (Name of the place associated with issuing, publication, release, distribution, manufacture, production or origin of the audio).
   - For Australia, the USA, and Canada list the city and then the state.
   - For all other countries, list the city and then the country.

   **Examples:**
   ✓ Geelong, Vic.
   ✓ London, England
   ✓ Online

9. **Keywords.** (User-selected words or phrases to indicate what the audio is about or what it is)
   - Enter a single keyword or keyword phrase on each line.
   - Use lowercase, except for names of people, organisation and places.
   - Be specific, using as many as required.

   **Examples:**
   ✓ sound effect
   ✓ alternative music
   ✓ musical composition
   ✓ futuristic
   ✓ poetry
   ✓ opera
10. **Field of Research.** (Australian and New Zealand Standard Research Classification, Field of Research code)

- Enter up to three FoR codes, which can be selected by typing key words or start of number and selecting from a drop down list. Alternatively click on the link “View FOR codes” to see a complete list (http://www.deakin.edu.au/research-services/resources/abs-codes/for-2008-to-rfcd-1998.php)
- Use the most specific code(s) available.

  **Example:**
  ✓ 190406 Music Composition

11. **Socio Economic Objective.** (Australian and New Zealand Standard Research Classification, Socio Economic Objective code)

- Enter one SEO code, which can be selected by typing keywords or the start of a number, and then selecting an option from a drop down list. Alternatively click on the link “View SEO codes” to see a complete list (http://www.deakin.edu.au/research/grants/resources/seo-2008-codes.php)
- Use the most specific code(s) available.

  **Example:**
  ✓ 950101 Music

12. **HERDC Research Category.** (Higher Education Research Data Collection category)

- Choose one option from the drop down box, which lists: F Audio-visual recordings, J1 Major original creative work, J2 Minor original creative work, J3 Poems.
- Select the ‘.1’ option if the researcher was not associated with Deakin University at the time of publication, or for previous years research.

13. **Admin-only notes.** (Administrative information about a journal article, or the descriptive record, not for public display)

- Use this to include any messages to DRO or Faculty Administration staff.

14. **Description for file upload.** (Brief description of uploaded file)

You can add as many objects or items as required. Add an appropriate description of the object that you are about to upload.

**Examples:**
 ✓ Published version
 ✓ Evidence
✓ Research statement
✓ Review - Rutherford (2005)

15. **File upload.** (File containing the artwork or related material)

- Ensure that each file is uniquely named, without spaces, using the correct file format. The file format consists of the surname of the first listed Deakin University researcher, then the first two or three words in the title (omitting an initial articles e.g. The, An, A), the type of file if not the published version, and the publication year.
  - Published version = **surname- title-year**
  - Post print = **surname- title-post-year**
  - Evidence = **surname- title-evidence-year**

*Examples:*
✓ forrest-landscapetoday-2008
✓ forrest-landscapetoday-post-2008
✓ forrest-landscapetoday-evidence-2008

16. **Description for link.** (Brief description of URL linked to)

*Examples:*
✓ Connect to description of published version
✓ Connect to a review by E. Potter (2009)
✓ Get this item? Via Trove
✓ Connect to published version
✓ Connect to related exhibition website

17. **URL** (of a related file, website, or the publisher’s version on their site)

- Use full URL.
- Use a DOI in preference to any other type of URL and prefix it: [http://dx.doi.org/](http://dx.doi.org/)
Book

Having selected the ‘Book’ template you are now ready to fill in the template.

1. **Member of collections.** (The collection within which a book record is created)
   - The record is automatically linked to the one chosen when creating the record, e.g. School of Education.
   - Select an additional collection for any authors in different schools.

2. **Title.** (The name by which the book is formally known)
   - Use the exact wording and punctuation that appears on the resource or within the resource, omitting any initial articles e.g. A, An, The.
   - If in English, capitalize only the first word and any proper nouns e.g. names, places, organisations.

