



THE UNIVERSITY OF
MELBOURNE

Research Outputs Collection Classification Guidelines

For the collection and classification of University research outputs

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Introduction

The University of Melbourne collects data on research outputs published by staff and students of the University. Eligible research outputs for each calendar year are entered into the *Annual Collection*. The data provides the University with valuable information on the research activity of its staff and uses the research output data as a key performance indicator in the analysis of research performance across departments and faculties and in benchmarking with other research-intensive universities. Eligible research outputs are used to populate Find an Expert Profiles, can be made publicly available in the institutional repository Minerva Access, and can be included in government submissions such as the Excellence in Research for Australia (ERA) initiative. Research output data is also used in strategic planning and the allocation of internal and external funding resources.

To facilitate this, all research outputs in the Annual Collection must be assigned a category from these Classification Guidelines. Each output must meet all criteria to which it has been assigned.

For audit purposes, it is mandatory that information verifying the classification of research outputs is attached in the Research Outputs Management System, Minerva Elements. Verification evidence is only required for research outputs which may form part of the University's submission to ERA; appropriate forms of evidence for relevant outputs are described herein.

These guidelines supersede all previous versions. All research outputs newly entered in the Annual Collection are to be classified according to these guidelines.

Collecting Research Outputs

It is strongly recommended that research output details are captured in Minerva Elements as soon as they are published. Research outputs may be automatically harvested into Minerva Elements from external data sources, based on a researcher's search settings, or they may be entered manually by the researchers or a Publication Co-ordinator on their behalf.

Publications that are in pre-print, accepted for publication status, or published "online first" **must not** be included in the Annual Collection until they are officially published (e.g. for journal articles, assigned a volume number or article number; for book chapters, assigned a chapter number and pagination) as the publication year often changes between pre-print and post-print status.

Once a researcher has either 'claimed' an externally harvested research output, or a manual research output has been entered, the Annual Collection module allows the research output to be 'nominated' for inclusion in the Annual Collection, and for supporting evidence to be uploaded if necessary. Supporting evidence is required if stipulated in these guidelines for the classification category.

These guidelines are to be used in conjunction with the Minerva Elements User Guide, which details how to manually enter research output data into Minerva Elements, as well as to update search settings to optimise harvesting of research outputs from external data sources. To view the User Guide, and for more information on the Annual Collection, refer to the Research Outputs website, <https://staff.unimelb.edu.au/research/research-outputs>

Key concepts

Definition of research

Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.

This definition of research encompasses pure and strategic basic research, applied research and experimental development. Applied research is original investigation undertaken to acquire new knowledge but directed towards a specific, practical aim or objective (including a client-driven purpose).

Definition of research outputs

Research outputs may be produced in any appropriate format, such as print, publication online, or publication in digital form on separate media such as CD/USB.

A research output is more than a release of a work. It implies quality control (such as peer review) and enhancement through processes such as assessment or review, editing, copy-editing, design, and conversion of the work to an appropriate format.

For the purposes of the University's collection, a research output is characterised by:

- substantial scholarly activity, as evidenced by discussion of the relevant literature, an awareness of the history and antecedents of work described, and a format which allows a reader to trace sources of the work including through citations, footnotes, etc.;
- originality, that is, it is not a compilation of existing works;
- veracity/validity through a peer validation processes or by satisfying quality control measures through the commercial publisher or gallery processes;
- increasing the stock of knowledge; and
- being in a form that enables dissemination of knowledge.

To be eligible for submission, each research output must:

- comply with the definition of research; and
- only be counted once by each institution.

Please note that each research output can only be counted once. If, for example, a conference paper is published in conference proceedings and is subsequently included as a chapter in a book, it can be counted as a chapter or as a conference paper but not both.

Year of Publication

The date of publication of a research output must appear on the research output and/or in the information provided for each research output.

The fundamental principles that underpin research output data are:

- the research output is claimed in the appropriate year;
- the year of publication must be verifiable; and
- the research output is claimed only once.

The year of publication is normally the latest year indicated as published, printed or the year of copyright. For artistic and practice-based research outputs that are not "published", the year of

publication is considered to be the year the work was first exhibited or performed.

Pages showing the stated year of publication must be included in the provided verification material.

IMPORTANT

Journal articles and other published research outputs that are in pre-print or accepted for publication status **must not** be included in the collection until a volume number or article number is assigned. As the year often changes between pre-print and post-print status, it is important to include the publication for the year it has been assigned to a volume or article number.

Linked Authors

Before a research output is nominated, all University of Melbourne users linked to it must be verified to confirm they indeed match the authors of the publication.

