Contents

1. Introduction ........................................................................................................... 1

2. Introduction to RPS Output types and subtypes ........................................... 2

3. General guidelines ............................................................................................. 2
   3.1 Creating a new record: .................................................................................. 2
   3.2 Identifying your relationship with the record: ............................................. 3
   3.3 Specifying a sub type: .................................................................................. 4
   3.4 Resolving yourself and UCL colleagues: ..................................................... 4
   3.5 The Plus (+) button: .................................................................................... 5
   3.6 Remember to Save: ...................................................................................... 5

4. What is your research output? .......................................................................... 6
   4.1 Artefact......................................................................................................... 7
   4.2 Book............................................................................................................. 8
   4.3 Chapter.......................................................................................................... 10
   4.4 Composition.................................................................................................. 13
   4.5 Conference ................................................................................................... 14
   4.6 Conference Presentation/Lecture ................................................................ 16
   4.7 Dataset ......................................................................................................... 17
   4.8 Design .......................................................................................................... 18
   4.9 Digital resource ............................................................................................ 19
   4.10 Exhibition .................................................................................................... 19
   4.11 Journal Article ............................................................................................. 21
   4.12 Journal Full/ Special issues ........................................................................ 23
   4.13 Patent.......................................................................................................... 24
   4.14 Performance ................................................................................................ 25
   4.15 Poster .......................................................................................................... 26
   4.16 Report.......................................................................................................... 27
   4.17 Scholarly Edition .......................................................................................... 28
   4.18 Software ........................................................................................................ 30
   4.19 Thesis/Dissertation ....................................................................................... 31
   4.20 Working/ Discussion paper .......................................................................... 32
1. Introduction

UCL, in common with other research-based universities, is facing the challenge of increasing competition for research funding, whilst seeking opportunities for greater research visibility and research collaborations. These factors have led UCL to seek to replace its in-house research publications system, OnCite, with a specialist and enhanced service.

The UCL Research Publications Service (RPS) is the replacement publication system for OnCite. RPS is an invaluable way to archive your research outputs, as it provides a hub for all your publication details, as well as making any full text items available on an Open Access basis via UCL Discovery. Together with UCL Discovery, RPS will be used in future research assessment exercises.

RPS can accommodate all kinds of different outputs and can transfer a wide variety of file formats to UCL Discovery. Research output that is not harvested into RPS can be entered manually under the output types outlined below. Staff can also upload the full text (or equivalent) plus any supplementary files (subject to copyright). Please see the information on Open Access for more details on what versions are recommended.

This document aims to assist RPS users with finding the correct publication type for their output, and to assist users to manually enter the key publication details for each output type.

You can access RPS at the URL: [http://www.ucl.ac.uk/research/publications](http://www.ucl.ac.uk/research/publications)

If you have any trouble using RPS, in the first instance please refer to the support page where you will find trouble shooting solutions and frequently asked questions: [http://www.ucl.ac.uk/isd/staff/admin_systems/research-systems](http://www.ucl.ac.uk/isd/staff/admin_systems/research-systems)

If you still find you are having trouble please contact the RPS Support Team at: rps-support@ucl.ac.uk
2. Introduction to RPS Output types and subtypes

Research outputs for entry in RPS are to be classified as one of the RPS types or subtypes. As the types may differ from previous OnCite categories, this document details each RPS output type and the metadata data fields they contain.

The details which need to be entered into a manually created record depend on the research type; you do not have to enter data into all of the fields in each type/subtype.

This document lists the key fields which are recommended for use in the Research Excellence Framework (REF) and also for the publications lists in the public interface. This document also gives guidance on how the fields can be entered. Other fields are listed as ‘additional’ and can be completed if information is available. Examples of completed metadata are also given.

3. General guidelines

There are a number of key points to creating a manual record in RPS and they apply to all publication types. Although you may be a regular user of RPS, you may still find this section of use as system upgrades often introduce new features.

3.1 Creating a new record:

A new manual record can be created in two main ways:

a) By clicking on ‘Add new’ from your RPS home page for the publication type you wish to record. (The ‘Others’ link will extend the list of possible publication types).
b) By clicking on the relevant Plus (+) in the Summary section of your Publications page:

Summary (764 publications) and manual entry links

- 10 books
- 39 conferences
- 0 patents
- 0 software
- 0 compositions
- 0 artefacts
- 2 author
- 0 scholarly editions
- 0 theses/dissertations
- 0 digital resources
- 0 journals (full/special issues)
- 59 chapters
- 617 journal articles
- 7 reports
- 0 performances
- 0 designs
- 0 exhibitions
- 0 internet publications
- 0 posters
- 0 datasets
- 0 conference presentations
- 0 working/discussion papers

Both ways of creating a new record will open a predominantly blank record for you to add publication details in the relevant fields. You are not required to complete all the fields; this document aims to identify the key fields for each publication type, plus recommend additional fields that will help create a full record.

### 3.2 Identifying your relationship with the record:

In previous versions of RPS, the default relationship to a record was as an author. There is now a greater emphasis on your relationship to each record in terms of how the records are managed within RPS, and you need to ensure the correct relationship is selected.

When creating a new record, please only tick one relationship (see image over the page). If you have authored a chapter which is published in a book you have edited, there should be a record for each publication type (i.e. a record for the edited book and a record for the authored chapter), with a single relationship in each.

When creating a new record, if you have a relationship other than author, you will need to delete your details which populate the author field as default. Add your details to the editor or translator field, and resolve yourself. (How to resolve yourself and/or colleagues to a record is covered in section 3.4). This enables the system to identify people as UCL staff.

If the record does not contain the correct relationship, it will display incorrectly in your RPS profile. For example, edited items will be displayed in the list of authored publications which may make it difficult to locate and maintain your publications.

In the following screen shots you will see fields in a new manually created book record. The relationship has been changed from the default ‘author of’ to ‘editor of’.
The auto-populated author details need to be deleted and added to editor instead. When the relationship is changed, as a UCL staff member you will also need to resolve yourself to the record (see 3.4).

### 3.3 Specifying a sub type:

Some publication types require you to specify a sub type. If no subtype is specified, the record may display as [UNSPECIFIED] in UCL Discovery.

Use the drop down list or radial button to select the relevant subtype. When the record is saved, the subtype is saved with the publication details.

### 3.4 Resolving yourself and UCL colleagues:

Adding UCL authors/ editors and translators to records can be a two part process – adding the person’s name and initials into the relevant fields, and resolving anyone who is UCL staff; resolving enables the system to identify people as UCL staff and to share the same record with them avoiding duplicates.

When creating a manual record, the author relationship is default.

