

La Trobe University collects creative and translational research outputs for AWP (Academic Workload Planning) and ERA (Excellence in Research Australia). The recording and collection of these outputs via “My Publications” is undertaken to create an accurate record of the research outputs of La Trobe scholars. To be eligible for inclusion in ERA, NTROs must have become publicly available during the current ERA period (2016-2022).

Creative works are defined by the Australian Research Council and the Frascati (2015) handbook as “creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge.”<sup>1</sup> Alternatively, Research Reports are “a written research output commissioned or solicited by an external body such as a government department or private company.”<sup>2</sup>

Eligible Non-Traditional Research Output types include:

- original creative works
- live performance of creative works
- recorded/rendered creative works (see ERA 2023 Submission Guidelines p. 34)
- curated or produced substantial public exhibitions and events
- research reports for an external body
- portfolio

Researchers must provide a research statement that identifies their output's research component. Note that research statements are not required for research reports. ERA defines research as the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. The new knowledge could include the synthesis and analysis of previous research to the extent that it is new and creative.

Researchers are responsible for adding their outputs to My Publications, with support available from the Library Research Support Team.

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<sup>1</sup> OECD. (2015). Frascati Manual: Guidelines for Collecting and Reporting Data on Research and Experimental Development. p. 28.

<sup>2</sup> ARC. (2022). ERA 2023 Submission Guidelines. p. 36.

## Log in to My Publications

You can access My Publications directly and use your regular La Trobe University login details to sign in here: <https://mypublications.latrobe.edu.au>

**LA TROBE UNIVERSITY**  
MY PUBLICATIONS

### My Publications Login

Enter your La Trobe University credentials and click Login:

Username

Password

**LOGIN**

La Trobe login credentials are:

**Username:** first initial + surname, e.g. "jsmith"  
**Note:** format could also be e.g. "jsmithn" or "j2smith".  
**Password:** your regular La Trobe password

Your Academic Profile can be edited in My Publications:  
Instructions can be found [here](#).

For help with your profile, contact the Library Research Support Team ([libraryresearchsupport@latrobe.edu.au](mailto:libraryresearchsupport@latrobe.edu.au))

## Accessing your output lists

You will see your dashboard for viewing all your research outputs.

MY PUBLICATIONS

### Homepage

MY ACTIONS (2 of 2)

## Record evidence of the impact of your work

You can create narrative statements to describe the impact of your work and attach files as supporting evidence. This allows you to collect, store and find evidence of impact.

**ADD**

Professor  
**Ashley Franks**  
La Trobe University

[View my public profile >](#)

0000-0003-1664-6060  
A.Franks@latrobe.edu.au

[EDIT MY PROFILE](#)

#### Publications

**Claimed**

- 148 journal articles
- 6 Book Chapters
- 18 Conference Papers
- 3 Research Reports
- 5 preprints

[+ ADD NEW](#) [VIEW ALL](#)

#### Grants

**Claimed**

- 10 grants
- 1 scholarship

[+ ADD NEW](#) [VIEW ALL](#)

#### Professional activities

- 1 community service

[+ ADD NEW](#) [VIEW ALL](#)

#### Teaching activities

- 6 subjects taught

[+ ADD NEW](#) [VIEW ALL](#)

Click on the “Publications” link to see a detailed list of your publications

MY PUBLICATIONS

MY WORK

### My claimed publications

CLAIMED (180) PENDING (0) REJECTED (7)

showing 1 - 10 out of 180

view: 10 per page

prev 1 2 ... 18 next

sort by: Reporting date (newest first)

focus on: summary

**Filters**

**Publication type**

- Journal Article
- Book
- Book Chapter
- Conference Paper
- Research Report

**Relationship type**

- Author of
- Editor of
- Translator of
- Contributor to

**Title**

From To

**Reporting date**

From To

Label

## Adding Publications Manually

1. Click on the “+” symbol and select the most appropriate output type for your work.

MY PUBLICATIONS

MY WORK

### My claimed publications

CLAIMED (180) PENDING (0) REJECTED (7)

