Metadata guidelines for journal readings

Guidelines for required fields common to all journal reading types

All fields should be completed using sentence case. Capitalise the first word of sentences and all proper nouns.

Source Document (left of screen)

Publisher

Use the organisation, company or institution responsible for publication of the book or journal.

Volume

The volume is the number assigned to a journal or a group of journals often encompassing a single year.

Year published

Use the year displayed with the © symbol if available, or the year the publication was made available.

Reading (right of screen)

Genre

Choose the appropriate reading type from the drop down list provided.

Author(s)

- Author names to be entered in a string, separated by commas
- Do not use ‘&’, ‘and’ or ‘et al’ in the author field, these will be added based on citation style chosen
- Do use a ‘.’ between initials, e.g. B.J.
- Examples
  - Bowman, Belinda, Vilareal, Wil
  - Bowman, B.J., Vilareal, W.
  - Bowman, Belinda J., Vilareal, Wil
  - Bowman, B.J., Vilareal, W., Gibson, D., Fernando, B., Rusiniak, M.
- Corporate or Group authors are under review with the vendor. Current guidelines to allow use are;
  - All words in the author field must begin with a capital letter and the field must end with a comma
    - E.g. The University Of Melbourne,
  - Do not use the ‘&’ or ‘and’, as the system identifies ‘and’ with personal author rules
    - E.g. ‘Center For Disease Control Prevention,’ instead of Center for Disease Control and Prevention

Kind

- File – PDF, etc., file to be uploaded
- Link – the URL for the online version of the reading
- Locate – used when the URL is unknown and a scanned version has not been supplied

Pages

- Graphic – appropriate if the reading contains an image(s) only
- Not Paginated – requires a word count for the reading
- Paginated – the number of pages for the reading
Guidelines for required fields specific to journal readings by type

Conference Paper

Source Document (left of screen)
Journal title

Use the title of the conference paper, e.g. 2016 IEEE conference on robotics and technology.

Reading (right of screen)
Reading title

Use the title of the individual conference paper relating to this reading.

Journal (complete journal)

Source Document (left of screen)
Journal title

Use the title from the front cover of the journal.

Reading (right of screen)
Reading title

Use the title from the front cover of the journal.

Journal Article

Source Document (left of screen)
Journal title

Use the title from the front cover of the journal.

Reading (right of screen)
Reading title

Use the title of the relevant journal article.
**Legal Case**

**Source Document (left of screen)**

**Journal title**

Use the full title of abbreviation in case citation, obtained from [http://www.legalabbrevs.cardiff.ac.uk](http://www.legalabbrevs.cardiff.ac.uk) (eg. CLR = Commonwealth Law Reports)

**Volume**

This is no longer a required field for this reading type and can be left blank.

**Short Title (optional field)**

Use abbreviation from case citation. This field must be completed for use with the AGLC citation style.

**Reading (right of screen)**

**Reading title**

Use the title of the relevant legal case.

**Author**

This is no longer a required field for this reading type and can be left blank.

**Pages**

- Not Paginated – requires a word count for the reading
- Paginated – the number of pages for the reading
  - This information can be sourced from the final number in case citation (eg. (2013) 252 CLR 480 or [2015] HCA 46)

**Legislation**

**Source Document (left of screen)**

**Journal title**

Use the full jurisdiction (boundary/title) of Act/Bill, e.g. ‘Victoria’

**Volume**

This is no longer a required field for this reading type and can be left blank.

**Short Title (optional field)**

Use abbreviation from case citation. This field must be completed for use with the AGLC citation style.
Reading *(right of screen)*

**Reading title**

Use the official Act/Bill title (excluding year), e.g. ‘Supreme Court Act’

**Author**

This is no longer a required field for this reading type and can be left blank.

**Pages**

- Not Paginated – requires a word count for the reading
- Paginated – the number of pages for the reading

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**Magazine Article**

**Source Document (left of screen)**

**Journal title**

Use the title from the front cover of the magazine.

**Reading (right of screen)**

**Reading title**

Use the title of the relevant magazine article.

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**Newspaper Article**

**Source Document (left of screen)**

**Journal title**

Use the title from the front page of the newspaper.

**Reading (right of screen)**

**Reading title**

Use the title of the relevant newspaper article.
**Preprint**

*Source Document (left of screen)*

*Journal title*

Use the title from the front cover of the journal.

*Volume*

Preprints may not always have a volume, if this is the case use the publication year.

*Reading (right of screen)*

*Reading title*

Use the title of the relevant journal article.

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**Proceeding**

*Source Document (left of screen)*

*Journal title*

Use the title from the title page of the proceeding, if none available use the title from the front cover.

*Volume*

For a proceedings that do not have a volume number use the year.

*Reading (right of screen)*

*Reading title*

Use the title of the relevant chapter/article.