

ARIES RESEARCH MANAGEMENT SYSTEM PUBLICATIONS MODULE USER MANUAL

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The Publications Module

The ARIES Publications module contains information about published research outputs by ANU researchers, visitors, students and general staff. Outputs include books, book chapters, journal articles, conference papers, software, audiovisual items and recordings.

Publication Collections Officers (PCO) in the local areas or individual researchers enter data into ARIES. For example, a researcher may enter a minimal amount of information about the publication directly into ARIES and then notify the PCO in their local area. Alternatively a researcher will supply details of publications and where they need to be assessed for eligibility for the Higher Education Research Data Collection (HERDC), supply copies of publications to the PCO for assessment and entry into ARIES.

Researchers can access details of their publications at any stage.

1. Accessing the Publications Module

Login to ARIES at <u>https://aries.anu.edu.au/content/ASP/ANULogin.asp</u> with your uniID and the password you use for HORUS.

If you do not have an account in ARIES click the link to the 'New User form' and provide your details. This will generate an email to Research Services Division (RSD) staff who will create an ARIES account for you with access relevant to your job.

100	Pyr security and principy reasons AUER actionship ally these valuation 22 investos of reacts Makes since your work frequently. If you security high in AUER, please fill in the <u>Reaction from</u>
-	Logn
	Reissandly ID:
	Logier #

After you log in, ARIES will display the Desktop screen.



Click 'List existing Records'under the **Publications 'P'** icon to go to the Publications module.



User profiles and security access will define what users can see and what they can change. A user with the profile of *college grants administrator* will see different modules than a user with the profile of *departmental publications officer*. A researcher will only see the records of which they are an author.

2. Data Recorded in the Publications module

The Publications module has a number of fields, grouped into tabs.

Header tab	Information which generally describes a publication such as its title and year of publication, year of eligibility for HERDC, number of internal and external authors and publisher.
Authors tab	Names of all ANU and external authors identified on the publication. ANU Authors are linked to the department(s) claiming the publication.
Documents tab	Documents in .pdf, .doc, .wav and .mp3 file types can be linked (uploaded). URL links can also be added.
Notes tab	Dialogue between the RSD staff and PCO in the local areas concerning requirements for HERDC or ERA, or notes about the publication.
Coding tab	Field of Research (FOR) codes and Socio-Economic Objective (SEO) codes. The codes classify the research discipline and the areas of the economy which benefit from ANU research. The SEO code is requested but no mandatory for all publications.
Verification tab	Allows verification of details by all departments which have an interest in the publication. Logs progress.
Summary tab	Used for calculating the score attributed to each author's department.

3. Finding existing Publication records

3.1 Displaying with filters

You can display the publications that have been entered for your Research School, Centre or Department. This function is useful for collecting groups e.g. all books in your Research School or Centre. Use the filter picklists to narrow the list of publications displayed:

- filter records by Research School/Centre e.g. CMBE Research School of Biology
- filter records by Department e.g. ALL RECORDS for a specific department
- filter records by Publication Output e.g. Journal Article
- filter records by Publication Category e.g. C1 Journal Article meeting HERDC requirements
- filter records by Year e.g. 2012

Publications	
≪ Back ▲ Page Up ▼ Page Dow	vn) 👫 Search 🕂 Create
Filter records by Institution:	ANU
Filter records by Research School/Centre:	ALL RECORDS
Filter records by Department:	ALL RECORDS
Filter records by Publication Output:	Journal Article
Filter records by Publication Category:	C1: Journal article meeting HERDC requirements
Filter records by HERDC reporting year 💌	2012 💌
Filter records by author:	ALL RECORDS
Filter records by calculation:	ALL RECORDS
Refresh list:	١
Edit my last record:	2 Edit

Search for publications by title 3.2

- Click Search at the top of the screen
- Enter a string of words from the title in the Title Search line (not individual keywords) e.g. "Management of an acute".
- Click search at the right of the screen against the relevant search box.

Publications	
« Back A Page Up Page Down M Search of Cre	sate)
Publications	
≪ Back ▲ Page Up ▼ Page Dow	wn 🐴 Search 🛛 🕂 Create
Filter records by Institution:	ANU
Filter records by Research School/Centre:	ALL RECORDS
Filter records by Department:	ALL RECORDS V
Filter records by Publication Output:	ALL RECORDS
Filter records by Publication Category:	Not selected 💌
Filter records by HERDC reporting year 💌	2012 🔛
Filter records by author:	ALL RECORDS
Filter records by calculation:	ALL RECORDS
Refresh list:	()
Edit my last record:	Edit
Title search:	functional hepar
Internal Author (Surname or Staff ID)	
External Author (Surname or Staff ID):	
System reference ID:]
ISSN:	
ISBN:	
Special search	list calculated records that have zero points

Special search: List calculated records that have zero points

- ✤ A list of publications matching the search string anywhere in the title will be displayed.
- ✤ If the publication is listed, click
 If the Edit button) to open the record.

Publication year	Year	Firstcoarned author	Title	Category	Action
2005	2005	Parish. Christopher R	A functional heperan suffate mimetic implicates both heperanase and heperan suffate in tumpur angegenesis and invasion in a mouse model of multistage cancer	C1: Journal article meeting HERDC requirements	2000

If the yellow warning message below is displayed click riteria and displays your current search or filter.

PLEASE NOTE: Your records are being filtered using your last search. Click 'Page Up' to clear the search.

3.3 Search for publications by author

Enter part of the author's surname or their uni ID (U or A number) in the Internal / External Author (Surname or Staff ID): search box.

- Enter either the author's surname or uni ID. If the surname is a common one (eg Liu, Smith, Wong) it is better to search by uni ID.
- Click served at the right of the screen on the Author Search line or use the keyboard 'Enter' key.

Title search:		QSearch
Internal Author (Sumame or Staff ID):	Bellerd	Contains
External Author (Sumanus or Staff 10):		Cortains
System reference ID:		(QSearch)
ISSNI		(QSearch)
158N:		(QSearch)
Special search:	List calculated records that have zero points	(QSearch)

- A list of authors matching the search string anywhere in the surname will be displayed.
- If the requested author is listed, click display their publications.