If you have authored a publication, you will only need to add and resolve any additional UCL authors in the author field. You will not need to delete author details as shown in Step 1. below.
If you have edited or translated a publication:

**Step 1.** You will need to delete the auto-populated author details by clicking on the red and white cross (x) next to Resolve:

**Step 2:** Add your surname and initials (and that for each additional editor or translator) in the relevant fields. Click on the blue and white Plus (+) button for the details to be retained.

**Step 3:** Click on the ‘Resolve’ link against your name (and any colleague currently at UCL). You will see a drop down list of people with the same surname. Select the correct person from the list and click on ‘Update’. 

**Step 4:** Repeat the above process for UCL colleagues associated with the same publication.

When the record is complete and has been saved, this record will be listed in any UCL colleagues’ pending publications. Please note that publications are listed as approved/pending or declined by relationship type.

If an item has been authored and translated by people at UCL, there should be two distinct records, i.e. one per language. Details of the translators are only required for the record created for the translated item, and not the original.

### 3.5 The Plus (+) button:

Whenever a field has a blue and white Plus (+) button, the button must be clicked for the data or choice to be accepted.

### 3.6 Remember to Save:

After each record has been completed, click on save at the bottom of the screen to store the record in your publications. If, for any reason, you do not wish to proceed with the record, click on cancel.
4. What is your research output?

This look up chart lists a variety of some of the research output that can be added to RPS, and how they fit into RPS types and subtypes. Please see the definitions for more advice as to what options each type contains.

<table>
<thead>
<tr>
<th>RESEARCH OUTPUT</th>
<th>RPS TYPE: SUB TYPE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>Journal article: article</td>
<td>21</td>
</tr>
<tr>
<td>Addendum</td>
<td>Journal article: addendum</td>
<td>21</td>
</tr>
<tr>
<td>Artefact</td>
<td>Artefact</td>
<td>7</td>
</tr>
<tr>
<td>Article</td>
<td>Journal article: article</td>
<td>21</td>
</tr>
<tr>
<td>Authored book</td>
<td>Book: book</td>
<td>8</td>
</tr>
<tr>
<td>Building</td>
<td>Design: building</td>
<td>18</td>
</tr>
<tr>
<td>Catalogue</td>
<td>Book: catalogue</td>
<td>8</td>
</tr>
<tr>
<td>Chapter</td>
<td>Chapter</td>
<td>10</td>
</tr>
<tr>
<td>Concert</td>
<td>Performance</td>
<td>25</td>
</tr>
<tr>
<td>Conference paper</td>
<td>Conference (if published in a set of proceedings)</td>
<td>14</td>
</tr>
<tr>
<td>Conference poster</td>
<td>Poster</td>
<td>26</td>
</tr>
<tr>
<td>Conference presentation</td>
<td>Conference presentation: presentation</td>
<td>16</td>
</tr>
<tr>
<td>Corrigendum</td>
<td>Journal article: corrigendum</td>
<td>21</td>
</tr>
<tr>
<td>Dance performance</td>
<td>Performance</td>
<td>25</td>
</tr>
<tr>
<td>Dataset</td>
<td>Dataset: data</td>
<td>17</td>
</tr>
<tr>
<td>Design</td>
<td>Design: design</td>
<td>18</td>
</tr>
<tr>
<td>Discussion paper</td>
<td>Working/ discussion paper</td>
<td>32</td>
</tr>
<tr>
<td>Edited book</td>
<td>Book: book</td>
<td>8</td>
</tr>
<tr>
<td>Edited whole journal issue</td>
<td>Journals (Full / Special issues)</td>
<td>23</td>
</tr>
<tr>
<td>Edited set of proceedings</td>
<td>Book: book</td>
<td>8</td>
</tr>
<tr>
<td>Editorial comment</td>
<td>Journal article: editorial comment</td>
<td>21</td>
</tr>
<tr>
<td>Exhibition</td>
<td>Exhibition</td>
<td>19</td>
</tr>
<tr>
<td>Exhibition catalogue</td>
<td>Book: catalogue</td>
<td>8</td>
</tr>
<tr>
<td>Film</td>
<td>Composition, or Exhibition if part of an installation</td>
<td>13, 19</td>
</tr>
<tr>
<td>Film installation</td>
<td>Exhibition</td>
<td>19</td>
</tr>
<tr>
<td>Lecture</td>
<td>Conference presentation: lecture</td>
<td>16</td>
</tr>
<tr>
<td>Letter to the editor</td>
<td>Journal article: letter to the editor</td>
<td>21</td>
</tr>
<tr>
<td>Map</td>
<td>Dataset: map</td>
<td>17</td>
</tr>
<tr>
<td>Music</td>
<td>Composition, or Performance if performed</td>
<td>13, 25</td>
</tr>
<tr>
<td>Musical performance</td>
<td>Performance</td>
<td>25</td>
</tr>
<tr>
<td>Object of art</td>
<td>Artefact</td>
<td>7</td>
</tr>
<tr>
<td>Painting</td>
<td>Artefact</td>
<td>7</td>
</tr>
<tr>
<td>Pamphlet</td>
<td>Book: pamphlet</td>
<td>8</td>
</tr>
<tr>
<td>Patent</td>
<td>Patent</td>
<td>24</td>
</tr>
<tr>
<td>Performance</td>
<td>Performance</td>
<td>25</td>
</tr>
<tr>
<td>Poster</td>
<td>Poster</td>
<td>26</td>
</tr>
<tr>
<td>Proceedings journal article</td>
<td>Journal article: article (or other relevant sub type)</td>
<td>21</td>
</tr>
<tr>
<td>Proceedings paper</td>
<td>Conference</td>
<td>14</td>
</tr>
<tr>
<td>Rapid communication</td>
<td>Journal article: rapid communication</td>
<td>21</td>
</tr>
<tr>
<td>Recital</td>
<td>Performance</td>
<td>25</td>
</tr>
<tr>
<td>Report</td>
<td>Report</td>
<td>27</td>
</tr>
<tr>
<td>Review</td>
<td>Journal article: review</td>
<td>21</td>
</tr>
<tr>
<td>Sculpture</td>
<td>Artefact</td>
<td>7</td>
</tr>
<tr>
<td>Software</td>
<td>Software</td>
<td>30</td>
</tr>
<tr>
<td>Sound art</td>
<td>Composition, or Exhibition if part of an installation</td>
<td>13, 19</td>
</tr>
<tr>
<td>Theatrical performance</td>
<td>Performance</td>
<td>25</td>
</tr>
<tr>
<td>Thesis</td>
<td>Thesis/ Dissertation</td>
<td>31</td>
</tr>
<tr>
<td>Video</td>
<td>Composition, or Exhibition if part of an installation</td>
<td>13, 19</td>
</tr>
<tr>
<td>Website</td>
<td>Digital resource</td>
<td>19</td>
</tr>
<tr>
<td>Working paper</td>
<td>Working/ discussion paper</td>
<td>32</td>
</tr>
</tbody>
</table>
4.1 Artefact

**TYPE: Artefact**

Artefact: a material object or craftwork that is made, modified or used by a person. Generally, but not exclusively, of an artistic nature and taking the form of a persistent physical entity.