If there are any pending authors, these will need to be resolved by either claiming the publication for them or rejecting it.

To confirm the identity of an author, it may be necessary to view several of the different records that make up the research output. (i.e the records from different sources such as Web Of Science, Scopus, and PubMed), and also view the publication directly via the DOI, if there is one. This is because the different sources will provide different information about the authors. For example, some provide the authors first name, whereas others only provide the first initial, and some will provide author identifiers, such as ORCID, that others do not.

In cases where the records do not provide enough evidence to make a claim or reject decision, it may be necessary to contact the user directly to determine their involvement.

In cases where the research output was a collaboration between different departments or faculties, there may be some authors from outside department or faculty that the processing user is familiar with. In these cases, efforts must still be made to verify all users, no matter what department they are from. When in doubt, contact the Publication Co-ordinator for that department/faculty for confirmation. (<https://research.unimelb.edu.au/contact-us/faculty-research-contacts>)

Note that if author matches the user, but they don't mention the University of Melbourne in their by-line they should still be claimed. See the section on Author Affiliation for more information.

Author Affiliation

The author's affiliation to The University of Melbourne, as identified on the output itself, must be correctly recorded.

For the author to be recorded as affiliated with The University of Melbourne for an output:

- the research output must contain a by-line which identifies the University by stating "The University of Melbourne", an abbreviation naming the University (e.g. Univ Melbourne), or one of its affiliates, or
- the research output must contain another accepted indicator such as a footnote or other statement in the research output indicating that the research was undertaken in the author's capacity as a staff member or student of the University, stating "The University of Melbourne". an abbreviation naming the University (e.g. Univ Melbourne), or one of its affiliates, or
- where the author affiliation is not identified within a work, a signed statement from the author indicating that he or she undertook the research leading to the research output in his or her capacity with the University

Adjunct fellows, honorary staff members and staff on leave are considered affiliated with the University if the University is identified in the by-line.

When authorship is not clear on the output (for instance, when a research team is identified as the author of a report), individual authors can provide a signed statement indicating that he or she

undertook the research leading to the research output in his or her capacity as a staff member or student of the University.

Please note: Outputs without affiliation to the University or one of its affiliates should still be recorded in Minerva Elements (e.g. where the by-line only mentions an alternative institution). These are eligible for inclusion in ERA. Author affiliation should be recorded as “externally affiliated” in the Annual Collection module.

A list of The University of Melbourne affiliates is available on the Research Outputs website: <https://staff.unimelb.edu.au/research/research-outputs/university-of-melbourne-affiliated-institutions>

Foreign Language Publications

Foreign language publications are eligible to be counted. The same verification evidence is required, in English, as for any other works. It is not necessary to translate the entire research output, but all relevant sections required for the verification of information to demonstrate that it meets the criteria of the category against which it is being claimed should be translated. This includes evidence that the work is a major work of scholarship and meets the definition of research.

Commercial Publishers

A commercial publisher is an entity for which the core business is publishing books and distributing them for sale.

If publishing is not the core business of an organisation, but there is a distinct organisational entity devoted to commercial publication, and its publications are not completely paid for or subsidised by the parent organisation or a third party the publisher is accepted as a commercial publisher. Examples include Melbourne University Press and CSIRO Publishing.

The evidence must support that the core business of the publisher is producing books and distributing them for sale. Such evidence may include: a letter from the publisher and/or a statement from the organisation's website. Evidence is only required where the commercial status of the publisher is unclear, and is not required for commonly known publishers.

IMPORTANT

Many of the books published by professional bodies do not report original research findings but report the results of evaluations or repackage existing information for the benefit of professionals or practitioners. It is important that Publication Coordinators and the Library assess these publications very carefully against the definition of research and only count those publications which report research activities.

Peer review

An acceptable peer review process is one that involves impartial and independent assessment or review of the research output in its entirety before publication, conducted by independent, qualified experts. Independent in this context means independent of the author.

For journal articles, any of the following are acceptable as evidence of peer review:

- listing on the ARC's Excellence in Research for Australia (ERA) latest available journal list;
- listing in Clarivate Analytics Master Journal List;
- classification as 'refereed' in the Ulrich's Knowledgebase;
- a statement in the journal which shows that contributions are peer reviewed;
- a statement or acknowledgement from the journal editor which shows that contributions are peer reviewed;
- a copy of a reviewer's assessment relating to the article.

For conference publications, any of the following are acceptable as evidence of peer review:

- a statement in the conference proceedings which shows that contributions are peer reviewed;
- a statement or acknowledgement from the conference proceedings editor which shows that contributions are peer reviewed;
- a copy of a reviewer's assessment relating to the conference paper.