		H Beck	
Staff Name	Initials	Department - Faculty/School/Centre - Indititution	Action
ul\$0(179 Rollard Chris Dr	0	Division of Paulic and Asian History, Research School of Paulic and Anian Shullan, ANU	
u72001955 Rallard John Dr	34	General, Graduate School, aNU	-
UISESSESS Balland Julian Dr	at 2	General, Research School of Earth Sciences, ANU	1 (Briteld

- ARIES will display of list of all publications for the selected author.
- Click I to open an individual publication record.

	PLEA	SE NOTE: Yo	ur records are being filtered using your las	at search. Click 'Page Up' to clea	ar the asarch.
Publication	Xnar	First named	Title	Category	Action
2007	2007	Balard, John	Papus New Guines	D1: Entry in prestigious reference work	
2009	2009	Balard John	Poley Malong on AIDS, to 2000	B1r chapter meeting HERDC requirements	2000
		ίπ.	Page numbers 1 Number of reco	rds on this pager 2	

4. Tips for editing existing Publication records

- Instructions about details recorded in each tab can be found in Section 5.
- Navigate using the tabs. Make any changes needed. Click as you move through the record to save data on each tab.
- Do not navigate using the Internet browser's 'Forward' and 'Back' buttons as this can cause loss of data and error messages.
- Go to the Verification tab and tick the relevant items to confirm you have completed the record [see 5.11].

The Contains drop down list offers more searching options.

Return to the *Header* tab and click submit to save your work and exit the record.

Cancel	Submit Save Print Form	
Syste Sublication Ou Publication Cate Record create	n ID- u+33261204PU891 put: Book chapter pry: B1: chapter meeting HERDC requirements i by: Tayloc Jenny (u+326120) at 07/05/2010	
Publication year*:	2009 🔛	
HERDC reporting Year*:	2009 🛥	3
	Policy Making on AIDS, to 2000	
Title of chapter*;		9
Number of Internal ANU Authors*:	1	
Number of External Authors*:	1	3
Add Title of book*:	Policy Making and Implementation: Studies from New Gunea	Papua
/		

- When you log in, ARIES will automatically open your last record if it was not saved properly, if your session was timed out, if any fields were incomplete, or if there are data inconsistencies. You will see red bars alerting you to problem areas. Please ring the Publications Team on extension 51455 if you require assistance. Click the CANCEL button to exit the record.
- Edit my last record: click the 'Edit my last record' button on the summary screen to return to the last record you were working on.

ublicati	ions					
« Back	r APa	ge Up	Page Down	A Search + Create		
	Filte	r recor	ds by Institution	a ANU	1	
Filter	records by N	lesear	ch School/Centre	ALL RECORDS		Q
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	Filter record	s by P	ublication Output	ALL RECORDS	6	2
10	ter records b	by Pub	lication Category	Not selected M		11
Filter rea	cords by HE	RDC n	eporting year 🙀	2012 9		
		-	ecords by autho	ALL RECORDS		Q
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Annual	Publication	Year	First-named author	Ittie	Category	Action
	2913	2012	Asbertund. Philippe C	Ab initis Rockquillerium Molecular Dynames in the Bold Superionic Conductor UBH4	Ct: Journal article meeting HERDC requirements	
	2012	2012	Parices, Edit	Calippadia erythiscephala, a new folicolous lichenized fungua from Brazil	CL: Journal article meeting rERDC	798 01

5. Entering New Publications

The following pages guide you through the process of creating a new record. Before adding any new publication check whether the publication is already in ARIES. See 'search by title' Section 3.2 and 'search by author' Section 3.3.

5.1 Creating a BOOK record

Click Create to enter details.

Incations					~
« Back	age Up	Page Down	M Search	- Create	
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- Using the picklist select:
 - > Publication Output: Book.
 - Publication Category: select the appropriate category e.g. A1 book meeting HERDC requirements.

If you are unsure which category to choose and think it could meet the HERDC requirements select category A1. RSD staff will check the eligibility of the book at a later date and change it if the book is not eligible for HERDC.

Type the title of the book in the **Publication title** box.

Please s	elect the type	e of publication from the drop-down list	t
0	4 Back	Next #	
Publica	tion Output:	Sock	(m)
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Publicatio	in Category:	All authored book meeting HERDC I	requirements.
Publicato	Picase ente	At 1 authored book meeting HERDC 1	equirements UW
Publicator	Please enter	A1: authored book meeting HERDC i in the life of your publication wigh: The life of Rick Farley	requirements.
Publication titles	Please enter	A1: authored book meeting HERDC I In the life of your publication Ight The life of Rick Parley	requirements.

ARIES will search for records with the same title and display the results.

If the book has previously been entered in ARIES the title will be displayed under the yellow bar. If so:

- Click Back
- Click again to return to the main screen.
- Use the Search function [see Section 3.2] to find the record, and check that the data in all fields is correct.

Create a New Pi	ublication - Step	2		
	(** B	ack	Next 10
	Publi	ication	Outputi	Book
	Publica	tion Ca	tegory	A1: authored book meeting HERDC requirements
Ph	Listed below are case make sure you	e existie er public	ng public cation ha	ation records with similar titles. sn't been entered by another author.
First-named	Category	Year	Title	
Brown, Nicholas	A1: authored book meeting HERDC	2012	A way t	through) The life of Rick Farley

If the book has not previously been entered nothing will appear under the yellow bar.

Proceed as follows:

Click ARIES will display the data entry screen so you can enter the new publication.

		Next »	
	Publication Output:	Book	
	Publication Category:	A1: authored book meeting HERDC requirements	
Listed below are existing publication records with similar titles. Please make sure your publication hasn't been entered by another author.			

