

Journal Resources

eReserve has provided some recommendations below to assist staff who are required to enter Reading Requests via the Admin interface, mimicking Academic Users. This guide originates from the University of Melbourne and uses the following references to provide recommendations:

S = Means the system requires data entry in this format

R = Recommends your Institution apply its own local information policies

Use this form for:

1. Whole journal - a whole journal to be accessed by Students
2. Journal excerpts - an excerpt from a journal ranging from a few pages to a whole article
3. Conference papers - a publication bundling the proceedings of a conference
4. Legal cases - a legal case
5. Legislation - a Bill or Act
6. Magazine articles - an article from a magazine
7. Newspaper articles - an article from a newspaper
8. Preprints - a version of a paper that precedes official publication in a journal
9. Proceedings - a conference paper or proceeding published in a conference publication

General Hints

- All fields should be completed using 'Sentence Case'. Capitalise the first word of sentences and all proper nouns.^R
- Enter DK - for Don't know
- For file-based readings please consider the file size and type you choose to upload to eReserve Plus as end-users may not have the capacity to download large files,

and especially high quality scanned copies. The resolution, colour vs b&w and file type will all have an impact on the quality and size of files.

- It is best to check whether the item is already in the eReserve Repository before you create a new Reading so as to avoid duplicate Reading records being created

Details (top right of screen)

Field Name	Description	Type	Suggested Value
Communication Kind	The licence you select from the dropdown list will depend on the jurisdiction you are in. The list will default to Print Statutory Licence in AU. Selecting Print Statutory Licence at the Source Document level will give you the flexibility to distribute the reading under other Communication Kinds. So if the Reading Kind below is selected as a Link then it is distributed with a Communication Kind of 'External Link' which is recorded on the Reading Request. . To amend the Communication Kinds for the distribution of the Reading Admin Users will need to visit the request in Request Management to make the amendment there.	Picklist	Speak to your Copyright Officer if you are unsure which Licence to select. ^R

Field Name	Description	Type	Suggested Value
Reading Importance	Select one of: Required: means Students will see the Reading flagged as 'Required'. Recommended: means Students will see the Reading flagged as 'Recommended'.	Selection	Required or Recommended. ^S

Source Document (Left of screen)

Field Name	Description	Type	Suggested Value
a	b	c	d
Field Name	Description	Type	Suggested Value
Journal Title	Enter a title for the source document. Wherever possible this should not include aspects such as the year of publication, volume or issue. It should describe the common name for the source publication. Advice for where to find the title: Bill: Enter the full jurisdiction (boundary/title) of a Bill, e.g. Victoria Conference: Enter the title of the conference	Text	Sentence case text^R Follow what is in your catalogue or Worldcat, if relying on that. Copy carefully what is in the text in terms of ands/

Field Name	Description	Type	Suggested Value
	e.g. 2016 IEEE conference on robotics Journal Article: Enter the title of the relevant journal Legal Case: Enter the full title of abbreviation in case citation, obtained from Cardiff (legal abbreviations) (e.g. CLR = Commonwealth Law Reports) Legislation: Enter the full jurisdiction (boundary/title) of Act/Bill, e.g. Victoria Magazine Article: Enter the title from the front cover of the magazine Newspaper Article: Enter the title from the front page of the newspaper Pre-print: Enter the title from the front cover of the journal Proceeding: Enter the title from the title page of the proceeding, if none available use the title from the front cover Whole Journal: Enter the title from the front cover of the journal		ampersands and any punctuation or spelling (e.g. color vs colour). Punctuation Rules in the Anglo American Cataloguing Rules (AACR2) can be applied.

