

Research Outputs – A1: Books

This guide shows Publications staff how to enter data within Research Master in relation to Book Research Outputs.

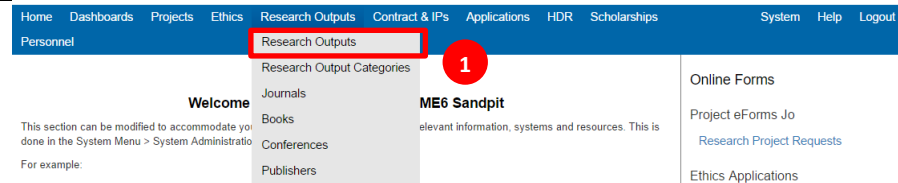
Guidelines and rules

- A Research Master login is required to complete this task.
- Must comply with ERA criteria for Books - authored research [4.4.8.1]
- If reporting via ROC forms, author must provide a sample chapter (other than the introduction) and evidence of peer review (if not published by a commercial publisher)
- If entering outputs from a list ensure that the above verification is attached. If unable to locate any piece of core verification, mark the record 'Progress01', request it from the author and create a 'Further Information Required for Publication <RM ref>' significant event.
- **Note:** ERA also requires that the front matter of the book is attached; however, the author is not required to provide this at the time of submission. If the library does not have a copy of the book, create a 'Library Purchase Request' significant event. This is so if the library has the book, we can acquire the front matters in batches at the time of reporting/auditing.

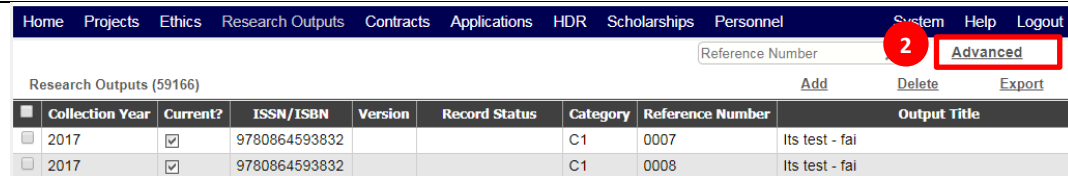
Search for existing Publications

- From the home screen, mouse over **Research Outputs** from the top menu and then select **Research Outputs** again from the drop down menu

Copy a unique part of the publication title (2-4 words) and paste into Publication Title search field. Make sure you don't copy too much of the title as it will not fit and may result in false results. Also avoid copying parts of the title with hyphens or dashes.



- Before creating a new publication record ensure the record does not exist. Click on the **Advanced** link to display the advance search feature.



Collection Year	Current?	ISSN/ISBN	Version	Record Status	Category	Reference Number	Output Title
2017	<input checked="" type="checkbox"/>	9780864593832			C1	0007	Its test - fai
2017	<input checked="" type="checkbox"/>	9780864593832			C1	0008	Its test - fai

- By default the search results will only show current records. You need to search for all records:
 - Click **+** to add another search criteria
 - Click **x** to remove the 'Current' search criteria
 - Select 'Output Title' in the **Field** dropdown list
 - Copy a unique part of the publication title (2-4 words) and paste into **Title** field. Avoid copying parts of the title with hyphens or dashes.