Works of literary, musical, film or sound art are recorded as Composition. Artefacts presented publicly as part of a solo or group exhibition are recorded as Exhibition.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

### 4.1.1 Key Fields

- **Title:** Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. subtitles follow titles after a double colon (:)
- **Abstract:** If applicable/available, please enter a description
- **Authors:** Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.
- **Location:** If applicable, enter the location of the artefact, including the city and country
- **Publication date:** Even if the item is not published, enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.
- **Publication URL:** If available, enter the official or publisher's URL for this item
- **Medium:** Enter the key construction material(s) of the artefact

### 4.1.2 Additional Fields

- **Author URL:** Any other relevant URL

### 4.1.3 Artefact Example:

- **Title:** Chaser
- **Abstract:** One of series of contemporary artworks and illumination commissioned for the GLOW’07 festival Newcastle Gateshead. Chaser transforms the top windows of the Tyne Bridge Tower in Gateshead into a rapidly moving light circuit of intense colour. Visible across the river Tyne in Newcastle, Gateshead and beyond, the animation will continually ‘chase’ around the building as the colours gradually shift over time.
- **Authors:** Collins, S
- **Location:** Tyne Bridge Tower, Gateshead, UK
- **Publication date:** December 2007
- **Publisher URL:** http://ucl.ac.uk/slade/2007/chaser
- **Medium:** Illumination
4.2 Book

TYPE: Book

SUB TYPES: Book • Catalogue • Pamphlet

Book: authored or edited work within a specific subject area

Catalogue: work consisting of bibliographic records which describe the materials contained in a collection, or materials prepared for a particular purpose, such as an exhibition

Pamphlet: an unbound printed publication with or without a paper cover

When selecting Book to add a new book from the home screen, two options are given – to manually enter the data, or to import some of the publication data via Google Books. Both options are detailed below.

4.2.1 Adding a book using ISBN

If you have the ISBN for the book you wish to record in RPS, Google Books will (in most cases) return publication data for the book.

There are various sites online that can help locate an ISBN, such as:

World Cat

http://www.worldcat.org/

Enter the ISBN and click on search:

![Add publication data for book](image)

If Google Books locates data for the ISBN you have entered, it will return the name of the book it associates with the ISBN, plus any authors or editors of said book.
To confirm this is the publication you wish to use, click on the blue ‘next’ arrow.

To go to manual entry without using the Google Books data, click on skip.

(Information on manual entry is given below).

To finish without saving the new record, click on cancel.

Note: Please check data imported via Google Books as it may be incomplete. Please check that any authors and editors are in the relevant fields. Any abstract (or product description) in the abstract field may only be a partial import.

For more information on field entries, please see the manual entry guidance below.

### 4.2.2 Manual entry for the whole record


Please select the required sub type from the drop down list.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below and over the page.

### 4.2.3 Key Fields

<table>
<thead>
<tr>
<th>Sub type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub type</td>
<td>Select the relevant sub-type from the drop down list</td>
</tr>
<tr>
<td>Title</td>
<td>Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authors or editors</th>
<th>Translators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors or editors.</td>
<td>If applicable, enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional translators.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Series</th>
<th>Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the book is part of a series, please add the series name.</td>
<td>Enter the edition (if not the first edition). This field is free text. You only need to add the ordinal number, e.g. 2nd, and not as 2nd ed.</td>
</tr>
</tbody>
</table>
Volume, or number of volumes
If the record is for a set of books, please add the number of volumes in the set in the number of volumes field. If the book is one volume in a set, please enter the volume number in the volume field. Enter either in numeric format.

Pagination
Enter the total number of pages in the page count field.

Publisher
Enter the name of the publisher.

Place of publication
Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.

Publication date
Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.

Publisher URL
If available, please enter the official or publisher's URL for this item.

4.2.4 Additional Fields Include:

Author URL: Any other relevant URL
Series editors: Surname, Initial(s) for each editor
Keywords: Enter any keywords that will help locate your output
Status: Choose from Published, Submitted, In preparation, or Accepted

4.2.5 Book Example:

Sub type: Book
Title: Socialization, personality, and social development
Editors: Hetherington, E M, Mussen, P H, Markman, E M
Series: Handbook of child psychology
Volume: 4
Pagination: 1043
Publisher: Wiley & Sons
Place of publication: New York, US
Publication date: 07 Jan 1983
Publisher URL: http://www.wiley.com
Status: Published

4.3 Chapter

TYPE: Chapter

Chapter: a paper, essay or other research output published as part of an edited book

When selecting Chapter to add a new chapter from the home screen, two options are given – to manually enter the data, or to import some of the publication data via Google Books. Both options are detailed below.

4.3.1 Adding a Chapter by ISBN

If you have the ISBN for the book your chapter is published in, Google Books will (in most cases) return publication data for the book to RPS.

There are various sites online that can help locate an ISBN, such as:

World Cat
http://www.worldcat.org/
Enter the ISBN and click on **search**:

If Google Books locates data for the ISBN you have entered, it will return the name of the book it associates with the ISBN, plus any authors or editors of said book.

To confirm this is the publication you wish to use, click on the blue ‘next’ arrow.

To go to manual entry without using the Google Books data, click on **skip**. (Information on manual entry is given below).

To finish without saving the new record, click on **cancel**.

**Note:** Please check data imported via Google Books as it may be incomplete. Please check that any authors and editors are in the relevant fields. Any abstract (or product description) in the abstract field may only be a partial import.

For more information on field entries, please see the manual entry guidance below.

### 4.3.2 Manual entry for the whole record


Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below and over the page.

With chapters, please only apply an author relationship, and do not resolve editors from UCL.
4.3.3 Key Fields

Title
Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:)

Authors
Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

Book title
Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:)

Editors
Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional editors. Do not resolve.

Translators
If applicable, enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional translators.

Series
If the book is part of a series, please add the series name.

Series editors
Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional series editors.

Edition
Enter the edition (if not the first edition). This field is free text. You only need to add the ordinal number, e.g. 2nd, and not as 2nd ed.

Volume
Please enter the volume number in the volume field in numeric format

Pagination
Enter the pages from and to in the begin page and end page fields, without p. or pp.

Publisher
Enter the name of the publisher

Place of publication
Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.

Publication date
Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.

