



Australian  
National  
University

# **ARIES RESEARCH MANAGEMENT SYSTEM PUBLICATIONS MODULE USER MANUAL**

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**Date:** October 2012

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## The Publications Module

The ARIES Publications module contains information about published research outputs by ANU researchers, visitors, students and general staff. Outputs include books, book chapters, journal articles, conference papers, software, audiovisual items and recordings.

Publication Collections Officers (PCO) in the local areas or individual researchers enter data into ARIES. For example, a researcher may enter a minimal amount of information about the publication directly into ARIES and then notify the PCO in their local area. Alternatively a researcher will supply details of publications and where they need to be assessed for eligibility for the Higher Education Research Data Collection (HERDC), supply copies of publications to the PCO for assessment and entry into ARIES.

Researchers can access details of their publications at any stage.

### 1. Accessing the Publications Module

Login to ARIES at <https://aries.anu.edu.au/content/ASP/ANULogin.asp> with your uniID and the password you use for HORUS.

If you do not have an account in ARIES click the link to the 'New User form' and provide your details. This will generate an email to Research Services Division (RSD) staff who will create an ARIES account for you with access relevant to your job.



After you log in, ARIES will display the Desktop screen.



Click 'List existing Records' under the **Publications 'P'** icon to go to the Publications module.



User profiles and security access will define what users can see and what they can change. A user with the profile of *college grants administrator* will see different modules than a user with the profile of *departmental publications officer*. A researcher will only see the records of which they are an author.

## 2. Data Recorded in the Publications module

The Publications module has a number of fields, grouped into tabs.

Header tab	Information which generally describes a publication such as its title and year of publication, year of eligibility for HERDC, number of internal and external authors and publisher.
Authors tab	Names of all ANU and external authors identified on the publication. ANU Authors are linked to the department(s) claiming the publication.
Documents tab	Documents in .pdf, .doc, .wav and .mp3 file types can be linked (uploaded). URL links can also be added.
Notes tab	Dialogue between the RSD staff and PCO in the local areas concerning requirements for HERDC or ERA, or notes about the publication.
Coding tab	Field of Research (FOR) codes and Socio-Economic Objective (SEO) codes. The codes classify the research discipline and the areas of the economy which benefit from ANU research. The SEO code is requested but no mandatory for all publications.
Verification tab	Allows verification of details by all departments which have an interest in the publication. Logs progress.
Summary tab	Used for calculating the score attributed to each author's department.

## 3. Finding existing Publication records

### 3.1 Displaying with filters

You can display the publications that have been entered for your Research School, Centre or Department. This function is useful for collecting groups e.g. all books in your Research School or Centre. Use the filter picklists to narrow the list of publications displayed:

- ❖ filter records by Research School/Centre e.g. CMBE Research School of Biology
- ❖ filter records by Department e.g. ALL RECORDS for a specific department
- ❖ filter records by Publication Output e.g. Journal Article
- ❖ filter records by Publication Category e.g. C1 – Journal Article meeting HERDC requirements
- ❖ filter records by Year e.g. 2012

### 3.2 Search for publications by title

- ❖ Click at the top of the screen
- ❖ Enter a *string of words* from the title in the Title Search line (*not* individual keywords) e.g. “Management of an acute”.
- ❖ Click at the right of the screen against the relevant search box.



- ❖ A list of publications matching the search string anywhere in the title will be displayed.
- ❖ If the publication is listed, click (the Edit button) to open the record.

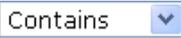
Publication year	Year	First-named author	Title	Category	Action
2005	2005	Parish, Christopher R.	A functional heparan sulfate mimetic implicates both heparanase and heparan sulfate in tumour angiogenesis and invasion in a mouse model of metastatic cancer	C1: Journal article meeting HERDC requirements	

- ❖ If the yellow warning message below is displayed click . This clears the last search criteria and displays your current search or filter.

**PLEASE NOTE: Your records are being filtered using your last search. Click 'Page Up' to clear the search.**

### 3.3 Search for publications by author

- ❖ Enter part of the author's surname or their uni ID (U or A number) in the **Internal / External Author (Surname or Staff ID):** search box.

The  drop down list offers more searching options.

- ❖ Enter either the author's surname or uni ID. If the surname is a common one (eg Liu, Smith, Wong) it is better to search by uni ID.
- ❖ Click  at the right of the screen on the **Author Search** line or use the keyboard 'Enter' key.

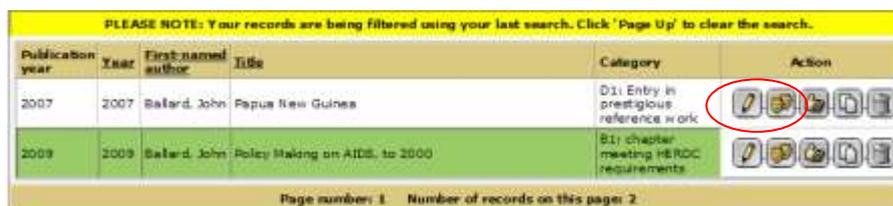


- ❖ A list of authors matching the search string anywhere in the surname will be displayed.
- ❖ If the requested author is listed, click  to display their publications.



Staff number	Name	Initials	Department - Faculty/School/Centre - Institution	Action
U1502179	Ballard Chris Dr	C	Division of Pacific and Asian History, Research School of Pacific and Asian Studies, ANU	
U7200351	Ballard John Dr	JA	General, Graduate School, ANU	
U1803432	Ballard Julian Dr	J	General, Research School of Earth Sciences, ANU	

- ❖ ARIES will display of list of all publications for the selected author.
- ❖ Click  to open an individual publication record.



Publication year	Year	First named author	Title	Category	Action
2007	2007	Ballard, John	Papua New Guinea	D1: Entry in prestigious reference work	
2009	2009	Ballard, John	Policy Making on AIDS, to 2000	B1: chapter meeting HERDC requirements	

### 4. Tips for editing existing Publication records

- ❖ Instructions about details recorded in each tab can be found in Section 5.
- ❖ Navigate using the tabs. Make any changes needed. Click  as you move through the record to save data on each tab.
- ❖ Do not navigate using the Internet browser's 'Forward' and 'Back' buttons as this can cause loss of data and error messages.
- ❖ Go to the *Verification* tab and tick the relevant items to confirm you have completed the record [see 5.11].

- ❖ Return to the *Header* tab and click  to save your work and exit the record.

**Amend - Publication**

Cancel **Submit** Save Print Form

System ID: u4326120PUB91  
 Publication Output: Book chapter  
 Publication Category: B1: chapter meeting HERDC requirements  
 Record created by: Taylor Jenny (u4326120) at 07/05/2010

Publication year\*: 2009  
 HERDC reporting Year\*: 2009  
 Title of chapter\*: Policy Making on AIDS, to 2000  
 Number of Internal ANU Authors\*: 1  
 Number of External Authors\*: 1  
 Add Title of book\*: Policy Making and Implementation: Studies from Papua New Guinea  
 Page numbers: 369-378

- ❖ When you log in, ARIES will automatically open your last record if it was not saved properly, if your session was timed out, if any fields were incomplete, or if there are data inconsistencies. You will see red bars alerting you to problem areas. Please ring the Publications Team on extension 51455 if you require assistance. Click the CANCEL button to exit the record.
- ❖ Edit my last record: click the 'Edit my last record' button on the summary screen to return to the last record you were working on.

**Publications**

Back Page Up Page Down Search Create

Filter records by Institution: ANU  
 Filter records by Research School/Centre: ALL RECORDS  
 Filter records by Department: ALL RECORDS  
 Filter records by Publication Output: ALL RECORDS  
 Filter records by Publication Category: Not selected  
 Filter records by HERDC reporting year: 2012  
 Filter records by author: ALL RECORDS  
 Filter records by calculation: ALL RECORDS  
 Refresh list  
 Edit my last record: **Edit**

Annual reporting year	Publication Year	Year	First-named author	Title	Category	Action
	2012	2012	Aaberhard, Philippe C	2D into Nonequilibrium Molecular Dynamics in the Solid Superionic Conductor LiBH4	CI: Journal article meeting HERDC requirements	
	2012	2012	Farica, Edt	Calopha arthrospora, a new foliose lichenized fungus from Brazil	CI: Journal article meeting HERDC requirements	

## 5. Entering New Publications

The following pages guide you through the process of creating a new record. Before adding any new publication check whether the publication is already in ARIES. See 'search by title' Section 3.2 and 'search by author' Section 3.3.

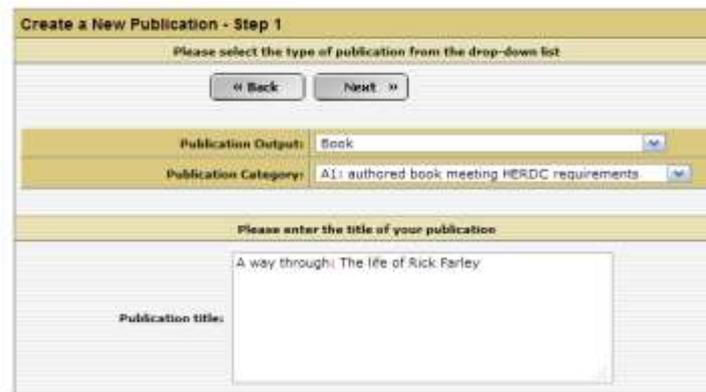
### 5.1 Creating a BOOK record

- ❖ Click  to enter details.



- ❖ Using the picklist select:
  - **Publication Output:** Book.
  - **Publication Category:** select the appropriate category e.g. A1 book meeting HERDC requirements.  
If you are unsure which category to choose and think it could meet the HERDC requirements select category A1. RSD staff will check the eligibility of the book at a later date and change it if the book is not eligible for HERDC.

- ❖ Type the title of the book in the **Publication title** box.



ARIES will search for records with the same title and display the results.

If the book has previously been entered in ARIES the title will be displayed under the yellow bar. If so:

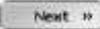
- ❖ Click 
- ❖ Click  again to return to the main screen.
- ❖ Use the **Search** function [see Section 3.2] to find the record, and check that the data in all fields is correct.

