Tutorial for HERDC Conference Publications

Collecting the required documentation to claim a Conference publication for HERDC is one of the more difficult to complete successfully. This document is designed to assist with that process.

What kind of conference output is accepted for HERDC?

HERDC guidelines state:
To be included in this category the conference paper must:

- meet the definition of research
- be published in full - The papers may appear in a number of different formats, e.g. a volume of proceedings, a special edition of a journal, a normal issue of a journal, a book or a monograph, CD-ROM or conference or organisational web site
- be peer reviewed (Full paper peer reviewed)
- be presented at conferences, workshops or seminars of national or international significance
- the author must be affiliated with the (University of Sydney)

If the conference paper was a keynote address or an invited paper, it may be claimed for HERDC if all other papers for the conference were peer reviewed in full. You would need to collect documentation to verify both keynote address (or invited status) and that all other papers were peer reviewed in full.

The types of conference publications that are unlikely to be eligible are informal delegate handouts and publications that only publish abstracts.

What kind of documentation is required?

Collecting documentation for conference publications can seem less straight forward than collecting documentation for journals, books or book chapters. It is helpful to think of conference publications as being more like book chapters.

We need to photocopy or scan from the publication:

- Title page – something that shows what the full publication is called
- Bibliographic details – publishers, place of publication, year of publication, copyright dates, plus ISSN, volume, issue and ISBN where applicable
- Table of contents
- Contributor/participant information pages – show University of Sydney affiliation and national or international significance
• Any and all introduction material – preface, foreword, introduction, welcome message – anything from the publication that gives you information about the conference
• Full paper
• Proof of full paper peer review – often found in introduction material, more often in technical chair welcome
• Proof of national or international significance – often also found in the introduction material
• Program – which will show paper presented and can often help with national and international significance

Using Conference websites for documentation

Conference websites are a good resource to supplement documentation and information not found in a conference publication:

• Introduction material when not in the conference publication
• Proof of full paper peer review – look in submission information and call for papers
• National or international significance
• Program
• Conference organiser information and contacts

Information collected from a website cannot be used in place of documentation available within the publication; it can only be used to supplement what is not available in the publication.

Conference websites often disappear after the conference takes place. It is really important to capture website information sooner rather than later by creating PDFs of the relevant information.

Confirmation of Peer Review

At times the only way to get confirmation of a full paper peer review process is by contacting the conference organiser. Template letters are on the RO website: http://www.usyd.edu.au/ro/herdc/forms_links.shtml

Types of Publication format

Conference publications can be printed in a variety of forms; namely books, journals or CD-ROMs. As CD-ROMS and online publications can look quite different it is important to capture more information, rather than less, from the publication.

The following lists indicate the best way to source to the information needed.
**Book, volume of proceedings or a monograph**

Documentation collected from the publications:

- title page
- bibliographic page - publisher, place of publication, editors, year of publication and ISBN if applicable
- conference name, date and location
- contents
- contributor information pages
- any introduction material – preface, foreword, introduction, welcome message, etc
- conference organiser information
- a copy of the paper from the publication
- evidence of USYD affiliation

Plus:

- conference program
- proof of full paper peer review if not in the above documentation
- proof of national or international significance if not in the above documentation
- conference name, date and location if not on publication
- information about the conference if not found in the publication
- information about conference organisers if not found in the publication

**Special edition of a journal or normal issue of a journal**

Documentation collected from the publications:

- front page
- bibliographic page/information – ISSN, volume, issue, year, editors
- contents
- contributor information pages
- any introduction material- preface, foreword, introduction, welcome message, etc
- conference name, date and location
- conference organiser information
- a copy of the paper from the publication
- evidence of USYD affiliation

Plus:

- program
- proof of full paper peer review if not in the above documentation
• proof of national or international significance if not in the above documentation
• information about the conference if introduction material not found in the publication
• conference name, date and location if not on publication
• Information about conference organisers

CD-ROM

It is sometimes better to copy more rather than less because CD-ROMS are not structured like a book or a journal.

