

Re: DEPARTMENTAL RESEARCH REPORT FOR 2006
From: Philip Smith (*Chair, Research Committee*)
To: Academic Staff
Date: December 2006

Memorandum 2: *PREPARING SUBMISSIONS - ADVICE & FORMS TO BE USED*

- (1) Find all publications you have produced in 2006 (i.e., which actually has been published - disregard "in-press" or submitted work).
- (2) Identify the publication category (A1, A2) to which each of your products belong - see *List PC* in Memo 3.
- (3) Check regarding verification criteria - see Memo 4; if a publication doesn't fulfil all, try to find another suitable publication category or eliminate it.
- (4) Sort your publications in two heaps, (a) "Type-1" products (i.e., categories A1, B1, C1, F1) and (b) all other products.
- (5) Study the enclosed forms "*Compulsory entries for documenting publications*". They list which information you must provide if you want your publication included in our dept's research report.
- (6) The entry "Author Details" refers to information about all author(s) of a publication, including: type of staff, author's institution/dept, and author's gender. "Publication Details" includes type of research; source of funding; field of research; and socio-economic objective. Some of the respective codes are very elaborated. Please consult Memo-3 re "*Author and Publication Details*".
- (7) Finally please produce your submission for us. We have developed two forms, one for the Type-1 categories, one for the other publication categories (Type-2). The compulsory information which must be provided so that the publication can be entered into the DRR database is indicated by a star (*). Use a *separate* copy of each form for each of your entries.
- (8) Then deliver it all to Ann Dawson in the General Office. Please note that publications without the form cannot be processed and will be returned (because only you can provide the information requested by DEST). Also, submissions of A1, B1, C1, F1 publications *must* contain the full verification (according to Memo-4), **including the actual text**.

>>> Please start now - we need your results by *Friday 10 February 2006*.

Thanks for your help.

P.S.: If you want to check the full Manual & Guidelines provided by MRIO, the URL is:
<http://www.research.unimelb.edu.au/rpag/datacollection/publications/index.html>

**Department of Psychology - RESEARCH REPORT
FORM # 1, FOR REPORTING 'TYPE-1' RESEARCH PUBLICATIONS**

Compulsory entries for describing publications (cf. pertinent Memo's)

A1= Book, B1=Chapter in Book, C1=Journal Article, F1= Conference Publication

For each publication, please attach requested verification material and fill in necessary information

| Verification material, to be attached to this form (please circle if done) | for | A1 | B1 | C1 | F1 |
|--|------------|-----------|-----------|-----------|-----------|
| Copy of the entire text | | | ! | ! | ! |
| Copy of first chapter of the book | | ! | | | |
| Evidence of book/conference title (e.g., via copy of frontpage etc) | | ! | ! | | ! |
| Evidence of author's affiliation with the University of Melbourne (e.g. byline) | | ! | ! | ! | ! |
| Copy of flyleaf: page showing year, publisher (name+place), ISBN/ISSN-# | | ! | ! | | ! |
| Copy of entire table of contents of the book (or list of chapters) or journal | | ! | ! | ! | ! |
| Copy of preface and introduction of the book or conference publication | | ! | ! | | ! |
| Evidence for conference name, date, location | | | | | ! |
| Proof of full refereeing process (for journals: if not in DEST-approved list) | | | | ! | ! |
| * For non-English texts: translation of relevant sections (e.g., title, preface, contents, abstract) | * | * | * | * | * |

Please make sure that information such as the book title, editor(s), journal name, author's byline, page numbers etc are readable on the copy you submit. For "C1", check whether the Journal is accepted as refereed (cf. Memo 4).

| Add-on information | Category | | | | <i>Identify category (circle) and fill in details for all fields marked with a *</i> |
|---|-----------------|-----------|-----------|-----------|--|
| | A1 | B1 | C1 | F1 | |
| INTERNAL (UoM) Author Details: Full Name; Gender; Staff Classification Code; Department. | * | * | * | * | |
| EXTERNAL Author Details: Full Name; Gender; Country ; Institution name/type | * | * | * | * | |
| Editor Details: Full Name; Gender; Country ; Institution name/type | | * | | * | |
| Publication Details: Funding Source; Field <RFCD>; Objective <SEO>; Research type; (up to 4 codes for each, with % split) | * | * | * | * | |
| Number of Chapters | | * | | | |
| Name of Conference | | | | * | |
| Dates of Conference | | | | * | |
| Location of Conference | | | | * | |
| Place of Publication | * | * | * | * | |
| Publisher of Book/ Journal/Proceedings | * | * | * | * | |
| ISBN or ISSN | * | * | * | * | |

Note: For other (Type-2) publications use form # 2; for Projects and Theses use form #3 please.

Department of Psychology - RESEARCH REPORT FORM # 2, FOR REPORTING 'TYPE-2' RESEARCH PUBLICATIONS

A2,3,4,5,6 = Type-2 Books, B2 = Type-2 Book Chapters, C2,3,5 = Type-2 Journal Articles, D4=Reference Work, F2=Conference Publication, G4, 5 =Reports, M5=Computer Software, N4=Audio/Visual Work

| Add-on information | Publication Category <i>(circle the pertinent one)</i> | | | | | | | | | | | | | | <i>Fill in details for fields marked *</i> | |
|---|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|--|
| | A 2 | A 3 | A 4 | A 5 | A 6 | B 2 | C 2 | C 3 | C 5 | D 4 | F 2 | G 4 | G 5 | M 5 | N 4 | |
| INTERNAL (UoM) Author Details: Full Name; Gender; Staff Classification Code; Department | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | |
| EXTERNAL Author Details: Full Name; Gender; Country ; Institution name & type | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | |
| Publication Details: Funding Source; Field <RFCD>; Objective<SEO>; Research Type <i>(up to 4 codes for each, with % split)</i> | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | |
| Title of Book/ Encyclopedia | * | * | * | * | * | | | | | * | | | | | | |
| Title of Chapter/ Text/Project | | | | | | * | * | * | * | * | * | * | * | * | * | |
| Editor of Book/ Conf. Publication: Full Name; Gender; Country; Institution | | | | | | * | | | | * | * | | | | | |
| Conference Name | | | | | | | | | | | * | | | | | |
| Title Proceedings | | | | | | | | | | | * | | | | | |
| Journal Name | | | | | | | * | * | * | | | | | | | |
| Date & Location of Conference | | | | | | | | | | | * | | | | | |
| Place of Publication | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | |
| Publisher of Book, Distributor | * | * | * | * | * | * | | | | * | | * | * | * | * | |
| Publisher of Proceedings | | | | | | | | | | | * | | | | | |
| Distributor's Address | | | | | | | | | | | | | | | * | |
| Report Receiver | | | | | | | | | | | | * | * | | | |
| Volume/Report No | | | | | | | * | * | * | | | * | * | * | | |
| Page Numbers | | | | | | * | * | * | * | * | | | | | | |
| ISBN or ISSN | * | * | * | * | * | * | * | * | * | * | | | | | | |

Note: If you are not sure how to classify and/or describe your publication, please add a copy of it.