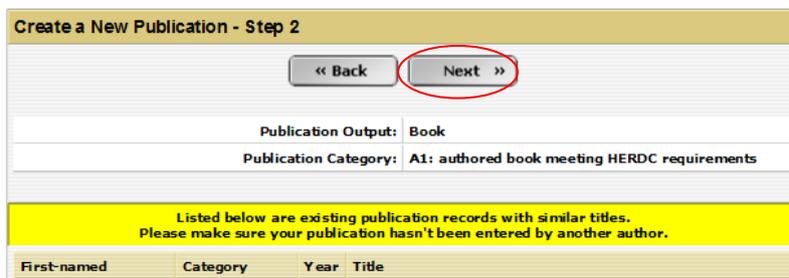


First-named	Category	Year	Title
Brown, Nicholas	A1: authored book meeting HERDC requirements	2012	A way through: The life of Rick Farley

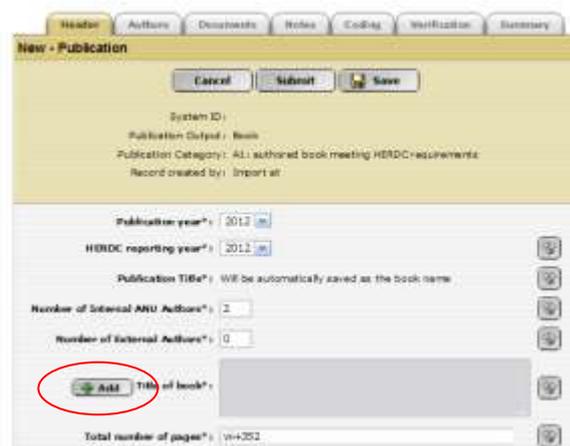
If the book has not previously been entered nothing will appear under the yellow bar.

Proceed as follows:

- ❖ Click . ARIES will display the data entry screen so you can enter the new publication.

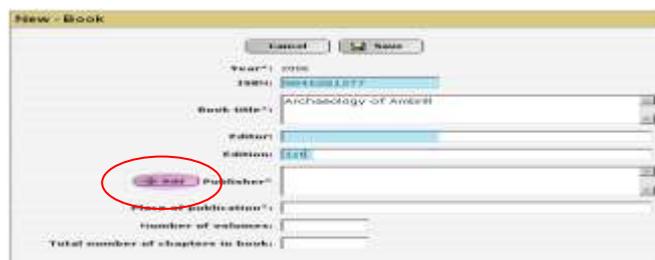


- ❖ Using the picklist select:
  - **Publication year** - when the book was published.
  - **HERDC Reporting Year**: this is usually the same as the publication year but may be different if the item was published on-line and in hard copy
- ❖ In other fields enter:
  - **Number of Internal ANU Authors**: the total number of authors affiliated with ANU.
  - **Number of External Authors**: the total number of authors from other institutions.
  - **Total number of pages** - the total number of pages in the book, for example 352. If the book has several pages before page 1 they are usually numbered in Roman numerals. Record this as, for example, ix+352.
  - **Series title**: if applicable
- ❖ Then click  next to the box labelled 'Title of book'.



- ❖ The next screen displays the book title you have already entered. Enter the ISBN, editor/s, edition, place of publication, number of volumes and number of chapters in the book.
  - **ISBN**: has either 10 or 13 digits. You can choose whether to enter spaces or hyphens as shown in the book itself or enter the ISBN as one long number e.g. 0 7546 4515 0 or 0521825806. HERDC-eligible books must have an ISBN. RSD staff will change a book without an ISBN to category A2.

- **Editor/s:** enter the author/s of the book in this field. Enter initial/s and surname/s, separate multiple authors with commas eg S Smith, J Jones, P Pigge.
  - **Edition:** number e.g. 1<sup>st</sup>, 2<sup>nd</sup> etc.
  - **Place of publication:** city and country e.g. Sydney Australia (without a comma between the two).
  - **Number of volumes:** usually 1, can be more.
  - **Total number of chapters in book:** the number of chapters is important for calculating the HERDC score. Ascertain the number of chapters from the Table of Contents of the book.
- ❖ Click on the  **Add Publisher** button to select the name of the publisher from the list stored in ARIES.



- ❖ Type at least five letters from the publishers name. Enter only the name of the publisher, don't include a city or country.
- ❖ Click  to display publishers which match the search string.



- ❖ If the publisher is listed click  to select the publisher from the list.



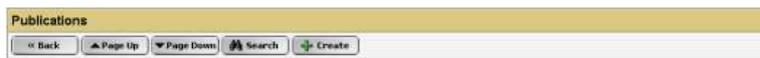
- ❖ If the publisher is not listed create a new publisher (see Section 5.5).
- ❖ Click  to complete the book information.
- ❖ You will return to the *Header* tab. The information entered so far will be displayed at the bottom of the screen.

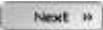


- ❖ Click  or click directly on the *Authors* tab .
- ❖ For details on entering authors go to Section 5.6 The AUTHORS Tab.

## 5.2 Creating a BOOK CHAPTER

Click  to enter details.



- ❖ Using the picklist select:
  - **Publication Output:** Book chapter.
  - **Publication Category:** select the appropriate category e.g. B1 chapter meeting HERDC requirements.  
If you are unsure which category to choose and think it could meet the HERDC requirements select category B1. RSD staff will check the eligibility of the chapter at a later date and change the category if the chapter is not eligible for HERDC.
- ❖ Type the title of the chapter in the Publication title: box.
- ❖ Click .

ARIES will search for records with the same title and display the results.

If the chapter has previously been entered in ARIES the title will be displayed under the yellow bar.

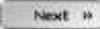
If so:

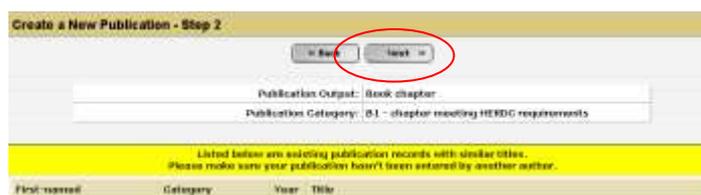
- ❖ Click .
- ❖ Click  again to return to the main screen.
- ❖ Use the **Search** function [see Section 3.2] to find the record and check that the data in all fields is correct.

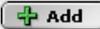
First-named	Category	Year	Title
Henderson, Desmond	B1: chapter meeting HERDC requirements	2012	An unbounded duty of care

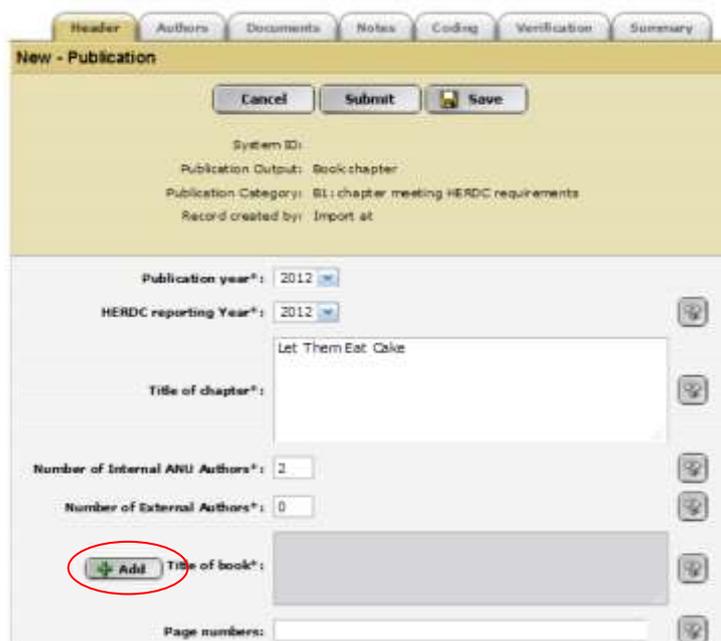
If the chapter has not previously been entered nothing will appear under the yellow bar.

Proceed as follows:

- ❖ Click . ARIES will display the data entry screen so you can enter the new publication.



- ❖ Using the picklist select:
  - **Publication year:** when the book containing the chapter was published.
  - **HERDC reporting year:** this is usually the same as the publication year, but may be different if the book has been published on-line and in hard-copy.
- ❖ In other fields enter:
  - **Title of Chapter:** this has been copied from the title entered on the previous screen.
  - **Number of Internal ANU Authors:** the total number of authors affiliated with ANU.
  - **Number of External Authors:** the total number of authors from other institutions.
  - **Page numbers:** page numbers of the chapter expressed as a range e.g. 56-83.
  - **Title of Book:** Click  next to the 'Title of book' box to add details about the book. ARIES will display the 'Book Search' window.



- Type in a string of words from the title and click .

**Tip:**

- \* use unusual words or letter combinations adjacent to each other
- \* you don't need to type the whole title

- ❖ If there are other chapters by ANU authors in this book it may already be in ARIES.
- ❖ If the book is listed click  beside the title. You will be returned to the *Header* page.

ISBN	Book name	Publisher	Action
9780820704524	Totality and Infinity et 50	Duquesne University Press	 <a href="#">Chapters</a>

- ❖ If the book is not listed click 

- ❖ Enter:
  - **ISBN:** enter the ISBN as published. It must have either 10 or 13 characters.
  - **Book Title:** as published.
  - **Editor(s):** names of editors of the book. Enter initials and surname, separate multiple editors with commas eg S Smith, J Jones, P Pigge.
  - **Edition:** number e.g. 1<sup>st</sup> 2<sup>nd</sup>, 3rd etc.
  - **Place of Publication:** enter city and country e.g. Sydney Australia (without a comma between the two).
  - **Number of Volumes:** this is usually 1, but may be more.
  - **Total Number of Chapters in the book:** the number of chapters is important for calculating the HERDC score. Ascertain the number of chapters from the book's Table of Contents.
- ❖ Add the **Publisher:** Click  next to the Publisher field.

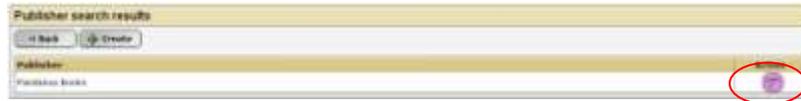
ARIES will display the Publisher search box.

- Enter a minimum of 3 characters of the publisher's name. Do not enter the city or country.

- Click . ARIES will display the publishers already in the system which match the search string.



- If the publisher is listed click  to select the publisher from the list. You will be returned to the *Header* tab.