- Using the picklist select:
 - > **Publication year** when the book was published.
 - HERDC Reporting Year: this is usually the same as the publication year but may be different if the item was published on-line and in hard copy
- In other fields enter:
 - > Number of Internal ANU Authors: the total number of authors affiliated with ANU.
 - > Number of External Authors: the total number of authors from other institutions.
 - Total number of pages the total number of pages in the book, for example 352. If the book has several pages before page 1 they are usually numbered in Roman numerals. Record this as, for example, ix+352.
 - > Series title: if applicable
- Then click Add next to the box labelled 'Title of book'.

New + Publication	
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Pail Rolling Colgod / Book	
Record created by: Import at	
Publication year's 2012 m	
HONDE reporting year*) [2012 [m]	13
Publication Tills* (Will be automatically saved as the book norm	1
Number of Internal ANU Authors*) 2	19
Render of Educat Advert's 0	(Q)
Add Till of book":	(9)
	-
Total number of pages*1 (v+352	(19)

- The next screen displays the book title you have already entered. Enter the ISBN, editor/s, edition, place of publication, number of volumes and number of chapters in the book.
 - ISBN: has either 10 or 13 digits. You can choose whether to enter spaces or hyphens as shown in the book itself or enter the ISBN as one long number e.g. 0 7546 4515 0 or 0521825806. HERDC-eligible books must have an ISBN. RSD staff will change a book without an ISBN to category A2.

- Editor/s: enter the author/s of the book in this field. Enter initial/s and surname/s, separate multiple authors with commas eg S Smith, J Jones, P Pigge.
- **Edition:** number e.g. 1st , 2nd etc.
- Place of publication: city and country e.g. Sydney Australia (without a comma between the two).
- > Number of volumes: usually 1, can be more.
- Total number of chapters in book: the number of chapters is important for calculating the HERDC score. Ascertain the number of chapters from the Table of Contents of the book.
- Click on the Add Publisher button to select the name of the publisher from the list stored in ARIES.

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Tear":	2010	
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Book title":	Archaeology of Ameril	
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al allocations	fired:	
Canal Produker*		
Place of public atton? :	1	
tionities of enhances:	C	
Tutal member of chapters in book.		

- Type at least five letters from the publishers name. Enter only the name of the publisher, don't include a city or country.
- Click to display publishers which match the search string.

Publisher Search		
	- ta A test	
Autorian auto	· Instant 1	

If the publisher is listed click I to select the publisher from the list.



- If the publisher is not listed create a new publisher (see Section 5.5).
- Click Click to complete the book information.
- You will return to the *Header* tab. The information entered so far will be displayed at the bottom of the screen.



- Click Click directly on the Authors tab
- For details on entering authors go to Section 5.6 The AUTHORS Tab.

5.2 Creating a BOOK CHAPTER

Click **Creste** to enter details.

ublication	ns			
• Back	A Page Up	Page Down	A Search	- Create

- Using the picklist select:
 - > **Publication Output:** Book chapter.
 - Publication Category: select the appropriate category e.g. B1 chapter meeting HERDC requirements.

If you are unsure which category to choose and think it could meet the HERDC requirements select category B1. RSD staff will check the eligibility of the chapter at a later date and change the category if the chapter is not eligible for HERDC.

- Type the title of the chapter in the Publication title: box.
- Click Next **

Wease select the ty	rpe of publication from the drop-down list	
Publication Outp	uts Book chapter	(16)
Publication Catego	B1: chapter meeting HERDC requirements	(M
Please or	iter the title of your publication	
	inded duty of care	

ARIES will search for records with the same title and display the results.

If the chapter has previously been entered in ARIES the title will be displayed under the yellow bar. If so:

-
 - Click Back
 - Click each again to return to the main screen.
 - Use the Search function [see Section 3.2] to find the record and check that the data in all fields is correct.

	Publication - Step	12		
	(* Be	sck	Next 19
	Publi	ication C	htputi	Book chapter
	Publica	tion Cat	egoryi	B1: chapter meeting HERDC requirements
		installen er be	e di Secondari	
P	Listed below are lease make sure you	r existin ir publici	g public ation ha	ation records with similar titles. sn't been entered by another author.
P First named	Listed below are lease make sure you Category	r existin ir publici Yaar	g public ation ha	ation records with similar titles. sn't been entered by another author.

If the chapter has not previously been entered nothing will appear under the yellow bar. Proceed as follows: Click ARIES will display the data entry screen so you can enter the new publication.

		e	- **	last +	
		Publicatio	a Output:	Book chapter .	
		Publication	Cetugory	8-1 - chapter modiling HERDG requirements	
	Listed by Please motors	lans arm and a	ting public disation he	ation records with similar titles. art's toren entered by another author.	
ter the second se	Calman	Veran	Think		

- Using the picklist select:
 - > **Publication year:** when the book containing the chapter was published.
 - HERDC reporting year: this is usually the same as the publication year, but may be differentif the book as been published on-line and in hard-copy.
- In other fields enter:
 - > Title of Chapter: this has been copied from the title entered on the previous screen.
 - > Number of Internal ANU Authors: the total number of authors affiliated with ANU.
 - > Number of External Authors: the total number of authors from other institutions.
 - > Page numbers: page numbers of the chapter expressed as a range e.g. 56-83.
 - Title of Book: Click Add next to the 'Title of book' box to add details about the book. ARIES will display the 'Book Search' window.

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em ID:	
Nutput: Book chapter	_
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2012	18
Let Them Eat Cake	-
1	13
	-
	100
	2
	(3
	132
	0
	Submit Save em 10: Save Save Save spory: Elichapter meeting HERDC requirements sd by: Import at : 2012

Tip: * use unusual words or letter combinations adjacent to each other * you don't need to type the whole title

Constant and the second		
	** Back Search	
Book name (min 2 char):	Intality and Infinity at 50	

- If there are other chapters by ANU authors in this book it may already be in ARIES.
- If the book is listed click where beside the title. You will be returned to the Header page.

