



Overview information

The first step in manual record creation in **Te Waka Huia Rangahau | Research Outputs** requires you to select an applicable category of research output type for your work.

Below are the details for the available output types as well as authorship and advised additional information to add during record creation.

If an output or activity does not match these category types, it may align with one of Te Waka Huia Rangahau | Research Outputs "professional activities" categories and can be added to your Engagement tab. See [Update your Engagement tab with Professional Activities](#).

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Artefact

This category includes:

- Artefacts
- Artwork in physical form
- Objects
- Craftwork (you may also want to see [Exhibition](#) category)

If you are a creator of the artefact, select the "Author of" relationship.

If you are not the creator, select the "Contributor to" relationship.

Add creative role by clicking "edit" in the author field and selecting from the drop-down list, e.g., artist, photographer.

Add these details where possible:

- Date first displayed and/or online publication date
- Event, programme or publication
- Commissioning body
- URL
- Abstract
- DOI (listed under 'Additional Information')



Book

This category includes:

- Book-length scholarly publications
- Research monographs
- Textbooks or encyclopaedias where significant background research is required
- Book-length novels, plays and screenplays
- Book-length collections of plays, poems, short stories or other creative writing
- Edited books or volumes
- Annotated anthologies where research informs the annotations
- Revisions or new editions of the above providing this includes substantial new research material
- Literary translations, where these contain significant editorial work in the nature of research

Sub-types include:

- Book
- Monograph
- Translated books

If you are the editor, the individual chapters or contributions of the book or volume must have been written by different authors.

If you have authored a single chapter of a book, use the category type [Chapter](#) instead of Book.

An authored book must be written entirely by a single author or by joint authors who share responsibility for the whole book.

Add these details where possible:

- Publisher
- URL
- ISBN-10 (for an ISBN with 10 numbers) or ISBN-13 (for an ISBN with 13 numbers)
- DOI
- Abstract

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Chapter

This category includes:

- Entries in edited books
- Entries in encyclopaedias, dictionaries and reference works
- Entries in textbooks incorporating significant research content
- Entries in scholarly editions
- Entries in revisions or new editions providing this includes substantial new research material
- Editorials
- Introductions

If you are the author of the chapter, select the "Author of" relationship.

If you are the translator of the chapter, select the "Translator of" relationship.

Do not select the "Contributor to" relationship.

Add these details where possible:

- Publisher
- ISBN-10 (for an ISBN with 10 numbers) or ISBN-13 (for an ISBN with 13 numbers)
- URL
- DOI
- Chapter abstract



- Prefaces
- Chapter-length translations where these contain significant editorial work in the nature of research

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Composition

This category includes a musical composition which has either a score or a recording, or both, or music written for live performance that has both a score and a performance (e.g., recording, programme or review).

Exclusions: Improvised performance *or* if you are the performer of the composition should be recorded in the [Performance](#) category.

If you are the creator of the composition, select the "Author of" relationship.

Add creative role by clicking "edit" in the author field and selecting from the drop-down list, e.g., composer, conductor, etc.

Add these details where possible:

- Event, programme or publication
- Place of performance
- Commissioning body
- Contribution of contributors
- DOI
- URL
- Abstract

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Conference

This category includes conference items that have been formally accepted and may be published in various formats.

Sub-types include:

- Abstract
- Conference paper
- Proceedings - conference proceedings will usually have an ISBN or ISSN and may be published in a number of formats.
- Other

Exclusions: conference posters. The correct category for conference posters is [Posters](#).

If you are the author of the conference item, select the "Author of" relationship.

If you are the translator of the conference item, select the "Translator of" relationship.

Do not select the "Contributor to" relationship.

Add these details where possible:

- Title of conference proceedings
- Conference start/finish dates
- URL
- DOI
- Abstract
- Publisher (listed under 'Additional Information')

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Confidential Research Output

Only use the category of "Confidential Research Output" to create a placeholder record in Research Outputs, and solely for use in an Evidence Portfolio for a PBRF exercise.