- If the publisher is not listed create it [see Section 5.5].
- ❖ Once you are back on the *Header* tab click  or click directly on the *Authors* tab .
- ❖ For details on entering authors go to Section 5.6 The AUTHORS Tab.

### 5.3 Creating a JOURNAL ARTICLE

Staff from RSD import journal articles into ARIES from Scopus and other commercial databases at regular intervals. In order to avoid adding the journal article twice, do a 'search by title' using a few words from the title of the article to make sure the journal article has not already been entered.

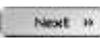
If you don't find the journal article proceed as follows:

- ❖ Click  to enter details.



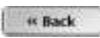
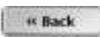
- ❖ Using the picklist select:
  - **Publication Output:** Journal article.
  - **Publication Category** select the appropriate category e.g. C1 journal article meeting HERDC requirements.  
If you are unsure which category to choose and think it could meet the HERDC requirements select category C1. RSD staff will check the eligibility of the article at a later date and change the category if it is not eligible for HERDC.

- ❖ Type the title of the journal article in the **Publication title** box, ensuring there are no misspellings. Do not add trailing spaces or use the keyboard enter  key at the end of the title.

- ❖ Click 

If the journal article has previously been entered the title will be displayed.

If so

- ❖ Click  and then click  on the next screen to return to the main screen.

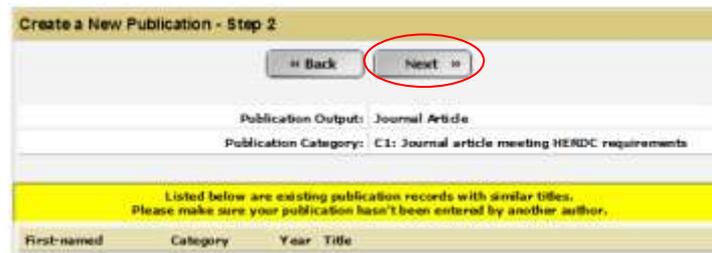
First-named	Category	Year	Title
Tainoa Lohia	C1: Journal article meeting HERDC requirements	2012	The three little pigs: a study of agriculture economics

- ❖ Use the **Search** function [see Section 3.2] to find the record and check that the data in all fields is correct.

If the title has not previously been entered nothing will appear below the yellow bar.

Proceed as follows:

- ❖ Click . Aries will take you to the *Header* tab.



- ❖ Enter the following information
  - **Publication year:** ARIES will automatically display the year we are currently collecting HERDC data for. If necessary select the correct year in the dropdown list.
  - **HERDC reporting year:** this will usually be the same year as the publication year, but it may be different. For example, if an article is in a journal as *volume 6 issue 3, 2011*, but the copyright date is 2012, the HERDC *Specifications* rule that the earlier date applies.
- ❖ In other fields enter:
  - **Title of Journal Article:** ARIES will have copied this from the previous screen.
  - **Number of Internal ANU Authors:** total number of authors affiliated with ANU.
  - **Number of External Authors:** total number of authors from other institutions.
  - **Volume:** as stated in the published article or in the journal.
  - **Issue:** if shown on the published article or in the journal.
  - **Pages:** start and end page numbers of the article separated by "-", for example 34-56.
  - **DOI:** the Digital Object Identifier web link e.g. 10.1021/ja9034957 This links to a stable web site. Copy and paste from the article displayed in a web browser or Adobe Acrobat to avoid typing errors.

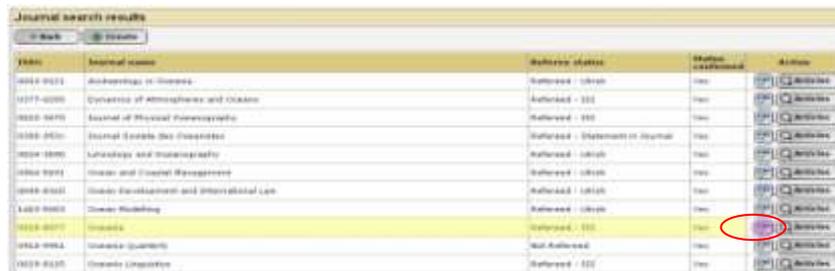


- ❖ Title of **Journal:** Click  next to the Journal box. ARIES will display the Journal Search window.

- Type all or part of the title of the Journal and click .



- ARIES will display a list of journals matching the search string together with the ISSN, referee and approval status of the journal.
- If the journal is listed, click  at the right hand side of the screen. ARIES will return to the *Header* tab and the journal will be displayed.



ISSN	Journal name	Referee status	Status	Action
0000-0000	Academy of Sciences	Refereed - Open	Yes	 
0000-0000	Journal of Atmospheric and Oceanic	Refereed - 000	Yes	 
0000-0000	Journal of Physical Oceanography	Refereed - 000	Yes	 
0000-0000	Journal of Public Health	Refereed - Statement on Journal	Yes	 
0000-0000	Leadership and Innovation	Refereed - 0000	Yes	 
0000-0000	Ocean and Coastal Management	Refereed - 0000	Yes	 
0000-0000	Public Administration and International Law	Refereed - 0000	Yes	 
0000-0000	Public Health	Refereed - 0000	Yes	 
0000-0000	JOURNAL	Refereed - 000	Yes	 
0000-0000	Journal of Public Health	Not Refereed	Yes	 
0000-0000	Journal of Public Health	Refereed - 000	Yes	 

- If the journal is not listed create it [see below].
- ❖ Click  or click directly on the *Authors* tab .
- ❖ For details on entering authors go to Section 5.6 The AUTHORS Tab.

## Creating a new JOURNAL

- ❖ Click .
- ❖ Enter:
  - **Journal name:**
  - **ISSN:** e.g. 0029-0072.
  - **Frequency:** if you know how often the journal is published enter the detail, otherwise leave it blank.
  - **Index:** leave it blank.
  - **Research council ID:** DO NOT enter anything in this field.
  - **Multidisciplinary:** DO NOT enter anything in this field.
  - **Impact factor:** if you know the impact factor enter the number, otherwise type "0". Alternatively, although ARIES shows it as a compulsory field you can leave it blank.
  - **Status:** ARIES defaults to "NEW" when a new journal is added. RSD staff check and update the status.
  - **Place of publication:** enter city and country.
  - **Publisher:** click . ARIES will display the Publisher search box.

The screenshot shows the 'New - Journal' form with the following fields and values:

- Journal name: Mariner's Mirror
- ISSN: 0025-9959
- Frequency: Quarterly
- Index: (empty)
- Research council ID: (empty)
- Multidisciplinary: No
- Impact factor: 0
- Status: NEW
- Approved: (empty)
- Place of publication: United Kingdom
- Publisher: (empty)

A red circle highlights the 'Add' button next to the 'Publisher' field.

- ❖ Type at least three letters from the name of the publisher. Do not include city or country.
- ❖ Click Search to display publishers which match the search criteria.

The screenshot shows the 'Publisher Search' form with the following details:

- Search buttons: Back, Search
- Publisher name: trans.pacific

A red circle highlights the 'Search' button.

- ❖ If the publisher is not listed create it (see Section 5.5). Otherwise select the correct publisher from the list and click . You will automatically return to the *Header* tab.

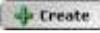
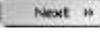
The screenshot shows the 'Publisher search results' form with the following details:

- Search buttons: Back, Create
- Publisher: Trans Pacific Press

A red circle highlights the 'List' button.

**Tip:** \* Details can be copied from the following journal indexes:  
[Thomson Reuters Journal Search](http://science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=MASTER)  
<http://science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=MASTER>  
 Ulrich's International Periodicals  
<http://ulrichsweb.com/ulrichsweb/>

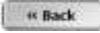
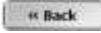
### 5.4 Creating a CONFERENCE PAPER

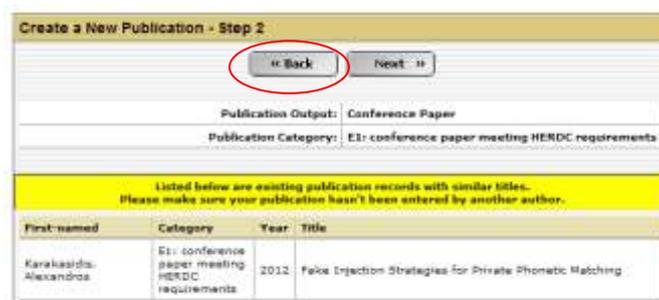
- ❖ Click  to enter details.
- ❖ Using the picklist select:
  - **Publication Output:** Conference paper.
  - **Publication Category:** Select the appropriate category e.g. E1 conference paper meeting HERDC requirements.
- ❖ Enter the title of the paper in the **Publication Title:** box.
- ❖ Click 



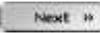
If the title has previously been entered in ARIES it will be displayed below the yellow banner.

If so:

- ❖ Click  and then  in the next screen to return to the Summary page.
- ❖ Use the **Search** function [see Section 3.2] to find the record and check that the data in all fields is correct.



If the conference paper is not in ARIES nothing will be displayed under the yellow banner.

- ❖ Click  to go to the *Header* tab and enter the details.



- ❖ Using the picklist select:

- **Publication year:** the year the paper was published online or in hardcopy. The year of publication may be different to the year the conference was held.
- **HERDC reporting year:** this will generally be the same year as the publication year but it may be different.
- ❖ In other fields enter:
  - **Number of Internal ANU Authors:** the total number of authors affiliated with ANU.
  - **Number of External Authors:** the total number of authors from other institutions.
  - **Page Numbers:** expressed as a range e.g. 5-12.
  - **Was the Conference Paper refereed?:** yes or no. select Yes.
  - **DOI (link to Publisher's version):** the Document Object Identifier, e.g. 10.1007/s10905-009-9182-3
- ❖ Name of **Conference:** Click . ARIES will display the Conference Search window.

- Type in a string of significant words from the title of the conference.
- Click 

- ARIES will display a list of conferences matching the search string together with the ISSN/ISBN and publisher.
- If the conference is listed, click  at the right hand side of the screen. ARIES will return to the *Header* tab and the conference will be displayed.