Publisher URL
If available, enter the official or publisher's URL for this item

4.3.4 Additional Fields Include:

Author URL:
Any other relevant URL

Keywords
Enter any keywords that will help locate your output

Status:
Choose from Published, Submitted, In preparation, or Accepted

4.3.5 Chapter Example:

Title
Peer interactions, relationships, and groups

Authors
Rubin, K, Bukowski, W, & Parker, J

Book title
Social, emotional, and personality development

Editors
Eisenberg, N

Series
Handbook of child psychology

Series editors
Damon, W

Edition
5th ed.

Volume
3

Pagination
619-700

Publisher
Wiley & Sons

Place of publication
New York, US

Publication date
21 Oct 1997

Publisher URL
http://www.wiley.com

ISBN-13
9780471076681

Status
Published
4.4 Composition

TYPE: Composition

Composition: an original work of literary, musical, film or sound art (or a combined work). This may be in print (e.g. a musical score) or a film or sound recording in any medium.

The installation of such a work is recorded as Exhibition, a performance of a composition is recorded as Performance.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

4.4.1 Key Fields

Title Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:)  

Abstract If available, please enter a description  

Authors Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.  

Publisher Enter the name of the publisher  

Place of publication Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.  

Publication date Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.  

4.4.2 Additional Fields Include:

Author URL: Any other relevant URL  

Translators: Surname, initial(s) for each translator  

Keywords: Enter any keywords that will help locate your output  

Status: Choose from Published, Submitted, In preparation, or Accepted  

4.4.3 Composition Example:

Title Regular Music II - North South East West  
Authors Peyton-Jones, J  
Publisher New Tone  
Place of publication San Germano, Italy  
Publication date 2008  
Publisher URL http://www.felmay.it  
Medium Score and CD  
Status Published
4.5 Conference

**TYPE: Conference**

*Conference: a scholarly paper presented at a conference, or similar event, and subsequently published in a set of proceedings. Such proceedings may be in print form, on a CD ROM, or published online.*

For papers published in a set of proceedings please enter the key fields below into the type: Conference. Please see ‘Conference presentation’ for items presented at a conference, such as papers and posters that are not published in a set of proceedings.

4.5.1 KEY FIELDS

- **Title**: Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:

- **Authors**: Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

- **Editors**: Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional editors. Do not resolve.

- **Published proceedings**: Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:

- **Volume**: Please enter the volume number in the volume field in numeric format.

- **Pagination**: Enter the pages from and to in the begin page and end page fields, without p. or pp.

- **Publisher**

- **Place of publication**: Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.

- **Publication date**: Enter the date as yyyy, or dd/mm /yyyy. It will also accept text, such as Jan 2001.

- **Publisher URL**: If available, enter the official or publisher's URL for this item.

- **ISSN or E-ISSN**: If available, enter either ISSN in the relevant field without the text 'ISSN'. The system will recognise valid ISSNs.


- **DOI**: If available, enter the digital object identifier for the item. The prefix 'doi:' is not required.

- **Medium**: Enter the output format for this item.

4.5.2 Additional Fields Include:

- **Author URL**: Any other relevant URL

- **Translators**: Surname, initial(s) of each translator

- **(Series name)**: Series name, when applicable

- **Series editors**: Surname, initial(s) of each editor

- **Keywords**: Enter any keywords that will help locate your output

- **Status**: Choose from Published, Submitted, In preparation, or Accepted
### Conference Example:

<table>
<thead>
<tr>
<th>Title</th>
<th>Focus on driving: how cognitive constraints shape the adaption of strategy when dialing while driving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors</td>
<td>Brumby, D P, Salvucci, D D, &amp; Howes, A</td>
</tr>
<tr>
<td>Book title</td>
<td>Proceedings of the 27th International Conference on Human factors in Computing Systems, CHI ’09</td>
</tr>
<tr>
<td>Editors</td>
<td>Greenberg, S, Hudson, S E, Hinckley, K, Morris, M R, Olsen, D R</td>
</tr>
<tr>
<td>Volume</td>
<td>1</td>
</tr>
<tr>
<td>Pagination</td>
<td>1629-1638</td>
</tr>
<tr>
<td>Publisher</td>
<td>ACM Press</td>
</tr>
<tr>
<td>Place of publication</td>
<td>New York, US</td>
</tr>
<tr>
<td>Publication date</td>
<td>2009</td>
</tr>
<tr>
<td>Publisher URL</td>
<td><a href="http://portal.acm.org/citation.cfm?id=1518950&amp;dl=ACM">http://portal.acm.org/citation.cfm?id=1518950&amp;dl=ACM</a></td>
</tr>
<tr>
<td>ISBN-13</td>
<td>9781605582467</td>
</tr>
<tr>
<td>DOI</td>
<td>10.1145/1518701.1518950</td>
</tr>
<tr>
<td>Medium</td>
<td>Print</td>
</tr>
<tr>
<td>Status</td>
<td>Published</td>
</tr>
</tbody>
</table>
4.6 Conference Presentation/Lecture

**TYPE:** Conference Presentation  **SUB TYPES:** Presentation • Lecture

*Conference presentation: unpublished items presented orally at a conference or similar. This includes presentations based on papers, slides and talks.*

*Lecture: a formal talk on a specialist subject either given before an audience or via broadcast media.*

Posters are recorded separately. Papers published in a set of proceedings are recorded as Conference.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

### 4.6.1 Key Fields

- **Title**
  - Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:).

- **Authors**
  - Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

- **Name of conference**
  - Enter the name of the conference (or similar)

- **Conference place**
  - Enter the location of the conference, including the city and country (where applicable)

- **Date**
  - Please enter the year to enable this record to display in date order.

- **Conference start date**
  - Enter the date as dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.

- **Conference finish date**
  - Enter the date as dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.

- **Publication date**
  - Even though the item is unpublished, please enter the date as yyyy, or dd/mm/yyy. It will also accept text, such as Jan 2001.

- **Publisher URL**
  - If available, enter the official or publisher's URL for this item

### 4.6.2 Additional Fields Include:

- **Author URL:** Any other relevant URL
- **Translators:** Surname, initial(s) for each translator
- **Keywords:** Enter any keywords that will help locate your output
- **Status:** Unpublished

### 4.6.3 Conference Presentation Example:

**Title**
- Public citizenship and the duties of scientists: avoiding the best science money can buy

**Authors**
- Schrader-Frechette, K

**Name of conference**
- 54th Annual Meeting of the American Institute of Biological Sciences

**Conference place**
- Arlington, Virginia, US

**Conference start date**
- 21 Mar 2003

**Conference finish date**
- 23 Mar 2003

**Publication date**
- 2003

**Publisher URL**

**Medium**
- Paper

**Status**
- Unpublished
4.7 Dataset

**TYPE:** Dataset  
**SUB TYPES:** Data • Map

*Data:* a named collection of related data organised in a pre-determined manner

*Map:* a digital or physical visual presentation of (geographic) information that communicate ideas and designs.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

### 4.7.1 Key Fields

- **Title**: Enter the title and any subtitle in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:).

