

Journal Resources

eReserve has provided some recommendations below to assist staff who are required to enter Readings via the Admin interface. 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

Publication (left of screen)

ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS

Find the existing Publication in the eReserve Repository or create a new Publication by entering the following information:

Field Name	Description	Type	Suggested Value
Name	This is a title for the source publication. 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. Publication names must be unique. eReserve Plus will ignore case sensitive titles but punctuation or incorrect punctuation will result in the item being treated as a separate document. If two titles from the same edition have different punctuation they will not be the same (abbreviations and spelling mistakes for example need to be picked up in the document QA review).	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/ ampersands and any punctuation or spelling (e.g.

Field Name	Description	Type	Suggested Value
			color vs colour).
Communication Kind	The license you select from the dropdown list will depend on the jurisdiction you are in. The list will default to Print Statutory Licence in AU for all Publications. Print Statutory Licence is the prudent choice and enables the reading requests - which are children to the source document - to have alternative communication kinds such as External Link.	Picklist	Speak to your Copyright Officer if you are unsure Licence to select. ^R

Source Document (left of screen)

Field Name	Description	Type	Suggested Value
Genre (ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS)	The reading genres for Journals are: Bill: Proposed legislation Conference: a record of a conference that includes one or more conference papers and that is published as an issue of a journal or serial publication Legal Case: a document containing articles	Picklist	Select the relevant Journal type from the list ^S

Field Name	Description	Type	Suggested Value
	for a legal case Legislation: Government legislation 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 parts The list will default to Whole Journal.		
Field Name	Description	Type	Suggested Value
Communication Kind (ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS)	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	Picklist	Speak to your Copyright Officer if you are unsure what licence to select.^R

Field Name	Description	Type	Suggested Value
	then it is distributed with a Communication Kind of 'External Link' which is recorded on the Reading Request. The license you select from the dropdown list will depend on the jurisdiction you are in and relates to the Reading - you are recording the default setting for the licence that the item will be distributed under for Copyright purposes when a Request is made. 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. Please note - only Admin Users have control over the Communication Kinds		

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:	Text	Sentence case text^R Follow what is in your catalogue or Worldcat, if

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

Field Name	Description	Type	Suggested Value
	Whole Journal: Use the title from the front cover of the journal		
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.

Field Name	Description	Type	Suggested Value
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. For legal citations the AGLC term for volume is the same as eReserve	Text	e.g. 2 or Spring, January^R Legal Case: This is not 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

Field Name	Description	Type	Suggested Value
			number use the year
Publication Year	Enter the year the publication was made available as noted on the item OR enter the Copyright year whichever is available.	Number	e.g. 2001, c2001, 2000-1, 2000-2001 ^s
Field Name	Description	Type	Suggested Value
Number (Only required for Legislation and Legal Cases)	The number field is used when a serial publication is published by year. In some cases there can be multiple releases 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.	Text	e.g. 2
		Text	

Field Name	Description	Type	Suggested Value
Identifier - ISSN	The ISSN can be found in either the catalogue record of the Journal or inside the front cover of the soft copy		e.g. 0960-085X ^R
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 ^R

Reading (right of screen)

Field Name	Description	Type	Suggested Value
Reading Title	Bill: Enter the title of the proposed legislation Conference Paper: Enter the title of the 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	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/ ampersands and any punctuation or spelling (e.g. color vs colour).

Field Name	Description	Type	Suggested Value
	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.		

Field Name	Description	Type	Suggested Value
Genre	Bill: proposed legislation	Picklist	Select the relevant journal reading type from the list ^S
	Conference Paper: a paper from a conference		
	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		

Field Name	Description	Type	Suggested Value
	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 parts		

Field Name	Description	Type	Suggested Value
Authors	Use the individual or organisation names. Not required for Whole Journals, Legal Cases or Legislation	Text	People: Author names to be entered in a string, separated by commas with surname preceding first name^S Do not use '&', 'and' or 'et al' in the author field, these will be added based on citation style chosen^S

Field Name	Description	Type	Suggested Value
			Do use a ‘.’ between initials - e.g. B.J^S Examples include: Lacey, Michelle, Leese, James Lacey, M.G., Leese, J 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 Ö,

Field Name	Description	Type	Suggested Value
			then it is best to enter it as a Standard O if the citation is not rendering. Organisation: Name of organisation, department or group^R Name of 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

Field Name	Description	Type	Suggested Value
			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 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.	Picklist	Select the relevant Kind of reading^S 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

Field Name	Description	Type	Suggested Value
			eReserve. URLs: Copy and paste the full URL e.g. http://www.example.com.au
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

Field Name	Description	Type	Suggested Value
Pages	For paginated items enter the number of pages in ascending order. For non paginated items enter the word count. N/A: Pagination is not applicable for this reading Unknown: Pagination for the source material is unknown	Number	Paginated: e.g. i, iii, vii-xii, 1, 6-10, AA3-5, S300-S400^S Non-paginated: e.g. 5000^S If a website

Field Name	Description	Type	Suggested Value
	Paginated: The source material is text and paginated. This includes things like modern digital-only journals. 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 numbers Graphic: The source material is image (e.g. photo, chart, diagram, etc) and is not textual		link use 'N/A' or 'unknown' Legal Case: This information can be sourced from the final number in case citation. eg. (2013) 252 CLR 480 or [2015] HCA 46)
Field Name	Description	Type	Suggested Value
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.

Field Name	Description	Type	Suggested Value
			Legislative Materials: 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.

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