ISBN	Conference name	Publisher	Action
978-0-818-80000-0	4th IEEE Conference on Assembly Technology and Systems	University of Michigan	[Add]
978-0-818-80000-0	IEEE International Conference on Sustainable Computing Technology	Springer	[Add]
978-0-818-80000-0	IEEE National Solar Conference 2012	Curran Associates, Inc.	[Add]
	Asia Pacific Optical Sensors Conference 2012	IEEE - The International Society For Optical Engineering	[Add]
	Australian Law Teachers Association Conference 2012	Unknown	[Add]
	International Conference on Trade, Investment and Production Activities in Asia	University of Malaklang, Malaysia	[Add]
	2012 Conference on The Rise of China and The Changing Trends of Global Trade's China 2012	Harjo University and Seoul National University	[Add]
978-0-818-80000-0	Organic Synthesis Materials and Reaction Conference 2012	IEEE - The International Society For Optical Engineering	[Add]
978-0-818-80000-0	South Asia Conference on Knowledge Discovery and Data Mining (KDD) 2012	Springer-Verlag	[Add]
	South Asia Conference on Knowledge Discovery and Data Mining (KDD) 2012	Springer	[Add]
	Postgraduate Research in Education Conference 2012	University of New South Wales	[Add]
978-0-818-80000-0	IEEE Photonics Europe Conference 2012	IEEE - The International Society For Optical Engineering	[Add]
978-0-818-80000-0	This is a conference	This is a publisher	[Add]
	Blairgowrie Update Conference 2012	Australian National University	[Add]

- ❖ If the conference is not listed, click . ARIES will display a screen for the Conference information to be added.
- ❖ Enter:
  - **Conference Name:** official name e.g International Conference of Teddy Bear Makers 2012 (not marketing name).
  - **Location:** city and country.
  - **Date of Conference:** date or range of dates the conference was held.
  - **Title of the conference publication:** proceedings containing the papers e.g Proceedings of the 2012 Asian Conference of Bear Artists. This is NOT the title of the individual paper.
  - **Editor:** editor of the conference proceedings. Enter initials and surname, separate multiple editors with commas eg S Smith, J Jones, P Pigge.
  - **Place of publication:** city and country.
  - **ISBN:** enter either an ISBN or ISSN if one is available.
  - **URL:** enter the DOI (Digital Object Identifier) web link if there is one, otherwise enter the URL of the conference web site. Be aware that conference web sites are often removed from the web after the conference has been held.
  - **Edition:** leave the field blank. RSD staff use this field to record other information about the conference.
  - **Number of pages:** leave the field blank. RSD staff use this field to record other information about the conference.
- ❖ **Publisher:** click . ARIES will display the Publisher search box.

New - Conference

Cancel Save

Year: [dropdown]

Conference name: [text box]

Location: [text box]

Date of conference: [text box]

Title of conference publication: [text box]

Editor: [text box]

Publisher: [dropdown]

Place of publication: [text box]

ISBN: [text box]

URL: [text box]

Edition: [text box]

Scopus-Conference ID: [text box]

ERA-Conference ID: [text box]

- ❖ Type at least three letters from the name of the publisher. Do not include city or country.
- ❖ Click  to display publishers which match the search criteria.

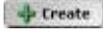
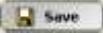


- ❖ If the publisher is not listed create it (see Section 5.5). Otherwise select the correct publisher from the list and click  to select the publisher from the list. You will automatically return to the *Header* tab.



- ❖ Once all information on the *Header* tab has been completed click  or click directly on the *Authors* tab .
- ❖ For details on entering authors go to Section 5.6 The AUTHORS Tab.

## 5.5 Creating a new PUBLISHER

- ❖ If you need to add a publisher click .
- ❖ Enter the name of the publisher. You will not be able to change other data fields.
- ❖ Click .



## 5.6 Creating records for other categories

ARIES allows many types of publications to be recorded, such as creative works, exhibitions, reports for commercial or government entities, entries in works of reference, patents, computer software and theses.

Follow the general directions given for books, chapters, journal articles and conference papers in the preceding sections. Once you have selected the relevant Publication Output from the dropdown list Aries will display the matching categories in the Publication Category dropdown list.

**Create a New Publication - Step 1**

Please select the type of publication from the drop-down list

<< Back      Next >>

Publication Output: Report

Publication Category: K1: Reports, working & discussion papers published

Please enter the title of your publication

Publication title: "Standing tall: can we preserve the Tall Poppies?" - a report for the Asian Horticultural Society

Each category has data fields specific to the type of publication. There is no requirement to upload verification materials for categories which are not eligible for HERDC or ERA.

### 5.7 The AUTHORS Tab

You must record ALL the ANU authors, and a minimum of 10 external authors.

- ❖ It is very important to add Authors to the ARIES record in *the order that they appear* on the publication.
- ❖ If there are hundreds of external authors a minimum of 10 external authors need to be added to the ARIES record. The total number of authors is entered on the HEADER tab in the box **Number of External Authors\***:

#### ANU Authors

Most ANU authors are already in ARIES. The information comes from Human Resources so you may find the author you want listed with a different department. You can modify the department to which points are allocated. Follow the instructions on “Should it be a different department?” below.

To add an ANU author to a publication:

- ❖ go to the section labelled ‘ANU authors, Honoraries and Visitors’. Click  .



ARIES will display the author search box.

- ❖ Enter either the author’s surname or uni ID. If the surname is a common one (eg Liu, Smith, Wong) it is better to search by uni ID.
- ❖ click 



If you searched for a surname ARIES will display a list matching your search string.

- ❖ Select the author you want by clicking  to the right of an author’s name.

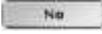


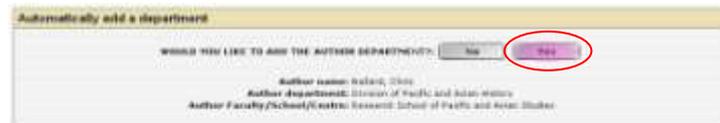
- ❖ If the author you want is not in the list, click  , then type the letters ‘aries’ in the search box. The system will display a single result for Dr Temporary ARIES.. Click  to select this author and email [Publications.Collection@anu.edu.au](mailto:Publications.Collection@anu.edu.au) with the details of the author you want to have added.
- ❖ If you searched by uni ID there will only be one match and you will not have to select the correct author from a list.

### Selecting a Department for an ANU author

Once you have selected an author ARIES will display the message *Would You Like To Add The Author Department?*

#### Is it the correct department?

- ❖ If the department listed is the same as the department on the publication click 
- ❖ If the department on the publication is not the same as the department listed, click  and follow the instructions on *“Should it be a different department?”* below.



### Percentage of ANU author’s claim for a department

Publications for most authors are claimed by their current department. However, some authors change departments and others have joint appointments.

- ❖ If the author’s score is to be allocated entirely to that Research School/Centre and Department, the default is 100%.

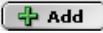


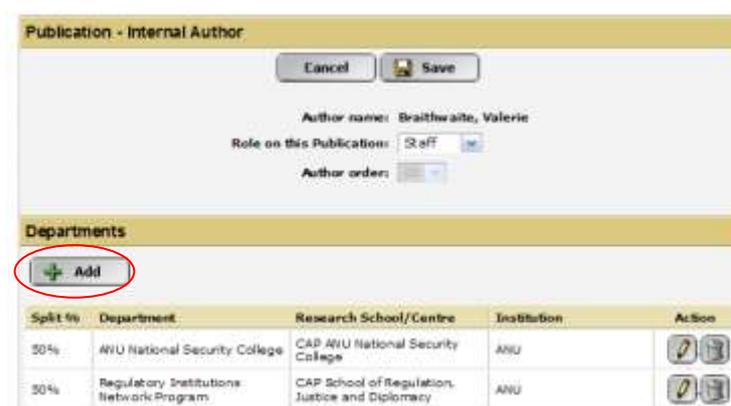
If the author has a joint appointment, you can select a percentage for each Research School/Centre and Department e.g. 50%.

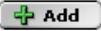
- ❖ Click  to modify the percentage allocated to the first department e.g. to 50%.
- ❖ Then add the additional department by clicking . Use the drop down boxes to complete the record sharing the department % score.
- ❖ If the wrong department is listed in error, add the correct data and then delete  the incorrect department once you are back on the main Authors tab.

### Adding more departments

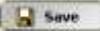
If less than 100% is assigned to a department, repeat the process, choosing another department and percentage. The percentage allocated to departments must add up to 100%.

- ❖ Click  to record an additional department.



- ❖ Using the picklist select:
  - **Institution:** the default is ANU. You should not need to change it.
  - **Research School/Centre:** e.g. Research School of Chemistry.
  - **Department:** e.g. RSC General.
  - **Percentage:** for allocation of the author's score to this department e.g. 50%.
- ❖ Click  to complete.

The *Authors* screen will display the author's current Research School /Centre and Department as recorded in ARIES (if it is incorrect please ask RSD staff to update the author's record). If you allocated the author's points to another department the allocation to other Research Schools/Centres and Departments will show on the *Summary* tab and that's what's important for the scoring.

- ❖ Click  once completed.

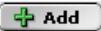
### Should it be a different department?

If the department claiming the publication is not the same as the department on the publication

- ❖ click 



You can then add a different department:

- ❖ Go to the **Department** section.
- ❖ Click 



- ❖ Using the picklist select:
  - **Institution:**
  - **Research School/Centre:** e.g. e.g. Research School of Chemistry.
  - **Department:** e.g. RSC General.  
Note, if your area does not record by department, choose 'general'.
  - **Percentage:** for allocation of the author's score to that department e.g. 50%.



- ❖ Click  then  on the next screen.
- ❖ Adding another department usually results in scores of 200% and 2 department records. Remove the incorrect department by clicking on .
- ❖ Click  once the department/s and percentages are correct and total 100%, TIP - the red warning bar will remain until the percentages total 100%.

The display shows the author's current Research School/Centre and Department.



**HOWEVER...**the Research School/Centre and Department you allocated the publication to will show on the *Summary* tab.



**Role on this Publication: Staff, Student or Visitor**

- ❖ For each ANU author, record whether their role on the publication was as a staff member, student or visitor. The default is staff. Use the picklist for other options.

**Additional ANU authors**

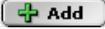
If the next author is an internal author, repeat the process. If the next author is an external author, go to the **External Authors** section below.

## REMINDER

If you are unable to find an ANU author in the list, contact RSD staff to request that the author be added to ARIES. As a **temporary** measure, add the investigator 'Dr Temporary ARIES' to the publication record. In the *NOTES* tab type the name, uniID, gender, Research School/Centre and Department. RSD staff will create the new author and update your publication.

## External authors

To add an external author, go to **External authors** section of the *Authors* tab.