- **Abstract**: If available, please enter an abstract or description. (Shortened example given)

- **Authors**: Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

- **Version**: If the version isn't the first, please enter the version number.

- **Publisher**: Enter the name of the publisher.

- **Place of publication**: Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.

- **Publication date**: Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.

- **Publisher URL**: If available, enter the official or publisher's URL for this item.

### 4.7.2 Additional Fields Include:

- **Author URL**: Any other relevant URL

- **Keywords**: Enter any keywords that will help locate your output

- **Status**: Choose from Published, Submitted, In preparation, or Accepted

### 4.7.3 Dataset Example:

**Title**: The Bank of England industry dataset

**Abstract**: This paper describes the source and methods used to construct the Bank of England industry dataset. In its current form, the dataset comprises annual data on 34 industries covering the whole economy over the period 1970-2000.

**Authors**: Oulton, N, & Srinivasan, S

**Version**: 2

**Publisher**: National Bureau of Economic Research

**Place of publication**: Cambridge, US

**Publication date**: 2003

**Publisher URL**: http://www.nber.org/data-appendix/

**Status**: Published
4.8 Design

TYPE: Design  SUB TYPES: Design • Building

Building: an architectural design for a building or building interior, either rendered digitally or on paper.

Design: technical, industrial, graphic or textile designs (or the equivalent) either digitally rendered or on paper (excluding architectural designs).

Architectural works are recorded as Design: building.

Select the required sub-type from the drop down list.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

4.8.1 Key Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub type</td>
<td>Select the relevant sub-type from the drop down list</td>
</tr>
<tr>
<td>Title</td>
<td>Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:)</td>
</tr>
<tr>
<td>Abstract</td>
<td>If available, please enter an abstract or description</td>
</tr>
<tr>
<td>Authors</td>
<td>Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.</td>
</tr>
<tr>
<td>Client</td>
<td>Enter a client's name</td>
</tr>
<tr>
<td>Publication date</td>
<td>Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.</td>
</tr>
<tr>
<td>City</td>
<td>Please enter the city or location of the building</td>
</tr>
<tr>
<td>Publisher URL</td>
<td>If available, enter the official or publisher's URL for this item</td>
</tr>
<tr>
<td>Medium</td>
<td>Enter the output format for this item</td>
</tr>
</tbody>
</table>

4.8.2 Additional Fields Example:

Author URL: Any other relevant URL
Keywords: Enter any keywords that will help locate your output
Status: Choose from Published, Submitted, In preparation, or Accepted

4.8.3 Design Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub type</td>
<td>Building</td>
</tr>
<tr>
<td>Title</td>
<td>55/02</td>
</tr>
<tr>
<td>Abstract</td>
<td>Located in the new Lakeside Way, Kielder Water, Northumbria, our latest project is a small structure which responds to the client's request for 'a form of shelter, a form of engagement with the landscape'. It is due for completion in June 2009 and is designed in collaboration with Stallborg GmbH. Named in reference to its coordinates 55 degrees 11.30 N, 02 degrees 29.23 W, '55/02' is designed to address the visitor towards the particular qualities of its unique placement.</td>
</tr>
<tr>
<td>Authors</td>
<td>Sheil, R, Callicott, N, Ayres, P, &amp; Vercruysse, V</td>
</tr>
<tr>
<td>Client</td>
<td>The Kielder Partnership</td>
</tr>
<tr>
<td>Publication date</td>
<td>2009</td>
</tr>
<tr>
<td>City</td>
<td>Cock Stoor, Kielder Water</td>
</tr>
<tr>
<td>Publisher URL</td>
<td><a href="http://www.sixteenmakers.com">http://www.sixteenmakers.com</a></td>
</tr>
<tr>
<td>Status</td>
<td>Published</td>
</tr>
</tbody>
</table>

18
4.9  Digital resource

**TYPE:** Digital resource (formerly known as website)

*Website:* a collection of related static or dynamic web pages that can be accessed through an internet browser.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

### 4.9.1 Key Fields

**Title**
- Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:).

**Authors**
- Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

**Publisher**
- If applicable, enter the name of the publisher.

**Publication date**
- Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.

**Publisher URL**
- If available, enter the official or publisher's URL for this item.

**Status**
- Choose from Published, Submitted, In preparation, or Accepted

### 4.9.2 Website Example:

<table>
<thead>
<tr>
<th>Title</th>
<th>The openEHR international foundation and open-source clinical record software repository</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors</td>
<td>Ingram, D, Heard, S, Kalra, D, Tarhan, C</td>
</tr>
<tr>
<td>Publisher</td>
<td>openEHR</td>
</tr>
<tr>
<td>Publication date</td>
<td>2003</td>
</tr>
<tr>
<td>Publisher URL</td>
<td><a href="http://www.openehr.org/home.html">http://www.openehr.org/home.html</a></td>
</tr>
<tr>
<td>Status</td>
<td>Published</td>
</tr>
</tbody>
</table>

4.10 Exhibition

**TYPE:** Exhibition

*Exhibition:* public presentation of original artwork where the artist(s) are the sole creator, co-creator or collaborative creator(s) of one or more pieces in either a solo or group exhibition. Materials include, but are not limited to: paintings, photographs, sculptures, installations (including film or sound art), interventions and other site- and time-based media or events.

Records for individual pieces are recorded as Artefact or Composition, exhibition catalogues are recorded as Book: Catalogue.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.
4.10.1 Key Fields

Title Enter the Exhibition name in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:)

Abstract If available, please enter an abstract or description. (Shortened example given)

Authors Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

Solo/ group Select the relevant radial button for either a solo or group exhibition

Venue Enter the venue and location, including the country where applicable

Number of pieces Enter a number in numeric format

Start date Enter the date as dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.

End date Enter the date as dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.

Publisher URL If available, enter the official or publisher's URL for this item

Medium Enter the output format for this item

4.10.2 Additional Fields Include:

Author URL: Any other relevant URL

Curators: Surname, Initial(s) for each curator

Translators: Surname, Initial(s) for each translator

Keywords: Enter any keywords that will help locate your output

Status: Choose from Published, Submitted, In preparation, or Accepted

4.10.3 Exhibition Example:

Title Drawing Breath: 10 Years of the Jerwood Drawing Prize

Abstract An exhibition of contemporary drawing to mark ten years if the Jerwood Drawing Prize, the annual open drawing exhibition in the UK. Drawing Breath will be accompanied by the Jerwood Drawing Prize exhibition 2007

Authors Allington, E

Solo/group Group

Venue Royal West of England Academy, Bristol, UK

Number of pieces 1

Start date 27 Jan 2008

End date 2 Mar 2008

Publisher URL http://www.rwa.org.uk/pastfrm.htm

Medium Ink and emulsion on ledger

Status Unpublished
4.11  Journal Article

TYPE: Journal Article  SUB TYPES: articles, letters, reviews, corrigenda
addenda • rapid communications
editorial comments

Addendum: supplementary information printed after or separate to the publication of the original item.