		H Back	sk Create	
				Salar .
ISBN	Book name		Publisher	Action

If the book is not listed click treate

Book an	and the second se		
+ Sect	(de trade		
-	Brok maine	Publisher	Action

Enter:

- > **ISBN**: enter the ISBN as published. It must have either 10 or 13 characters.
- **Book Title:** as published.
- Editor(s): names of editors of the book. Enter initials and surname, separate multiple editors with commas eg S Smith, J Jones, P Pigge.
- **Edition:** number e.g. $1^{st} 2^{nd}$, 3rd etc.
- Place of Publication: enter city and country e.g. Sydney Australia (without a comma between the two).
- > Number of Volumes: this is usually 1, but may be more.
- Total Number of Chapters in the book: the number of chapters is important for calculating the HERDC score. Ascertain the number of chapters from the book's Table of Contents.
- Add the **Publisher**: Click **Add** next to the Publisher field.

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Care	al 🙀 Sana
Yest":	8818
1584	9843234587833
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Editor	# \$esth
Editors	(14)
() San haladaan	
Place of publication*:	Sydney Australia
Buscher of volumes":	1
Intel mether of checkers in heads	13

ARIES will display the Publisher search box.

> Enter a minimum of 3 characters of the publisher's name. Do not enter the city or country.

Click Search . ARIES will display the publishers already in the system which match the search string.

and the ball of the ball of the ball	R		
		- BACK IN TOWARD	
	Publisher name	- Brendanus	

If the publisher is listed click 2 to select the publisher from the list. You will be returned to the Header tab.

Publisher search results	
(it Bas) (if treate)	
Publisher	
Participa Insta	()

- > If the publisher is not listed create it [see Section 5.5].
- Once you are back on the *Header* tab click or click directly on the *Authors* tab
- ✤ For details on entering authors go to Section 5.6 The AUTHORS Tab.

5.3 Creating a JOURNAL ARTICLE

Staff from RSD import journal articles into ARIES from Scopus and other commercial databases at regular intervals. In order to avoid adding the journal article twice, do a 'search by title' using a few words from the title of the article to make sure the journal article has not already been entered.

If you don't find the journal article proceed as follows:

Click *treate* to enter details.



- Using the picklist select:
 - > Publication Output: Journal article.
 - Publication Category select the appropriate category e.g. C1 journal article meeting HERDC requirements. If you are unsure which category to choose and think it could meet the HERDC requirements and the provide the providet the provide the providet the pr

requirements select category C1. RSD staff will check the eligibility of the article at a later date and change the category if it is not eligible for HERDC.

- Type the title of the journal article in the **Publication title** box, ensuring there are no misspellings. Do not add trailing spaces or use the keyboard enter ¶ key at the end of the title.
- Click Next *

	Back	Nest #		
Publicatio	n Dutput:	Journal Article	(w)	
Publication Categoryn		CL: Journal article meeting HERDC requirements		
PI	aase enter t	the title of your publication		
Ti Publication title:	ree little pi	ps; a study of agriculture economics		

If the journal article has previously been entered the title will be displayed.

If so

Click and then click and the next screen to return to the main screen.

	(er Ba	sck	Pieset #
	Publi	cation (Dutputi	Journal Article
Publication Category				C1: Journal article meeting HERDC requirements
P First-named	Listed below are lease make sure you Category	existin public Year	g public ation ha	ation records with similar titles. an't been entered by another author.

 Use the Search function [see Section 3.2] to find the record and check that the data in all fields is correct. If the title has not previously been entered nothing will appear below the yellow bar.

Proceed as follows:

Click ______. Aries will take you to the Header tab.

	# Back	Nex	t »	
Pa	blication Outp	t: Journal /	r tide	
Publ	ication Categor	y: C1: Jour	ul article meeting	HERDC requirement
Listed below a	re existing pu	lication reco	rds with similar to	des. er aufbor.

- Enter the following information
 - Publication year: ARIES will automatically display the year we are currently collecting HERDC data for. If necessary select the correct year in the dropdown list.
 - HERDC reporting year: this will usually be the same year as the publication year, but it may be different. For example, if an article is in a journal as *volume 6 issue 3, 2011*, but the copyright date is 2012, the HERDC Specifications rule that the earlier date applies.
- In other fields enter:
 - > Title of Journal Article: ARIES will have copied this from the previous screen.
 - > Number of Internal ANU Authors: total number of authors affiliated with ANU.
 - > Number of External Authors: total number of authors from other institutions.
 - > Volume: as stated in the published article or in the journal.
 - > **Issue:** if shown on the published article or in the journal.
 - > Pages: start and end page numbers of the article separated by "-", for example 34-56.
 - DOI: the Digital Object Identifier web link e.g. 10.1021/ja9034957 This links to a stable web site. Copy and paste from the article displayed in a web browser or Adobe Acrobat to avoid typing errors.

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Syste	m IDi	
Publication O	viput: Journal Article	
Publication Cats Record creat	gory: CL: Journal article meeting HEROC requirement of by: Import at	unta .
Publication ye	ar*i 2012 m	
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	Let Them Eat Oake	
Title of journal artic	la*:	13
		9
a 17 200 anima		172
Number of Internal ANU Autho	15"1 Z	3

Title of Journal: Click Add next to the Journal box. ARIES will display the Journal Search window.

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		-	\smile	
Journal -	Antes Second			1

- ARIES will display a list of journals matching the search string together with the ISSN, referee and approval status of the journal.
- If the journal is listed, click 2 at the right hand side of the screen. ARIES will return to the *Header* tab and the journal will be displayed.

Internal search results								
- Aub	(Bitters)							
	bears of summe	Bulleron status	Statute	A1000				
1010 0101	Anteretagi in Terreta	Reference chiefs	100	IT ILL MODEL				
4977-40200	Dynamics of Atmospheres and Ocales	Autoriani - 101	(max)	()*) (C) months				
888.5-9475	Institut of Microsof Primerographic	Referend - 192	144	In Il Campoor				
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111.0 -011.1	transis (Lentr)	and Andrewsond	194	TTUG AND DO				
nice exten	Companies Companying	Referend (101	iner .	10-11 Calematics				

- If the journal is not listed create it [see below].
- Click Click directly on the Authors tab
- For details on entering authors go to Section 5.6 The AUTHORS Tab.

