

Re: DEPARTMENT RESEARCH REPORT FOR 2006

From: Philip Smith (*Chair, Research Committee*)

To: Academic Staff

Date: December 2006

Memorandum 1: PURPOSE AND GENERAL PROCEDURE

The University is now collecting the data for its 2006 Publications Database about all departmental research publications. For publications, two types are distinguished,
> "Type-1" publications, requiring full verification [see below] – see Memo 4
> "Type-2" ("other") research publications
for which reporting requirements and documentation rules are different.

Please note that Type-1 categories are used by DEST for the determination of research performance indicators. This has a significant impact on the funding for the University (and consequently schools and departments). The four Type-1 publication types relevant to our department comprise:

A1: Book/Research - Fully authored and published by professional publisher,

B1: Book chapter in a research-focused book,

C1: Journal articles - Refereed article in a scholarly journal,

F1: Conference papers - Fully written-up and refereed.

The "other" categories of publications and research activities are collected to create a complete Departmental Research Report (which becomes part of the University's annual research report), for benchmarking and in some cases internal funding distribution. These consist of:

Books – *A2*: Edited; *A3*: Revision/New edition; *A4*: translated; *A5*: StudentTextbook, *A6*: Other
Book Chapter - *B2*: Other

Journal articles - *C2*: Article in unrefereed journal; *C3*: Letter etc; *C5*: Other contr. to refereed j.

Reference work - *D4*: Major reference work

Conference publications - *F2*: fully written, but not refereed

Reports - *G4*: Major Technical report or Working paper; *G5*: Minor Report or Working paper

Creative works - "J": Various categories, not covered in DRR memos

Computer software - *M5*

Audio/Video-Recording - *N4*

There are two tasks, *documentation* and *verification*. For each publication and each project, a *separate* report sheet is to be produced. This is described in Memo 2, and in Memo 3 you will find helpful information and lists. For each Type-1 publication, full verification material must be provided 'upfront'; this is further outlined in Memo 4.

The data are to be collected and processed by the DRR Data Collection Officer, *Ann Dawson* (Room 1209, x 46346). Ann and John Trinder (who is overseeing the Research Report for 2006) will check your submissions; Ann will then enter them into the University's Themis Publications Module. You can e-mail Ann for assistance or advice: dawson@unimelb.edu.au.

The Departmental Research Report has to be submitted to the University's Research Office in late February, so please give your material to Ann Dawson no later than *Friday, 10 February 2007*.