Collect documentation from the CD-ROM:

• Please scan or photocopy the actual CD-ROM
• Front page = something that shows the name of the publication (‘Proceedings of’).
• Capture bibliographic information – publisher, place of publication, year of publication, editors - it is often physically on the CD-ROM, can also be on a copyright page within the CD-ROM or on the first screen of the CD-ROM
• contents page – This will often look different to a contents page found in a book or journal and you will need to capture it in whatever format it is available. It will often be either one of the following:
  o a search engine to find an author that then links to paper
  o a list of papers with a link to the individual paper
  o a list of authors with a link to the individual paper
  o a program with a link for each individual paper
• any introduction material in the publication - preface, foreword, introduction, welcome message, information about conference, etc
• conference name, date and location
• a copy of the paper from the publication
• evidence of USYD affiliation (contributor information pages)

Plus:

• program
• proof of full paper peer review if not in the above documentation
• proof of national or international significance if not in the above documentation
• information about the conference if introduction material not found in the publication
• Conference name, date and location if not on publication
Online/Conference website

Collect documentation from the online publication by creating PDFs of each page:

- front page – something identifying it as a proceedings or published papers from a conference
- bibliographic page/information – Publisher, place of publication, year. You need to capture this information in whatever format it comes in. Online proceedings will sometimes have ISBNs, ISSN, volume, issue
- contents - like the CD-ROM, it will often be either one of the following:
  - a search engine to find an author that then links to paper
  - a list of papers with a link to the individual paper
  - a list of authors with a link to the individual paper
  - a program with a link for each individual paper
- any introduction material - preface, foreword, introduction, welcome message, or just Information about the conference.
- Conference name, date and location
- a copy of the paper from the publication
- evidence of USYD affiliation (contributor information pages)

Plus:

- program
- proof of full paper peer review if not in the above publication documentation
- proof of national or international significance if not in the above documentation
- information about the conference if introduction material not found in the publication
- conference name, date and location if not on publication
Examples of online proceedings:

Online proceedings

A good example of an online conference proceeding that is done well by the conference organisers is the biennial conferences for the Asian Studies Association of Australia.

To capture all necessary information you would just need to create 2 PDFs and download a copy of the paper from the publication and then go to the conference website and download the ‘Handbook’.


You would create a PDF of this page: http://arts.monash.edu.au/mai/asaa/index.php

And on one page you have:

- Title of the proceeding,
- Editors,
- Year of publication
- ISBN
- Name of conference, place of conference and date of conference
- Peer review information
- There is a little introduction information but might get more information from the conference website.

Although it says Table of contents is not what you need in terms of content, the contents would be the Get papers (sorted by A-Z link) so you would need to make a PDF of that link as well.

From this Get papers link: http://arts.monash.edu.au/mai/asaa/proceedings.php

You get:

- The contents that you need – list of paper
- You have proof of USYD affiliation indicated
- You also get the national and international significance with the affiliations shown for other authors

We still need to get a copy of the program and this conference program is called a Handbook, http://www.conferenceworks.net.au/asaa/program.php The handbook actually offers more information about the conference and has a Welcome message from the ASAA president.
IEEE conferences

IEEE has a database on which many of their conferences are published online. The amount of front matter attached to each proceeding can vary.

1. To find out if the paper is published, do a Google search by the title of paper: ‘Using stationary electronic noses network to locate dynamic odour source position’

2. If the paper is published as part of a conference on their website, you will see an IEEE Xplore in the search outcomes, click on it.
   Welcome to IEEE Xplore 2.0: Using Stationary Electronic Noses ...
   Using Stationary Electronic Noses Network to Locate Dynamic Odour Source Position Jie Cai Levy, D.C.. Sydney Univ., Sydney; ...
   ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=4290431 - Similar
   by J Cai - 2007 - Cited by 1 - Related articles

3. This link takes you directly to an abstract of the paper, with a link to a PDF of full Paper, as well as link to full proceedings:
   http://ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=4290431

4. The name for the proceedings is also a link to the proceedings, in the example, Integration Technology, 2007. ICIT '07. IEEE International Conference on.

This paper appears in: Integration Technology, 2007. ICIT '07. IEEE International Conference on

You will need to download a copy of the paper

From the Publication information on the left download:

- Cover (although this indicates there is a Welcome Message and Conference information, there is no access to this)
- Table of contents
- Organizing committee
- 2007 IEEE International conference

From the News section on the left,

- download IEEE ICIT 2007 conference – Program at a glance

Also download the Index of Authors

5. What is missing is proof of full paper peer review & information about the conference