Creating a new JOURNAL

- Click Create
- Enter:
- Journal name:
- ISSN: e.g. 0029-0072.
- Frequency: if you know how often the journal is published enter the detail, otherwise leave it blank.
- Index: leave it blank.
- Research council ID: DO NOT enter anything in this field.
- > Multidisciplinery: DO NOT enter anything in this field.
- Impact factor: if you know the impact factor enter the number, otherwise type "0". Alternatively, although ARIES shows it as a compulsory field you can leave it blank.
- Status: ARIES defaults to "NEW" when a new journal is added. RSD staff check and update the status.
- > Place of publication: enter city and country.
- > **Publisher**: click **Add**. ARIES will display the Publisher search box.

	Main Details ANZSHC
New - Journal	
	Caricol Gaves
Juurnal nome*:	Mariner's Mirror
ISSN:	0025-3959
Frequency	Quarterly
Index	
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Status*:	NEW 🛩
Approved*:	Tan a
Place of publication:	United Kingdom
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- Type at least three letters from the name of the publisher. Do not include city or country.
- Click search to display publishers which match the search criteria.

bisher Search			
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If the publisher is not listed create it (see Section 5.5). Otherwise select the correct publisher from the list and click I. You will automatically return to the *Header* tab.

Publisher search results	
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5.4 Creating a CONFERENCE PAPER

- Click Create to enter details.
- Using the picklist select:
 - > **Publication Output:** Conference paper.
 - Publication Category: Select the appropriate category e.g. E1 conference paper meeting HERDC requirements.
- Enter the title of the paper in the **Publication Title:** box.

Click

Planes	elect the typ	e of publication from the drop-down list	
0	* Back	Next #	
Publical	lice Oxtput:	Conference Paper	(4)
Palification	e Category:	E1: conference paper meeting HERDC requ	irements
	Please ont	er the title of your publication	

If the title has previously been entered in ARIES it will be displayed below the yellow banner. If so:

- Click and then in the next screen to return to the Summary page.
- Use the Search function [see Section 3.2] to find the record and check that the data in all fields is correct.

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If the conference paper is not in ARIES nothing will be displayed under the yellow banner.

Click to go to the *Header* tab and enter the details.

Publication Outp	ut: Conference Paper
Publication Categor	ry: E1: conference paper meeting HERDC requirements
Listed below are existing pu Plasse make sure your publication	bleation records with similar titles. . hasn't hoes entered by another author.

Using the picklist select:

- Publication year: the year the paper was published online or in hardcopy. The year of publication may be different to the year the conference was held.
- HERDC reporting year: this will generally be the same year as the publication year but it may be different.
- In other fields enter:
 - > Number of Internal ANU Authors: the total number of authors affiliated with ANU.
 - > Number of External Authors: the total number of authors from other institutions.
 - > Page Numbers: expressed as a range e.g. 5-12.
 - > Was the Conference Paper refereed?: yes or no. select Yes.
 - DOI (link to Publisher's version): the Document Object Identifier, e.g. 10.1007/s10905-009-9182-3

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Add Name of conference*:		19
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Was conference paper refereed?*:		8
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- > Type in a string of significant words from the title of the conference.
- > Click Mesarch

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- ARIES will display a list of conferences matching the search string together with the ISSN/ISBN and publisher.
- ➢ If the conference is listed, click ☑ at the right hand side of the screen. ARIES will return to the *Header* tab and the conference will be displayed.

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- If the conference is not listed, click www.energy.action.com. ARIES will display a screen for the Conference information to be added.
- Enter:
 - Conference Name: official name e.g International Conference of Teddy Bear Makers 2012 (not marketing name).
 - **Location:** city and country.
 - > Date of Conference: date or range of dates the conference was held.
 - Title of the conference publication: proceedings containing the papers e.g Proceedings of the 2012 Asian Conference of Bear Artists. This is NOT the title of the individual paper.
 - Editor: editor of the conference proceedings. Enter initials and surname, separate multiple editors with commas eg S Smith, J Jones, P Pigge.
 - > Place of publication: city and country.
 - > **ISBN:** enter either an ISBN or ISSN if one is available.
 - URL: enter the DOI (Digital Object Identifier) web link if there is one, otherwise enter the URL of the conference web site. Be aware that conference web sites are often removed from the web after the conference has been held.
 - Edition: leave the field blank. RSD staff use this field to record other information about the conference.
 - Number of pages: leave the field blank. RSD staff use this field to record other information about the conference.
- **Publisher**: click Add . ARIES will display the Publisher search box.

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- ✤ Type at least three letters from the name of the publisher. Do not include city or country.
- Click to display publishers which match the search criteria.

Publisher Sea	rch	
	- Back A treach	
	Publisher name: Itals patific	

If the publisher is not listed create it (see Section 5.5). Otherwise select the correct publisher from the list and click I to select the publisher from the list. You will automatically return to the *Header* tab.

Publisher search results	
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Publisher	*:1se
Trais: Paull's Press	

- Once all information on the *Header* tab has been completed click see or click directly on the *Authors* tab
- For details on entering authors go to Section 5.6 The AUTHORS Tab.

5.5 Creating a new PUBLISHER

- If you need to add a publisher click stream.
- Enter the name of the publisher. You will not be able to change other data fields.
- Click Seve

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5.6 Creating records for other categories

ARIES allows many types of publications to be recorded, such as creative works, exhibitions, reports for commercial or governemnt entities, entries in works of reference, patents, computer software and theses.

Follow the general directions given for books, chapters, journal articles and conference papers in the preceeding sections. Once you have selected the relevant Publication Output from the dropdown list Aries will display the matching categories in the Publication Category dropdown list.