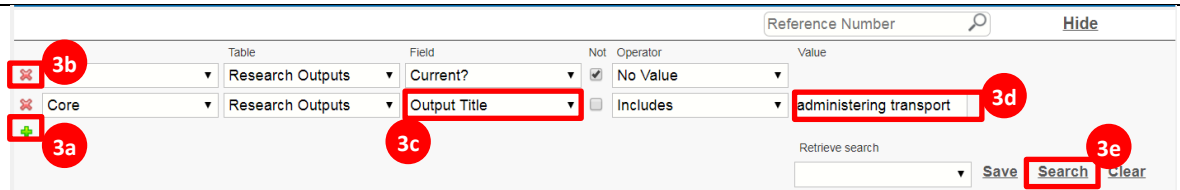


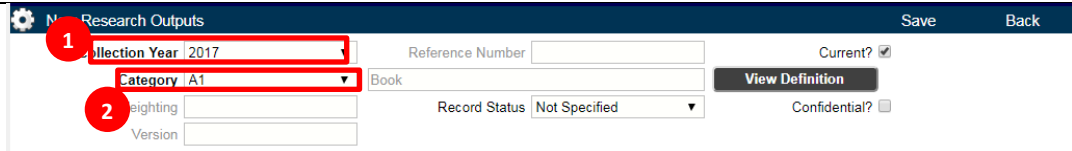
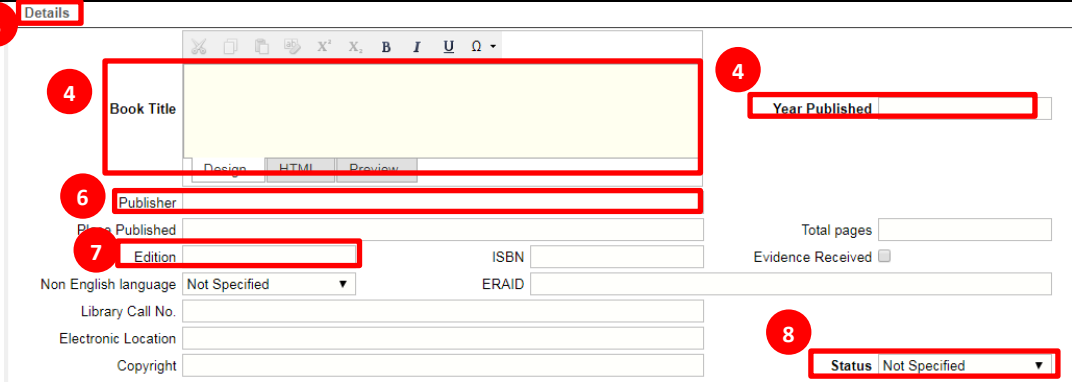
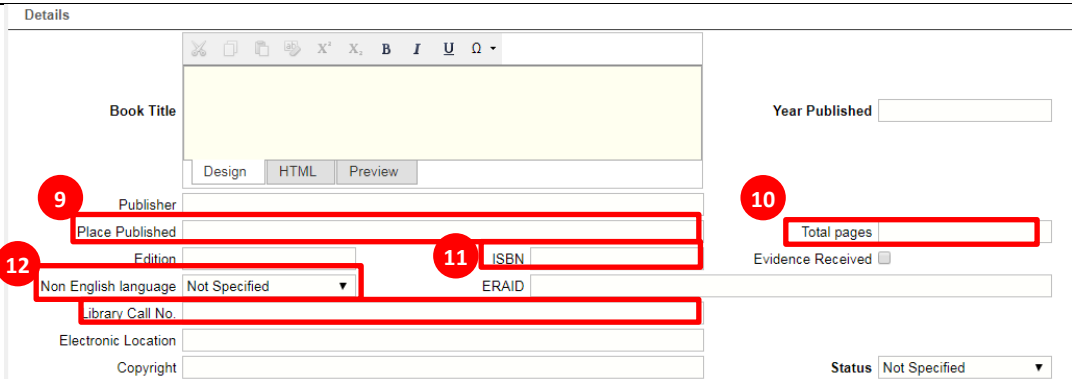
Table	Field	Not	Operator	Value
Research Outputs	Current?	<input checked="" type="checkbox"/>	No Value	
Core	Output Title	<input type="checkbox"/>	Includes	administering transport

