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

**Guidelines for required fields common to all Book 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

**Author(s)**

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  - 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

**Year published**

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

**Total pages (if attaching a file)**
Can be found in either the catalogue record or Trove

**ISBN (if attaching a file)**

ISBN can be found in the catalogue record of the book or on the copyright page located in the front of the book near the title page. ISBNs are also often found on the back cover of the book sometimes near the publisher's barcode.

**Reading (right of screen)**

**Genre**

Choose the appropriate reading type from the drop down list provided.

**Kind**

- File – PDF, etc., file to be uploaded
- Link – the URL for the online version of the reading
- Locate – used when the URL is unknown and a scanned version has not been supplied

**Pages**

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- 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 book readings by type**

**Book chapter**

**Book title**

Use the title from the title page of the book.

**Author**

Repeat the ‘Editor(s)’ field content, or include author(s) specific to the chapter for the reading.

**Reading title**

Use the title the relevant chapter of the book.

**Book Excerpts**
**Book title**

Use the title from the title page of the book

**Author**

Repeat the ‘Editor(s)’ field content, or include author(s) specific to the chapter for the reading

**Reading title**

Use the below guidelines for excerpts unless your subject has other specific requirements for this field. If you have other requirements, enter your info and let us know via the ‘Note to Library’ field

- Use chapter or section headings where available
- For multiple excerpts in one PDF
  - Excerpts from, [Chapter #], [chapter title], [sections # -# where known]
- For single excerpt
  - Excerpt from, [Chapter #], [chapter title], [section #], [section title where known]
- If excerpts from different chapters, or not ascertainable where they’re from
  - Excerpts from, [book title]

**Conference Paper**

**Book title**

Use the title from the title page of the conference publication

**Author**

Repeat the ‘Editor(s)’ field content, or include author(s) specific to the chapter/paper for the reading

**Reading title**

Use the title the relevant chapter/paper from the conference

**Document**

**Book title**

Use the title from the title page of the conference publication

**Author**
Repeat the ‘Editor(s)’ field content, or include author(s) specific to the chapter/paper for the reading

**Reading title**

Use the title of the document. If the document does not have a standard title refer to the header of the document or the file name for more information

**Musical Score**

**Book title**

Use the title of the publication/score

**Author**

Use the composer of the score

**Reading title**

Use the title the composition/score

**Proceeding**

**Book title**

Use the title from the title page of the proceeding, or the front cover if it does not have a title page

**Author**

Repeat the ‘Editor(s)’ field content, or include author(s) specific to the chapter/paper for the reading

**Reading title**

Use the title of the relevant book chapter

**Report**

**Book title**

Use the title from the title page of the report, or the front cover if it does not have a title page

**Reading title**

Use the title of the relevant chapter/section or the report if it is a complete report
Guidelines for required fields common to all Website 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)

**Website title**

Use the title of the website, often identified from the home page heading

**Publisher**

The organisation, group or sponsor of the website, this can often found in the webpage footer

Reading (right of screen)

**Reading title**

Add the title of the webpage, blog entry, content section, etc. for the reading

**Author(s)**

- 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

**Release date**

The date the website/webpage was accessed

**Kind**

- File – PDF, JPG, etc., containing a screen shot of the webpage
• Link – the URL for the website/webpage for this reading
• Locate – not appropriate, for websites/webpages as a URL is required

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