Classifications

In addition to the classifications described in this document, all output must also be assigned at least one Field of Research (FoR) code and one Socio-Economic Objective (SEO) code with associated percentages. These are required by the Australian Research Council (ARC) for government reporting purposes.

The classification codes can be browsed

- on the University website

- FoR codes: <https://staff.unimelb.edu.au/research/research-systems/reporting/for>
- SEO codes: <https://staff.unimelb.edu.au/research/research-systems/reporting/seo>
- on the ARC website: <http://www.arc.gov.au/rfcd-seo-and-anzsic-codes>

Verification Evidence

Verification evidence is required for all ERA eligible categories where specified in these guidelines. This evidence is used to verify the output has been assigned the correct classifications. Additionally, the entire copy of selected outputs will be provided to the government as part of the ERA reporting activity.

Verification evidence differs from copies of the work that may have been made available as open access in The University of Melbourne's institutional repository, Minerva Access. The version of the work that may have been made open access may not demonstrate it meets all requirements (e.g. a preprint version of an article does not provide publication details, or proof of publication).

Where verification evidence can be sourced online, a link to the evidence is acceptable where the webpage presents all required information noted under 'Verification material' for each category. Examples of acceptable online evidence include DOIs, Publisher URLs and UoM Library Catalogue Permalinks (e.g. links to electronic books in The University of Melbourne library catalogue). In the absence of online evidence, or where specified within these guidelines, the materials should be uploaded into Minerva Elements in the Annual Collection module. For artistic and practice-based research outputs which exceed the 5 MB limit in Minerva Elements, a storage option will be made available in the near future.

Metadata requirements

Metadata requirements are specified for all ERA eligible categories in these guidelines, which are determined by government and internal reporting requirements. It is extremely important that all required metadata is captured at the time of processing research outputs for the Annual Collection to ensure quality and reliable data for reporting.

The required metadata must be available in at least one of the records for each research output (e.g. harvested or manual records). Where the metadata is not available in harvested records from data sources, it is expected a manual record will be created to ensure all required metadata is captured.

It is recommended that where metadata requirements have not been specified for 'Other' categories, follow the requirements of the ERA category (e.g. for categories listed under *A - Other Book Categories*, follow the metadata requirements for *A1 – Authored Research Books*).

For more information on harvested and manual records, see the Minerva Elements User Guide which is available via the Research Outputs website, <https://staff.unimelb.edu.au/research/research-outputs>

Funding acknowledgement

Publications that are produced as a result of grant funded research should be linked to the relevant grant in Minerva Elements. This is an important step to ensure compliance with funding bodies open access policies, as well measuring research impact and funding outcomes.

For more information on linking publications to grants, see the *Minerva Elements User Guide* via the Research Outputs website, <https://staff.unimelb.edu.au/research/research-outputs>

For more information on funding bodies open access policies, see the *ARC and NHMRC Open Access Policies Compliance Guidelines* webpage, <https://minerva.unimelb.edu.au/deposit/research-publications>.

Research Output Types

A1 – Authored Research Books

Research output type	Classification	Criteria
Book	A1 - Authored Research Books	<p>To be included in this category the research output must meet the definition of research as detailed in the key concepts, and:</p> <ul style="list-style-type: none"> • must be mainly previously unpublished material, making a substantial contribution to knowledge; • must be offered for sale (i.e. for hard copies, CD-ROMs, eBooks); • has an International Standard Book Number (ISBN); • was written entirely by a single author, or by joint authors who share responsibility for the whole book (i.e. individual chapters are not attributed to different authors); and • has been published by a commercial publisher, or undergone a peer review process. • Must not be one of the other <i>Other Book Categories</i>

Verification material:

flyleaf and/or other introductory pages showing:

- title of the book
- all author(s) of the book
- affiliation and/or affiliation verification statements
- all dates referring to copyright, publications, printing and distribution of the book
- publisher (including evidence of the publisher being a recognised commercial publisher if required)
- place of publication
- ISBN
- Preface/introduction/or equivalent
 - this evidence is required so auditors can assess the work against the definition of research. In some cases, other relevant evidence, such as the first chapter of the book or a statement by an expert in the field, may be required
- translation of foreign language publications
 - is not necessary to translate the entire publication, but only the relevant sections required for the verification of information to demonstrate that it meets all the criteria of this category

Required metadata

- Title, Author(s), Year of Publication, Publisher, Place of publication, Edition, ISBN (If the required metadata is missing on the records from the external data sources, add a manual record to record the data)
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

Desired metadata: DOI, Abstract

A - Other Book Categories

To be included in these categories the output must meet the following general criteria:

- published within the calendar year of collection; and
- International Standard Book Number (ISBN).