- ❖ Click 
- ❖ Enter part or all of the author's surname in the author search box.
- ❖ Click . ARIES will display a list of surnames matching your search string.

- ❖ If the author you want is listed click  against their name, then click  on the next screen. The author order will be displayed but you will not be able to change it at this stage.
- ❖ Adjust the author order if necessary (see below).

The authors entered so far will be displayed.

Amend - Publication

HERDC reporting year: 2006  
 Publication Title:  
 Publication Category: 01: authored book meeting HERDC requirements

ANU authors, Honoraries and Visitors

+ Add

Order	Name	ID	Role	Points going to	Department	Action
01	France, Thomas	e0705219	Staff	General	General, ANU Medical School	

External authors

+ Add

Order	Name	ID	Country	Institution	Action
02	Taylor, Janet L.	610637	Australia	University of Sydney	

### If the author is not listed

You can enter details for an external author yourself. For example, search for author Anwyl Williams:

External Search

Back Search

Surname or External ID: WILLIAMS

You would expect the author to be listed here between Williams Anthony G and William B but it is not:

- ❖ Click to add the external author's details to ARIES.

External search results

Back Create

ID	Name	Institution	Action
02790	McWilliams Malcolm	unknown affiliation	+ Add
02728	Williams Andrew	unknown affiliation	+ Add
02208	Williams Anthony G	The University of Adelaide	+ Add
02226	Williams M	unknown affiliation	+ Add
02727	Williams Bruce	unknown affiliation	+ Add
02047	Williams Craig	University of Queensland	+ Add
02726	Williams D	unknown affiliation	+ Add
02729	Williams David	unknown affiliation	+ Add
02718	Williams David	John Hunter Hospital	+ Add

- **Surname/Family name**
- **Given Name:**
- **Institution:** name of university, company or government department (not Section or university department).
- **Institution Address:** university department, government division.
- **City:** city only do not include post code or state.
- **Country:** use the picklist selection.
- **Email:** at a minimum enter '@'
- **Collaboration Type:** use the picklist selection.

If you do not have sufficient information to enter data in mandatory fields, enter the word "unknown".

**New - External investigator**

Cancel Save

Last name\*: Williams  
 First name: Amyl  
 Institution: University of Cardiff  
 Institution address:  
 City: Cardiff  
 Country: United Kingdom  
 Email:  
 Collaboration type: International researchers at universities and research institutions  
 User ID: Not known

### Changing author order

ARIES will automatically assign author order as you add the names. Authors **MUST** be listed in the order in which they appear on the publication. It is easier to enter the authors in the order they appear on the publication than change the order afterwards. Do **NOT** enter all the ANU authors first and then all the external authors.

- ❖ To change the order of an author click  to the right of their name.

Header Authors Documents Notes Coding Verification Summary

Authors

Save

Publication year: 2012 HERDC reporting year: 2012  
 Publication Category: CL: Journal article meeting HERDC requirements  
 Publication title: Ab initio Nonequilibrium Molecular Dynamics in the Solid Superionic Conductor LiBH4

**ANU authors, Honoraries and Visitors**

+ Add

Order	Name	ID	Role	Points going to	Department	Action
2	Williams, Stephen	U4072500	Staff	RSC General	RSC General, CPMS Research School of Chemistry	
3	Evans, Denis	u3701170	Staff	RSC General	RSC General, CPMS Research School of Chemistry	
6	ARIES Investigator Temporary	a220134	Student	Research Services	Research Services, Research Services Division	

**External authors**

+ Add

Order	Name	ID	Country	Institution	Action
1	Aeberhard, Philippe C	E54080	United Kingdom	University of Oxford	
4	Nelson, Keith	E16193	United Kingdom	University of Oxford	
5	David, William	E54081	United Kingdom	University of Oxford	
7	Ferguson-Smith, Anne C	E28934	United Kingdom	University of Cambridge	

ARIES displays a screen which allows you to adjust the order.

- ❖ Select the correct value from the dropdown list and click 

**Move / Change Author Order**

Cancel Save

Author name: Evans, Denis  
 Author order: 03

ARIES recalculates the order of all authors and displays the results. Repeat the process to change the order of other authors, one at a time.

If there are more than ten external authors, you can state the correct number in the *Header* tab **Number of External Authors\***: (ie 72), and then only enter the names of ten external authors. ARIES will calculate the HERDC score correctly.



If there are several institutions, try to include external authors from different institutions. For example, the authors highlighted can be entered



Internal authors, Honoucaries and Visitors					
ID	Name	ID	Role	Department	Action
05	Sokolov, Sergey	00000000	staff	General Research School of Astronomy and Astrophysics, RAS	[edit] [delete]

External authors					
ID	Name	ID	Country	Institution	Action
01	Beaulieu, J.-P.	00000000	France	Observatoire de Paris - CNRS UMR 7095, Paris	[edit] [delete]
02	Bennett, D.P.	00000000	United States of America	University of North Carolina	[edit] [delete]
03	Cassan, S.	00000000	France	Institut d'Astrophysique de Paris, CNRS	[edit] [delete]
04	Coughlin, E.	00000000	France	CEA DAMP/ARL/OPM Caen	[edit] [delete]
05	Corrales, E.	00000000	United Kingdom	University of St Andrews, School of Physics and Astronomy	[edit] [delete]
06	Fouquet, P.	00000000	France	Observatoire Midi-Pyrénées, Laboratoire d'Astrophysique	[edit] [delete]
07	Greenhill, L.	00000000	Australia	University of Technology, School of Mathematics and Physics	[edit] [delete]
08	Jørgensen, U.G.	00000000	Denmark	Rohde-Bentzen Institut, Astrophysical Observatory	[edit] [delete]
09	Kubas, D.	00000000	China	European Southern Observatory	[edit] [delete]
10	Williams, A.	00000000	Australia	IRIS Observatory, Walter Reed, Sydney, North, NSW 1570	[edit] [delete]

Once you have added all authors move to *the DOCUMENTS* tab.

## 5.8 The DOCUMENTS Tab

The *Documents* tab allows you to attach an electronic copy of the publication to the ARIES record and all the required data is clear and legible. Checklists of the verification material or evidence required for each category is on the Research Services website

<http://researchservices.anu.edu.au/ore/publications/>

You can electronically copy a publication document from the Web, or scan a paper copy to provide the evidence needed. The copy is physically stored on the ANU server that hosts ARIES, and can be accessed by all users allowed to look at the publication. If you need assistance in scanning please email [Publications.collection@anu.edu.au](mailto:Publications.collection@anu.edu.au).

If the book, journal article or conference paper is published in a foreign language the verification materials must be translated into English. In the case of whole articles/chapters, it is sufficient to provide a translation of the abstract, or a summary of the publication's content. Similarly, for a book, a translation of the introduction, or part of the introduction, will suffice. There must be enough evidence in English to allow RSD staff to determine the HERDC-eligibility of the publication.

The filename of any uploaded documents **MUST** be unique. Save the document on your local computer with a name that follows the following protocol Year\_first ANU author surname\_partial title\_document type. Alternatively you can use the ARIES systemID. Examples:

2012\_Smithson\_My new book\_affiliation.pdf  
 2011\_Jones\_ThreeLittlePigs\_article.pdf  
 2012\_Rees\_SongsForSeptember\_track1.wav  
 u4193696xPUB62\_chapter.pdf

Under no circumstances enter more than one '.' character in the filename

To upload a document

- ❖ go to the *Documents* tab.
- ❖ click .



- ❖ Select whether the item you want to add is a file (PDF, Word document, MP3, etc) or a URL.
- ❖ Click .



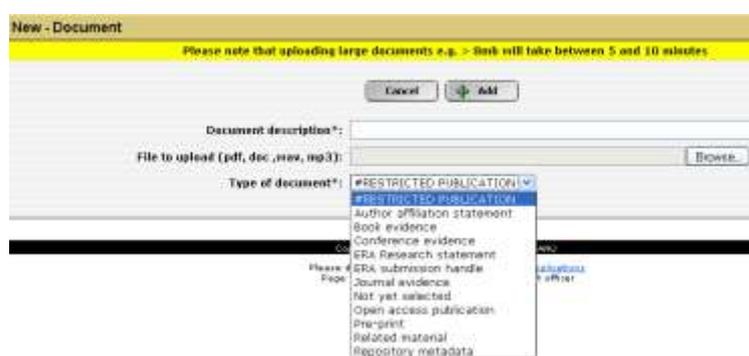
ARIES displays a screen for entering a description of the document and locating the file you wish to upload.

- ❖ Document description: enter a description for the document e.g. journal article.
- ❖ File to upload (pdf,doc,wav,mp3): use the browse function to locate the source document and then select it.
- ❖ If you receive an *error message* then the document to be loaded **must** be given an *amended name* before you try again.

- ❖ Click . The document will be linked to the publication and saved on the ARIES server



- ❖ Large documents over 8mb require compressing or splitting into multiple files then added separately e.g. part one, part two etc.
- ❖ There are some limitations regarding the file size and some larger sized (11 Mb) documents may fail to load. It is advised larger documents be created or stored as .pdf files or split into multiple .pdf documents, a part one etc. See Appendix 1 for tips on reducing file size.
- ❖ Type of document: Use #RESTRICTED PUBLICATION for the published item (book, chapter, journal article, conference paper).



## Definition of Document Types

Document type	Description
#RESTRICTED PUBLICATION	The journal article, conference paper, book chapter or book provided by the publisher and subject to copyright saved as a PDF file
Author affiliation statement	A statement by the author asserting that the research was undertaken at ANU
Book evidence	Related book information – front cover, table of contents, preface
Conference evidence	Related conference material – referee statement, committee list, etc
Journal evidence	Related journal material – tables of contents, referee statement etc
Not yet selected	Change the selection to the relevant document type
Open access publication	The journal article, conference paper, book chapter or book published in an open access journal or open access proceedings or in an open access book form (eg: ANU ePress) which is therefore not subject to copyright, saved as a PDF file
Pre print	Author's version of a journal article, conference paper, chapter or book which has been submitted for publication but not yet published
Related material	Any other useful documentation

## Adding a URL

Choose URL on the first window and then add information as requested. Be aware that this link is often an unstable reference point, changing when a company updates its website. With this in mind, if there is a choice of saving data, download evidence as a PDF file and attach it to ARIES.