   **Example:**
   ✓ Culturally and linguistically diverse classrooms: new dilemmas for teachers

3. **Author(s).** (The person(s) chiefly responsible for the intellectual content of the book)
   - Use the form of name as appears on the item, but in the following format: Last name, First name(s) or Last name, Initial(s).
   - If multiple authors, enter names in the order in which they appear on the resource.

   **Examples:**
   ✓ Williamson, I. A.
   ✓ Di Rocco, Jonathon D.
   ✓ Chan, Chak Kwan

4. **Publication date.** (Year the book was published)

5. **Total pages.** (Total number of pages in the book)
   - Enter the last numbered page for the book.

   **Example:**
   ✓ 320 p.

6. **Publisher.** (Name of the entity responsible for issuing, publishing, releasing, distributing, manufacturing or producing a book)
   - Use the name as found on the book.

   **Examples:**
   ✓ Deakin University
7. **Place of publication.** (Name of place associated with the issuing, publication, release, distribution, manufacture, production or origin of a resource)

- For Australia, the USA, and Canada list the city and then the state.
- For all other countries, list the city and then the country.

**Examples:**
- Geelong, Vic.
- London, England

8. **Keywords.** (User-selected words or phrases to indicate what book is about)

- Enter a single keyword or keyword phrase on each line.
- Use lowercase, except for names of people, organisations and places.
- Be specific, using as many as required.

**Examples:**
- education -- philosophy
- education, humanistic
- existentialism
- meaning (philosophy)
- educational change

9. **ISBN.** (International Standard Book Number)

- Omit dashes.

**Example:**
- 9781847692160

10. **Field of research.** (Australian and New Zealand Standard Research Classification, Field of Research code)

- Enter up to three FoR codes, which can be selected by typing key words or start of number and selecting from a drop down list. Alternatively click on the link “View FOR codes” to see a complete list ([http://www.deakin.edu.au/research-services/resources/abs-codes/for-2008-to-rfcd-1998.php](http://www.deakin.edu.au/research-services/resources/abs-codes/for-2008-to-rfcd-1998.php))
- Use the most specific code(s) available.

**Example:**
- 130103 Higher Education
11. **Socio economic objective. Socio Economic Objective.** (Australian and New Zealand Standard Research Classification, Socio Economic Objective code)

- Enter one SEO code, which can be selected by typing keywords or the start of a number, and then selecting an option from a drop down list. Alternatively click on the link “View SEO codes” to see a complete list (http://www.deakin.edu.au/research/grants/resources/seo-2008-codes.php)

- Use the most specific code(s) available.

  **Example:**
  ✓ 970113 Expanding Knowledge in Education

12. **HERDC research category.** (Higher Education Research Data Collection category)

- Choose one option from the drop down box, which lists: A1 Books – authored – research, A2 Authored – other, A3 Revision/new edition, A4 Major research monograph, A5 Minor research monograph, A7 edited book, AN other book, or book not attributed to Deakin University, D1 Major review, J1 Major original creative work, J2 Minor original creative work.

- To determine which HERDC category to select, refer to the [HERDC 2012 Guidelines](http://www.deakin.edu.au/research/grants/resources/)

- Select the `.1` option if the researcher was not associated with Deakin University at the time of publication, or for previous years research.

13. **Admin-only notes.** (Administrative information about a journal article, or the descriptive record, not for public display)

- Use this to include any messages to DRO or Faculty Administration staff.

14. **Description for file upload.** (Brief description of uploaded file)

- You can add as many objects or items as required. Add an appropriate description of the object that you are about to upload.

  **Examples:**
  ✓ Published version
  ✓ Post print version
  ✓ Review - Rutherford (2005)

15. **File upload.** (File containing the book or related material)

- Ensure that each file is uniquely named, without spaces, using the correct file format. The file format consists of the surname of the first listed Deakin University researcher, then the first two or three words in the title (omitting an initial articles e.g. The, An, A), the type of file if not the published version, and the publication year.
  - Published version = *surname*-title-year
  - Post print = *surname*-title-post-year
  - Evidence = *surname*-title-evidence-year
Examples:
✓ forrest-landscapetoday-2008
✓ forrest-landscapetoday-post-2008
✓ forrest-landscapetoday-evidence-2008

• To upload a file click on ‘Select Files’ and navigate to the file you wish to upload.