It is not necessary for the publisher to meet the criteria of commercial publisher. The following specific criteria inform the classification of these categories:

Research output type	Classification	Criteria
Book	A2 – Edited Books	<p>This category is used to claim for the editor(s) of a book consisting of contributions from a number of authors.</p> <p>Include:</p> <ul style="list-style-type: none"> • 1st edition only <p>Exclude:</p> <ul style="list-style-type: none"> • original creative works – textual <p>See <i>E4 – Conference Editor</i> for the editorship of conference proceedings</p>
Book	A3 – Revised Books	<p>This category is used to claim a book previously published or a collection of previously published articles either by the current author or editor, or by some previous author or editor, which has been brought up-to-date by the substantial addition or alteration of material.</p> <p>Exclude:</p> <ul style="list-style-type: none"> • reprints that do not involve substantial additions or revisions
Book	A4 – Translated Books	<p>This category is used to claim for the translator(s) of a book authored by some other person.</p> <p>Include:</p> <ul style="list-style-type: none"> • 1st edition only <p>Exclude:</p> <ul style="list-style-type: none"> • short/minor translations not involving the translation of an entire book
Book	A5 – Textbooks	<p>This category is used to claim for the author(s) of a textbook.</p> <p>Include:</p> <ul style="list-style-type: none"> • books designed for student learning • 1st edition only
Book	A6 – Authored Books Other	<p>This category is used to claim for ‘other’ books written solely by the author(s) that cannot be classified elsewhere.</p> <p>Include:</p> <ul style="list-style-type: none"> • annotated anthologies • substantial research monographs published by university departments that are not likely to meet the definition of commercial publisher

		<ul style="list-style-type: none">books published by private individuals or privately funded companies (i.e. vanity presses) that are not likely to meet the definition of commercial publisher
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[Required Metadata](#)

See requirements for A1, with the following additional metadata requirements:

- A2 and A3, editor required in place of author
- A4, translator required

B1 – Research Book Chapters

Research output type	Classification	Criteria
Book chapter	B1 - Research Book Chapters	<p>This category refers to a contribution, consisting substantially of new material, to an edited compilation in which the material is subject to editorial scrutiny.</p> <p>To be included in this category the publication must meet the definition of research as detailed in the key concepts and:</p> <ul style="list-style-type: none"> • must be mainly previously unpublished material, making a substantial contribution to knowledge; • must be offered for sale; and • has an International Standard Book Number (ISBN). • Must not be one of the other <i>B – Other Book chapter categories</i>

Where an academic has edited the complete book, create a separate record for the book and categorise as A2 (See: *A: Other Book Categories*). Do not link academics with the relationship of 'Editor' to Book Chapters (See the *Minerva Elements User Guide* for more information).

Verification material:

- entire book chapter
- flyleaf and/or other introductory pages showing:
 - title of the book
 - all author(s) of the chapter
 - affiliation and/or affiliation verification statements
 - editor(s) of the book
 - all dates referring to copyright, publications, printing and distribution of the book
 - publisher
 - show that the publisher is a recognised commercial publisher
 - place of publication
 - ISBN
- table of contents
 - Additional evidence is required if the chapter is a new chapter in a revised edition. In this case the table of contents and preface/introduction of the previous edition will also be required.
- translation of foreign language publications
 - is not necessary to translate the entire publication, but only the relevant sections required for the verification of information to demonstrate that it meets all the criteria of this category

Required metadata:

- Title, Author, Year of Publication, Publisher, Place of publication, Book Title, Edition, ISBN, Editors.
- (If the required metadata is missing on the records from the external data sources, add a manual record to record the data)

- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

Desired metadata:

- Page Numbers, Chapter Number, Number of chapters, DOI, Abstract

B - Other Book Chapter Categories

To be included in these categories the output must meet the following general criteria:

- published within the calendar year of collection; and
- International Standard Book Number (ISBN).

It is not necessary for the publisher to meet the criteria of commercial publisher.