If the book, journal article or conference paper is published in a foreign language the verification materials must be translated into English. In the case of whole articles/chapters, it is sufficient to provide a translation of the abstract, or a summary of the publication's content. Similarly, for a book, a translation of the introduction, or part of the introduction, will suffice. There must be enough evidence in English to allow RSD staff to determine the HERDC-eligibility of the publication.

### Reducing the file size of scanned documents

ARIES may fail to load documents with a file size larger than 12 megabytes. Try these tricks to reduce the size of the file.

Note that if you do receive an *error message* then the document to be loaded must be given an *amended name* before you try again.

#### Trick # 1: Use Adobe Acrobat

For an existing pdf file or Word file: This answer is based on Windows applications but should be the same on Apple computers (THIS USUALLY REDUCES THE FILE SIZE BY 50%):

- a. Open an existing pdf in Adobe Acrobat (Standard or Professional), or open a Word document in Microsoft Word.
- b. Go to the File menu, select Print.
- c. Instead of choosing your normal printer select the option "Adobe PDF", then select "Properties".
- d. Under the tab "Adobe PDF Settings" note the "Default Settings" option.
- e. Choose the drop down option next to "Standard".
- f. Choose "Smallest file size".
- g. Click o.k., then click o.k. again.
- h. When the option "Save PDF File As" appears give the file a new name following the format year\_surname\_of main ANU author\_some words from the title.pdf, for example 2012\_Smith\_OnMiceAndMen.pdf.
- i. Save.

Once the file has been saved you can check its size by 'right clicking' the mouse and choosing "Properties".

#### Trick # 2: Split a file into multiple documents:

- a. Word documents: Create a copy, rename it, delete the first half of the document in one file and the second half of the document in the other file.
- b. PDF documents: use the Documents tab in Adobe Acrobat to extract or copy pages to a new document.
- c. Reminder – use the naming convention above.

#### Trick # 3: Scanning from hardcopy

- a. If you have two scanners check if one makes much smaller pdfs. For example, one scanner may produce a file of 9 megabytes, the other scanner (with the same dpi settings) may produce a file size of less than 4 megabytes.
- b. Check the default settings and choose:
  - (i) DPI 300 (for Konica Minolta scanners choosing 200 dpi makes no difference).
  - (ii) Colour Grayscale.
  - (iii) Standard pdf setting (the Compact pdf setting is worse than the standard setting).
  - (iv) REMEMBER – you can adjust all the relevant settings for individual jobs if you need colour/better quality.

## 5.9 The NOTES Tab

To add comments, click on the *Notes* tab and type or paste information. This information is visible to all users of ARIES. It can be useful for information that does not appear to be required elsewhere.



The screenshot displays the 'Notes' tab in the ARIES system. At the top, there are navigation tabs: Header, Authors, Documents, Notes (selected), Coding, Verification, and Summary. Below the tabs, the 'Notes' section contains a 'Save' button and the following information:

Publication year: 2011 HERDC reporting year: 2011  
Publication Category: CI: Journal article meeting HERDC requirements  
Publication title: "A Deliberative Lie": marketing aspects of local politics

Below this information is an 'Add' button. At the bottom, there is a table with the following columns: Created by, Date, Time, Type, Char count, Notes, and Action.

Created by	Date	Time	Type	Char count	Notes	Action
	05/05/2009	19:31:59	General note	69	<a href="http://www.palgravejournals.com/eps/journal/v7/n2/full/2210188a.html">http://www.palgravejournals.com/eps/journal/v7/n2/full/2210188a.html</a>	 

As checking occurs, notes are placed here requesting action from Publication Collection Officers or authors to collect further evidence or clarify matters.

## 5.10 The CODING Tab

### FOR Codes

The Australian and New Zealand Bureaus of Statistics provide a list of research codes used in Australia and New Zealand. These codes are used to classify research disciplines and will be used for the allocation of funding. You must enter at least one Field of Research (FOR) code, and you may enter as many as three. Encourage the authors of publications to tell you the FOR code when they give you details of the publication.

There are three ways to enter a FOR code.

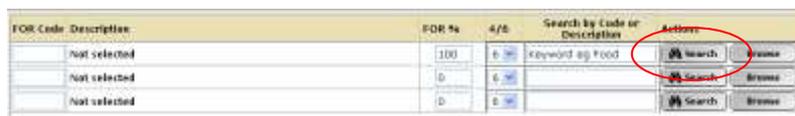
### Direct entry of 6-digit code

- ❖ type the code number in the *FOR code* field e.g. 150401
- ❖ click anywhere on the screen, the FOR description will appear.
- ❖ check the percentage. The default is 100%. You can change the percentage and add up to two more codes. The percentages for the codes entered must total 100%.
- ❖ the 4 /6 column states which level FOR code is used. 4 being the more general code and the 6 level code being a more specific code. *Publications should always be entered at the 6 level.*



### Search by keyword

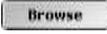
- ❖ You can search for the code via the  icon.
- ❖ Enter a keyword e.g. genetics, obstetrics, policy, and click .



Select the most relevant entry by double-clicking on the code.



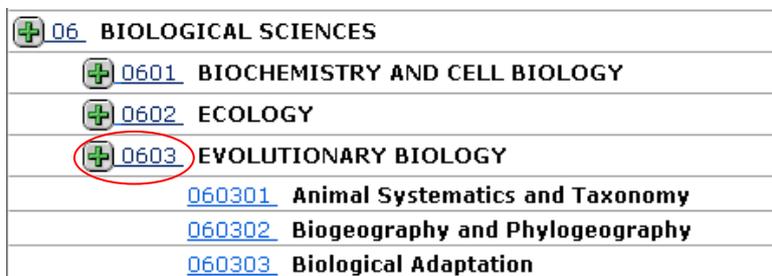
### Browse through the disciplines

Click 



Drill down through numbers grouped by 2 digit, then 4 digit group until you reach the 6 digit level. ARIES will only accept a 6 digit code.

Use the  button for an expanded view or click the underline 06 for a groups view.



If you are entering more than one code repeat these steps in the subsequent lines and enter the relative percentage for each code.

Once you have completed the FOR codes, add the SEO codes.

### SEO codes

Socio-Economic Objective Classification (SEO) codes are now required in the Publications module. This code is used to categorise activity according to the intended *purpose* or *outcome* of the research rather than the processes or techniques used, in order to achieve this objective.

This data is used for reporting purposes by College executive areas so we can keep track of the areas of the economy which benefit from ANU research. SEO data entered for Publications also feeds into the Australian Bureau of Statistics biannual report.

If you know the SEO code for the publication type it in the *SEO code* field and then enter an appropriate percentage. We strongly suggest all authors supply this code as they are familiar with the application of their research in the community.

To add numbers, follow the same principles as the FOR codes.

Details and searchable tables of SEO codes are available on the RSD publications website.

ANU does not use the ERA Research Themes so there is no need to add data in this section. Once the FOR codes and the SEO codes have been entered click , moving to the *Verification* tab.



## 5.11 The VERIFICATION Tab

This screen enables everyone to see who has worked on this record and when.

- ❖ Once you have worked on the other tabs, tick  for the relevant items on the *Verifications* tab.
- ❖ Tick the entry “1.12 Note to RSD (see NOTES tab)” if you want RSD staff to look at information **you** have written in the *Notes* tab. Clicking this Verification automatically sends an email to [Publications.collection@anu.edu.au](mailto:Publications.collection@anu.edu.au). This is the only Verification that creates an automatic email.
- ❖ If you click on a tick in error and try to correct it, the Verification colour will remain red or green. You cannot change it back to white.

Verification	Complete	Date	Verified by	Action
1.1 Publication entered	Yes	03/07/2012	Sherrad, Christine	<input checked="" type="checkbox"/>
1.2 Evidence of author affiliation with ANU uploaded				<input checked="" type="checkbox"/>
1.3 Book/Chapter/Article/Paper 'as published' uploaded	Yes	03/07/2012	Sherrad, Christine	<input checked="" type="checkbox"/>
1.4 Publication imported from external source updated				<input checked="" type="checkbox"/>
1.12 Note to RSD - (see Notes Tab)				<input checked="" type="checkbox"/>
2.1 RSD: Approved	Yes	03/08/2012	Yates, Scott	<input checked="" type="checkbox"/>
2.2 RSD: Category changed to non-HERDC				<input checked="" type="checkbox"/>
2.3 RSD: not submitted for HERDC, eligible for ERA				<input checked="" type="checkbox"/>
3.1 Additional evidence required (see NOTES tab)				<input checked="" type="checkbox"/>
3.2 Author affiliation with ANU evidence required				<input checked="" type="checkbox"/>
3.3 Journal: evidence that articles are peer-reviewed required				<input checked="" type="checkbox"/>
3.4 FDR and SEO codes required				<input checked="" type="checkbox"/>



## 5.14 Articles downloaded from Scopus and other commercial sources

The RSD regularly downloads journal articles and conference papers from commercial databases such as Scopus and uploads them into ARIES. Journal articles are initially coded as category C99, conference papers are initially coded as category E99.

Publications with a category of C99 or E99 have accurate but incomplete data and need to be updated.

1. Find Scopus records from the Publications summary screen.

- ❖ Filter on your Research School/Centre & Department.
- ❖ Filter by Publication Output - Journal Article or Conference Paper as relevant.
- ❖ Filter by Publication Category - C99: Journal article created from Scopus upload or E99: Conference paper created from Scopus upload.

The screenshot shows the 'Publications' summary screen with the following filters applied:

- Filter records by Institution: ANU
- Filter records by Research School/Centre: GASS Research School of Humanities and the Arts
- Filter records by Department: School of Archaeology and Anthropology
- Filter records by Publication Output: Journal Article
- Filter records by Publication Category: C99: article imported from Scopus/ other Database
- Filter records by HERDC reporting year: 2012
- Filter records by author: ALL RECORDS
- Filter records by calculation: ALL RECORDS

Buttons at the top include Back, Page Up, Page Down, Search, and Create. At the bottom, there are Refresh list and Edit my last record buttons.

2. **Header tab:** the journal title (for C99) or conference (for E99) may be recorded with a temporary title. If this is the case update it by clicking on the Add button and selecting the correct journal or conference.

3. **Documents tab:** Find a copy of the published article of the article if it is not already uploaded by

- ❖ a) copying the DOI into Google (found at the bottom of the Header page), OR
- ❖ b) searching the ANU Library catalogue using the Journal title, then find the Volume, issue and save the article as a PDF file, OR
- ❖ c) searching the web by title of article for a copy in PDF format.