16. Description for link. (Brief description of URL linked to)

Examples:
✓ Connect to published version
✓ Connect to a review by E. Potter (2009)
✓ Get this item? Via Trove
✓ Connect to published version (restricted access)

20. URL (of a related file, website, or the publisher’s version on their site)

• Use full URL. Use a DOI in preference to any other type of URL and prefix it: http://dx.doi.org
Journal article

Having selected the ‘Journal article’ template you are now ready to fill in the template.

1. *Member of collections.* (the collection within which a journal article record is created).
   - The record is automatically linked to the one chosen when creating the record, e.g. School of Education.
   - Add any extra collections required (i.e. if another author belongs to a different school), by selecting them in the right hand box and clicking on ‘Copy selected to left’.

2. *Title.* (title of the journal article)
   - Use the exact wording and punctuation that appears on the resource.

3. *Author(s).* (The person(s) chiefly responsible for the intellectual content of the journal article).
   - Use the form of the name as it appears on the resource, but in the following format: Last name, First name(s) or Last name, Initial(s).
   - If multiple authors, enter names in the order in which they appear on the resource.

   **Examples:**
   ✓ Williamson, I. A.
   ✓ Di Rocco, Jonathon D.
   ✓ Chan, Chak Kwan

4. *Journal name.* (Title of the journal or periodical in which the journal article appeared)
   - Omit any initial articles, e.g. The, A, An.

   **Examples:**
   ✓ Australian educational researcher

5. Volume number. (Volume number of the journal or periodical in which the journal article appeared)

6. Issue number. (Issue number of the journal or periodical in which the journal article appeared)

7. Start page. (Page within a journal on which the article starts)

8. End page. (Page within a journal on which the article ends)

9. Publisher. (Name of the entity responsible for issuing, publishing, releasing, distributing, manufacturing, or producing the journal or periodical, in which the journal article was published within)

   **Examples:**
   ✓ John Wiley
 ✓ Deakin University

10. **Place of publication.** (Name of the place associated with the issuing, publication, release, distribution, manufacture, production or origin of the journal or periodical, in which the journal article was published within)
   
   • For Australia, the USA, and Canada list the city and then the state.
   • For all other countries, list the city and then the country.

   **Examples:**
   ✓ Paris, France
   ✓ Sydney, N.S.W.

11. **Publication date.** (The year, month and day the journal article was published)

12. **ISSN.** (International Standard Serial Number of the book of the conference proceedings)
   
   • Leave dashes in.

   **Example:**
   ✓ 1032-7984

13. **Keywords.** (User-selected words or phrases to indicate what the journal article is about)
   
   • Enter a single keyword or keyword phrase on each line
   • Use lowercase, except for names of people, organisations and places.
   • Be specific, using as many as required.

   **Examples:**
   ✓ doctoral education
   ✓ pedagogy

14. **Field of Research.** (Australian and New Zealand Standard Research Classification, Field of Research code)
   
   • Enter up to three FoR codes, which can be selected by typing key words or start of number and selecting from a drop down list. Alternatively click on the link “View FOR codes” to see a complete list ([http://www.deakin.edu.au/research-services/resources/abs-codes/for-2008-to-rfcd-1998.php](http://www.deakin.edu.au/research-services/resources/abs-codes/for-2008-to-rfcd-1998.php))

   • Use the most specific code(s) available.

   **Example:**
   ✓ 130208 Mathematics and Numeracy Curriculum and Pedagogy
15. **Socio Economic Objective.** (Australian and New Zealand Standard Research Classification, Socio Economic Objective code)

- Enter one SEO code, which can be selected by typing keywords or the start of a number, and then selecting an option from a drop down list.

**Example:**

- 939903 Equity and Access to Education

16. **HERDC Research Category.** (Higher Education Research Data Collection category)

- Choose one option from the drop down box, which lists C1 Refereed article in a scholarly journal, C2 Other contribution to refereed journal, C3 Non-refereed articles in a professional journal, C4 Letter or note, CN Other journal article, D1 Major review, J1 Major original creative work, J2 Minor original creative work, J3 Poems, M Media article.
- Select the ‘.1’ option if the researcher was not associated with Deakin University at the time of publication, or for previous years research.