The following specific criteria inform the classification of these categories:

Research output type	Classification	Criteria
Book chapter	B2 – Book Chapters Other	<p>This category is used to claim for chapters in books consisting substantially of new material, to an edited compilation in which the material is subject to editorial scrutiny.</p> <p>Include:</p> <ul style="list-style-type: none">• substantial revisions/additions of chapters in edited books that are not the 1st edition• chapters in books published by private individuals and privately funded companies that are not likely to meet the definition of commercial publisher• chapters in textbooks• chapters in major reports or government department publications that are not published by a publisher that meets the definition of commercial publisher, and which appear in book format rather than report format

Required Metadata

See requirements for B1

C1 - Journal Articles, Refereed

Research output type	Classification	Criteria
Journal Article	C1 – Journal articles refereed	<p>To be included in this category the journal article must meet the definition of research as detailed in the key concepts and:</p> <ul style="list-style-type: none"> • must be published in a scholarly journal; • must have been peer-reviewed; and <ul style="list-style-type: none"> ○ an article that has been peer reviewed does not automatically mean that it is eligible. The article must still meet the definition of research as well as all other criteria • must have an International Standard Serial Number (ISSN). <ul style="list-style-type: none"> ○ Some journals may be regularly published as separate volumes with an ISBN rather than an ISSN. Provided that the publication is clearly identified as an edition of a journal, and not a book, articles in such publications may be eligible if they meet all other criteria • Must not be one of the other <i>C – Other Journal contributions</i>

Verification material:

- entire journal article showing
 - title of the journal
 - title of the journal article
 - all author(s) of the article
 - affiliation claimed and/or affiliation verification statements
 - issue (if applicable) and volume number
 - page numbers
 - year of publication
 - copyright details
 - publisher
 - ISSN - If an ISSN does not appear in the journal:
 - external evidence such as an ISSN number being cited in an extract from an authoritative journal listing, such as the Clarivate Analytics Master Journals List or from the Scopus database
 - evidence that the journal is classified as 'refereed' in the Ulrich's database
- translation of foreign language publications
 - is not necessary to translate the entire publication, but only the relevant sections required for the verification of information to demonstrate that it meets all the criteria of this category

Required metadata

- Title, Author, Year of Publication, Journal, Publisher, ISSN or eISSN
(If the required metadata is missing on the records from the external data sources, add a manual record to record the data)
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

Desired metadata:

- Page Numbers, Volume, Issue, DOI, Abstract

C - Other Journal Contributions

To be included in these categories the output must meet the following general criteria:

- published within the calendar year of collection; and
- the journal must be scholarly and controlled by an editorial board

The following specific criteria inform the classification of these categories:

Research output type	Classification	Criteria
Journal Article	C2 – Journal Articles Unrefereed	<p>This category is used to claim for <i>non-peer reviewed</i> works of scholarship published in a scholarly or professional journal controlled by an editorial board.</p> <p>Include:</p> <ul style="list-style-type: none"> ○ articles designed to inform practitioners on existing knowledge in a professional field ○ case studies <p>Please note that the journal can either be peer reviewed according to criteria or non-peer reviewed.</p>
Journal Article	C3 – Journal Articles Unrefereed Letters or Notes	<p>This category is used to claim for communications (including editorial commentary) published in a scholarly or professional journal controlled by an editorial board. Please note that the Journal can either be peer reviewed according to criteria or non-peer reviewed.</p>
Journal Article	C5 – Other Refereed Contribution to Refereed Journals	<p>This category is used to claim research notes, commentaries and brief communications of original research that meet the criteria of research but are not substantial works of scholarship in article form.</p>

Required Metadata

See requirements for C1

D - Reference Works

To be included in this category the output must meet the following general criteria:

- published within the calendar year of collection

It is not necessary for the publisher to meet the criteria of commercial publisher

The following specific criteria inform the classification of this category:

Research output type	Classification	Criteria
Reference Work	D4 – Major Reference Works	This category is used to claim for substantial research contributions to scholarly publications such as a dictionary, encyclopaedia, guideline, manual or handbook. Include: <ul style="list-style-type: none">• Reference works that have an International Standard Book Number (ISBN).
Reference Work	D5 – Other Reference Works	This category is used to claim for substantial research contributions to scholarly publications such as a dictionary, encyclopaedia, guideline manual or handbook. Include: <ul style="list-style-type: none">• Reference works that <i>do not</i> have an International Standard Book Number (ISBN).• User guides

Required metadata

- Title, Author, Year of Publication, Publisher, Place of Publication
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

Desired metadata:

- Reference Work Title, Page Numbers, Abstract

E - Editorship

The following specific criteria inform the classification of these categories:

Research output type	Classification	Criteria
Editorship	E1 – Editor (incl. Chief, Assoc. and other Editorial Roles)	This category is used to claim for editorship of journals. Include: <ul style="list-style-type: none">Chief, Associate and other Editorial roles
Editorship	E2 – Editorial Board Member	This category is used to claim for editorial board membership of journals. A new record must be created for each year of board membership.
Editorship	E3 – Guest Editor	This category is used to claim for guest editorship of a journal issue. A new record must be created for each guest editorship role.
Conference proceedings or Editorship	E4 – Conference Editor	This category is used to claim for editorship of conference publications. The conference publication must be a scholarly publication controlled by an editorial board/editor(s).
Editorship	E5 – Website/Database Editor	This category is used to claim for editorship of websites or databases. The website/database must be a scholarly publication. The editor role must be of the scholarly content, and not website administrative tasks.

