

Research Outputs – B: Book Chapters

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

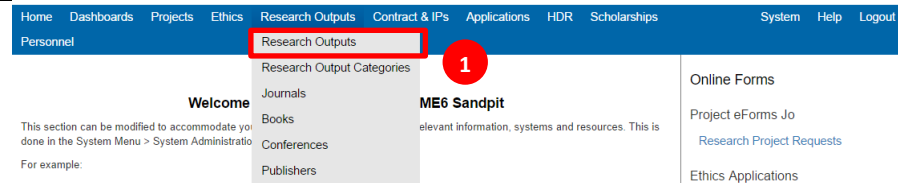
Guidelines and rules

- A Research Master login is required to complete this task.
- Must comply with ERA Criteria for Chapters in research books - authored research [4.4.8.2]
- If reporting via ROC forms, author must provide a copy of their chapter (can be a published or proof copy) and evidence of peer review (if not published by a commercial publisher)
- If we are entering outputs from a list, ensure that the above verification is attached. If unable to locate any piece of verification, request it from the author using the Further Information Required for Publication <RM ref> significant event
- **Note:** ERA also requires that the front matter of the book and the final version of the chapter; 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, we are to create a Library Purchase Request significant event. The idea is that if the library has the book, we can acquire the front matters/published chapters in batches at the time of reporting/auditing.

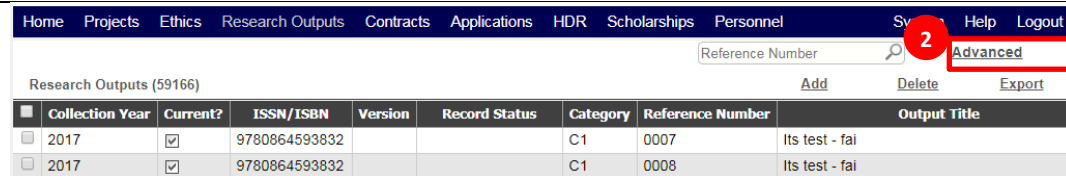
Search for existing Publications

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

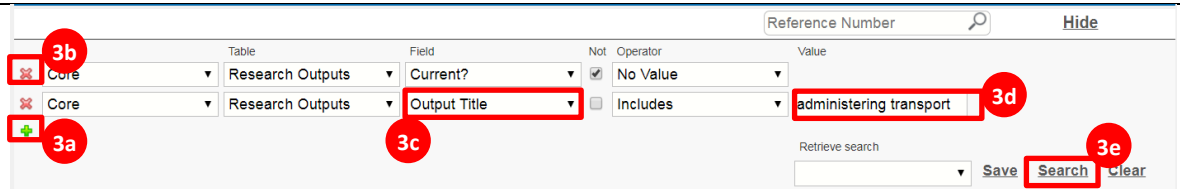
Copy a unique part of the publication title (2-4 words) and paste into Publication Title search field. Make sure you don't copy too much of the title as it will not fit and may result in false results. Also avoid copying parts of the title with hyphens or dashes.



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

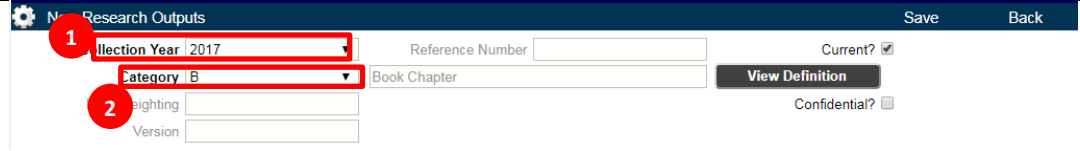
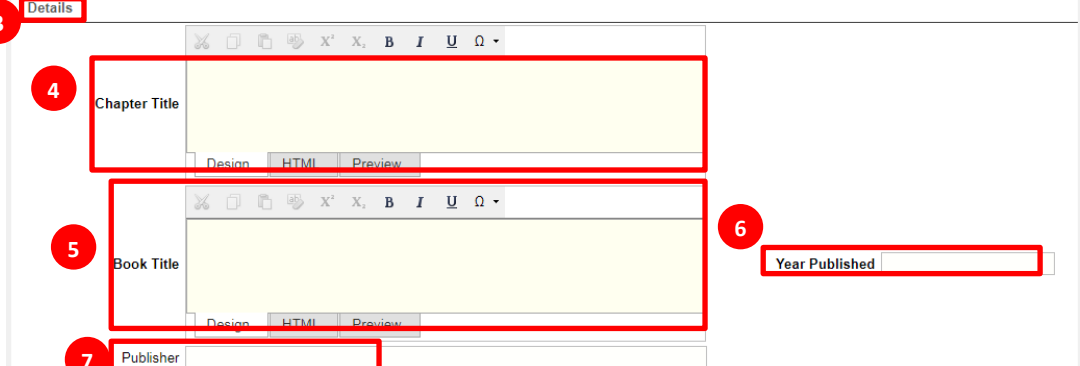