Article: an article presents new knowledge/ research results, primarily to other researchers. Generally subject to Quality Assurance through a peer review process.

Corrigendum: a list of corrections printed after or separate to the publication of the original item.

Editorial comment: a piece that expresses a journal’s official attitude to a particular or current topic.

Letter: a letter from one or more authors to the editor of a journal in which the item being commented upon or discussed is published/ due for publication.

Rapid communication: a brief description of new and important research results.

Review: a review of another publication, e.g. review of a book or an article.

Conference abstracts published in journal issues are recorded as articles. Papers in journals entitled Proceedings are recorded as articles. Papers in journals that publish a set of proceedings as a whole issue, such as issues of the Lecture Notes in Computer Science, are recorded as Conference.

At least one sub type MUST be selected from the check boxes:

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.
4.11.1 Key Fields

Sub type
Select the relevant sub-type from the drop down list.

Title
Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:).

Authors
Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

Journal
Enter the Journal title in full.

Edition
Enter the edition (if not the first edition). This field is free text. You only need to add the ordinal number, e.g. 2nd, and not as 2nd ed.

Volume
Enter the volume number in the volume field in numeric format.

Issue
Enter the issue number in the volume field in numeric format. If the issue is a supplement, please enter as Suppl. x, where x is the number.

Article number
For journals published only online, where applicable please enter an article number.

Pagination
Enter the pages from and to in the begin page and end page fields, without p. or pp.

Publication date
Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.

Publisher URL
If available, enter the official or publisher's URL for this item.

ISSN or E-ISSN
If available, enter either ISSN in the relevant field without the text 'ISSN'. The system will recognise valid ISSNs.

DOI
If available, enter the digital object identifier for the item. The prefix 'doi:' is not required.

4.11.2 Additional Fields Include

Author URL:
Any other relevant URL

Keywords:
Enter any keywords that will help locate your output

Status:
Choose from Published, Submitted, In preparation, or Accepted

4.11.3 Article Example:

Sub type
Letter to the editor

Title
The 5Rs of radiobiology

Authors
Steel, G, McMillan, T, Peacock, J

Journal
International Journal of Radiation Biology

Volume
56

Issue
6

Pagination
1045-1048

Publication date
Dec 1989

Publisher URL
http://dx.doi.org/10.1080/09553008914552491

ISSN
0955-3002

DOI
10.1080/09553008914552491

Status
Published
4.12 Journal Full/ Special issues

**TYPE: Journal (Full/ Special issues)**

*Journal (Full/ Special issues): an edited or co-edited journal issue comprising scholarly contributions and articles within the general scope of the journal or within a specified topic or theme. Editorship of a special issue is conferred on the basis of expertise within the topic or theme of the issue.*

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

### 4.12.1 Key Fields

- **Title**
  Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:).

- **Editors**
  Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional editors.

- **Journal**
  Enter the Journal title in full.

- **Edition**
  Enter the edition (if not the first edition). This field is free text. You only need to add the ordinal number, e.g. 2nd, and not as 2nd ed.

- **Volume**
  Enter the volume number in the volume field in numeric format.

- **Issue**
  Enter the issue number in the volume field in numeric format. If the issue is a supplement, please enter as Suppl. x, where x is the number.

- **Pagination**
  Enter the total number of pages in the page count field.

- **Publisher**
  Enter the name of the publisher.

- **Place of publication**
  Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.

- **Publication date**
  Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.

- **Publisher URL**
  If available, enter the official or publisher's URL for this item.

- **ISSN or E-ISSN**
  If available, enter either ISSN in the relevant field without the text 'ISSN'. The system will recognise valid ISSNs.

### 4.12.2 Additional Fields Include:

- **Author URL:**
  Any other relevant URL

- **Keywords:**
  Enter any keywords that will help locate your output

- **Status:**
  Choose from Published, Submitted, In preparation, or Accepted

### 4.12.3 Journal Full/Special Issue example:

<table>
<thead>
<tr>
<th>Title</th>
<th>Technologies of the imagination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editors</td>
<td>Holbraad, M, &amp; Pedersen, M A</td>
</tr>
<tr>
<td>Journal</td>
<td>Ethnos</td>
</tr>
<tr>
<td>Volume</td>
<td>74</td>
</tr>
<tr>
<td>Issue</td>
<td>1</td>
</tr>
<tr>
<td>Pagination</td>
<td>143</td>
</tr>
<tr>
<td>Publisher</td>
<td>Routledge/ Taylor &amp; Francis</td>
</tr>
<tr>
<td>Place of publication</td>
<td>Abingdon, UK</td>
</tr>
<tr>
<td>Publication date</td>
<td>2009</td>
</tr>
<tr>
<td>Publisher URL</td>
<td><a href="http://www.informaworld.com/smpp/title~db=all~content=g910528359">http://www.informaworld.com/smpp/title~db=all~content=g910528359</a></td>
</tr>
<tr>
<td>ISSN</td>
<td>0014-1844</td>
</tr>
</tbody>
</table>
4.13 Patent

TYPE: Patent

*Patent: an exclusive (time-limited) right granted for the commercial exploitation of an invention, which is a product or a process that provides, in general, a new way of doing something, or offers a new technical solution to a problem.*

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

4.13.1 Key Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:)</td>
</tr>
<tr>
<td>Abstract</td>
<td>If available, please enter an abstract or description. (Shortened example given)</td>
</tr>
<tr>
<td>Authors</td>
<td>Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.</td>
</tr>
<tr>
<td>Patent number</td>
<td>Enter the patent's publication number rather than the application number; in many cases this can be found via the WIPO or Espacenet site. Many patents have multiple publication numbers if the patent is published in more than one patent office.</td>
</tr>
<tr>
<td>Territory</td>
<td>Enter the geographic extent of the patent(s) protection.</td>
</tr>
<tr>
<td>Awarded date</td>
<td>Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.</td>
</tr>
<tr>
<td>Publication date</td>
<td>Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.</td>
</tr>
<tr>
<td>Publisher URL</td>
<td>If available, enter the official or publisher's URL for this item</td>
</tr>
</tbody>
</table>

4.13.2 Additional Fields

<table>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Author URL</td>
<td>Any other relevant URL</td>
</tr>
<tr>
<td>Keywords:</td>
<td>Enter any keywords that will help locate your output</td>
</tr>
<tr>
<td>Status:</td>
<td>Choose from Published, Submitted, In preparation, or Accepted</td>
</tr>
</tbody>
</table>

