

## Research Repository

### Information for researchers in the Faculty of Arts, Business, Law and Education

#### 1. The following templates are the most useful for your publication/outputs:

Type of publication	Repository template
Authored book	Book/Report > book
Anthology/edited book	Book/Report > Anthology
New edition of a book	Book/Report > book
Translation of a book	Book/Report > book
Book chapter	Chapter in a book/conference paper > chapter (peer reviewed)
Book chapter (private published)	Chapter in a book/ conference paper > chapter
Journal article	Contribution to journal > article
Other journal contribution (review/lit review)	Contribution to journal > literature review or review article
Major Review	Contribution to journal > literature review
Conference paper (full)	Chapter in a book/conference paper > conference paper
Extract of conference paper	Contribution to conference > abstract
Edited volume of conference proceedings	Book/report > Anthology
Entry in encyclopaedia	Chapter in a book/conference proceeding > entry for encyclopaedia/dictionary
Public policy report	Chapter in a book/report > other output

## 2. Individual online importers

The following online importers can be set up to automatically search and pull in records authored by you:

- Mendeley
- EbscoHost
- WorldCat

## 3. Creative works and Non-traditional Research Outputs (NTROs)

Creative works including text works, musical composition, visual art, design/architectural works, exhibition catalogues and live performances to be added to the repository can be emailed to [repository-lib@uwa.edu.au](mailto:repository-lib@uwa.edu.au) with the following information:

Type of work	Required information
<b>Original textual work</b>	<ul style="list-style-type: none"> <li>✓ Bibliographic and other details as specified on the proforma</li> <li>✓ Proof of publication and availability for sale by a recognised commercial publisher</li> <li>✓ Proof of expert/peer review</li> <li>✓ A copy of the work</li> <li>✓ ERA Research statement</li> <li>✓ Affiliation letter</li> </ul>
<b>Musical Composition</b>	<ul style="list-style-type: none"> <li>✓ Bibliographic and other details as specified on the proforma</li> <li>✓ Proof of publication and availability for sale by a recognised commercial publisher</li> <li>✓ Proof of expert/peer review</li> <li>✓ A copy of the work</li> <li>✓ ERA Research statement</li> <li>✓ Affiliation letter</li> </ul>
<b>Visual Art</b>	<ul style="list-style-type: none"> <li>✓ Bibliographic and other details as specified on the proforma</li> <li>✓ Proof of the exhibition being the first exhibition of the material</li> <li>✓ Proof of the gallery or museum being an independent public or commercial organisation</li> <li>✓ A copy of the published catalogue for the exhibition</li> <li>✓ When exhibited at a UWA venue works must have: external review by an independent expert, evidence that it has been independently produced by an entity assuming responsibility for the risk producing or demonstrates national or international significance</li> <li>✓ ERA research statement</li> <li>✓ Affiliation letter</li> </ul>
<b>Design/Architectural Works</b>	<ul style="list-style-type: none"> <li>✓ Bibliographic and other details as specified on the proforma</li> <li>✓ Proof of a design award being received for</li> </ul>

	<ul style="list-style-type: none"> <li>the first time; or</li> <li>✓ Proof of independent professional publication of review for the first time; or</li> <li>✓ Proof of the exhibition being the first exhibition of the material and the gallery or museum being an independent public or commercial organisation and a copy of the published catalogue for the exhibition</li> <li>✓ When exhibited at a UWA venue works must have: external review by an independent expert, evidence that it has been independently produced by an entity assuming responsibility for the risk producing or demonstrates national or international significance</li> <li>✓ ERA research statement</li> <li>✓ Affiliation letter</li> </ul>
<b>Exhibition Catalogue</b>	<ul style="list-style-type: none"> <li>✓ Bibliographic and other details as specified on the proforma</li> <li>✓ A copy of the catalogue</li> <li>✓ When exhibited at a UWA venue works must have: external review by an independent expert, evidence that it has been independently produced by an entity assuming responsibility for the risk producing or demonstrates national or international significance</li> <li>✓ ERA research statement</li> <li>✓ Affiliation letter</li> </ul>
<b>Live performance</b>	<ul style="list-style-type: none"> <li>✓ Bibliographic and other details as specified on the proforma</li> <li>✓ A copy of the performance program and a review or supplementary material attesting to the performance's existence, time and place</li> <li>✓ Proof the performance has a UWA connection (UWA byline equivalent)</li> <li>✓ When exhibited at a UWA venue works must have: external review by an independent expert, evidence that it has been independently produced by an entity assuming responsibility for the risk producing or demonstrates national or international significance</li> <li>✓ ERA research statement</li> <li>✓ Affiliation letter</li> </ul>
<b>Rendered Work</b>	<ul style="list-style-type: none"> <li>✓ Bibliographic and other details as specified on the proforma</li> <li>✓ A copy of the recorded/rendered output</li> <li>✓ When exhibited at a UWA venue works must have: external review by an independent expert, evidence that it has been independently produced by an entity assuming responsibility for the risk</li> </ul>

	producing or demonstrates national or international significance ✓ ERA research statement ✓ Affiliation letter
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For more information please see the [Publications Manual](#)

#### 4. Editing your profile and other fields in the Repository staff view

The Repository pulls in data from several other data sources which are updated regularly via a synchronisation. As such synchronised fields should not be edited as any changes made to these fields will be lost when the next sync is run.

Synchronised fields in the profile section that should not be edited include:

Repository field	Source data
First name	Alesco
Last name	Alesco
Name variant	Alesco
Title	Alesco
Gender	Alesco
Profile photo	Contact directory
Profile	Contact directory
Organisation affiliations	Alesco/internal database

#### 5. Other Content types

##### a. Projects and Awards

You cannot edit existing records as the data is being pulled in and synchronised from InfoEd, the University's grants management system.

##### b. Datasets

You can see any datasets that had been submitted to our old data repository Research data online. At the moment it is not possible to edit or add new datasets.

We are currently migrating all research dataset metadata, files, handles and DOIs from RDO to the Research Repository. Once this migration is complete, you will soon be able to add datasets to the Research Repository directly and RDO will be decommissioned.

c. Student thesis

This is not an active content type. The Library creates all records for HDR theses on behalf of authors.

d. Curricula Vitae

You can create a CV within in the repository but please note it will not be available publicly.

Visit the Research Repository [FAQs](#) for more information

## 6. University byline

Please note the official University byline is “University of Western Australia”

Affiliation letter template for non bylined research outputs is a follows:

### MEMORANDUM

Date: xxxxxx 2017

### PUBLICATIONS – AUTHOR AFFILIATION

This is to confirm that I undertook the research leading to the publications listed below in my capacity as a staff member or student at the University of Western Australia.

*Citation details here,(any citation style is fine)*

### Author’s Name

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Author’s Signature