- By default the search results will only show current records. You need to search for all records:
 - Click **+** to add another search criteria
 - Click **x** to remove the 'Current' search criteria
 - Select 'Output Title' in the **Field** dropdown list
 - Copy a unique part of the publication title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

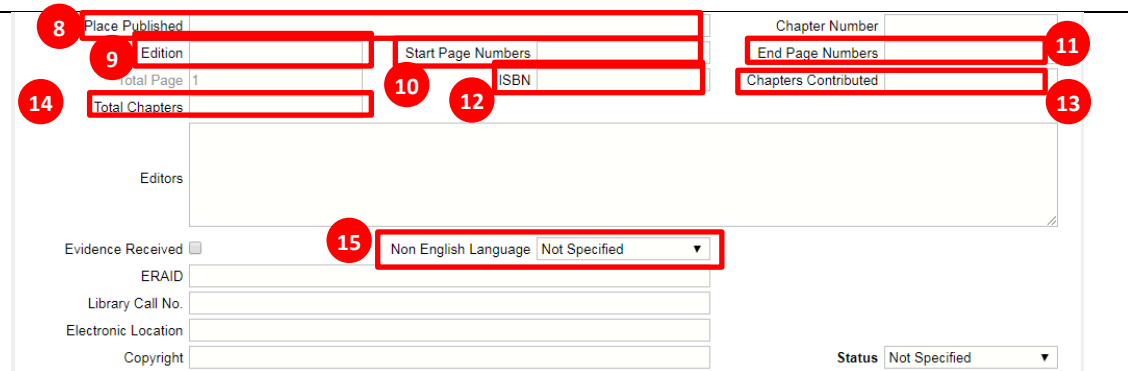


<p>e. Click Search</p>																																					
<p>4. If the research output is found, click on the row to modify the record, otherwise click Add to create a new record.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Research Outputs (59166)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <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: 5%;">Version</th> <th style="width: 10%;">Record Status</th> <th style="width: 10%;">Category</th> <th style="width: 10%;">Reference Number</th> <th style="width: 10%;">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 Number	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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Create B:Book Chapters Research Output

<ol style="list-style-type: none"> 1. 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 2. In the Core Details section of a record, select 'B' from the Category dropdown list. 	
<ol style="list-style-type: none"> 3. Scroll to the Details section and click it. This will open the 'Details' subsection if not already opened 4. Enter Chapter Title 5. Enter Book Title 6. Enter Year Published 7. Enter Publisher 	

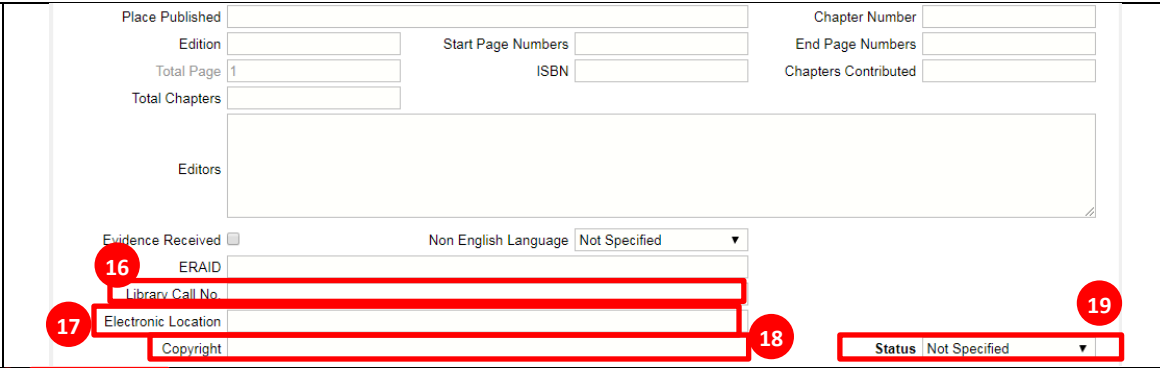

8. Enter **Place Published**
9. Enter **Edition**
10. Enter **Start Page Number**
11. Enter **End Page Number**
12. Enter **ISBN**
13. Enter **Chapters Contributed**
14. Enter **Total Chapters**
15. Select a language from the **Non-English Language** dropdown if the research output is in another language



The screenshot shows a form for entering book chapter details. Red boxes and circles highlight specific fields corresponding to the numbered instructions:

- 8:** Place Published
- 9:** Edition
- 10:** Start Page Numbers
- 11:** End Page Numbers
- 12:** ISBN
- 13:** Chapters Contributed
- 14:** Total Chapters
- 15:** Non English Language | Not Specified (dropdown menu)

Other visible fields include: Chapter Number, total Page 1, Editors, Evidence Received, ERAID, Library Call No., Electronic Location, Copyright, and Status (Not Specified).

<p>16. Enter Library Call Number</p> <p>17. Enter the Electronic Location</p> <p>18. Enter Copyright</p> <p>19. Select Status</p>	
<p>20. Scroll to the Other Details section and click it. This will open the 'Other Details' subsection if not already opened</p> <p>21. Enter the Description</p> <p>22. Enter Keywords</p>	
<p>23. 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>	