4.13.3 PATENT EXAMPLE:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Patent cardiac-valve prosthesis</td>
</tr>
<tr>
<td>Abstract</td>
<td>A cardiac-valve prosthesis (1) which can be used, for example, as value for percutaneous implantation, comprises an armature (2) for anchorage of the valve prosthesis in the implantation site.</td>
</tr>
<tr>
<td>Authors</td>
<td>Bergamasco, G., Burriesci, G., Righini, G. &amp; Stacchino, C.</td>
</tr>
<tr>
<td>Patent number</td>
<td>WO/2006/085225</td>
</tr>
</tbody>
</table>
4.14 Performance

TYPE: Performance

Performance: an event in which an artistic work is presented to an audience. Such works can be solo or ensemble and include, but are not limited to, theatrical works, musical recitals or concerts, performance art and dance. The performance may be presented to a live audience or transmitted via radio, television or any other medium where the audience is ex situ.

Films should be recorded as Composition, unless shown as part of an installation in which case they should be recorded as Exhibition.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

4.14.1 Key Fields

Title
Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (;;)

Abstract
If available, please enter an abstract or description

Authors
Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

Place of performance
Enter the venue and location, including the country where applicable

Start date
Enter the date as dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.

End date
Enter the date as dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.

Publisher URL
If available, enter the official or publisher's URL for this item

Medium
Enter the output format for this item

4.14.2 Additional Fields Include:

Author URL:
Any other relevant URL

Keywords:
Enter any keywords that will help locate your output
4.14.3 Performance Example:

Title The River
Authors Ailey, A
Place of performance Dance Theater of Harlem, New York State Theater, New York, US
Start date 15 Mar 1994
End date 22 Mar 1994
Publisher URL http://www.dancetheatreofharlem.com
Medium Dance

4.15 Poster

TYPE: Poster

Poster: a large printed document that combines text and graphics to communicate information on research to a target audience. Normally consists of an introduction and overview of the research, plus a summary of findings.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed over the page.

4.15.1 Key Fields

Title Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:)
Abstract If available, please enter an abstract or description. (Shortened example given)
Authors Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.
Presented at Enter the name of the conference (or similar)
Presented date Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.
Location Enter the location of the event, including the city and country (where applicable)

4.15.2 Additional Fields Include:

Author URL: Any other relevant URL
Translators: Surname, initial(s) for each translator
Keywords: Enter any keywords that will help locate your output

4.15.3 Poster Example:

Title Indexing surveys: software that works
Authors Durwith, N
Presented at The Annual meeting of the Political Science Society
Presented date Jun 2001
Location Washington, DC, US
4.16 Report

**TYPE: Report**

*Report: a written scholarly work that explains one or more specific matter(s) or area(s) of research. Includes reports commissioned by an external body.*

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed over the page.

### 4.16.1 Key Fields

- **Title**: Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:).
- **Abstract**: If available, please enter an abstract or description. (Shortened example given)
- **Authors**: Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.
- **Translators**: If applicable, enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional translators.
- **Editors**: If applicable, enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional editors.
- **Series name**: If the book is part of a series, please add the series name.
- **Report number**: Enter the paper number. Formats vary according to publisher and series.
- **Pagination**: Enter the total number of pages in the page count field.
- **Commissioning body**: Enter the name of the commissioning body.
- **Publisher**: Enter the name of the publisher.
- **Place of publication**: Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.
- **Publication date**: Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.
- **Publisher URL**: If available, enter the official or publisher's URL for this item.
- **DOI**: If available, enter the digital object identifier for the item. The prefix 'doi:' is not required.

### 4.16.2 Additional Fields Include:

- **Author URL**: Any other relevant URL.
- **Keywords**: Enter any keywords that will help locate your output.
- **Status**: Choose from Published, Submitted, In preparation, or Accepted.

### 4.16.3 Report Example:

- **Title**: Palaeolimnological study of selected lakes in the Wood Buffalo region involving collection and analysis of surface, bottom and full core lake sediment samples.
- **Abstract**: Palaeolimnology is the reconstruction of past environments using information recorded in lake sediments, including preserved biological organisms and chemical indicators. A key assumption of palaeolimnology is that undisturbed lake sediments may provide a faithful, continuous record of change over long time periods, ranging from years to millennia.
Authors: Curtis, C J, Flower, R, Rose, N, Shilland, J, Simpson, G L, Turner, S, Yang, H, & Pla, S

Series name: ECRC Research Reports
Report number: 132
Pagination: 89
Commissioning body: Cumulative Environmental Management Association (CEMA)
Publisher: UCL Environmental Change Research Centre (ECRC)
Place of publication: London, UK
Publication date: 2009
Publisher URL: http://www.ecrc.ucl.ac.uk/index.php/content/view/235/91/

4.17 Scholarly Edition

TYPE: Scholarly Edition

Scholarly edition: an authoritative edition of a work/body of works informed by critical evaluation of the sources (such as earlier manuscripts, texts, documents, letters, etc.), which can include detailed performance notes, commentary on decisions made in editing the work and/or analysis and commentary by one or more scholars known to be expert in the subject.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

4.17.1 Key Fields

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<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<td>If available, please enter an abstract or description. (Shortened example given)</td>
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<tr>
<td>Authors</td>
<td>Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.</td>
</tr>
<tr>
<td>Editors</td>
<td>Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional editors.</td>
</tr>
<tr>
<td>Translators</td>
<td>If applicable, enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional translators.</td>
</tr>
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<td>If the book is part of a series, please add the series name.</td>
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<tr>
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<tr>
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<td>Enter the name of the publisher</td>
</tr>
<tr>
<td>Place of publication</td>
<td>Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.</td>
</tr>
<tr>
<td>Publication date</td>
<td>Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.</td>
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<td>If available, enter the official or publisher's URL for this item</td>
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<td>DOI</td>
<td>If available, enter the digital object identifier for the item. The prefix ‘doi:’ is not required.</td>
</tr>
<tr>
<td>Medium</td>
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</tr>
</tbody>
</table>
4.17.2 Additional Fields Include:

Author URL: Any other relevant URL
Keywords: Enter any keywords that will help locate your output
Status: Choose from Published, Submitted, In preparation, or Accepted

4.17.3 Scholarly Edition Example:

Title A comment on the commentaries and a fragment on Government
Abstract In the two related works in this volume, Bentham offers a detailed critique of William Blackstone's Commentaries on the Laws of England (1765-9). In 'Comment on the Commentaries', on which Bentham began work in 1774, he exposes the fallacies which he claims to have detected in Blackstone, and criticizes the theory of the Common Law. He goes on to provide important reflections on the nature of law, and more particularly on the nature of customary and of statute law, and on judicial interpretation. In these two works, published by OUP for the first time, Bentham outlines a number of themes which he goes on to develop in his later works: the principle of utility; the importance of a 'natural arrangement' for a legal system; the point at which resistance to government becomes justifiable; the exposition of legal terms; and much more.