4. **Author tab:** update author information

- ❖ Scopus records automatically come with at least 1 ANU author. Add other ANU and external authors.
- ❖ Adjust the author order to match the published article. Use the 'change author order' icon.
- ❖ Update the number of internal and external authors on the *Header* tab.
- ❖ If an ANU author is not in ARIES add the temporary author 'Dr Temporary ARIES'. Enter the name, uni ID, gender and status in the *Notes* tab so RSD staff can add the correct author.

5. **Coding tab:** Add FOR and SEO codes.

6. **Verifications tab** – tick "1.4 Publication imported from external source updated".

7. **Header Tab** – click  to complete the record.

8. **Main page:** Change the category from C99 to C1, or E99 to E1.

**Problems:** if you encounter any problem with a Scopus record:

- ❖ use the *Notes* tab to describe the problem.
- ❖ add ## at the end of the Publication title (so we can find it).
- ❖ email Publications.collection@anu.edu.au for further assistance.

## 6. Special Characters

ARIES does not recognise special characters the way you type them into Microsoft Word. To enter a special character in the title of a publication find its code from the description below and enter the code (as specified with a **semi-colon at the end**) in place of the character.

Examples

To insert the registered trademark symbol, ®, in the title of a publication, enter **&#174;**  
When the publication is saved, the code will be replaced by the trademark symbol.

To insert the Greek character β in the title of the publication enter **&beta;**  
When the publication is saved, the code will be replaced by the β symbol.

### 6.1 Characters in the Greek Alphabet

The following Greek characters are supported by HTML. Use these characters in the publication title rather than <Alt> characters. The list is sourced from: [http://www.w3schools.com/tags/ref\\_symbols.asp](http://www.w3schools.com/tags/ref_symbols.asp)

**Note:** Entity names are case sensitive.

Character	Description	Symbol to use in ARIES
A	Alpha	&Alpha;
B	Beta	&Beta;
Γ	Gamma	&Gamma;
Δ	Delta	&Delta;
E	Epsilon	&Epsilon;
Z	Zeta	&Zeta;
H	Eta	&Eta;
Θ	Theta	&Theta;
I	Iota	&Iota;
K	Kappa	&Kappa;
Λ	Lambda	&Lambda;
M	Mu	&Mu;
N	Nu	&Nu;
Ξ	Xi	&Xi;
O	Omicron	&Omicron;
Π	Pi	&Pi;
P	Rho	&Rho;
Σ	Sigma	&Sigma;
T	Tau	&Tau;
Υ	Upsilon	&Upsilon;
Φ	Phi	&Phi;
X	Chi	&Chi;
Ψ	Psi	&Psi;
Ω	Omega	&Omega;
α	alpha	&alpha;
β	beta	&beta;
γ	gamma	&gamma;
δ	delta	&delta;
ε	epsilon	&epsilon;
ι	iota	&iota;

κ	kappa	&kappa;
λ	lambda	&lambda;
μ	mu	&mu;
ν	nu	&nu;
ξ	xi	&xi;
ο	omicron	&omicron;
π	pi	&pi;
ρ	rho	&rho;
ς	sigmaf	&sigmaf;
σ	sigma	&sigma;
τ	tau	&tau;
υ	upsilon	&upsilon;
φ	phi	&phi;
χ	chi	&chi;
ψ	psi	&psi;
ω	omega	&omega;
ϑ	theta symbol	&thetasym;
Υ	upsilon symbol	&upsih;
ϖ	pi symbol	&piv;

## 6.2 Mathematical and other special characters

There are a vast number of mathematical, scientific and other special codes. A selection of the most usual symbols is here. For a definitive set go to the Web Design Group site at <http://htmlhelp.com/reference/html40/entities/symbols.html>

<b>Symbol</b>	<b>Meaning</b>	<b>Code</b>
#	number sign	&#35;
\$	dollar sign	&#36;
%	percentage sign	&#37;
&	ampersand	&#38;
+	plus sign	&#43;
<	less than	&#60;
=	equals	&#61;
>	greater than	&#62;
@	at	&#64;
^	caret	&#94;
_	underscore	&#95;
`	acute accent	&#96;
~	tilde	&#126;
¡	inverted exclamation	&#161;

---

¢	cent	&#162;
£	pound sterling	&#163;
¥	yen	&#165;
	vertical bar	&#166;
§	section	&#167;
¨	umlaut (dieresis)	&#168;
©	copyright	&#169;
<sup>a</sup>	feminine ordinal	&#170;
«	left-pointing double angle quotation	&#171;
¬	not sign	&#172;
®	registered trademark	&#174;
ˉ	macron	&#175;
°	degrees	&#176;
±	plus or minus	&#177;
Σ	sum of	&#931;
√	square root	&#8730;
≤	less-than or equal to	&#8804;
≥	greater than or equal to	&#8805;
≡	identical to	&#8801;

## 7. Summary of Data Entry Screens

**Book Header screen**

Book title exactly as published. Add info via 'Add' button. The book information is displayed at the bottom of the Header tab. It can be amended via the [Book](#) hyperlink.

[Book](#) Details  
ISBN: 1876467215  
Editor: Peter Tapp  
Edition: 1st  
Publisher: Australian Teachers of Media  
Commercial publisher: No  
Place of publication: Melbourne Australia  
Number of volumes: 1  
Total number of chapters in book: 7

**Header** Authors Documents Notes Coding Verification Summary

**Amend - Publication**

Cancel Submit Save Print Form

System ID: u3836261xPUB343  
Publication Output: Book  
Publication Category: A1: authored book meeting HERDC requirements  
Record created by: Jones, Stephanie (u3836261) at 14/02/2012

Publication year\*: 2011  
HERDC reporting year\*: 2011  
Publication Title\*: Will be automatically saved as the book name  
Number of Internal ANU Authors\*: 1  
Number of External Authors\*: 1  
+ Add Title of book\*: Celluloid Immigrant: Italian Filmmaker Giorgio Mangiamele  
Total number of pages\*: 145 Total pages in the book  
The Moving Image  
Series title: Enter the Series title here the book is published as part of a Series

**Book info as viewed at the bottom of the Header tab. Edit title etc via this area.**

**Book Details**  
ISBN: 1876467215  
Editor: Peter Tapp  
Edition: 1st  
Publisher: Australian Teachers of Media  
Commercial publisher: No  
Place of publication: Melbourne Australia  
Number of volumes: 1  
Total number of chapters in book: 7

**Book Core information:**  
Required when adding a Book or book chapter  
This information is normally invisible unless it's entered as an A4 to which 'Book Chapters' are added to.

**Book Details screen**

**Main Details**

Cancel Save

Year\*: 2011 **Ensure Book Year & Chapters match**

ISBN: 1876467215 **ISBN Numbers – no dashes**

Celluloid Immigrant: Italian Filmmaker Giorgio Mangiamiele

Book title\*: **As printed on first pages of book**

Editor: Peter Tapp **Details required**

Edition: 1st **(if 2<sup>nd</sup> or later provide both copies as proof it's 'new' research)**

**+ Add** Publisher\* Australian Teachers of Media

Place of publication\*: Melbourne Australia **City Country**

Number of volumes\*: 1

Total number of chapters in book: 7 **Correct number, as it determines point calculation (use '99' only as emergency)**

**Journal Header screen**

Header Authors Documents Notes Coding Verification Summary

**Amend - Publication**

Cancel Submit Save Print Form

System ID: u4279067xPUB704 **Unique Reference number (auto generated)**

Publication Output: Journal Article

Publication Category: C1: Journal article meeting HERDC requirements

Record created by: Gray, Catherine (u4279067) at 06/01/2012 **Identifies who & date entered**

Publication year\*: 2011 **Year Published / released online / pre-print**

HERDC reporting Year\*: 2011 **Year claimed for HERDC, Jan-Dec, submitted June yr after**

Title of journal article\*: Adaptive monitoring in the real world: proof of concept  
**Title, Exactly as published** **Small help buttons**

Number of Internal ANU Authors\*: 2 **Authors at ANU**

Number of External Authors\*: 2 **Author at another Institution**

**Journal Details**

**Peer reviewed**

ISSN: 0169-5347 **Include Dash, 1234-1234**

Referee status: Refereed - ISI

Status confirmed: Yes **RSD verifies**

Place of publication: London United Kingdom

Publisher: Elsevier

Commercial publisher: Yes

**Add** Title of journal\*: Trends in Ecology and Evolution  
**Journal is selected via 'add' button**  
**Search for the journal using most unique words**  
**Do not use '&' in the title**

Volume: 26

Issue: 12 **Often no issue number (article # if known)**

Pages: 641-646 **Page range 1-17**

DOI: 10.1016/j.tree.2011.08.002  
**Copy paste this permanent link, just the number**

Scopus ID (Research Office only): **RSD use only (code if Auto downloaded - C99)**

Scopus citation count (Research Office only): **RSD use only**

Research Services Division - Publications Team

2

Journal info as viewed at the bottom of the Header tab for a journal article

**Journal Details**  
ISSN: 0169-5347  
Referee status: Refereed - ISI  
Status confirmed: Yes  
Place of publication: London, UK  
Publisher: Elsevier  
Commercial publisher: Yes

Adding a new journal:  
**Journal details screen**

Search Journals already listed in ARIES:

**Logout**

**Publications**

- [Publications data entry](#)
- [Journal information](#)

(on the first entry page) OR  
Search for detailed journal information at Ulrich, Thompson or Trove

**Main Details** **ANZSRC**

**Cancel** **Save**

**Core journal information**  
required when adding a new journal.

**Journal name\*:** Trends in Ecology and Evolution  
**Title (don't use &)**

**ISSN:** 0169-5347 **Include hyphen e.g, 1234-1234**

**Frequency:** Monthly **Frequency e.g. Monthly or 4 x Year**

**Index:** Yes

**Research council ID:** 3321

**Multidisciplinary:** No

**Impact factor\*:** 0 **Enter 0 in this field**

**Status\*:** Refereed - Ulrich

**Approved\*:** Yes

**Place of publication:** London United Kingdom **City Country**

**Hide:** No

Elsevier **Publisher**

**Add** **Publisher\***

Match the journal title, we don't differentiate between Online or Print versions

Conference Header screen

Conference Details (select via 'Add' button)