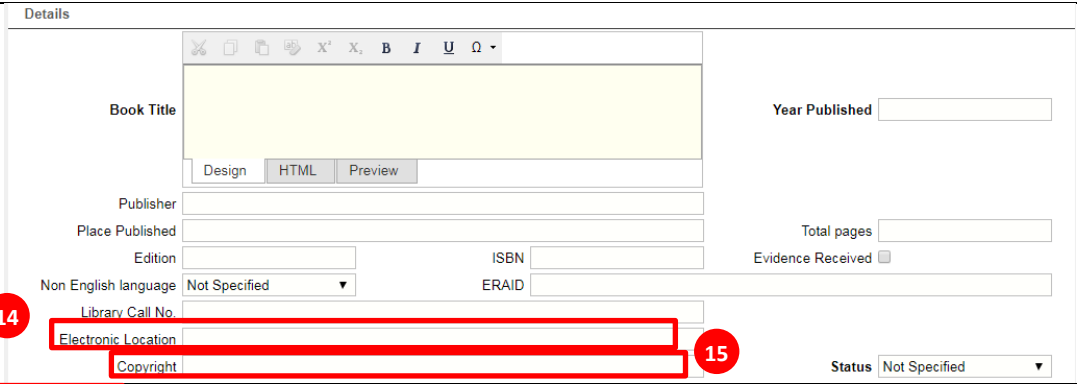

Retrieve search: Save

<p>e. Click Search</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Research Outputs (59166) Add Delete Export </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 5%;"></th> <th style="width: 10%;">Collection Year</th> <th style="width: 5%;">Current?</th> <th style="width: 15%;">ISSN/ISBN</th> <th style="width: 10%;">Version</th> <th style="width: 10%;">Record Status</th> <th style="width: 10%;">Category</th> <th style="width: 10%;">Reference Num.</th> <th style="width: 25%;">Output Title</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2017</td> <td><input checked="" type="checkbox"/></td> <td>9780864593832</td> <td></td> <td></td> <td>C1</td> <td>0007</td> <td>Its test - fai</td> </tr> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>2017</td> <td><input checked="" type="checkbox"/></td> <td>9780864593832</td> <td></td> <td></td> <td>C1</td> <td>0008</td> <td>Its test - fai</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2017</td> <td><input checked="" type="checkbox"/></td> <td>9780864593832</td> <td></td> <td></td> <td>C1</td> <td>0009</td> <td>Its test - fai</td> </tr> </tbody> </table> </div>		Collection Year	Current?	ISSN/ISBN	Version	Record Status	Category	Reference Num.	Output Title	<input type="checkbox"/>	2017	<input checked="" type="checkbox"/>	9780864593832			C1	0007	Its test - fai	<input type="checkbox"/>	2017	<input checked="" type="checkbox"/>	9780864593832			C1	0008	Its test - fai	<input type="checkbox"/>	2017	<input checked="" type="checkbox"/>	9780864593832			C1	0009	Its test - fai
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4. If the research output is found, click on the row to modify the record, otherwise click **Add** to create a new record.

Create A1:Book Research Output

<ol style="list-style-type: none"> The Collection Year should default to the current year if the record is being created in RM or 1901 if the record has been created by ROC. Leave as is In the Core Details section of a record, select 'A1' from the Category dropdown list. 	
<ol style="list-style-type: none"> Scroll to the Details section and click it. This will open the 'Details' subsection if not already opened Enter Book Title Enter Year Published Enter Publisher Enter Edition Select Status 	
<ol style="list-style-type: none"> Enter the Place Published Enter Total Pages Enter ISBN Select Non-English Language dropdown if the research output is in another language Enter the Library Call Number 	

<p>14. Enter Electronic Location</p> <p>15. Enter Copyright</p>	
<p>16. Scroll to the Other Details section and click it. This will open the 'Other Details' subsection if not already opened</p> <p>17. Enter Description</p> <p>18. Enter Keywords</p>	
<p>19. Click on the Save link to save the details. This will generate a Reference Number and show related items:</p> <ul style="list-style-type: none"> • Classifications • Contributors • Documents • Significant Events <p>Refer to the Research Output – Related Items guide for more details</p>	