Exclusion: confidential commissioned reports (these should be categorised as [Report](#)).

NOTE: Never enter confidential information in Research Outputs.

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Datasets

Datasets usually provide raw data for analysis. This raw data often comes in spreadsheet form, but it can also be any collection of data on which analysis can be performed.

If you are a creator of the dataset, select the "Author of" relationship.

If you have contributed, select the "Contributor to" relationship.

Add these details where possible:

- DOI
- URL
- Description

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Design

This category includes:

- Attributable design standards or other standards
- Codes of practice
- Design guidelines
- Building, structure, architecture and urban design
- Design of food products and processes
- Design of materials, devices and images
- Fashion and textile design
- Graphic design
- Illustration
- Interior design
- Industrial and product design
- Landscape architecture and design
- Multimedia design
- Prototype design
- Visual communication design

If you are a creator of the design work/s, select the "Author of" relationship.

If you are the curator, select the "Contributor to" relationship.

Add creative role by clicking "edit" in the author field and selecting from the drop-down list, e.g., artist, photographer.

Add these details where possible:

- Commissioning body
- Contribution of contributors
- DOI
- URL
- Abstract

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Exhibition

This category includes:

- Original artistic works and/or designs exhibited in a recognised gallery, museum, artist's book or electronic format
- Curating of an exhibition
- Solo exhibitions
- Significant contributions to exhibitions by a group or a number of individuals

If you are the creator of the exhibited work/s, select the "Author of" relationship.

Add creative role by clicking "edit" in the author field and selecting from the drop-down list, e.g., artist, photographer.

If you are the curator of the exhibition, select the "Contributor to" relationship.

Add these details where possible:

- Event/programme
- Venue/location
- Commissioning body
- Contribution of contributors (e.g., Harper, J., curator)
- URL
- Publisher
- DOI



		<ul style="list-style-type: none"> • Medium (what the actual work is made of, e.g., ink on paper; 3 photographs; solo exhibition) • Abstract
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Figures

<p>Figures are generally photos, graphs and static images that would be represented in traditional PDF publications.</p>	<p>If you are a creator of the figure, select the "Author of" relationship.</p> <p>If you have contributed, select the "Contributor to" relationship.</p>	<p>Add these details where possible:</p> <ul style="list-style-type: none"> • DOI • URL • Description
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Filesets

<p>"Filesets" are considered to be groups of files that can be referenced as a single, citable URI (e.g. URL, DOI).</p>	<p>If you are a creator of the Fileset, select the "Author of" relationship.</p> <p>If you are a contributor to the Fileset, select the "Contributor to" relationship.</p>	<p>Add these details where possible:</p> <ul style="list-style-type: none"> • DOI • URL • Description
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Internet publication

<p>This category includes scholarly material published on the internet that does not meet the criteria for another specific category.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Articles in online journals (use Journal article category) • Material published on the internet that has not been subject to quality control by an independent editor or subject to peer review (e.g., blog pieces; use Other category) 	<p>If you are the creator of the internet publication, select the "Author of" relationship.</p> <p>Do not select the "Contributor To" relationship.</p>	<p>Include where possible:</p> <ul style="list-style-type: none"> • DOI • URL • Abstract • Publisher (listed under 'Additional Information')
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Journal article

<p>This category includes research articles in online and/or print journals.</p> <p>Sub-types include:</p> <ul style="list-style-type: none"> • Article 	<p>If you are the author of the journal article, select the "Author of" relationship.</p> <p>If you are the translator of the journal article, select the "Translator of" relationship.</p>	<p>Add these details where possible:</p> <ul style="list-style-type: none"> • DOI • Volume • Issue
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<ul style="list-style-type: none"> ○ Full research articles regardless of publishing venue (for example, professional journal, scholarly journal) ○ Critical scholarly texts which appear in article form • Letter • Review <ul style="list-style-type: none"> ○ Review articles in scholarly journals ○ Exclusions: books reviews. Book reviews should be entered in the Other category, under the sub-type 'Review'. • Corrigendum • Addendum • Rapid communication • Editorial comment • Discussion paper 	<p>Do not select the "Contributor to" relationship.</p>	<ul style="list-style-type: none"> • Pagination • ISSN OR eISSN • URL • Abstract • Publisher (listed under 'Additional Information')
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Media (Film/TV/Radio)