17. **Scopus ID.**

- Scopus EID’s are found on the Scopus website [http://www.scopus.com/home.url](http://www.scopus.com/home.url).
- Enter the article title in the search box. If found, click on title. Copy & paste everything after the ‘=’ symbol up to the ‘&’ symbol from the URL thread into the Scopus ID field. Do not include the = or the & symbols.

18. **Thomson ID.**

- Thomson ID’s are found on the Web of science database [http://library.deakin.edu.au/record=e1000315~S1](http://library.deakin.edu.au/record=e1000315~S1).
- Search for the article. Scroll down to the ‘Accession Number’ and copy everything after the WOS, i.e. just the number.

19. **Admin-only notes.** (Administrative information about a journal article, or the descriptive record, not for public display)

- Use this to include any messages to DRO or Faculty Administration staff.

20. **Description for file upload.** (Brief description of uploaded file)
• You can add as many objects or items as required. Add an appropriate description of the object that you are about to upload.

**Examples:**
- Published version
- Post print version

21. **File upload.** (File containing the journal article or related material)

• Ensure that each file is uniquely named, without spaces, using the correct file format. The file format consists of the surname of the first listed Deakin University researcher, then the first two or three words in the title (omitting an initial articles e.g. The, An, A), the type of file if not the published version, and the publication year.

  o Published version = *surname- title-year*
  o Post print = *surname- title-post-year*
  o Evidence = *surname- title-evidence-year*

  **Examples:**
  - forrest-landscapetoday-2008
  - forrest-landscapetoday-post-2008
  - forrest-landscapetoday-evidence-2008

• To upload a file click on ‘Select Files’ and navigate to the file you wish to upload.

22. **Description for link.** (Brief description of URL linked to)

  **Examples:**
  - Connect to published version
  - Get this item? Via Trove
  - Connect to published version (restricted access)

23. **URL** (of a related file, website, or the publisher’s version on their site)

• Use full URL. Use a DOI in preference to any other type of URL and prefix it: http://dx.doi.org/
Creative Commons licenses

There are six Creative Commons (CC) licenses to choose from:

- Attribution
- Attribution-NoDerives
- Attribution-NonCommercial-ShareAlike
- Attribution ShareAlike
- Attribution-NonCommercial
- Attribution-NonCommercial-NoDerives

How do I choose which license to use?

Visit the online Creative Commons license chooser tool http://creativecommons.org/choose/

After completing a simple form, users are presented with a suggested license, a choice of regular or compact size icons, and embed code for inserting their license on a web page.

Can I apply a creative commons license to my work?

Yes, if:

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- You own copyright to the work (or)
- You have secured permission to do so with the copyright owner

How does a Creative Commons license work?

The use of a Creative Commons license allows individuals to share their copyrighted works more openly for public use, under specific conditions given by the specific licence used.

Have more questions about Creative Commons licenses?

See http://wiki.creativecommons.org/Frequently_Asked_Questions
Statistics

DRO provides a wealth of useful statistics.

To see your statistics or statistics for a particular Deakin University researcher, perform an advanced search by selecting the appropriate name in the ‘Deakin researcher’ box.

You should be provided with a complete list of the researchers’ works in DRO. Along the right hand side of the records you will see a listing of a number of statistics – identified by images. Hover your mouse over each image for an explanation about what each image represents.

Here you are provided with:

- **Abstract Views:** how many times the DRO record has been viewed
- **File Downloads:** how many times the attached open access file has been downloaded.
- **TR Web of Science Citation Count:** Indicates how many times an item has been cited by others in the Web of Science. If you click on the figure a graph is generated that breaks down the citation rate by month.
- **Scopus Citation Count:** Indicates how many times a journal article or conference paper has been cited by others in Scopus. If you click on the figure a graph is generated that breaks down the citation rate by month.