Authors Bentham, J
Editors Burns, H J, Hart, H L A
Series name The Collected Works of Jeremy Bentham
Series editors Rosen, F, Schofield, P,
Pagination 628
Publisher Clarendon Press
Place of publication Oxford, UK
Publication date 20 Nov 2008
Publisher URL http://ukcatalogue.oup.com/product/academic/series/history/cwjb/9780199553471.do?
ISBN 9780199553471
Status Published
4.18 Software

TYPE: Software

Software: development of a computer software program, computer aided instruction package or similar

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

4.18.1 Key Fields

Title: Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:).

Authors: Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.

Version: If the version isn't the first, please enter the version number.

Publisher: Enter the name of the publisher.

Place of publication: Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used.

Publication date: Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001.

Publisher URL: If available, enter the official or publisher's URL for this item.

Medium: Enter the output format for this item.

4.18.2 Additional Fields Include:

Abstract: Product description or abstract
Author URL: Any other relevant URL
Keywords: Enter any keywords that will help locate your output
Status: Choose from Published, Submitted, In preparation, or Accepted

4.18.3 Software Example:

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</tr>
<tr>
<td>Authors</td>
<td>Turner, A</td>
</tr>
<tr>
<td>Version</td>
<td>4</td>
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<tr>
<td>Publisher</td>
<td>UCL Space Syntax Laboratory</td>
</tr>
<tr>
<td>Place of publication</td>
<td>London, UK</td>
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<tr>
<td>Publication date</td>
<td>2004</td>
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<tr>
<td>Publisher URL</td>
<td><a href="http://www.vr.ucl.ac.uk/depthmap/">http://www.vr.ucl.ac.uk/depthmap/</a></td>
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<td>Medium</td>
<td>DVD and printed matter</td>
</tr>
<tr>
<td>Status</td>
<td>Published</td>
</tr>
</tbody>
</table>
4.19 Thesis/Dissertation

**TYPE: PhD Thesis**

**SUB TYPE: • PhD Thesis • Master’s Thesis • Undergraduate Dissertation**

*PhD Thesis: a document comprising original research submitted in support of candidacy for a doctoral level degree.*

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

### 4.19.1 Key Fields

- **Thesis type**: Select the relevant thesis type from the drop down list.
- **Title**: Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:).
- **Abstract**: If available, please enter an abstract or description. (Shortened example given).
- **Author**: Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors.
- **Awarding institution**: Enter the institution, and the location if this is not in the name of the institution.
- **Date awarded**: Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001. Dates with no day, will be taken to be the 1st day of the month.
- **Status**: Choose Unpublished

### 4.19.2 Thesis Example:

- **Thesis type**: PhD thesis
- **Title**: Clustering, segregation and the 'Ghetto': the spatialisation of Jewish settlement in Manchester and Leeds in the 19th century
- **Abstract** *(Condensed in this example)*: This thesis deals with the urban phenomenon of minority clusters, which are invariably referred to as 'ghettos'. A review of the literature on 'ghettos' suggests that the clustering of identifiable minorities is commonly associated with segregation - be it physical, economic, social or linguistic - although it is the physical segregation which tends to be most frequently noticed.
- **Author**: Vaughan, L
- **Awarding institution**: University of London
- **Date awarded**: 1999
- **Status**: Unpublished
4.20  Working/ Discussion paper

TYPE: Working/ Discussion paper

Working/Discussion Paper: a paper published by a university department or research body as a record of activities involved in carrying out a project, in order to disseminate research in progress and/or to encourage discussion and suggested revisions prior to publication. Can be part of a series and often has an ISSN/ISBN.

Enter the publication details into the fields provided. The key fields recommended for REF and reference purposes are detailed below.

4.20.1  Key Fields

| Title | Enter the title and any sub title in this field. APA citation style recommends the title to have an initial capital letter, and lower case for all other words except proper nouns (such as country names, names of people, and abbreviations), unless foreign titles. Subtitles follow titles after a double colon (:) |
| Abstract | If available, please enter an abstract or description. (Shortened example given). |
| Authors | Enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional authors. |
| Translators | If applicable, enter a surname followed by a comma and initial(s). Click on the Plus (+) symbol before entering any additional translators. |
| Series | If the book is part of a series, please add the series name. |
| Report number | Enter the paper number. Formats vary according to publisher and series. |
| Pagination | Enter the total number of pages in the page count field |
| Commissioning body | Enter the name of the commissioning body |
| Publisher | Enter the name of the publisher |
| Place of publication | Enter the place and country of publication. If the place is the UK or the US, the abbreviated form can be used. |
| Publication date | Enter the date as yyyy, or dd/mm/yyyy. It will also accept text, such as Jan 2001. |
| Publisher URL | If available, enter the official or publisher's URL for this item |
| DOI | If available, enter the digital object identifier for the item. The prefix 'doi:' is not required. |

4.20.2  Additional Fields Include:

| Author URL: | Any other relevant URL |
| Keywords: | Enter any keywords that will help locate your output |
| Status: | Choose from Published, Submitted, In preparation, or Accepted |
**4.20.3 Working/Discussion Paper Example:**

**Title**  
Peace and goodwill? Using an experimental game to analyse the Desarrollo y Paz initiative in Colombia.

**Abstract**  
Several decades of conflict, rebellion and unrest severely weakened civil society in parts of Colombia. Desarrollo y Paz is the umbrella term used to describe the set of locally-led initiatives that aim at addressing this problem through initiatives to promote sustainable economic development and community cohesion and action. In this paper we analyse the findings from a series of 'public good' games that were conducted between November 2005 and February 2007 in 104 municipalities in rural and urban Colombia with mainly poor participants. The data covers municipalities both with ('treatment') and without ('control') a PRDP in place, and within the 'treatment' municipalities, both beneficiaries and non beneficiaries of the PRDP initiative. The data for 'control' municipalities was collected as part of the evaluation of Familias en Accion (FeA), Colombia's conditional cash transfer programme.

**Authors**  
Attanasio, O, Pellarano, L, Phillips, D

**Series name**  
IFS Working Papers

**Report number**  
W09/20

**Pagination**  
57

**Publisher**  
Institute for Fiscal Studies

**Place of publication**  
London, UK

**Publication date**  
Oct 2009

**Publisher URL**  
http://www.ifs.org.uk/publications/4631

**DOI**  
10.1920/wp.ifs.2009.0920