Field Name	Description	Type	Suggested Value
Organisation (For file based readings only)	Enter the name of organisation, company or institution responsible for publication of the journal.	Text	e.g. Taylor & Francis^R Best to copy/paste from catalogue or Worldcat, if appropriate.^R If unknown: Type n.p. (which means no publisher for some Citation Styles) Legal Case: Where court decisions are not otherwise published enter the name of the court.
Volume (For file based readings only)	The volume is the number assigned to a journal or a group of journals often encompassing a single year.	Text	e.g. 2, Spring, January^R Legal Case: This is not

Field Name	Description	Type	Suggested Value
	For legal citations the AGLC term for volume is the same as eReserve		required for Legal Cases and can be left blank. Legislation: This is not required and can be left blank. Pre-print: Preprints may not always have a volume, if this is the case use the publication year Proceeding: For a proceedings that do not have a volume number use the year
Year Published	Enter the year the publication was made available as noted on the item	Number	e.g. 2001, c2001,

Field Name	Description	Type	Suggested Value
	OR enter the Copyright year whichever is available		2000-1, 2000-2001^S
Field Name	Description	Type	Suggested Value
Short Title (Only required for Legislation and Legal Cases)	Only required for Legislation and Legal Cases. Legal Case: Use abbreviation from case citation. This field must be completed for use with the AGLC citation style^R Legislation: Use abbreviation from case citation. This field must be completed for use with the AGLC citation style^R The Short Title field is also optionally used by some Citation Styles to display the Abbreviated Title of a journal.	Text	Sentence case text^R e.g. Law Report Series
Jurisdiction (Only required for Legislation)	Jurisdiction typically used in bills and legislative readings can be provide by simply populating the jurisdiction field. Once in that field it will be used in the citations where applicable.	Text	e.g. Vic
Number (Only required for	The number field is used when a serial publication is published by year. In some cases there can be multiple releases	Text	e.g. 2

Field Name	Description	Type	Suggested Value
Legislation and Legal Cases)	during one year and if that is the case the number of the release needs to be placed in the number field. Specifically this is outlined in AGLC Third Edition 2.2 “...If more than one volume is produced in a single year, the volume number should be included between the year and the report series abbreviation...”. So, for the 2nd volume of “Rowe v McCartney” the resulting citation would be provided: Rowe v McCartney [1976] 2 NSWLR 72.		
Identifier - ISSN	The ISSN can be found in either the catalogue record of the Journal or inside the front cover of the soft copy	Text	e.g. 0960-085X ^R

Reading (Right of screen)

Field Name	Description	Type	Suggested Value
a	b	c	d
Field Name	Description	Type	Suggested Value
Reading Title	Advice for where to find the title: Bill: Enter the title of the proposed legislation Conference Paper: Enter the title of the	Text	Sentence case text^R Follow what is in your

Field Name	Description	Type	Suggested Value
	individual conference paper relating to this reading Legal Case: Enter the full title of the case Legislation: Enter the official Act/Bill title (excluding year), e.g. Supreme Court Act Journal Article: Enter the title of the relevant journal article Magazine Article: Enter the title of the relevant magazine article Newspaper Article: Enter the title of the relevant newspaper article Pre-print: Enter the title of the relevant journal article Proceeding: Enter the title of the relevant chapter/article Whole Journal: It is not required when adding a Whole Journal resource.		catalogue or Worldcat, if relying on that. Copy carefully what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs colour).
Field Name	Description	Type	Suggested Value
Genre	Bill: proposed legislation Conference Paper: a paper from a conference	Picklist	Select the relevant journal reading

Field Name	Description	Type	Suggested Value
	Journal Article: a document published in a journal Legal Case: an article for a legal case Legislation: part of a government legislative document Magazine Article: an article published in a magazine Newspaper Article: an article published in a newspaper Preprint: an individual paper or report published in paper or electronically prior to its publication in a journal or serial Proceeding: a single conference presentation published in a journal or serial publication Statute: a statute which forms legislation Whole Journal: a serial publication issued in successive part		type from the list ^S
Field Name	Description	Type	Suggested Value
Authors	Use the individual or organisation names.	Text	People:

Field Name	Description	Type	Suggested Value
	Not required for Whole Journals, Legal Cases or Legislation		Author names to be entered in a string, separated by commas with surname preceeding first name^S Do not use '&', 'and' or 'et al' in the author field, these will be added based on citation style chosen^S Do use a '.' between initials - e.g. B.J^S Examples include: Lacey, Michelle, Leese, James Lacey, M.G., Leese, J

Field Name	Description	Type	Suggested Value
			Lacey, Michelle G., Leese, James Lacey, M.G., Leese, J., Hellawell, S., Patterson, K., Harrison, M If non-standard characters form part of a name e.g. Swedish O, then it is best to enter it as a Standard O if the citation is not rendering. Organisation: Name of organisation, department or group followed by a comma^R Name of

Field Name	Description	Type	Suggested Value
			organisation needs to be entered in direct order as it appears on the resource. e.g. Quality Improvement Agency, Association for Learning Technology Institutional policies are useful on things like abbreviations e.g. Dept. vs Department. Either follow the source or have a policy of writing in full.
Field Name	Description	Type	Suggested Value
Kind	File: PDF or other file type to be uploaded	Picklist	Select the relevant Kind of reading ^S

Field Name	Description	Type	Suggested Value
	Link: The URL for the online version of the reading (or an ezproxy link where available). By selecting Link the Communication Kind on the Reading Request will automatically be communicated as 'External Link'. Linking to full text is about creating permanent links to online resources that go directly to the individual article or its summary. Always test the link. Locate: used when the URL is unknown and a scanned version has not been uploaded		File: The filename you use will be automatically added to eReserve and a prefix of the Course Code is added. Your Institution may have its own file naming convention. For example, First author surname+underscore+First word of the reading title OR AuthorSurname+underscore+Year It's best to avoid using the name of your course or paper in the filename as the file may be re-used across multiple courses in eReserve. URLs: Copy and paste the full URL e.g. http://www.example.com.au

{:.secondtable .wraptable .rd}		Field Name	Description	Type	Suggested Value
Pages		For paginated items enter the number of pages in ascending order. For non paginated	Paginated: e.g. i, iii, vii-xii, 1, 6-10, AA3-5, S300-		

{:.secondtable .wraptable .rd}		Field Name	Description	Type	Suggested Value
		items enter the word count.	S400 ^S		
		N/A: Pagination is not applicable for this reading	Non-paginated: e.g. 5000 ^S		
		Unknown: Pagination for the source material is unknown	If a website link use 'N/A' or 'unknown'		
		Paginated: The source material is text and paginated. This includes things like modern digital-only journals.	Legal Case: This information can be sourced from the final number in case citation (eg. (2013) 252 CLR 480 or [2015] HCA 46)		
		Unacceptable page formats: e.g. 300-41, i-35, 54-48			
		Not Paginated: The source material is text and is excerpt (e.g. two paragraphs) or has no page			

{:.secondtable .wraptable .rd}		Field Name	Description	Type	Suggested Value
		numbers			
		Graphic: The source material is image (e.g. photo, chart, diagram, etc) and is not textual			
Field Name	Description		Type	Suggested Value	
Source URL of file and date accessed (For file based readings only)	This is a useful piece of information if you're trying to track down where a reading came from later on. In NZ: there is a legal requirement if copying a file from the web - to record the source URL and the date it was accessed/retrieved.		Text Date	e.g. http://ezproxy.com.au e.g. 28/09/2019	
Section (Only required for Legal Cases)	This field is used in pinpoint referencing to be able to provide information such as line, paragraph, section etc.		Text	e.g. s 7 para 4 Cases: where there needs to be a reference to Section 7, enter s 7 in the section field. Legislative Materials:	

Field Name	Description	Type	Suggested Value
			where there needs to be a pinpoint reference to a section of the document, prefix the section detail with s then the section as per the AGLC rules, s 3 and reg 3. Combinations can be provided e.g. s 7 para 4 for section 7 paragraph 4.
DOI (Optional)	It is useful to add a DOI to render the citation without a large URL (Digital Object Identifier)	Text	e.g. 10.1037

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