To request corrections to author records, including the merger of two or more existing author records contact authorfeedback@scopus.com

*Note: it is important to provide your correct and preferred ID’s to take advantage of this feature in DRO.*

When you access a particular record you are provided with two options:

- **Downloads:** (located at the top of the webpage) how many times the attached open access files have been downloaded
- **Detailed statistics:** (located at the bottom of the webpage) provided statistics concerning where your research output is being accessed from in the world.
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Deakin academic staff are encouraged to preserve their copyright ownership when entering into publishing arrangements with external publishers, or at least to preserve as many rights as they need to do what is required in their role, i.e. deposit a pre-print or post-print copy into DRO, use the material in teaching, or present at conferences.

Publishing agreements are a necessary requirement of getting an item published. In the agreement the publisher will either seek assignment of copyright from you, an exclusive licence or a non-exclusive licence. A non-exclusive licence will usually give them permission to do what they need to publish the item, and you retain ownership of copyright. Both an exclusive licence and assigning copyright to the publisher may not allow you to do what you need to do with your work after you have signed it, so it is imperative that you read it carefully.

Many publishers, including some of the largest will return to you the right to do certain things that are necessary as part of your role as a researcher and educator. Some publishers, however, grant the authors no or minimal usage rights.

The most commonly needed rights are:

**Educational or research use:** you need to reproduce the item in whole or in part, in print or digital form for use in education or research within the University.

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**Preservation:** the right to reproduce the item to prevent it from deteriorating, or if in an obsolete format, to reformat it to enable it to continue to be available for educational and research.

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How do I ensure that I retain the rights that I need?

**Step 1:** After checking the publisher’s agreement, create an amendment by selecting any of the paragraphs included in the addendum example below to extend your rights as required (i.e. you don’t have to include any that are already granted by the publisher.) If the agreement is in digital form, it is best to embed the text within the signed agreement that you return. If not, use the document below as an additional page.

**Step 2** Sign your publisher’s copyright transfer or publication agreement when you submit your final manuscript for publication with the following statement written above your signature: “Subject to attached amendment”

**Step 3:** Send the agreement forms to your publisher and document the date the forms were sent.

**Note.** You should make every effort to obtain the publisher’s signature on the Amendment.

**Step 4:** Scan and email agreement form(s) to Deakin Research Online at: drosupport@deakin.edu.au

**Step 5:** Please notify Deakin Research Online of any feedback that you receive from the publisher

If you have further queries about circumstances not provided for here, or need further clarification, please contact the University Copyright Office at: mailto:copyright_inquiries@deakin.edu.au
Sample addendum

AMENDMENT TO PUBLICATION AGREEMENT

1. THIS Amendment hereby modifies the attached Publication Agreement concerning the following Article:

______________________________________________________________________________________

(Manuscript title)

______________________________________________________________________________________

(Journal or series name, if appropriate)

2. The parties to the Publication Agreement and to this Amendment are:

________________________________________________ (corresponding author),

and

________________________________________________, (the Publisher).

3. The parties agree that wherever there is any conflict between this Amendment and the Publication Agreement, the provisions of this Amendment are paramount and the Publication Agreement shall be construed accordingly.

4. Notwithstanding any terms in the Publication Agreement to the contrary and in addition to the rights retained by Author or licensed by Publisher to Author in the Publication Agreement and any fair dealing rights of Author, Author and Publisher agree that the Author shall also retain the following rights:

   a. To reproduce the item in whole or in part, in print or digital form for use in education or research within the author’s institution or the institutions with which the author is affiliated
   b. To upload on to the author’s web page or own institution’s repository the author’s final peer reviewed version of the whole item once accepted for publication or the published version immediately from the date it is published from which the public may download copies without charge, provided that the author cites the published version as the source of first publication.
   c. To grant to the author’s institution the right to reproduce the item to prevent it from deteriorating, or if in an obsolete format, to reformat it to enable it to continue to be available for educational and research purposes
   d. To enable the whole or part of the item to be reused in a thesis, compilation or other scholarly work
   e. To present the item at a conference or meeting, or other professional activity and to hand out copies to the attendees.
## Research output categories and weightings