Note: See A2 for the editorship of books.

Required Metadata

- Title (e.g. journal title, conference publication title), Editor/s, Year of Publication, Publisher
- For E1, E2, E3, E4: ISSN/eISSN/ISBN
- For E3: Volume, Issue
- For E5: Web address

Desired metadata:

- Place of Publication, Page Numbers, DOI, Abstract

F1 - Conference Publications, Full Written Papers, Refereed

Research output type	Classification	Criteria
Conference Proceedings	F1 - Full Written Papers Refereed	<p>To be included in this category, the conference publication must meet the definition of research as detailed in the key concepts and:</p> <ul style="list-style-type: none"> • be published in full; <ul style="list-style-type: none"> ○ the papers may appear in any format, e.g. a volume of proceedings, a special edition of a journal, a normal issue of a journal, a book or a monograph or conference/organisational web site • be peer reviewed; and • be presented at conferences, workshops or seminars of national or international significance. • proceedings that are only provided to attendees are not eligible. <p>Demonstration that the proceedings are publicly available may be required such as a link to the proceedings online or evidence of the proceedings being catalogued in a public library</p> <ul style="list-style-type: none"> • Must not be one of the other <i>F – Conference publication, Other categories</i>

Verification material:

- Evidence of peer-review (see the peer-review section of this document for further details)
- entire conference paper (DOI or uploaded PDF only. Publisher URL is not accepted as these are often not stable or permanent)
- flyleaf and/or other introductory pages showing:
 - title of the conference paper
 - all author(s) of the conference paper
 - affiliation and/or affiliation verification statements
 - editor(s) of the conference proceedings
 - year of publication
 - copyright
 - publisher
 - place of publication
 - ISBN/ISSN (if applicable)
 - conference name
 - conference date and location
- table of contents,
- translation of foreign language publications
 - is not necessary to translate the entire publication, but only the relevant sections required for the verification of information to demonstrate that it meets all the criteria of this category

Required metadata

- Title, Author, Year of Publication, Conference Title, Conference Start Date, Conference End Date, Conference Proceedings Title, Publisher, ISSN or eISSN or ISBN
(If the required metadata is missing on the records from the external data sources, add a manual record to record the data)
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

Desired metadata:

- Page Numbers, DOI, Abstract

F - Other Conference Publications

To be included in this category the output must meet the following general criteria:

- published within the calendar year of collection;
- conference papers need to be made widely available (not just handed to conference participants at the conference); and
- conference publication must be a scholarly publication controlled by an editorial board/editor(s).

The following specific criteria inform the classification of this category:

Research output type	Classification	Criteria
Conference Proceedings	F2 - Full Written Papers Unrefereed	<p>This category is used to claim for <i>fully written</i> conference papers which are <u>not</u> subject to peer review according to criteria. The conference paper can be published in different formats (i.e. a volume of proceedings, a special edition of a journal, a normal issue of a journal, a book or a monograph). Poster presentations can be included in this category</p> <p>Exclude:</p> <ul style="list-style-type: none"> • Published abstract/extended abstract
Conference Proceeding	F3 – Extended Abstracts	<p>This category is used to claim for peer reviewed <i>Extended Abstracts</i>. The extended abstract can be published in different formats (i.e. a volume of proceedings, a special edition of a journal, a normal issue of a journal, a book or a monograph).</p> <p>Short published abstracts (e.g. abstracts only a few sentences long) are not considered to be “extended” and cannot be classified as F3.</p>

Required Metadata

See requirements for F1

G - Reports

To be included in these categories the output must meet the following general criteria:

- published or made available within the calendar year of collection; and
- publicly available

It is not necessary for the publisher to meet the criteria of commercial publisher. Please note reports that are required as part of a grant scheme are not eligible (for example ARC Discovery Progress Reports are not considered research outputs).