showing 1 - 10 out of 180

view: 10 per page

EXPORT REJECT

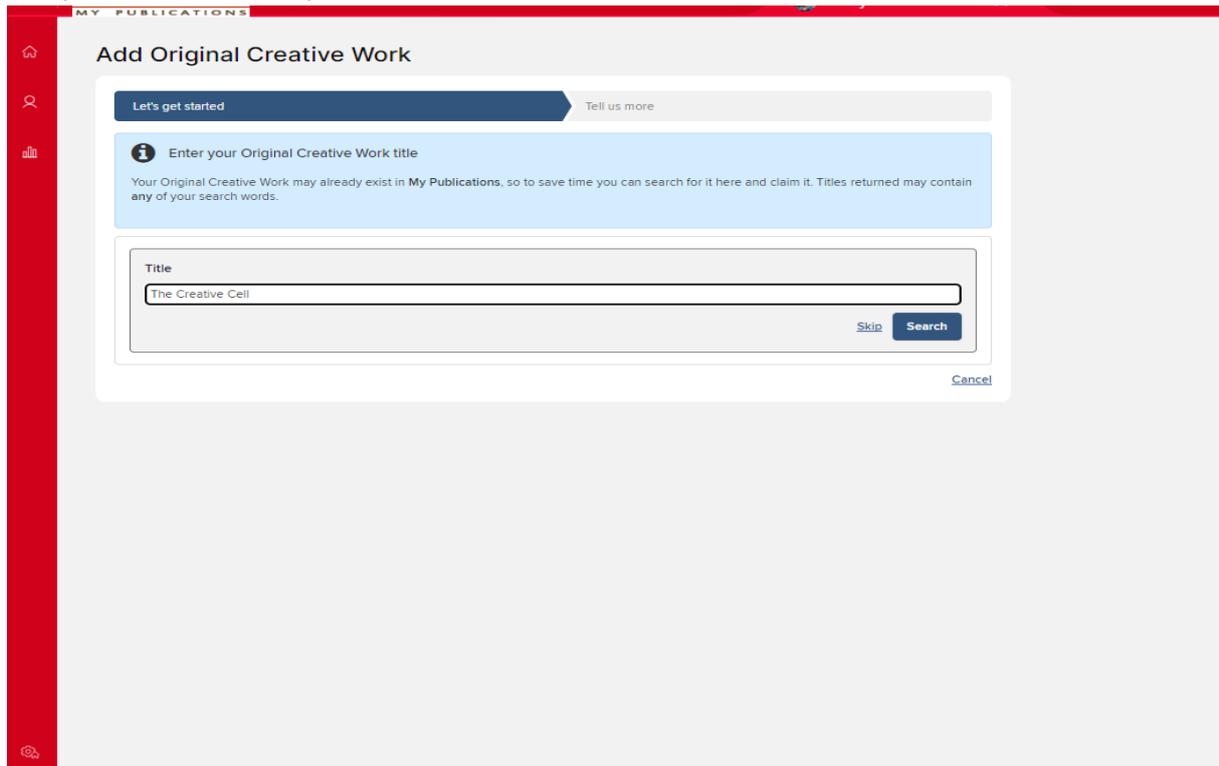
**Add a new publication**

Select publication type

- Journal Article
- Book
- Book Chapter
- Conference Paper
- Research Report
- Original Creative Work
- Curated Public Exhibition/Event
- Live Performance of a Creative Work
- Recorded/Rendered Creative Work
- Thesis
- Research Data
- Preprint

