

The Ellis Stones Memorial Award for Research in Landscape Architecture

Verification requirements for publications

Author(s)	
Title of Publication	

GENERAL CRITERIA for a publication

Is the item published between 31 October 2007 and 31 October 2008 (inclusive)?

⇒ (Evidence: year of publication in publication details/flyleaf)

Is there proof for the author(s) affiliation with the University of Melbourne?

⇒ (Evidence: by-line, footnote or statement in the publication details/flyleaf or introduction/preface/foreword) **OR** a signed author affiliation certification

Does the item meet the definition of research activity?

- originality (i.e. not a compilation of existing works); **AND**
- increases the stock of knowledge; **AND**
- is a major work of scholarship

SPECIFIC CRITERIA for an authored research book

Is the item a major work of scholarship and offered for sale? (i.e. for hard copies - bound; for CD-ROMs - packaged; for electronic books - on subscription or fee basis).

⇒ (Evidence: bar code and/or recommended retail price on back cover **OR** details on website)

Possible Exclusions:

- **textbooks** (based on instructional, professional information)
- **anthologies**
- **edited books**
- **creative works**
- **translations**
- **revised editions**

SPECIFIC CRITERIA for a chapter in a research book

Is the item a critical scholarly text of chapter length?

Possible Exclusions:

- **chapters in a textbook** (based on instructional, professional information)
- **entries in a reference book**
- **chapters in an anthology**
- **chapters in a revised edition of an edited book**
- **a forward, introduction or editorial**
- **translations**
- **creative works**

Verification Evidence Required:

Entire table of contents of the book	<input type="checkbox"/>
Flyleaf, title page and/or other introductory pages showing:	
all authors of the book/chapter	<input type="checkbox"/>
affiliation of the author with the Faculty	<input type="checkbox"/>
title of book and/or chapter	<input type="checkbox"/>
date of publication (usually copyright date)	<input type="checkbox"/>
publisher and place of publication	<input type="checkbox"/>
ISBN	<input type="checkbox"/>
Preface and introduction	<input type="checkbox"/>

For publications in a language other than English, you must supply a translation demonstrating that the work meets the definition of research activity

SPECIFIC CRITERIA for an article in a refereed journal

Is the item peer reviewed?

⇒ (Evidence: a statement within the journal **OR** a letter from the journal editor **OR** a copy of a reviewer's assessment relating to the article. Such evidence must state that the article has been *peer reviewed* or *refereed*. A statement that the article has been "reviewed" is not sufficient evidence.)

Possible Exclusions:

- articles designed to inform practitioners on existing knowledge in a professional field
- articles in a newspaper or popular magazine
- editorials
- book reviews
- brief commentaries and communications of original research

Verification Evidence Required:

Entire article and/or other pages of the journal showing:

all authors of the article	<input type="checkbox"/>
affiliation of the author with the Faculty	<input type="checkbox"/>
title of the article	<input type="checkbox"/>
title of the journal	<input type="checkbox"/>
issue and volume number of the journal	<input type="checkbox"/>
date of publication (usually copyright date)	<input type="checkbox"/>
publisher and place of publication	<input type="checkbox"/>
Proof of peer review for the journal/article	<input type="checkbox"/>

For publications in a language other than English, you must supply a translation demonstrating that the work meets the definition of research activity

SPECIFIC CRITERIA for a refereed conference paper

Is the item published?

⇒ (Evidence: the papers should be publicly available as any of the following: a volume of conference proceedings; a special edition of a journal; a normal issue of a journal; a book or a monograph; CD-Rom; or conference or organisational web site. Conference proceedings that appear **only** in a volume **handed out to conference participants** are not eligible.)

Was the item presented at a conference, workshop or seminar of national or international significance?

⇒ (Evidence: list of conference delegates, members of convening or advisory boards are interstate and /or international or mention of previous conference locations are either interstate or international; conference is not a minor conference, workshop or seminar.)

Is the item peer reviewed?

⇒ (Evidence: a statement within the publication or in the call for papers **OR** a letter from the editor **OR** a copy of a reviewer's assessment relating to the paper. Such evidence must state that the paper has been *peer reviewed* or *refereed*. A statement that the paper has been "reviewed" is not sufficient evidence. The statement must also indicate that the full paper was assessed in its entirety – not merely an abstract or extract – before publication and that the paper was assessed by independent, qualified experts.)

Was the item accepted for publication on the basis of the *full paper* and NOT the *abstract* or *extended abstract*?

⇒ (Evidence: a statement to this effect in the publication or elsewhere from the editor/conference organisers.)

Possible Exclusions:

- papers that appear only in a volume that was handed out to conference participants

Verification Evidence Required:

Entire paper and/or other pages of the publication showing:

all authors of the paper	<input type="checkbox"/>
affiliation of the author with the Faculty	<input type="checkbox"/>
title of the paper	<input type="checkbox"/>
title of the publication	<input type="checkbox"/>
date of publication (usually copyright date)	<input type="checkbox"/>
publisher and place of publication	<input type="checkbox"/>

Proof of peer review for the paper

Proof of national/international significance of the conference

For publications in a language other than English, you must supply a translation demonstrating that the work meets the definition of research activity