Journal Resources

eReserve has provided some recommendations below to assist staff who are required to enter Reading Requests via the Learning Management System interface for a Reading List in eReserve Plus. This guide originates from the University of Melbourne and uses the following references to provide recommendations:

> S = Means the system requires data entry in this format
>
> R = Recommends your institution apply its own local information policies

Use this form for

1. Whole journal - a whole journal to be accessed by Students
2. Journal excerpts - an excerpt from a journal ranging from a few pages to a whole article
3. Conference papers - a publication bundling the proceedings of a conference
4. Legal cases - a legal case
5. Legislation - a Bill or Act
6. Magazine articles - an article from a magazine
7. Newspaper articles - an article from a newspaper
8. Preprints - a version of a paper that precedes official publication in a journal
9. Proceedings - a conference paper or proceeding published in a conference publication

General Hints

- All fields should be completed using 'Sentence Case'. Capitalise the first word of sentences and all proper nouns.[R]
- Enter DK - for Don't Know.
- For file-based readings, please consider the file size and type you choose to upload to eReserve Plus as end-users may not have the capacity to download large files,

and especially high quality scanned copies. The resolution, colour vs b&w and file type will all have an impact on the quality and size of files.

Details (Top right of screen)

Field Name	Description	Type	Suggested Value
Reading Importance	Select one of: Required: means Students will see the Reading flagged as 'Required'. Recommended: means Students will see the Reading flagged as 'Recommended'.	Selection	Required or Recommended[S]

Source Document (Left of screen)

Field Name	Description	Type	Suggest Value
Journal Title	Enter a title for the source document. Wherever possible this should not include aspects such as the year of publication, volume or issue. It should describe the common name for the source publication. Advice for where to find the title is below: Bill: Enter the full jurisdiction (boundary/title) of a Bill, e.g. Victoria Conference: Enter the title of the conference e.g. 2016 IEEE conference on robotics	Text	Sentence case text[R] Copy carefully what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g.

Field Name	Description	Type	Suggest Value
	Journal Article: Enter the title from the front cover of the journal Legal Case: Use the full title of abbreviation in the case citation, obtained from Cardiff (legal abbreviations)(e.g. CLR = Commonwealth Law Reports). Legislation: Enter the full jurisdiction (boundary/title) of the Act, e.g. Victoria Magazine Article: Enter the title from the front cover of the magazine Newspaper Article: Enter the title from the front page of the newspaper Pre-Print: Enter the title from the front cover of the journal Proceeding: Enter the title from the title page of the proceeding, if none available use the title from the front cover Whole Journal: Enter the title from the front cover of the journal		color vs colour).
Field Name	Description	Type	Suggest Value
Organisation		Text	e.g. Taylor & Francis[R]

Field Name	Description	Type	Suggest Value
	Enter the name of organisation, company or institution responsible for publication of the journal.		If unknown: Type n.p. (which means 'no publisher' for some Citation Styles).
Volume (For file-based readings only)	The volume is the number assigned to a journal or a group of journals often encompassing a single year.	Text	e.g. 2 or Spring^R Legal Case: This is not required for Legal Cases and can be left blank. Legislation: This is not required for Legislation and can be left blank. Pre-Print: Pre-Prints may not always have a volume, if this is the case use the publication

Field Name	Description	Type	Suggest Value
			year. Proceeding: For a proceeding that does not have a volume number, use the year.
Year Published	Enter the year displayed next to the © symbol if available, or the year of publication was made available.	Number	e.g. 2001[S] Do not use any non-numerical data like dashes, brackets and 'c' (e.g. c1980 should be just 1980).
Field Name	Description	Type	Suggest Value
Short Title (Only required for Legislation and Legal Cases)	Only required for Legislation and Legal Cases. Legal Cases: Use abbreviation from case citation. This field must be completed for use with the AGLC citation style.[R] Legislation: Use the abbreviation from case	Text	Sentence case text[R] e.g.Law Report Series.

