# Research Outputs – C1: Journal Articles

This guide shows Publications staff how to enter data within Research Master in relation to Journal Article Research Outputs.
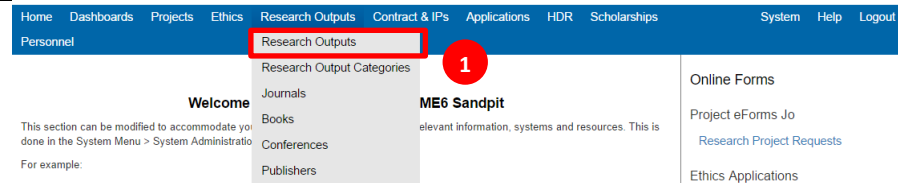
## Guidelines and rules

- A Research Master login is required to complete this task.
- Must comply with ERA Criteria for Journal articles [5.4.8.5]
- If reporting via ROC forms, author must provide a copy of their published article (or web address if available to no cost for RMIT) and evidence of peer review (if the journal is not on the ERA 2018 list – this will be checked automatically during submission)
- If entering outputs from a list, ensure that the above verification is entered or 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.
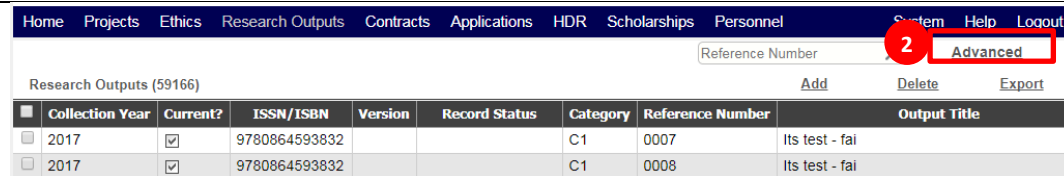
## Search for existing Publications

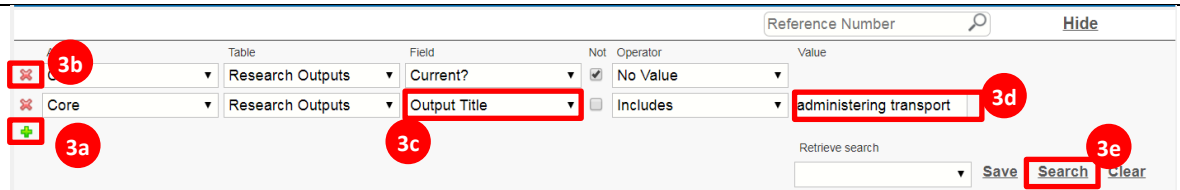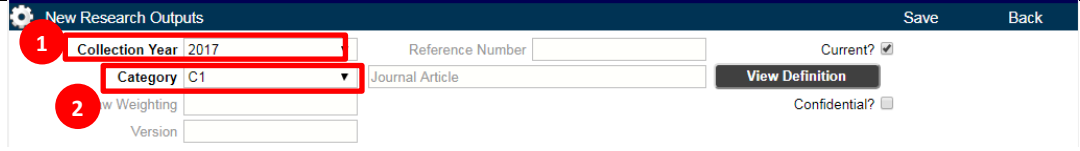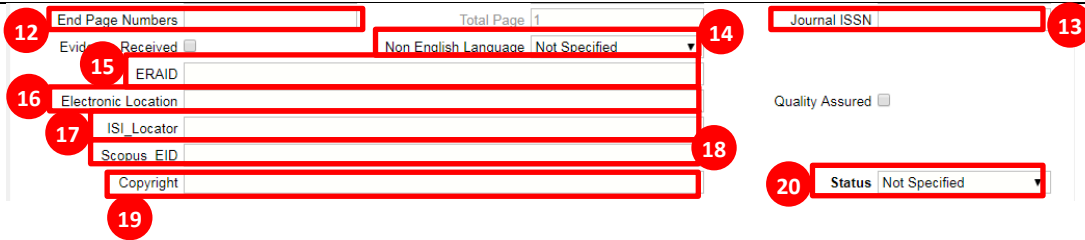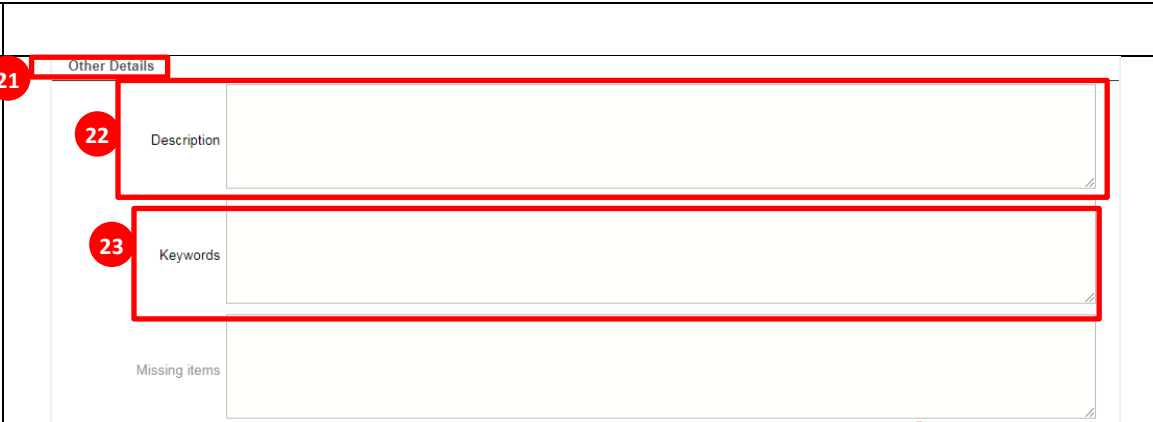| | |
|---|---|
| 1. From the home screen, mouse over **Research Outputs** from the top menu and then select **Research Outputs** again from the drop down menu<br><br>Copy a unique part of the publication title (2-4 words) and paste into Publication Title search field. Make sure you don't copy too much 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. |  |
| 2. Before creating a new publication record ensure the record does not exist. Click on the **Advanced** link to display the advance search feature. |  |
| 3. By default the search results will only show current records. You need to search for all records:<br><br>a. Click **+** to add another search criteria<br><br>b. Click **x** to remove the 'Current' search criteria<br><br>c. Select 'Output Title' in the **Field** dropdown list<br><br>d. 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. |  |