Summary viewed at the bottom of the Header tab

**Conference Details**

ISBN:

Editor: The Conference Program Committee

Edition: Peer Reviewed

Publisher: IEEE Control Systems Society

Commercial publisher: To be checked

Place of publication: Unknown

Number of pages: 66335

Date of conference: June 20-23 2011

Location: Corfu Greece

**Header** Authors Documents Notes Coding Verification Summary

**Amend - Publication**

Cancel Submit Save Print Form

System ID: u4334215xPUB766  
Publication Output: Conference Paper  
Publication Category: E1: conference paper meeting HERDC requirements  
Record created by: Davies, Elspeth (u4334215) at 21/06/2011

Publication year\*: 2011 Year published (not necessarily year of conference)  
HERDC reporting Year\*: 2011 Same as year published

Title of conference paper\*: Morse Theory and Formation Control  
Title of Paper, as published

Number of Internal ANU Authors\*: 1  
Number of External Authors\*: 0

+ Add Name of conference\*: Mediterranean Conference on Control and Automation 2011

Page numbers: 656-661 Page range or 1-17  
Was conference paper refereed?: Yes Select 'Yes'. RSD will verify conference status

DOI:

**Conference** info as viewed at the bottom of the Header tab

Conference details screen

Conference details information:

Core information required when adding a Conference

Main Details ANZSRC

**Conference**

Cancel
Save

**Year\*:** 2011 Year published (not necessarily year of conference)

**Conference name\*:** Mediterranean Conference on Control and Automation 2011  
Name & Year (acronym if applicable)

**Location:** Corfu Greece City Country

**Date of conference:** June 20-23 2011 Month Date(s) Year

**Title of conference publication:** Morse Theory and Formation Control  
Name of Conference proceedings, ie item published: Online, CD, Book etc (not name of Conf)

**Editor:** The Conference Program Committee or Editor's Name

**Publisher\*:** IEEE Control Systems Society  
Name: who published this?

**Place of publication:** Corfu Greece City and country where conference held

**ISBN:** ISSN or ISBN If applicable

**URL:** http://www.med2011.org/index.php?option=com\_content&view=article&id=46&...  
Conference website, capture to pdf info while still online

**Edition:** Peer Reviewed RSD Office use only

**Scopus Conference ID:** 86335 RSD Office use only

**ERA Conference ID:** RSD Office use only

**Authors tab**

Header **Authors** Documents Notes Coding Verification Summary

Save

Publication year: 2011 HERDC reporting year: 2011  
 Publication Category: C1: Journal article meeting HERDC requirements  
 Publication title: Adaptive monitoring in the real world: proof of concept

**ANU authors, Honoraries and Visitors** [Authors at ANU](#)

+ Add

Order	Name	ID	Role	Points going to	Department	Action
1	Lindenmayer, David	u8808483	Staff	FSES General	FSES General, CMBE Fenner School of Environment and Society	   
2	Likens, Gene E.	u4717587	Visitor	FSES General	FSES General, CMBE Fenner School of Environment and Society	   

**External authors** [Authors at another Institution.](#)

+ Add

Change author order via this button 

Order	Name	ID	Country	Institution	Action
3	Haywood, Andrew	E52194	Australia	Department of Sustainability and Environment	   
4	Miezis, Lee	E52195	Australia	Department of Sustainability and Environment	   

Number of authors must match the totals on the Header tab

If an ANU author is not listed in ARIES, contact RSD via email

If an external author is not listed in ARIES, add them.

If there are 15 External authors, add the first 11 people but state the correct total number on the Header tab.

For the ERA collection, if the paper is classified as an 'Ext' category, add Authors who are now at ANU in the ANU authors section

# Authors

## **Internal Authors = ANU staff, students or visitors.**

If not in ARIES 'new' ANU authors are added by the Research Services Division,  
Send an email to [publications.collection@anu.edu.au]

Information we need: surname, given name, Uni ID, gender, FOR code, Research School or Centre and Department,  
Status: Research staff, visitor, postgraduate or undergraduate.

## **External Authors = Non ANU**

If not in ARIES you add them.

The aim is to track where collaborating authors are affiliated for each publication.  
If someone has moved institutions they will have multiple listings showing their different institutions.

**Note on 'Ext' Authors: If hundreds of authors in the byline, add data into ARIES for the first 15 External Authors only, but include the correct number on the header page.**

## External Authors & Collaborations

Create new External Authors screen

**New - External investigator**

Cancel Save

Last name\*: Smith

First name: Mary

Institution: University of Adelaide **1 x Institution name**

Institution address: Department of Psychology **If you exceed the word limit you will get an error msg**

City: Adelaide **City**

Country: Australia **Drop down list, type 1<sup>st</sup> letter to jump down list**

Email: @ **@ will suffice**

Collaboration type: International researchers in universities and research institutions

User ID: Not known **Drop down list (essential data)**

**Ethics**

- Australian government departments and non-research organisations
- International government departments and non-research organisations
- Australian government research organisations
- Australian industry
- International industry
- Other Australian universities**
- International researchers in universities and research institutions

The aim is to track where collaborating authors are affiliated for each publication, their name can be listed multiple times showing several institutions.

Header Authors Documents Notes Coding Verification Summary

---

**Documents**

 Save

**Publication year:** 2011    **HERDC reporting year:** 2011

**Publication Category:** C1: Journal article meeting HERDC requirements

**Publication title:** Adaptive monitoring in the real world: proof of concept

You may upload pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx, xlsx file types

 Add If a **pre-print version** was claimed and the record is locked, add the published version to the current record, then send an email to [publications.collection@anu.edu.au](mailto:publications.collection@anu.edu.au) stating title, vol # and issue. The details displayed in ARIES are then updated.

Date	Type	Document	File Size	File	Action
01/02/2012	URL	<a href="http://www.cell.com/trends/ecology-evolution/abstract/S0169-">http://www.cell.com/trends/ecology-evolution/abstract/S0169-</a> <b>Note: if url changes this link will not work</b>	n/a	url	  
06/01/2012	#RESTRICTED PUBLICATION	Journal Article <a href="#">Descriptive title</a>	1948863	pdf	  

**Document type:** Best being PDF's

File  URL's are additional, they are unstable as a reference address after years

**Tip:** Print the Url as pdf.

Select **File-Print** and choose Adobe instead of a printer, this gives an excellent screen shot as a pdf.

**Name of pdf going into ARIES:** don't use ellipsis ... (many dots) in the title of file

Header Authors **Documents** Notes Coding Verification Summary

**Documents**

Save

Publication year: 2011 HERDC reporting year: 2011

Publication Category: C1: Journal article meeting HERDC requirements

Publication title: Adaptive monitoring in the real world: proof of concept

You may upload pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx, xlsx file types

+ Add New - Document PDF files are preferred

Please note that uploading large documents e.g. > 8mb will take between 5 and 10 minutes

Cancel Upload

Document description\*: Journal Article

File to upload (pdf, doc, wav, mp3):  Browse...

Type of document\*: #RESTRICTED PUBLICATION

Type of Document	Descriptive
#RESTRICTED PUBLICATION	Copyright or 'as published' items
Author affiliation statement	Author statement / letter / email as a pdf
Evidence	(Book / Conference / Journal) supporting matter such as covers
Not yet selected	
Open access publication	Journal articles which have OPEN ACCESS stated on them
Pre-print	Authors final manuscript / online version not dated
Related material	Other portions or other relevant supporting documentation
Document Type*: URL	URL's provide additional information. They're unstable as a reference address

Header Authors Documents **Notes** Coding Verification Summary

**Notes**

 Save

**Publication year:** 2011 **HERDC reporting year:** 2011

**Publication Category:** C1: Journal article meeting HERDC requirements

**Publication title:** Adaptive monitoring in the real world: proof of concept

 Add

<u>Created by</u>	<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Char count</u>	<u>Notes</u>	<u>Action</u>
-------------------	-------------	-------------	-------------	-------------------	--------------	---------------

**Notes**

**Type of notes:** Not selected 

**Notes:**

- Brief note or statement
- Create a new note or separate comments by a dash /
- Notes appear in the monthly spread sheets RSD send out
- Note can be viewed by all including the ANU authors
- Once again please don't use 'enter' (it affects reports)

Header Authors Documents Notes Coding Verification Summary

---

**Coding**

 Save

**Publication year:** 2011    **HERDC reporting year:** 2011  
**Publication Category:** C1: Journal article meeting HERDC requirements  
**Publication title:** Adaptive monitoring in the real world: proof of concept

Enter only 6 digit numbers

FOR Code	Description	FOR %	4/6	Search by Code or Description	Actions
<input type="text" value="050104"/>	Landscape Ecology	<input type="text" value="50"/>	<input type="text" value="6"/> ▾	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Browse"/>
<input type="text" value="050206"/>	Environmental Monitoring	<input type="text" value="50"/>	<input type="text" value="6"/> ▾	<a href="#">Keyword search</a>	<input type="button" value="Search"/> <input type="button" value="Browse"/>
<input style="border: 1px solid red;" type="text"/>	Not selected <a href="#">Type in code if known</a>	<input type="text" value="0"/>	<input type="text" value="6"/> ▾	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Browse"/>

Browse, click to see lists

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**Summary**

**Publication year:** 2004    **HERDC reporting year:** 2004  
**Publication Category:** C1: Journal article meeting HERDC requirements  
**Publication title:** Pharmaceuticals, Intellectual Property and Free Trade: The Case of the US-Australia Free Trade Agreement

**Authors Will Appear In The Publication In The Following Order**

Order	Name
1	Drahos, Peter
2	Lokuge, Buddhima
3	Faunce, Thomas
4	Goddard, Martyn
5	Henry, David A

**Department score**

Name	HERDC score	Split %	Department - Research School/Centre
Drahos, Peter	0.200000	100	Regulatory Institutions Network Program, CAP School of Regulation, Justice and Diplomacy
Sub total	<b>0.200000</b>		
Lokuge, Buddhima	0.200000	100	Regulatory Institutions Network Program, CAP School of Regulation, Justice and Diplomacy
Sub total	<b>0.200000</b>		
Faunce, Thomas	0.100000	50	ANU Medical School, CMBE School of Health and Psychological Sciences
Faunce, Thomas	0.100000	50	Faculty of Law, College of Law
Sub total	<b>0.200000</b>		
<b>Grand total</b>	<b>0.600000</b>		

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