Guidelines for required fields common to all journal reading types

All fields should be completed using sentence case. Capitalise the first word of sentences and all proper nouns

Source Document (left of screen)

Publisher

Use the organisation, company or institution responsible for publication of the book or journal

Volume

The volume is the number assigned to a journal or a group of journals often encompassing a single year

Year published

Use the year displayed with the © symbol if available, or the year the publication was made available

ISSN

The ISSN can be found in either the catalogue record of the Journal or inside the front cover of the soft copy

Reading (right of screen)

Genre

Choose the appropriate reading type from the drop down list provided

Author(s) People

- Author names to be entered in a string, separated by commas
- Do not use ‘&’, ‘and’ or ‘et al’ in the author field, these will be added based on citation style chosen
- Do use a ‘.’ between initials, e.g. B.J
- Examples
  - Bowman, Belinda, Vilareal, Wil
  - Bowman, B.J., Vilareal, W
  - Bowman, Belinda J., Vilareal, Wil
  - Bowman, B.J., Vilareal, W., Gibson, D., Fernando, B., Rusiniak, M
- Organisation;
  - Name of organisation, department or group
Kind

- File - PDF etc., to be uploaded
- Link - The URL for the online version of the reading (see finding and saving URLs for online content)
- Locate - used when the URL is unknown and a scanned version has not been uploaded

Pages

- N/A - Pagination is not applicable for this reading
- Unknown - Pagination for the source material is unknown
- Paginated - The source material is text and paginated
- Not Paginated - The source material is text and is excerpt (e.g. two paragraphs) or has no pages numbers
- Graphic - The source material is image (e.g. photo, chart, diagram, etc) and is not textual

Guidelines for required fields specific to journal readings by type

Conference paper

Journal title

Use the title of the conference paper, e.g. 2016 IEEE conference on robotics

Reading title

Use the title of the individual conference paper relating to this reading

Journal (Whole Journal)

Journal title

Use the title from the front cover of the journal

Reading title

Use the title from the front cover of the journal

Journal article

Journal title

Use the title from the front cover of the journal

Reading title
Use the title of the relevant journal article

Legal Case

*Journal title*

Use the full title of abbreviation in case citation, obtained from Cardiff (legal abbreviations) (eg. CLR = Commonwealth Law Reports)

*Volume*

This is no longer a required field for this reading type and can be left blank

*Short title (optional field)*

Use abbreviation from case citation. This field must be completed for use with the AGLC citation style

*Author*

This is no longer a required field for this reading type and can be left blank

*Pages*

- Not Paginated – requires a word count for the reading
- Paginated – the number of pages for the reading
  - This information can be sourced from the final number in case citation (eg. (2013) 252 CLR 480 or [2015] HCA 46)

Legislation

*Journal title*

Use the full jurisdiction (boundary/title) of Act/Bill, e.g. ‘Victoria’

*Volume*

This is no longer a required field for this reading type and can be left blank

*Short Title (optional field)*

Use abbreviation from case citation. This field must be completed for use with the AGLC citation style

*Reading title*
Use the official Act/Bill title (excluding year), e.g. ‘Supreme Court Act’

**Author**

This is no longer a required field for this reading type and can be left blank

**Pages**

- Not Paginated – requires a word count for the reading
- Paginated – the number of pages for the reading

**Magazine article**

**Journal title**

Use the title from the front cover of the magazine

**Reading title**

Use the title of the relevant magazine article

**Newspaper article**

**Journal title**

Use the title from the front page of the newspaper

**Reading title**

Use the title of the relevant newspaper article

**Preprint**

**Journal title**

Use the title from the front cover of the journal

**Volume**

Preprints may not always have a volume, if this is the case use the publication year

**Reading title**

Use the title of the relevant journal article

**Proceeding**
Journal title

Use the title from the title page of the proceeding, if none available use the title from the front cover

Volume

For a proceedings that do not have a volume number use the year

Reading title

Use the title of the relevant chapter/article