

## APPENDIX 1 –AUDIT CATEGORY VERIFICATION REQUIREMENTS

Audited categories	
Publication classification	Verification requirements
<b>A1 BOOK</b>	<ul style="list-style-type: none"> <li>• Evidence indicating the author’s affiliation to UWA</li> <li>• Hardcopy of the book if in print, electronic copy of the book if online</li> <li>• Copies of contents, preface, introduction</li> <li>• Copies of pages showing all bibliographical information (ISBN, title, author(s), publisher, all dates referring to copyright, publication, printing and distribution)</li> <li>• Proof the book is published by a commercial publisher as defined in section 2.3 or peer reviewed as defined at section 2.2</li> </ul>
<b>B1 BOOK CHAPTER</b>	<ul style="list-style-type: none"> <li>• Evidence indicating the author’s affiliation to UWA</li> <li>• Copy of the chapter</li> <li>• Copies of contents, preface, introduction</li> <li>• Copies of pages showing all bibliographical information (ISBN, book title, author(s), editor, publisher, all dates referring to copyright, publication, printing and distribution)</li> <li>• If new chapter in a revised edition, include contents page of previous edition to indicate that chapter is new</li> <li>• Proof the book is published by a commercial publisher as defined in section 2.3 or peer reviewed as defined at section 2.2</li> </ul>
<b>C1 JOURNAL ARTICLE (if not indexed by Scopus or WOS)</b>	<ul style="list-style-type: none"> <li>• Evidence indicating the author’s affiliation to UWA</li> <li>• Copy or offprint of article</li> <li>• Proof of peer reviewing as described in section 2.2</li> <li>• Copies of pages showing all bibliographical information (ISSN, journal title, author(s), all dates referring to copyright, publication, printing and distribution)</li> <li>• If an ISSN does not appear in the journal, external evidence such as an ISSN number being cited in an extract from Thomson Reuters Web of Knowledge Master Journal List, or being cited as ‘refereed’ in Ulrich’s Knowledgebase</li> </ul>
<b>D MAJOR REVIEW (if indexed by Scopus or WOS)</b>	<ul style="list-style-type: none"> <li>• No verification materials required unless specifically requested</li> </ul> <p>Please note, reviews that are not indexed by Scopus or WOS do not meet the criteria for D and do not attract SI points.</p>

	<b>E1 CONFERENCE PUBLICATION (if not indexed by Scopus or WoS)</b>	<ul style="list-style-type: none"> <li>• Evidence indicating the author's affiliation to UWA</li> <li>• Copy or offprint of full paper;</li> <li>• Copies of contents, preface, introduction;</li> <li>• Copies of pages showing all relevant bibliographical information (author(s), title and editor of conference proceedings, publisher, all dates referring to copyright, publication, printing and distribution);</li> <li>• Proof of peer reviewing as described in section 2.3</li> <li>• Proof the conference is of national or international significance.</li> </ul>
	<b>P RESEARCH REPORT</b>	<ul style="list-style-type: none"> <li>• The bibliographic and other details as specified on the proforma</li> <li>• A copy of the report</li> <li>• Proof that the report was made publicly available</li> <li>• Proof that the report was commissioned</li> <li>• ERA Research Statement (max. 250 words)</li> </ul>