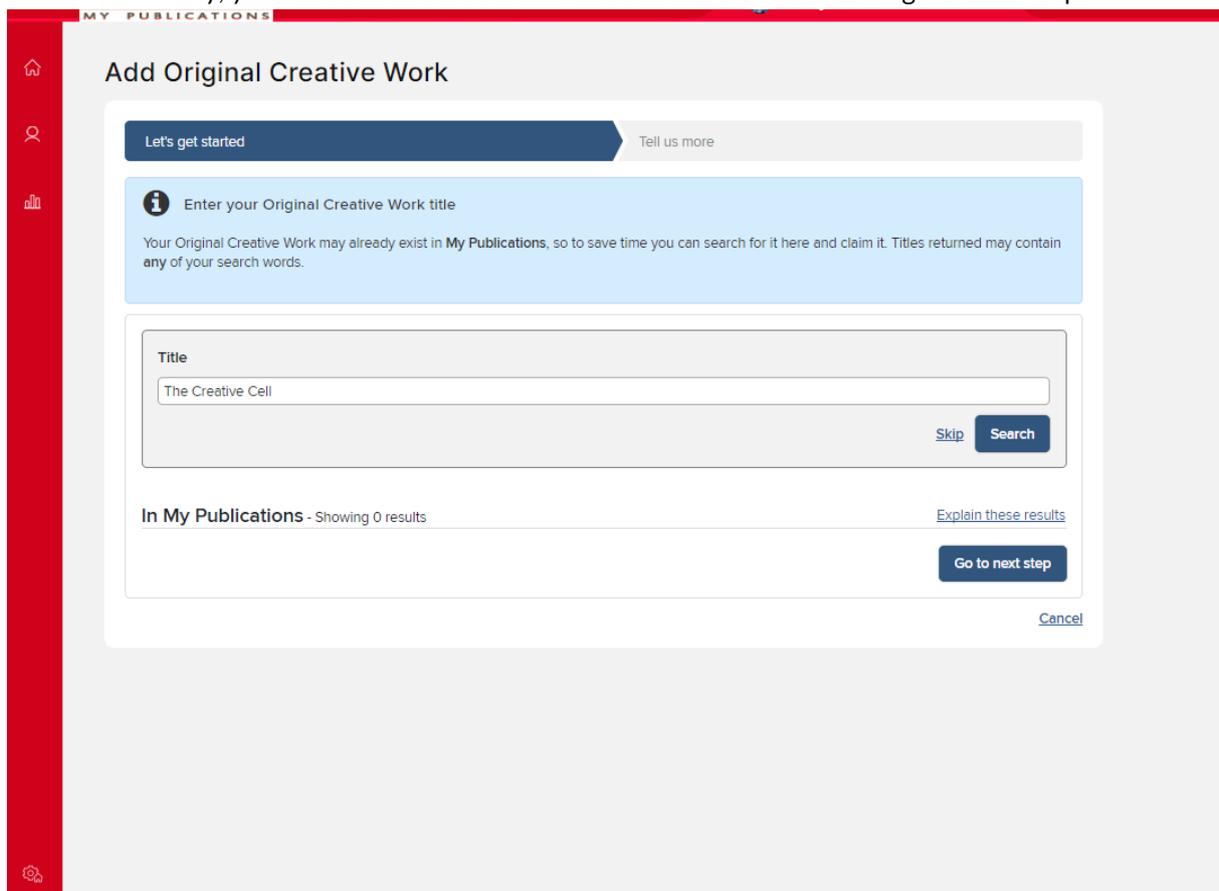
CANCEL

2. Enter the title of your research output. The website will ask you to do a search first to ensure that you do not create duplicate records.



The screenshot shows the 'Add Original Creative Work' form. At the top, there is a progress bar with 'Let's get started' highlighted in blue and 'Tell us more' in grey. Below this is a light blue information box with an 'i' icon, containing the text: 'Enter your Original Creative Work title. Your Original Creative Work may already exist in My Publications, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.' Below the information box is a search form with a text input field containing 'The Creative Cell', a 'Skip' link, and a 'Search' button. At the bottom right of the form area is a 'Cancel' link.

3. Most likely, you will receive zero results. Click on the blue button to "go to next step."



The screenshot shows the 'Add Original Creative Work' form after a search. The progress bar remains the same. The light blue information box is still present. Below the search form, there is a section titled 'In My Publications - Showing 0 results' with a 'Go to next step' button. To the right of this section is a link 'Explain these results'. At the bottom right of the form area is a 'Cancel' link.

4. Each output type explains what is required in a box above the record. Pay attention to these instructions while adding the details of your research output.

