HERDC – What you need to know

The following points address frequent misconceptions/questions about HERDC publications, submission and eligibility. The information is aimed at helping save time when depositing publications to CRO, as well as maximising our HERDC points.

What is HERDC?

HERDC stands for ‘Higher Education Research Data Collection’. It’s an annual government reporting requirement, comprising research data (income and publications) from all Australian tertiary institutions. The data collected is used to determine government research block grant (RBG) funding allocations to the tertiary sector, and is therefore of vital importance to the University. The annual HERDC specifications set out the criteria for eligibility in each publication category. CSU is legally required to collect and retain documentation showing how these criteria have been met for each publication it claims.

How does HERDC relate to MyResearch and CRO?

MyResearch is now the only source of data for the annual HERDC collection (as well as for the CSU Creative Works register and ERA – another major Government reporting exercise). This means that research outputs must be submitted via MyResearch in order to be counted for HERDC. Outputs submitted to MyResearch are then transferred to CRO (CSU Research Output). CRO is CSU’s ‘Institutional Repository’, and contains and showcases research outputs (predominantly journal articles, conference papers, books and book chapters) as well as creative works produced by CSU staff.

Where do I find MyResearch?

You can access MyResearch at https://myresearch.csu.edu.au/RMENET/.
Who should submit? Who can we claim as an author for HERDC?

- For HERDC, we can claim anyone as a CSU author who is affiliated with CSU and has 
  **EITHER:**
  
  a) a CSU byline (or a CSU entity byline – eg., John Bloggs, Graham Centre) **OR**,
  
  b) provides a signed Author’s declaration to the effect that they undertook the 
  research leading to the publication in their capacity as a staff/student member of 
  CSU

- We can claim regular staff (academic and general), HDR and Research Masters 
  students, adjuncts, honorary staff and staff on leave

- All tertiary institutions are entitled to claim a full HERDC point share for any author 
  who is bylined at their institution, **regardless of how many affiliations are listed.** For 
  the example below, each of the institutions can legitimately claim the **full point share** 
  for Mary Brown on the basis of the byline mention:

  Mary Brown (ANU, CSU, Flinders University)

  Please note that **none of the three institutions are disadvantaged** by the other 
  claiming her affiliation. Authors with multiple affiliations need not make a choice 
  about where their HERDC point share might go – if CSU is bylined, or if an author is 
  prepared to sign an Author’s declaration form, then we can also claim the point 
  share, and the publication should be entered into MyResearch for HERDC.

- It is vital you check the accuracy and completeness of your byline prior to publication 
  - please ensure CSU is listed!

**Tips on what can/should be entered for HERDC:**

**Books:**

- Books must be **either**:
  
  a) published by a commercial publisher and offered for sale, **OR**
  
  b) peer reviewed

- Textbooks, anthologies, reference books (eg. dictionaries, encyclopaedias), manuals, 
  guides, resource booklets, handbooks etc are specifically **excluded** from HERDC
Published theses are now specifically excluded from HERDC.

LAP (Lambert Academic Publishers) and VDM Verlag DO NOT meet the commercial publisher criteria. Books produced by these publishers should not be entered on MyResearch for HERDC.

Research-related reports (eg. funded or published by Govt. or public agencies or external institutes) should be entered into MyResearch in the Reports category.

You must have been either the sole author or a co-author of the entire book to enter a publication as a book – ie, editorship of a book does not count for HERDC purposes.

Chapters:

- Chapters must be either:
  a) in a book published by a commercial publisher and offered for sale, OR
  b) peer reviewed

- Chapters in textbooks, reference book entries forewords, brief introductions, brief editorials and appendices are unlikely to meet the criteria for HERDC.

- Revised chapters are only eligible if they constitute substantial (> 50%) new knowledge/material and constitute original research.

- Note that introductions and conclusions need to be more than a summary/overview in order to meet the HERDC definition of research.

Conferences:

- Please note that we can only claim conference papers which have been presented, published in full, and peer reviewed (as opposed to having just been edited) in their entirety by independent reviewers.

- Poster presentations are only eligible if they are subsequently developed into a published paper. Published abstracts are not eligible for HERDC.

- ‘Publication’ is accepted in many formats (proceedings, journal, book, CD, conference website), however, the paper must be publicly available – ie. we cannot claim papers published in volumes only available to conference participants.
Keynote addresses, plenary addresses, poster presentations and abstracts are specifically **excluded** from HERDC.

**Journal articles:**

- Letters to the editor, case studies, editorials, book reviews, art reviews, brief commentaries/communications, and articles designed to inform practitioners on existing professional knowledge are all specifically **excluded** from HERDC.

**Documentation - what you may need for HERDC:**

- **Reviewers’ assessment/s:**
  In the absence of other evidence, this can be used to support the fact that the output was subject to peer review prior to publication. (Please note that we require a reviewer’s assessment - not a critical or promotional review)

- **Conference program** showing the time/date your paper was presented

- **Conference proceedings.** If these are available online, please download them before they disappear – conference websites are notoriously unreliable – and upload them at the time of your CRO submission.

- **A copy of the work as it appeared upon publication,** unless this is freely accessible online via a stable link such as a DOI. While the pre-publication version is needed for CRO Open Access purposes, we always require a final published version for HERDC (and ERA). Note that both pre- and post publication versions should be uploaded at the time of submission wherever possible.

If you have any questions regarding what should be submitted for HERDC, please contact the RM Publications mailbox at rmpublications@csu.edu.au