Create a New Publication - Step 1						
Please select the type of publication from the drop-down list						
Wext >>						
Publication Output:	Report					
Publication Category:	K1 : Reports, working & discussion papers published 💌					
Please ente	r the title of your publication					
"Standin a report Publication title:	g tall: can we preserve the Tall Poppies?" - for the Asian Horticultural Society					

Each category has data fields specific to the type of publication. There is no requirement to upload verification materials for categories which are not eligible for HERDC or ERA.

5.7 The AUTHORS Tab

You must record ALL the ANU authors, and a minimum of 10 external authors.

- It is very important to add Authors to the ARIES record in the order that they appear on the publication.
- If there are hundreds of external authors a minimum of 10 external authors need to be added to the ARIES record. The total number of authors is entered on the HEADER tab in the box Number of External Authors*:

ANU Authors

Most ANU authors are already in ARIES. The information comes from Human Resources so you may find the author you want listed with a different department. qYou can modify the department to which points are allocated. Follow the instructions on "Should it be a different department?" below.

To add an ANU author to a publication:

go to the section labelled 'ANU authors, Honoraries and Visitors'. Click 4 Add .

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ARIES will display the author search box.

- Enter either the author's surname or uni ID. If the surname is a common one (eg Liu, Smith, Wong) it is better to search by uni ID.
- click A search

Author Search	
	# Back (M Search
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Search options:	Contains 💌

If you searched for a surname ARIES will display a list matching your search string.

Select the author you want by clicking **Add** to the right of an author's name.

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- If the author you want is not in the list, click
 If the author you want is not in the list, click
 If the author you want is not in the list, click
 If the search box. The system will display a single result for Dr Temporary ARIES. Click
 If the author and email
 Publications.Collection@anu.edu.au
 With the details of the author you want to have added.
- If you searched by uni ID there will only be one match and you will not have to select the correct author from a list.

Selecting a Department for an ANU author

Once you have selected an author ARIES will display the message *Would* You Like To Add The Author Department?

Is it the correct department?

- If the department listed is the same as the department on the publication click ***
- If the department on the publication is not the same as the department listed, click and follow the instructions on "Should it be a different department?" below.

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	WHERE YOU LEE TO AND THE ANTINGS SEPARTHENEN .
	Author name balant, 2000
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Percentage of ANU author's claim for a department

Publications for most authors are claimed by their current department. However, some authors change departments and others have joint appointments.

 If the author's score is to be allocated entirely to that Research School/Centre and Department, the default is 100%.

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		(name 10 gs and)		
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If the author has a joint appointment, you can select a percentage for each Research School/Centre and Department e.g. 50%.

- Click I to modify the percentage allocated to the first department e.g. to 50%.
- Then add the additional department by clicking https://www.additional.com Use the drop down boxes to complete the record sharing the department % score.
- If the wrong department is listed in error, add the correct data and then delete the incorrect department once you are back on the main Authors tab.

Adding more departments

If less than 100% is assigned to a department, repeat the process, choosing another department and percentage. The percentage allocated to departments must add up to 100%.

Click Add to record an additional department.

	0	Eancel Save)	
	Role on 1	Author names Braithwaite bis Publication: 28ff (Author order: 2	, Valerie	
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- Using the picklist select:
 - > Institution: the default is ANU. You should not need to change it.
 - > Research School/Centre: e.g. Research School of Chemistry.
 - > **Department:** e.g. RSC General.
 - > **Percentage:** for allocation of the author's score to this department e.g. 50%.
- Click Add to complete.

The Authors screen will display the author's current Research School /Centre and Department as recorded in ARIES (if it is incorrect please ask RSD staff to update the author's record). If you allocated the author's points to another department the allocation to other Research Schools/Centres and Departments will show on the *Summary* tab and that's what's important for the scoring.

Click once completed.

Should it be a different department?

If the department claiming the publication is not the same as the department on the publication

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	WHERE THE LAST TO AND THE AUTHOR REPARTNER TO THE THE YES	
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You can then add a different department:

- Go to the **Department** section.
- Click Add

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- Using the picklist select:
 - Institution:
 - > Research School/Centre: e.g. e.g. Research School of Chemistry.
 - > **Department:** e.g. RSC General.

Note, if your area does not record by department, choose 'general'.

> Percentage: for allocation of the author's score to that department e.g. 50%.



- Click Add then some on the next screen.
- Adding another department usually results in scores of 200% and 2 department records. Remove the incorrect department by clicking on
- Click once the department/s and percentages are correct and total 100%, TIP - the red warning bar will remain until the percentages total 100%.

The display shows the author's current Research School/Centre and Department.

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HOWEVER...the Research School/Centre and Department you allocated the publication to will show on the *Summary* tab.

Header	Authors Docume	onts No	bes C	oding	Verification	Summary
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Role on this Publication: Staff, Student or Visitor

For each ANU author, record whether their role on the publication was as a staff member, student or visitor. The default is staff. Use the picklist for other options.

Additional ANU authors

If the next author is an internal author, repeat the process. If the next author is an external author, go to the **External Authors** section below.

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REMINDER

If you are unable to find an ANU author in the list, contact RSD staff to request that the author be added to ARIES. As a **temporary** measure, add the investigator 'Dr Temporary ARIES' to the publication record. In the *NOTES* tab type the name, uniID, gender, Research School/Centre and Department. RSD staff will create the new author and update your publication.

External authors

To add an external author, go to External authors section of the Authors tab.

- Click Add
- Enter part or all of the author's surname in the author search box.
- Click Memory. ARIES will display a list of surnames matching your search string.

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- If the author you want is listed click Add against their name, then click are on the next screen. The author order will be displayed but you will not be able to change it at this stage.
- Adjust the author order if necessary (see below).

The authors entered so far will be displayed.

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If the author is not listed

You can enter details for an external author yourself. For example, search for author Anwyl Williams:

ternal Search	
r Bailt (A -	
Sumance or Extensed ID: Printant	

You would expect the author to be listed here between Williams Anthony G and William B but it is not:

Click Click create to add the external author's details to ARIES.

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- > Surname/Family name
- > Given Name:
- Institution: name of university, company or government department (not Section or university department).
- > Institution Address: university department, government division.
- > **City:** city only do not include post code or state.
- > **Country:** use the picklist selection.
- > Email: at a minimum enter '@'
- > **Collaboration Type:** use the picklist selection.