**MY PUBLICATIONS**

## Add Original Creative Work

Let's get started Tell us more

**What do I need to do?**  
Add details of the Original Creative Work

An Original Creative Work may be included as a research output where the researcher is the creator of the work, and where the work has a demonstrable research component. The work also must have been published, publicly exhibited or distributed, or otherwise made publicly available. A work may be claimed only once, even if exhibited on more than one occasion.

For help with adding research statements for Non-Traditional Research Outputs please see the [help guide](#). For other information about adding Non-Traditional Research Outputs please see the [information page](#).

**Providing evidence of the creative work**  
To submit a digital representation of the work (which is required for AWPS purposes, if a representation of the work is not freely available through a web URL), either email the files to repository@latrobe.edu.au or contact the repository through that email address to arrange handover.

**Publication privacy**

PRIVATE INTERNAL PUBLIC

This publication may be displayed publicly by La Trobe.

**\* What is your relationship with this Original Creative Work?**

Author of  Editor of  
 Translator of  Contributor to

**Relationship privacy**

PRIVATE INTERNAL PUBLIC

This publication and its relationship to you may be displayed publicly by La Trobe.

**Essential Information**

nominate  [None]  Yes

**\* Title of work**

5. You need to claim your relationship to the output. "Author" will be used for most entries even though items do not technically have an "author", but it does indicate the primary creator relationship.

**\* What is your relationship with this Original Creative Work?**

Author of  Editor of  
 Translator of  Contributor to

6. To hide a publication from your Academic Profile, see the section "Hiding a Publication from your Academic Profile" below.

7. The next step is to fill in as many fields in the record as accurately as possible. Some fields have a red asterisk (\*), and these are mandatory fields that must be completed for the record to be saved.

Essential Information

nominate	<input type="radio"/> [None] <input checked="" type="radio"/> Yes	
* Title of work	<input type="text" value="The Creative Cell"/> <input type="button" value="Ω"/>	
* Creator(s)	<div style="border: 1px dashed gray; padding: 2px;">No Creator(s) - please add...</div> <a href="#">Add a person</a>	?
* Type of creative work	<input type="checkbox"/> Visual art work <input type="checkbox"/> Design/architectural work <input type="checkbox"/> Textual creative work <input type="checkbox"/> Other creative work (including scholarly editions and scholarly translations)	
Type of visual art work (if applicable)	<input type="text" value="[None]"/> ▼	?
Type of textual (written) work (if applicable)	<input type="text" value="[None]"/> ▼	
Medium	<input type="text"/>	?
Dimensions (visual art works) or other notes on the work	<input type="text"/>	?
* Place of publication, exhibition, or creation of work	<input type="text"/>	
* Year of publication, presentation/exhibition or creation	<input type="text"/> <input type="button" value="📅"/>	?
Name of work in which this work was published	<input type="text"/>	
Publisher or exhibiting gallery	<input type="text"/>	
Funding acknowledgements	<div style="border: 1px dashed gray; padding: 2px;">No Funding acknowledgements - please add...</div>	?
	Grant ID <input type="text"/>	

	Organisation	<input type="text"/>	<input type="button" value="Add"/>	
		<input type="button" value="Add text"/>		
Awards, prizes, shortlistings, other proofs of quality		<input type="text"/>		?
Electronic location (URL)		<input type="text"/>		?
Digital Object Identifier (DOI)		<input type="text"/>		?
Pagination (textual (written) works, or for visual art works in published books)	Begin page <input type="text"/>	End page <input type="text"/>	Page count <input type="text"/>	
Word count (for written works)		<input type="text"/>		?
Research statement. Part 1, Overview sentence (optional)		<input type="text"/>	<input type="button" value="Ω"/>	?
* Research statement. Part 2, Background (mandatory)		<input type="text"/>	<input type="button" value="Ω"/>	?
* Research statement. Part 3, Contribution (mandatory)		<input type="text"/>	<input type="button" value="Ω"/>	?
* Research statement. Part 4, Significance (mandatory)		<input type="text"/>	<input type="button" value="Ω"/>	?
Keywords		<input type="text" value="No Keywords - please add..."/>		?
		Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter. Unclassified <input type="text"/> <input type="button" value="Add"/>		
	Additional Information 10 additional fields <input type="button" value="v"/>			

Filling in the research statements is essential for all NTROs other than Research Reports. Examples of these statements are found in Appendix D of the [ERA 2023 Submission Guidelines](#).

