

# What to collect (and copy) with each Publication

## General / All Publications

Title of Work  
 DOI (Digital Object Identifier) if applicable  
 Authors (Staff / Student / Non-JCU)

- Discipline (ORGU) for each JCU author
- Institution for non-JCU authors

Research Codes (copy not applicable):

- Field of Research [FoR] (up to 3 and %)
- Socio-economic Objective [SEO] (up to 3 and %)
- Keywords (up to 6)

Check for byline or footnote or statement stating that James Cook University was the place of research.

## Books, Book Chapters, Entries in Reference Works, Contract Reports

Book Title  
 Publisher  
 Place of Publication  
 ISBN  
 (Webpage address)  
 Publication Year / Date  
 Copyright Year  
 No of Chapters in the Book  
 Page Start / Page End  
 Introduction / Preface  
 Content pages  
 If **new Chapter** in new edition, and if preface does not attest this: content pages of previous edition.  
 (Full Chapter/Entry as published)

## Conference Publications

If in separate proceedings:  
 Proceedings Title  
 Editor(s)  
 Publisher  
 ISBN  
 Introduction / Preface  
 Content pages  
 Publication Year / Date  
 Conference details

- conference title
- location
- start date / end date
- convener

If 'seminar' or 'workshop', proof of (inter)national significance of meeting.  
 (Proof of Refereed status)  
 (Proof of Keynote status)  
 (Full Paper as published)

## Creative Works

Book / Catalogue Title  
 Cover of Recording  
 Publisher / Distributor  
 Location  
 ISBN / ISSN  
 Publication Year / Date  
 Introduction / Preface  
 Content pages  
 (Duration)  
 (Full Chapter as published)

## Patents

Certificate  
 Details of Patent:  
 Title, Country, Date, Person  
 Patent No  
 Ownership by JCU entity

## Journal Articles / Papers in Periodicals

Name of Journal / Periodical  
 Publisher  
 ISSN  
 (Webpage address)  
 Volume / Issue  
 Page Start / Page End  
 (Proof of Refereed status)  
 (Proof of Invited status)  
 (Full Article as published)

## Design Awards

Award certificate  
 (name, nature of award, name recipient, date, name organisation.)  
 Brochure stating awards process or statement of head of organisation.  
 Entry form: proof entries from throughout Australia.  
 Proof (inter)national organisation in the field: e.g. membership list.

## Audio-Visual Recordings and Computer Software

Medium / Source Code  
 Publisher  
 Location  
 ISBN / ISSN / Publ. Code  
 Publication Year / Date  
 Introduction / Preface  
 Content pages  
 (Front Cover)

## Exhibitions

Catalogue Title  
 Content pages  
 Introduction / Preface  
 Publisher  
 ISBN / ISSN  
 Name Exhibitor/Gallery  
 Location of Exhibition  
 Start Date / End Date  
 Advertisement in industry, local press / professional journal (dated.)  
 Prospectus stating exhibiting gallery is an independent organisation.

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