If you do not have sufficient information to enter data in mandatory fields, enter the word "unknown".

New - Esternal investigator	Cancel (State)	
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Collaboration type:	Not known	1
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Changing author order

ARIES will automatically assign author order as you add the names. Authors MUST be listed in the order in which they appear on the publication. It is easier to enter the authors in the order they appear on the publication than change the order afterwards. Do NOT enter all the ANU authors first and then all the external authors.

To change the order of an author click in the right of their name.

Autho	rs					
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5	David. William	234001	United Ringdom	University of	Oxford	0080
e	Ferguson-Smith, Anne C	620924	United Ringdom	University of	Cambridge	1000

ARIES displays a screen which allows you to adjust the order.

Select the correct value from the dropdown list and click

Cancel 🕞 Save	
Author name: Evans, Danis	
Author order: 03 M	

ARIES recalculates the order of all authors and displays the results. Repeat the process to change the order of other authors, one at a time.

If there are more than ten external authors, you can state the correct number in the *Header* tab **Number of External Authors*:** (ie 72), and then only enter the names of ten external authors. ARIES will calculate the HERDC score correctly.

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Publication prof?;		
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If there are several institutions, try to include external authors from different institutions.

For example, the authors highlighted can be entered

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5.8 The DOCUMENTS Tab

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Trick # 1: Use Adobe Acrobat

For an existing pdf file or Word file: This answer is based on Windows applications but should be the same on Apple computers (THIS USUALLY REDUCES THE FILE SIZE BY 50%):

- a. Open an existing pdf in Adobe Acrobat (Standard or Professional), or open a Word document in Microsoft Word.
- b. Go to the File menu, select Print.
- c. Instead of choosing your normal printer select the option "Adobe PDF", then select "Properties".
- d. Under the tab "Adobe PDF Settings" note the "Default Settings" option.
- e. Choose the drop down option next to "Standard".
- f. Choose "Smallest file size".
- g. Click o.k., then click o.k. again.
- *h.* When the option "Save PDF File As" appears give the file a new name following the format year_surname of main ANU author_some words from the title.pdf, for example 2012_Smith_OnMiceAndMen.pdf.
- i. Save.

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Trick # 2: Split a file into multiple documents:

- a. Word documents: Create a copy, rename it, delete the first half of the document in one file and the second half of the document in the other file.
- b. PDF documents: use the Documents tab in Adobe Acrobat to extract or copy pages to a new document.
- c. Reminder use the naming convention above.

Trick # 3: Scanning from hardcopy

- a. If you have two scanners check if one makes much smaller pdfs. For example, one scanner may produce a file of 9 megabytes, the other scanner (with the same dpi settings) may produce a file size of less than 4 megabytes.
- b. Check the default settings and choose:
 - (i) DPI 300 (for Konica Minolta scanners choosing 200 dpi makes no difference).
 - (ii) Colour Grayscale.

(iii) Standard pdf setting (the Compact pdf setting is worse than the standard setting).
 (iv) REMEMBER – you can adjust all the relevant settings for individual jobs if you need colour/better quality.

5.9 The NOTES Tab

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As checking occurs, notes are placed here requesting action from Publication Collection Officers or authors to collect further evidence or clarify matters.

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The Australian and New Zealand Bureaus of Statistics provide a list of research codes used in Australia and New Zealand. These codes are used to classify research disciplines and will be used for the allocation of funding. You must enter at least one Field of Research (FOR) code, and you may enter as many as three. Encourage the authors of publications to tell you the FOR code when they give you details of the publication.

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- Enter a keyword e.g. genetics, obstetrics, policy, and click Qsearch

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5.11 The VERIFICATION Tab

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Once RSD staff have verified all data and the accompanying documents the record is locked and the message "The system supervisor has set this record to read-only" is displayed. You can change or add FOR codes, and upload documents to locked records. For any other changes please contact RSD staff.

5.13 Saving the Publication record

When you have finished the data entry for the *Header, Authors, Documents, Coding* and *Verification* tabs, click to return to the *Header* tab and click submit. This will save and close the publication record and take you to the summary screen of the Publications module.

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To delete a whole record – (forever!) this can be done on the summary screen using the 🔟 icon.

5.14 Articles downloaded from Scopus and other commercial sources

The RSD regularly downloads journal articles and conference papers from commercial databases such as Scopus and uploads them into ARIES. Journal articles are initially coded as category C99, conference papers are initially coded as category E99.

Publications with a category of C99 or E99 have accurate but incomplete data and need to be updated.

1. Find Scopus records from the Publications summary screen.

- Filter on your Research School/Centre & Department.
- Filter by Publication Output Journal Article or Conference Paper as relevant.
- Filter by Publication Category C99: Journal article created from Scopus upload or E99: Conference paper created from Scopus upload.

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2. Header tab: the journal title (for C99) or conference (for E99) may be recorded with a temporary title. If this is the case update it by clicking on the Add button and selecting the correct journal or conference.

3. Documents tab: Find a copy of the published article of the article if it is not already uploaded by

- a) copying the DOI into Google (found at the bottom of the Header page), OR
- b) searching the ANU Library catalogue using the Journal title, then find the Volume, issue and save the article as a PDF file, OR
- c) searching the web by title of article for a copy in PDF format.
- 4. Author tab: update author information
 - Scopus records automatically come with at least 1 ANU author. Add other ANU and external authors.
 - Adjust the author order to match the published article. Use the 'change author order' icon.
 - Update the number of internal and external authors on the Header tab.
 - If an ANU author is not in ARIES add the temporary author 'Dr Temporary ARIES'. Enter the name, uni ID, gender and status in the *Notes* tab so RSD staff can add the correct author.
- 5. Coding tab: Add FOR and SEO codes.
- 6. Verifications tab tick "1.4 Publication imported from external source updated".
- 7. *Header* Tab click **submat** to complete the record.
- 8. Main page: Change the category from C99 to C1, or E99 to E1.