<p>This category includes:</p> <ul style="list-style-type: none"> • Film - the writing, directing and/or producing of short films and/or feature films exhibited publicly • TV - the writing, directing and/or producing of television documentaries and/or programmes • Video - scholarly works presented in audio-visual form which cover the presentation of research findings and factual information 	<p>If you are the author/creator of the Media (Film/TV/Video) item, use the "Author of" relationship.</p> <p>If you are not the author/creator of the Media (Film/TV/Video) item, use the "Contributor to" relationship.</p> <p>Add creative role by clicking "edit" in the author field and selecting from the drop-down list, e.g., director, film editor, screenplay author.</p>	<p>Add these details where possible:</p> <ul style="list-style-type: none"> • Date first displayed • Event, programme or publication • Commissioning body • Venue/location • Contribution of contributors • Medium • DOI • URL • Abstract
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Patent

<p>Sub-categories include PCT filings or one of the published granted patents arising from an initial patent filing and trademarks.</p>	<p>If you are the creator of the patent or trademark, select the "Author of" relationship.</p> <p>Do not select the "Contributor To" relationship.</p>	<p>Add these details where possible:</p> <ul style="list-style-type: none"> • Application number (Enter the World Intellectual Property Office application number.)
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		<ul style="list-style-type: none"> • Publication/awarded date (Enter the date for Patents granted in the first country that granted the patent e.g., 2001, 01/02/2012.) • Patent/trademark number • Country • Patent/trademark status • DOI • URL • Abstract
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Performance

Used for works in the performing arts by a recognised leading performer (e.g., actor, musician, dancer), director, dramaturge, choreographer, designer, conductor or other creative artist or producer.

This category includes but is not limited to:

- Audio-visual recordings of performances made for public access
- Concerts and recitals
- Radio or other sound recordings
- Theatre productions (drama, dance, opera, music theatre)

Exclusions: musical compositions and drama scripts; their categories are [Composition](#) and [Book](#) respectively.

If you are a creator of the performance (such as director, designer, conductor), select the "Author of" relationship.

If you are a performer in the performance, select the "Contributor to" relationship.

If you are both a creator and performer, select the "Author of" and the "Contributor to" relationships.

Add creative role by clicking "edit" in the author field and selecting from the drop-down list, e.g., choreographer, dancer, director, musician.

Add these details where possible:

- Event, programme or publication
- Repertoire (Enter the title and original creator of the works performed if they are not part of the title. Use this format, separating each work with a comma - "Creator: Name of work" eg, Rutter: Requiem, Handel: Messiah.)
- Venue/location
- Commissioning/funding body
- Contribution of contributors (e.g., Smith, A.L. (Conductor), Jones, B. (Soloist))
- Medium
- URL
- DOI
- Publisher
- Abstract

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Poster

This category includes poster presentations at conferences, symposia and other events.

If you are the author of the poster, select the "Author of" relationship.

Do not select the "Contributor to" relationship.

Add these details where possible:

- Name of conference
- Title of conference proceedings (This field is recommended for posters)

		<p>published in the official conference proceedings.)</p> <ul style="list-style-type: none"> • DOI • URL • Publisher • Abstract
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Preprint

A preprint is an unpublished research manuscript that has not been peer reviewed. The authors have made it publicly available on a preprint website (e.g., MedArXiv, DBLP, ArXiv).

If you are the author of the preprint, select the "Author of" relationship.
Do not select the "Contributor to" relationship.

Add these details where possible:

- Publication date
- Online publication date
- DOI
- URL
- Preprint server (The name of the preprint server, e.g., arXiv, bioRxiv, DBLP)
- Journal
- Abstract

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Presentation

Use this type for oral presentations made at a conference (including keynote or invited addresses) and for oral presentations not presented at a conference, e.g., a public lecture or inaugural professorial lecture.