<table>
<thead>
<tr>
<th>Category</th>
<th>HERDC Score</th>
</tr>
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<tbody>
<tr>
<td><strong>A. AUTHORED BOOKS</strong></td>
<td></td>
</tr>
<tr>
<td>A1 Books - Authored - research</td>
<td>5.0</td>
</tr>
<tr>
<td>A2 Authored – other</td>
<td></td>
</tr>
<tr>
<td>A3 Revision/ new edition</td>
<td></td>
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<tr>
<td>A4 Major research monograph</td>
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<tr>
<td>A5 Minor research monograph</td>
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<tr>
<td>A6 Research report / technical paper</td>
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<tr>
<td>A7 Edited Book</td>
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<tr>
<td>AN Other book</td>
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<tr>
<td><strong>B. BOOK CHAPTERS</strong></td>
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<tr>
<td>B1 Book chapter</td>
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<tr>
<td>B2 Book chapter in non-commercially published book</td>
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<tr>
<td>BN Other book chapter</td>
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<tr>
<td><strong>C. JOURNAL ARTICLES</strong></td>
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<tr>
<td>C1 Refereed article in a scholarly journal</td>
<td>1.0</td>
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<tr>
<td>C2 Other contribution to refereed journal</td>
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<tr>
<td>C3 Non-refereed articles in a professional journal</td>
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<tr>
<td>C4 Letter or note</td>
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<tr>
<td>CN Other journal article</td>
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<tr>
<td><strong>D. REVIEWS</strong></td>
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<tr>
<td>D1 Major Review</td>
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<td>D2 Reference Materials</td>
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<tr>
<td><strong>E. CONFERENCE PUBLICATIONS</strong></td>
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<tr>
<td>E1 Full written paper - refereed</td>
<td>1.0</td>
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<tr>
<td>E2 Full written paper - non-refereed / Abstract reviewed</td>
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<tr>
<td>E3 Extract of paper</td>
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<tr>
<td>E4 Edited Volume of Conference Proceedings</td>
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<tr>
<td><strong>F. AUDIO-VISUAL RECORDINGS</strong></td>
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<tr>
<td><strong>G. COMPUTER SOFTWARE</strong></td>
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<tr>
<td><strong>H. TECHNICAL DRAWING /ARCHITECTURAL &amp; INDUSTRIAL DESIGN</strong></td>
<td></td>
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<tr>
<td><strong>I. PATENTS</strong></td>
<td></td>
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<tr>
<td><strong>J. CREATIVE WORKS</strong></td>
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<tr>
<td>J1 Major original creative work</td>
<td></td>
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<tr>
<td>J2 Minor original creative work</td>
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<tr>
<td>J3 Poems</td>
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<tr>
<td><strong>K. OTHER REPORT</strong></td>
<td></td>
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<tr>
<td><strong>L. CONFERENCE PUBLICATIONS – Distributed / minor conferences</strong></td>
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<tr>
<td>L1 Full written paper - refereed</td>
<td></td>
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<tr>
<td>L2 Full written paper - non-refereed / abstract reviewed</td>
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<tr>
<td>L4 Edited Volume of Conference Proceedings</td>
<td></td>
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<tr>
<td><strong>M. MEDIA ARTICLE</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Score of 1.0 for the first chapter in a book. Subsequent chapters score less.
Citations for exercises

- **Artwork**

- **Audio**
  Pawlaczek, Zofia 2012 *Cartoon cough SFX*, sound recording, Calgary, Alberta, iStockPhoto LP.

- **Book**

- **Journal article**

Examples of Scopus and Thomson citations in DRO

- Immobilized artificial membrane chromatography: quantitative structure-retention relationships of structurally diverse drugs
- Bourdieu’s reflexive sociology and ‘spaces of points of view’: whose reflexivity, which perspective?
- Self-representations of international women postgraduate students in the global university ‘Contact Zone’
- Anion recognition and sensing in organic and aqueous media using luminescent and colorimetric sensors
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www.deakin.edu.au/dro

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