The following specific criteria inform the classification of these categories:

Research Output Type	Report category	Classification	Criteria
Report Subtype - Commissioned (Public Sector)	Commissioned (Public Sector)	G Reports and Working Papers*	A commissioned or solicited research report that has been undertaken for an Australian, state, territory, local, foreign or international government body or organisation.
Report	Commissioned (Industry)	G Reports and Working Papers*	A commissioned or solicited research report that has been undertaken for a company, industry, organisation, industry peak body, or an employer/employee association.
Report	Commissioned (Not-For-Profit)	G Reports and Working Papers*	A commissioned or solicited research report that has been undertaken for a body or organisation operating in the not-for-profit sector.
Report	Commissioned (Other)	G Reports and Working Papers*	A commissioned or solicited research report undertaken for an organisation not listed above.
Report	Internal report	G Reports and Working Papers*	A published research report only available internally (i.e. to other University of Melbourne departments). Internal reports do not need to be commissioned or solicited.
Report	Working paper	G Reports and Working Papers*	Working papers

*Note that Elements label interface requires two characters to be entered before it will allow a label to be selected, so to select this label, 'G' followed by space must be entered.

Verification material:

- A copy of the Report;
- Research Statement including research background; research contribution; and research significance (to be included in the record metadata).

Required metadata

- Title, Author, Year of Publication, Commissioning Body (Publisher)
- Report category, as per above table
- Research Statement
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

Desired metadata: Abstract, Confidential report status, ISBN or ISSN

I - Patents

The following specific criteria inform the classification of this category:

Research Output Type	Classification	Criteria
Patent	I1 Patents	<p>This category is used to claim for patents which must:</p> <ul style="list-style-type: none">• be for a product or process for which a full patent (or its equivalent) has been granted;• be granted for the first time within the calendar year of collection;• be based on research which meets the definition of research;• be either owned by the researcher, the University, a commercial subsidiary, University controlled entity or affiliated institution and/or a spinoff company associated with the University;• not include multiple rights for the same product or process; and• not include applications for which no determination has been made on patent rights. <p>Include:</p> <ul style="list-style-type: none">• plant breeder rights

Required Metadata

- Title, Inventor/s, Filing date, Patent number

Desired metadata:

- Applicant/s, Agent name, PCT number, WIPO number, Abstract

J - Original Creative Works

Research outputs are eligible as Original Creative Works only where the relevant eligible researcher is the creator of the creative work rather than, for example, the curator of an exhibition of creative works produced by others.

The following specific criteria inform the classification of these categories:

Research Output Type	Classification label	Criteria
Original Creative Work – Textual Work	Ji Creative/Practice based Published Works	Include novels, art reviews, book reviews, exhibition catalogues, works of journalism and catalogue entries
Original Creative Work – Musical Composition	Ji Creative/Practice based Published Works	Include musical scores, musical compositions
Original Creative Work – Visual Art Work	Jiii Art/Design/Practice based Works*	Include fine arts and crafts works, diagrams, maps, cartoons, photographic images, sculptures or installations.
Original Creative Works – Design/Architectural Work	Jiii Art/Design/Practice based Works*	Include realised, constructed, fabricated or unrealised building and design projects.
Original Creative Work – Other	Jiii Art/Design/Practice based Works*	Include other creative works that do not fit the other research outputs types.

* May be called Jiii Creative Exhibited Work in Minerva Elements

Verification material:

Documentation may be in the form of a recording of the performance, reviews, performance programs or other material.

- A complete copy of the actual work and/or
- Clear visual representation of the actual work
- Research Statement including research background; research contribution; and research significance (to be included in the record metadata).

Required Metadata

- Title, Author, Year of Publication, Publisher, Place of Publication, Medium
- Research Statement
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

Desired metadata

- for textual works (Ji): ISSN or ISBN, Book or Journal Title, Page numbers, Volume and Issue

Jii - Creative Recorded Works

To be included in these categories the output must meet the following general criteria:

- Recorded or rendered within the calendar year of collection.

The following specific criteria inform the classification of these categories:

Research output type	Classification	Criteria
Recorded or rendered work – Film, Video	Jii Creative/Practice based Recorded Works	Research outputs presented in an audio-visual format, such as films, documentaries, works of journalism or audio-visual presentations.
Recorded or rendered work – Performance	Jii Creative/Practice based Recorded Works	Performances (in music, dance, theatre, etc.) that have been created specifically for a recorded medium
Recorded or rendered work – Inter-arts	Jii Creative/Practice based Recorded Works	Recorded/rendered creative works, often experimental, produced in association with other researchers in other disciplinary fields.
Recorded or rendered work – digital creative works	Jii Creative/Practice based Recorded Works	Digital creative works, including creative 3D models, digital outputs of architectural and design projects, computer programs, games and visual artworks.
Recorded or rendered work – website/web-based exhibitions	Jii Creative/Practice based Recorded Works	These are eligible as recorded/rendered creative works if the eligible researcher is the creator of the creative works featured in the website. Curated web-based exhibitions of the creative works of others should be classified as curated or produced substantial public exhibitions and events.
Recorded or rendered work – other	Jii Creative/Practice based Recorded Works	Other recorded/rendered creative works not listed above.