| | |
|---|---|
| reports that can help you identify potential duplicates.<br><br>e. Click **Search** | |
| 4. If the research output is found, click on the row to modify the record, otherwise click Add to create a new record. |  |

## Create C1:Journal Article Research Output

| | |
|---|---|
| 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<br><br>2. In the Core Details section of a record, select 'C1' from the **Category** dropdown list. |  |
| 3. Scroll to the **Details** section and click it. This will open the 'Details' subsection if not already opened<br><br>4. Enter **Title of Article**<br><br>5. Enter **Journal Name**<br><br>6. Enter **Publisher**<br><br>7. Enter **Place Published**<br><br>8. Enter **Volume**<br><br>9. Enter **Issue Number**<br><br>10. Enter **Article No.**<br><br>11. Enter **Start Page Number** |  |

| | |
|---|---|
| 12. Enter **End Page Number** | |
| 13. Enter **Journal ISSN** | |
| 14. Enter **Non-English Language** | |
| 15. Enter **ERAID** | |
| 16. Enter the **Electronic Location** | |
| 17. Enter **ISI_Locator** | |
| 18. Enter **Scopus_EID** | |
| 19. Enter **Copyright** | |
| 20. Select a status from the **Status** dropdown list | |

| | |
|---|---|
| 21. Scroll to the **Other Details** section and click it. This will open the 'Other Details' subsection if not already opened<br><br>22. Enter the **Description**<br><br>23. Enter **Keywords** | **21** Other Details<br>**22** Description<br>**23** Keywords<br>Missing items |
| 24. Click on the **Save** link to save the details. This will generate a Reference Number and show related items:<br>• Classifications<br>• Contributors<br>• Documents<br>• Significant Events<br><br>Refer to the Research Output – Related Items guide for more details | **New Research Outputs** **24** Save    Back<br>Collection Year 2017 ▼    Reference Number          Current? ☑ |