Research Outputs – E1: Conference Papers

This guide shows Publications staff how to enter data within Research Master in relation to Conference Paper Research Outputs.
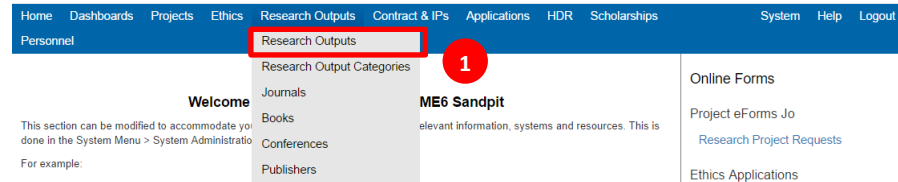
Guidelines and rules

- A Research Master login is required to complete this task.
- Must comply with ERA Criteria for Conference publications - full paper refereed [4.4.8.4]
- If reporting via ROC forms, author must provide: a copy of the published paper (or web address if available to no cost for RMIT), evidence the full paper was peer reviewed, and the front matter from the proceedings or conference program (or web address of proceedings if available for download at no cost to RMIT)
- If entering outputs from a list, ensure that the above verification is attached also. If we can't find evidence of the paper online and are unsure of its eligibility, we're not to enter it onto RM - we notify the author of it's omission when we reply to their CV request.. If we can find evidence of the paper and are sure of its eligibility, but are unable to locate any piece of the above verification, we create the RM record, mark it Progress01 and request it from the author using the Further Information Required for Publication <RM ref> significant event.
- The research paper must be peer reviewed in its entirety and published in full. Conference proceedings are not considered to be published if copies were only available to conference attendees.
- **Important:** Conference papers are often developed into journal articles, but original research may only be reported once by RMIT for ERA reporting. If authors would prefer the journal article version to be recorded they should not report the conference paper version. Journal articles are generally more accessible through library subscriptions and are more likely to be indexed by citation providers such as Scopus and Web of Science, and are therefore preferable in most cases.
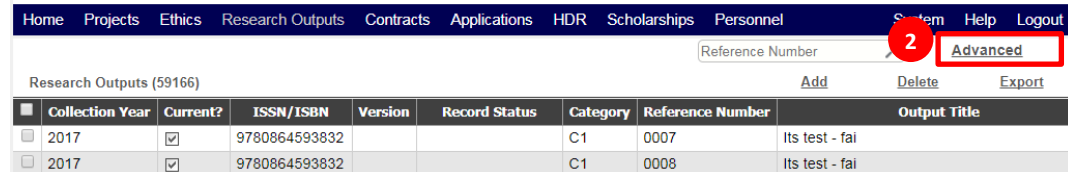
Search for existing Publications