Verification material:

- Recording or rendering of the work (audio or visual files)
- Promotional material (if applicable);
- Research Statement including research background; research contribution; and research significance (to be included in the record metadata).

Required Metadata

- Title, Author, Year of Publication, Publisher, Place of Publication, Medium
- Research Statement
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

K - Curated or Produced Public Exhibitions and Events

This category is specifically aimed at research outputs produced by curators rather than artists/creators

Please note that exhibition catalogues written by curators should be classified as original creative works (textual work).

To be included in these categories the output must meet the following general criteria:

- curated within the calendar year of collection.

The following specific criteria inform the classification of this category:

Research output type	Classification	Criteria
Curated Exhibition, Event or Festival	K1 Curatorship of Web-based Exhibition	The curation and/or production of an internet website presenting a collection of creative works where the internet is the medium of the exhibited works.
Curated Exhibition, Event or Festival	K2 Curatorship of Exhibition/Event	The curation and/or production of a collection of creative works exhibited together for the first time, in that particular arrangement, in a recognised gallery, museum, or event. This should be accompanied by a well-researched publication that includes the date and location of the exhibition.
Curated Exhibition, Event or Festival	K3 Curatorship of Festival	The curation of a festival bringing together innovative work or existing works in an innovative format or through a theme that provides new perspectives and/or experiences.
Curated Exhibition, Event or Festival	K4 Curatorship - Other	Curated or produced substantial public events or exhibitions not listed above.

Verification material:

- Catalogue identifying individual designs, the name of the curator and the exhibition details;
- Promotional material (if applicable);
- Research Statement including research background; research contribution; and research significance (to be included in the record metadata).

Required Metadata

- Title, Author, Year of Publication, Publisher, Place of Publication, Medium
- Research Statement
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

M - Software and Datasets

To be included in this category the output must meet the following general criteria:

- Published or made publicly available within the calendar year of collection.

It is not necessary for the publisher to meet the criteria of commercial publisher.

The following specific criteria inform the classification of this category:

Research Output Type	Classification	Criteria
Software / Code	M5 Computer Software Products	This category is used to claim for innovative software products of commercial quality and offered for sale or distributed as shareware through a publisher or distributor. Include: <ul style="list-style-type: none">• System software• Application software• Development software
Dataset	M1 Datasets	Publicly available datasets

Note: For software or dataset user guides, see D5

Required Metadata

- Title, Author, Year of Publication
- For M5, Publisher
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

Desired metadata:

- Place of Publication, Abstract

P - Performance of Original Creative Works

For Live Performance of Creative Works, the actual public performance is what is claimed. To be included in these categories the output must meet the following general criteria:

- Performed within the calendar year of collection.

The following specific criteria inform the classification of these categories:

Research Output Type	Performance category	Classification	Criteria
Live performance of Creative Work	Music	P Performance*	Include: <ul style="list-style-type: none"> • new work or a demonstrably new or innovative interpretation or production of an existing work.
Live performance of Creative Work	Play	P Performance*	Include: <ul style="list-style-type: none"> • new work or a demonstrably new or innovative interpretation or production of an existing work.
Live performance of Creative Work	Dance	P Performance*	Include: <ul style="list-style-type: none"> • new work or a demonstrably new or innovative interpretation or production of an existing work.
Live performance of Creative Work	Other	P Performance*	Include live performances of creative works not listed above: <ul style="list-style-type: none"> • new work or a demonstrably new or innovative interpretation or production of an existing work.

*Note that Elements label interface requires two characters to be entered before it will allow a label to be selected, so to select this label, 'P' followed by space must be entered.

Verification material:

- Documentation may be in the form of a recording of the performance, reviews, performance programs or other material.
- Research Statement including research background; research contribution; and research significance (to be included in the record metadata).

Required Metadata

- Title, Author, Year of Publication, Publisher, Place of Publication/Exhibition/Performance etc.
- Performance category, as per above table
- Research Statement
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage

V – Scholarly Contribution to Database/Website

To be included in these categories the output must meet the following general criteria:

- The work must be original research and not be published elsewhere
- The website/database must be publicly available
- Online journal articles must be reported under C

Research output type	Classification	Criteria
Scholarly Contribution to Database/Website	V1 Scholarly Contribution to Database/Website	This category is used to claim research outputs that are published on a website or publicly available database

Required Metadata

- Title, Author, Year of Publication, Name of Website/Database, Website Address
- Appropriate classification label, 6 digit FoR codes, SEO codes and percentage