Field Name	Description	Type	Suggest Value
	citation. This field must be completed for use with the AGLC citation style.[R]		
Jurisdiction (Only required for Legislation)	Jurisdiction typically used in bills and legislative readings can be provided by simply populating the jurisdiction fields. Once in that field, it will be used in the citations where applicable.	Text	e.g. Vic
Number (Only required for Legislation and Legal Cases)	The number field is used when a serial publication is published by year. In some cases there can be multiple releases during one year and if that is the case the number of the release needs to be placed in the number field. Specifically this is outlined in AGLC Third Edition 2.2 "...If more than one volume is produced in a single year, the volume number should be included between the year and the report series abbreviation...". So, for the 2nd volume of "Rowe v McCartney" the resulting citation would be provided: Rowe v McCartney [1976] 2 NSWLR 72.	Text	e.g. 149
Identifier - ISSN	The ISSN can be found in either the catalogue record of the Journal or inside the front cover of the soft copy	Text	e.g. 0960-085X[R]

Reading (Right of screen)

Field Name	Description	Type	Suggest Value
Reading Title	This is a title for the reading itself. It is not required for Whole Journals. Advice for where to find the title: Bill: Enter the official Bill title (excluding year), e.g. Supreme Court Act Conference Paper: Use the title of the individual conference paper relating to this reading. Legal Case: Use the full title of the case. Legislation: Use the official Act/Bill title (excluding year), e.g. Supreme Court Act. Journal Article: Use the title of the relevant journal article. Magazine Article: Use the title of the relevant magazine article. Newspaper Article: Use the title of the relevant newspaper article. Pre-Print: Use the title of the relevant journal	Text	Sentence case text[R]

Field Name	Description	Type	Suggest Value
	article. Proceeding: Use the title of the relevant chapter/article. Whole Journal: Use the title from the front cover of the journal.		

Field Name	Description	Type	Suggested Value
Genre	Bill: Proposed legislation Conference Paper: A paper from a conference. Journal Article: A document published in a journal. Legal Case: An article for a legal case. Legislation: Part of a government legislative document. Magazine Article: An article published in a magazine. Newspaper Article: An article published in a newspaper. Pre-Print: An individual paper or report published in paper or electronically prior to its	Picklist	Select the relevant journal reading style from the list[S]

Field Name	Description	Type	Suggested Value
	publication in a journal or serial. Proceeding: A single conference presentation published in a journal or serial publication. Statute: a formal written enactment of a legislative authority that governs a city, state, or country. Typically, statutes command or prohibit something, or declare policy. Whole Journal: A serial publication issued in successive parts.		

Field Name	Description	Type	Suggested Value
Authors	Use the individual or organisation names. Not required for Whole Journals, Legal Cases or Legislation.	Text	People: Author names to be entered in a string, separated by commas[S] Do not use '&', 'and' or 'et al' in the author field as these will be added based on citation style chosen[S]

Field Name	Description	Type	Suggested Value
			Do use '.' between initials - e.g. J.S[S]

Examples include: Lacey, Michelle, Leese, James

Lacey, M.G., Leese, J

Lacey, Michelle G., Leese, James

Lacey, M.G., Leese, J., Hellawell, S., Patterson, K., Harrison, M

Organisation: Name of organisation, department or group.[R] |

Field Name | Description | Type | Suggested Value

Field Name	Description	Type	Suggested Value
Kind	File: PDF or other file type to be uploaded Link: The URL for the online version of the reading (or an ezproxy link where available). Always test the link. Locate: used when the URL is unknown and a scanned version has not been uploaded. Select this button if you would like the library to find, scan or purchase the item. Please add your requirements to the Notes for Library field at the top of the screen.	Picklist	Select the relevant Kind of reading[S] File: The filename you use will be automatically added to eReserve and a prefix of the Course Code is added automatically. Your Institution may have its own file naming convention. For example, First author surname+underscore+First word of the reading title OR AuthorSurname+underscore+Year It is best to avoid using the name of your course or paper in the filename as the file may be re-used across multiple courses in eReserve. URLs: Copy and paste the full URL e.g. http://www.example.com.au

Field Name	Description	Type	Suggested Value
Pages	For paginated items, use the number of pages. For non-paginated items enter the	Paginated: e.g. i, iii, vii-	

Field Name	Description	Type	Suggested Value
	word count. 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 an image (e.g. photo, chart, diagram, etc) and is not textual	xii, 1, 6-10, AA3-5, S300-S400^S Non-paginated: e.g. 5000^S Legal Case: This information can be sourced from the final number in the case citation (e.g. [2013] 252 CLR 480 or [2015] HCA 46).	
Section (Only required for Legal Cases)	This field is used in pinpoint referencing to be able to provide information such as line, paragraph, section etc.	Text	e.g. s 7 para 4 Cases: Where there needs to be a reference

Field Name	Description	Type	Suggested Value
			to Section 7, enter s 7 in the section field. Legislative Materials: Where there needs to be a pinpoint reference to a section of the document, prefix the section details with s then the section as per the AGLC rules, s 3 and reg 3. Combinations can be provided e.g. s 7 para 4 for Section 7 paragraph 4.
Field Name	Description	Type	Suggested Value