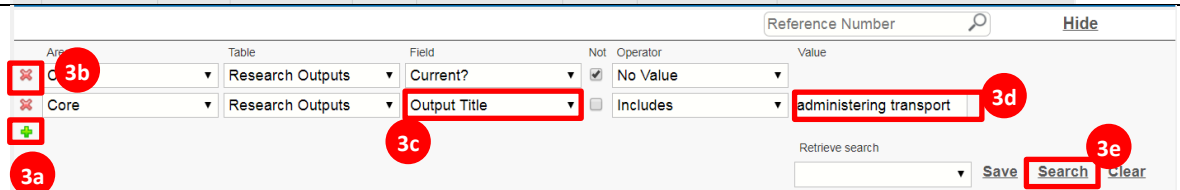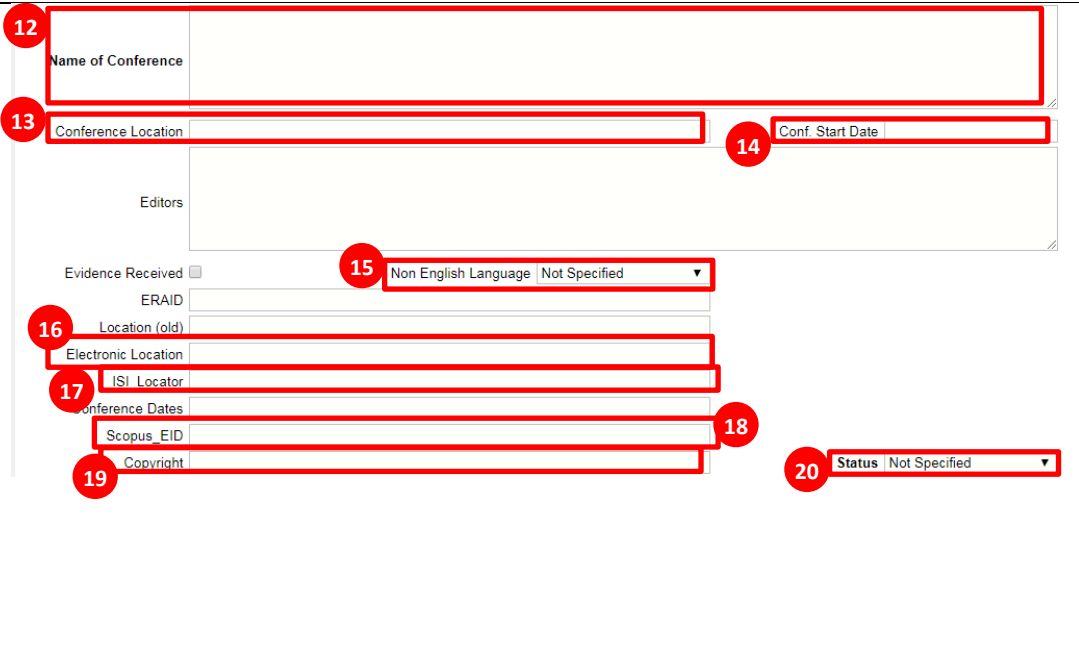|	
1. From the home screen, mouse over **Research Outputs** from the top menu and then select **Research Outputs** again from the drop down menu Copy a unique part of the publication title (2-4 words) and paste into Publication Title search field. Make sure you don't copy too much of the title as it 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: a. Click **+** to add another search criteria b. Click **x** to remove the 'Current' search criteria c. Select 'Output Title' in the **Field** dropdown list 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.	
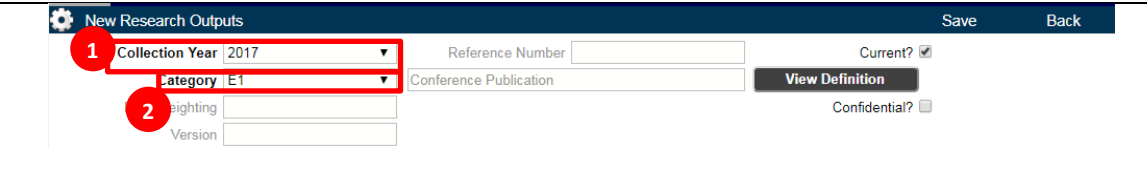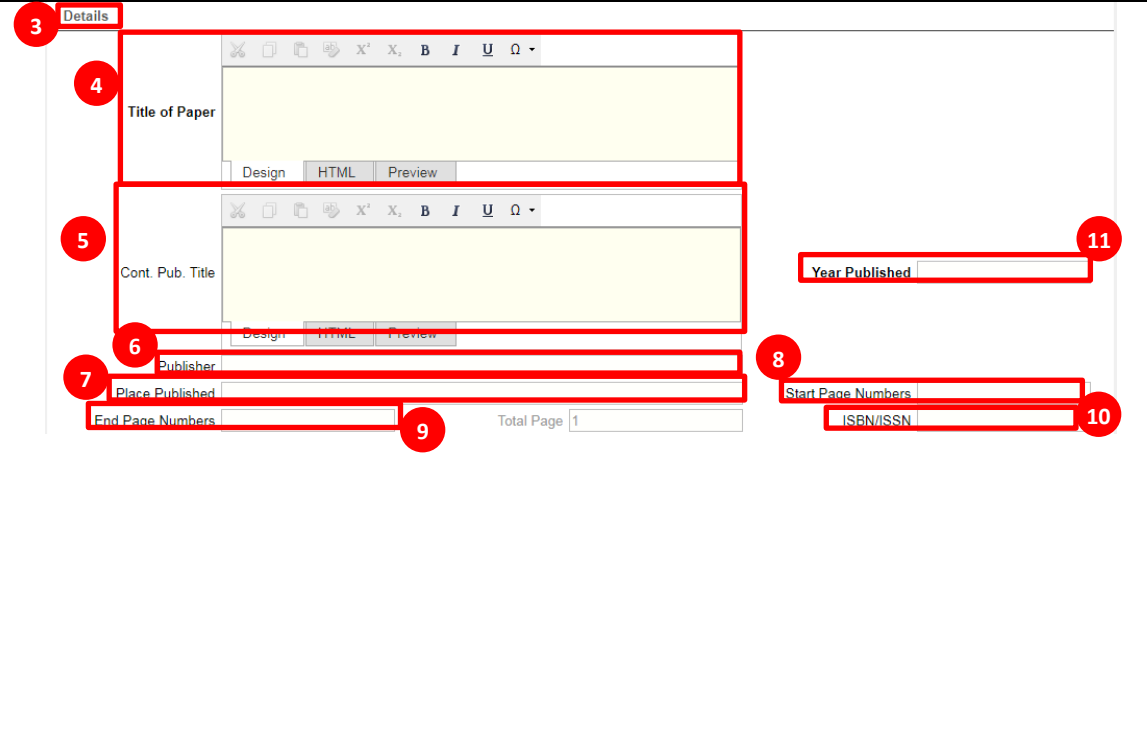
e. Click **Search**	
4. If the research output is found, click on the row to modify the record, otherwise click Add to create a new record.	

Create E1:Conference Papers 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 2. In the Core Details section of a record, select 'E1' from the **Category** dropdown list.	
3. Scroll to the **Details** section and click it. This will open the 'Details' subsection if not already opened 4. Enter **Title of Paper** 5. Enter **Conf. Pub Title** 6. Enter **Publisher** 7. Enter **Place Published** 8. Enter **Start Page Number** 9. Enter **End Page Number** 10. Enter **ISBN/ISSN** 11. Enter **Year Published**	

12. Enter **Name of Conference**

13. Enter **Conference Location**

14. Enter **Conf. Start Date**

15. Enter **Non-English Language**

16. Enter **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 22. Enter the **Description** 23. Enter **Keywords**	**Other Details** **21** **22** Description **23** Keywords Missing items

24. Click on the **Save** link to save the details. This will generate a Reference Number and show related items:
    • Classifications
    • Contributors
    • Documents
    • Significant Events
 	
Refer to the Research Output – Related Items guide for more details
	New Research Outputs **24** Save Back
	
	Collection Year 2017 ▼ Reference Number Current? ☑