

## Verification material required for conference papers

The University of Sydney is required to ensure that every publication that it reports for the Higher Education Research data Collection (HERDC) meets a set of criteria, and each individual criterion has to be validated.

To be included in this category the conference itself, the paper, and the resultant publication, must all meet certain criteria. In summary the specifications are:

The Conference:

- must be able to demonstrate national or international significance ("workshops" or "seminars" are not usually accepted)

The Paper:

- must be an original, scholarly work
- must have been peer reviewed as a FULL paper ('abstract' refereeing is not accepted)
- must show your affiliation with the University of Sydney

The Publication/Proceedings:

- must be available beyond the realm of conference participants, eg via web access or CD/book purchase

If all these conditions have been met with respect to your conference paper, then it can be counted in the HERDC return.

If you have submitted a conference paper you must be able to provide:

- a copy or offprint of your paper
- photocopies or PDF version of the conference proceedings' contents, preface, introduction and other pages showing all bibliographical information (ISBN or ISSN, editors, publisher, dates referring to copyright, publication, printing and distribution).
- evidence indicating your affiliation to the university (e.g. in the author 'bio' or paper by-line)
- proof of 'full paper' peer reviewing
- proof of national or international significance, if not shown in other information already provided.

If your paper is also published as a journal article which meets HERDC specifications, it may be included under Category C1 instead.

Please forward the verification materials to Megan van der Hoeven in the Office of Research and Research Training:

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