Problems: if you encounter any problem with a Scopus record:

- use the *Notes* tab to describe the problem.
- add ## at the end of the Publication title (so we can find it).
- email Publications.collection@anu.edu.au for further assistance.

6. Special Characters

ARIES does not recognise special characters the way you type them into Microsoft Word. To enter a special character in the title of a publication find its code from the description below and enter the code (as specified with a **semi-colon at the end**) in place of the character.

Examples

To insert the registered trademark symbol, ®, in the title of a publication, enter **®** When the publication is saved, the code will be replaced by the trademark symbol.

To insert the Greek character β in the title of the publication enter **&beta**; When the publication is saved, the code will be replaced by the β symbol.

6.1 Characters in the Greek Alphabet

The following Greek characters are supported by HTML. Use these characters in the publication title rather than <Alt> characters. The list is sourced from: http://www.w3schools.com/tags/ref_symbols.asp

Note: Entity names are case sensitive.

Character	Description	Symbol to
		use in ARIES
Α	Alpha	Α
В	Beta	Β
Γ	Gamma	Γ
Δ	Delta	Δ
Е	Epsilon	Ε
Ζ	Zeta	Ζ
Н	Eta	Η
Θ	Theta	Θ
Ι	Iota	Ι
Κ	Карра	Κ
Λ	Lambda	Λ
М	Mu	Μ
Ν	Nu	Ν
Ξ	Xi	Ξ
0	Omicron	Ο
Π	Pi	Π
Р	Rho	Ρ
Σ	Sigma	Σ
Т	Tau	Τ
Y	Upsilon	Υ
Φ	Phi	Φ
Х	Chi	Χ
Ψ	Psi	Ψ
Ω	Omega	Ω
α	alpha	α
β	beta	β
γ	gamma	γ
δ	delta	δ
3	epsilon	ε
l	iota	ι

κ	kappa	κ
λ	lambda	λ
μ	mu	μ
ν	nu	ν
بخ	xi	ξ
0	omicron	ο
π	pi	π
ρ	rho	ρ
ς	sigmaf	ς
σ	sigma	σ
τ	tau	τ
υ	upsilon	υ
φ	phi	φ
χ	chi	χ
Ψ	psi	ψ
ω	omega	ω
9	theta symbol	ϑ
Y	upsilon symbol	ϒ
ω	pi symbol	ϖ

6.2 Mathematical and other special characters

There are a vast number of mathematical, scientific and other special codes. A selection of the most usual symbols is here. For a definitive set go to the Web Design Group site at http://htmlhelp.com/reference/html40/entities/symbols.html

Symbol	Meaning	Code
#	number sign	#
\$	dollar sign	\$
%	percentage sign	%
&	ampersand	&
+	plus sign	+
<	less than	<
=	equals	=
>	greater than	>
@	at	@
^	caret	^
_	underscore	_
•	acute accent	`
~	tilde	~
i	inverted exclamation	¡

¢	cent	¢
£	pound sterling	£
¥	yen	¥
	vertical bar	¦
§	section	§
	umlaut (dieresis)	¨
Ô	copyright	©
a	feminine ordinal	ª
«	left-pointing double angle quotation	«
-	not sign	¬
R	registered trademark	®
-	macron	¯
0	degrees	°
±	plus or minus	±
Σ	sum of	Σ
	square root	√
\leq	less-than or equal to	≤
\geq	greater than or equal to	≥
=	identical to	≡

7. Summary of Data Entry Screens



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Research Services Division - Publications Team

2



Match the journal title, we don't differentiate between Online or Print versions

	Header Authors Documents Notes Coding Verification Summary							
	Amend - Publication							
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	Publication year*: 2011 Year published (not necessarily year of conference)						
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Authors

Internal Authors = ANU staff, students or visitors.

If not in ARIES 'new' ANU authors are added by the Research Services Division, Send an email to [publications.collection@anu.edu.au] Information we need: surname, given name, Uni ID, gender, FOR code, Research School or Centre and Department, Status: Research staff, visitor, postgraduate or undergraduate.

External Authors = Non ANU

If not in ARIES you add them.

The aim is to track where collaborating authors are affiliated for each publication. If someone has moved institutions they will have multiple listings showing their different institutions.

Note on 'Ext' Authors: If hundreds of authors in the byline, add data into ARIES for the first 15 External Authors only, but include the correct number on the header page.

External Authors & Collaborations

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External	Last name*:	Smith	
Authors screen	First name:	Mary	
	Institution:	University of Adelaide 1 x Institution name	
	Institution address:	Department of Psychology If you exceed the word limit you will get an error	or msg
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	Country:	Australia Drop down list, type 1st letter to jump down list	
	Email:	@ will suffice	
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	User ID:	Not known Drop down list (essential data) Australian government departments and non-research organisations International government departments and non-research organisations	
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		Other Australian universities	
		International researchers in universities and research institutions	

The aim is to track where collaborating authors are affiliated for each publication, their name can be listed multiple times showing several institutions.

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Document type: Best being PDF's

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Tip: Print the Url as pdf. Select File-Print and choose Adobe instead of a printer, this gives an excellent screen shot as a pdf.

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FOR Code = Field of Research Code – discipline of the publication <u>FOR Codes</u> (web version)

SEO Code = Socio Economic Code – use of research to society SEO Codes (web version)

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Other Bits:

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Scan then view the pdf, if you can read it, so can we ③. Scan in one direction please!

** (at the end of a title) means this publication has a matter for you to fix. See the Notes tab for details. Remove the ** when completed.

Title highlighted in green = item has been checked and is ready for submission. (You can still access and change codes or add documents)

Before starting a new entry, do a simple one or two word or string search.

C99 & E99 – Automated upload of data saving you time. This record needs missing information completed.

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Use the Back or Cancel buttons within ARIES screens, not in the browser.

Detailed work is appreciated as data is viewed, cleansed and checked before submission. All documentation is kept for audit purposes according to Govt specifications.