Note: choose 'Keynote' or 'Invited' if and as appropriate.

Exclusions: presentations that have a conference paper and/or appear in published conference proceedings (see [Conference](#) types).

If you are the author of the presentation, select the "Author of" relationship.

Add these details where possible:

- Presentation date
- Presentation location (city, country)
- Event/programme
- Name of conference
- Start date of conference
- Finish date of conference
- DOI
- URL
- Abstract

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Report

Use this type for commissioned reports, confidential reports, technical reports and working papers.

If you are the author of the report, select the "Author of" relationship.

If you are the editor of the report, select the "Editor of" relationship.

Add these details where possible:

- Commissioning body
- Report volume
- Report number



	<p>If you are the translator of the report, select the "Translator of" relationship.</p> <p>Do not select the "Contributor To" relationship.</p>	<ul style="list-style-type: none"> • Publisher • Place of publication (city, country) • URL/Other URL • DOI • Abstract
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Scholarly edition

<p>This category includes editions and translations of pre-existing texts and documents, often including an introduction and explanatory annotations.</p>	<p>If you are the editor of the scholarly edition, select the "Editor of" relationship.</p> <p>If you are the translator of the scholarly edition, select the "Translator of" relationship.</p> <p>Do not select the "Contributor to" relationship.</p>	<p>Add these details where possible:</p> <ul style="list-style-type: none"> • URL • Publisher • DOI • ISBN-10 (for an ISBN with 10 numbers) or ISBN-13 (for an ISBN with 13 numbers) • Other identifier (any other unique identifier such as ISMN, Catalogue reference number, PID) • Volume • Issue • Pagination • Abstract
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Software/code

<p>This category includes software products, incorporating details for open-source code libraries and download sites for commercial products.</p>	<p>If you are the creator of the software, select the "Author of" relationship.</p>	<p>Add these details where possible:</p> <ul style="list-style-type: none"> • DOI • URL • Publisher • Abstract • Version
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Thesis/dissertation

(for qualifications NOT awarded by UoA)

<p>Only add a thesis research output record if your thesis was awarded at another institution. There are separate processes for adding University of Auckland theses -</p>	<p>If you are the author of the thesis or dissertation, select the "Author of" relationship.</p> <p>Do not select the "Contributor to" relationship.</p>	<p>Add these details where possible:</p> <ul style="list-style-type: none"> • Supervisors • Date submitted
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please see [Deposit your thesis page](#).

A thesis or dissertation is the written report of a research study undertaken in fulfilment or partial fulfilment of a graduate degree such as a doctorate, masters degree, bachelors (honours) degree, or a postgraduate diploma.

Exclusions: Theses that you have supervised. If you have supervised a thesis, DO NOT add that student's thesis into your own publications/research outputs.

If your situation differs from the above, please contact [Te Waka Huia Rangahau | Research Outputs Support](#).

- URL
- Abstract
- Degree discipline
- Embargo end - if applicable (listed under 'Additional Information')
- DOI (listed under 'Additional Information')

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Other

- Clinical guidelines
- Exhibition catalogues
- Film or book reviews
- Government submissions
- Newspaper articles and blogs
- Interviews

Exclusions: substantial review articles. See [Journal article](#) category with subtype "Review".

If you are the author of the item, select the "Author of" relationship.

If you are the editor of the item, select the "Editor of" relationship.

If you are the translator of the item, select the "Translator of" relationship.

Do not select the "Contributor to" relationship.

Add these details where possible:

- Item/article/review in (enter the name of the journal the item appears in if relevant.)
- DOI
- URL
- Pagination
- Abstract (The abstract for your item appears in the University Research Repository if you have submitted full text to the repository. The University Research Repository is indexed by internet search engines.)

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The resources include videos and guides on how to navigate and use **Te Waka Huia Rangahau | Research Outputs** and **Discovery Profiles**.

For further assistance please contact the [Staff Service Centre](#).