Once all mandatory fields have been filled in, click "Save".

8. Next, you will have the opportunity to upload your research output to La Trobe’s institution repository, OPAL. Please ensure that you have all the required permissions before sharing.

**Deposit publication: The Creative Cell**

Let's get started | Tell us more | Deposit

You are about to deposit this Original Creative Work to OPAL

**Deposit advice**

**Institutional advice**

For advice with depositing publications into OPAL please contact the Library's Research Publications team [repository@latrobe.edu.au](mailto:repository@latrobe.edu.au)

For further information go to <https://www.latrobe.edu.au/library/research-support/opal>

When depositing Journal Articles you should check the Sherpa Romeo re-use and licensing advice below.

**1. Prepare deposit (step 1 of 3)**

Upload a file | Add OA location

Choose a file from your local machine:

Choose file:

Choose File | No file chosen

Deposit Without Files | Use this file

[Skip this step](#)

9. After uploading or choosing to “skip this step”, you will see multiple options. To see the record that was just created, click “View your publication details”. If you have finished, click “Go to your home page”.

**Thank you**

**i** Your publication is not deposited and is not linked to funding.

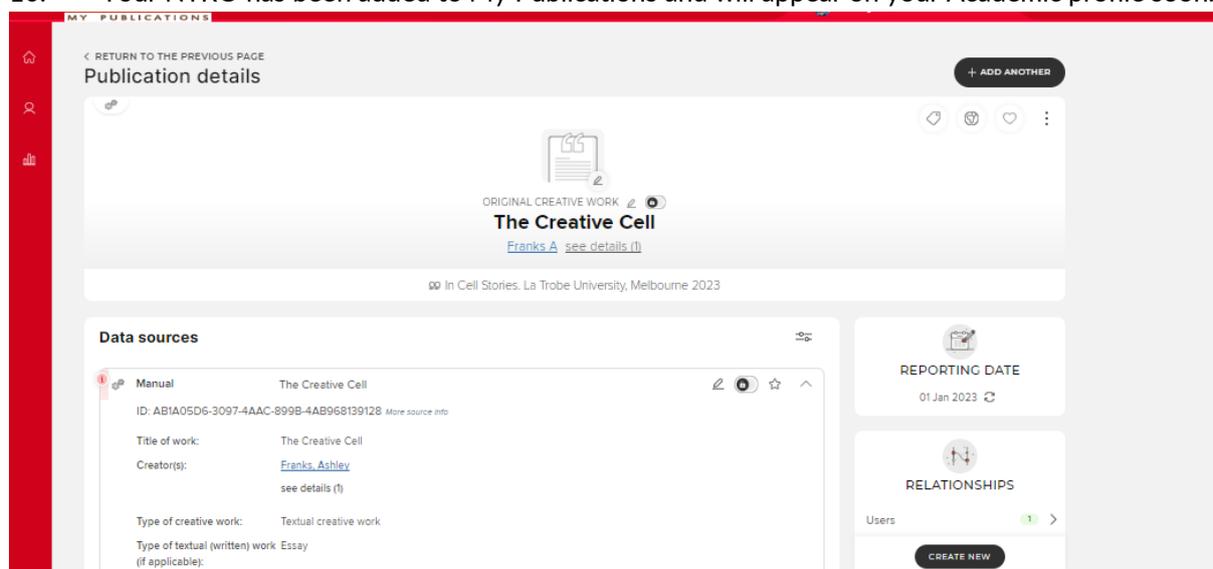
**Do more with this Original Creative Work:**

Deposit to OPAL | View your publication details | Link funding to your publication

**You could also:**

Go to your home page | Deposit claimed publications

10. Your NTRO has been added to My Publications and will appear on your Academic profile soon.

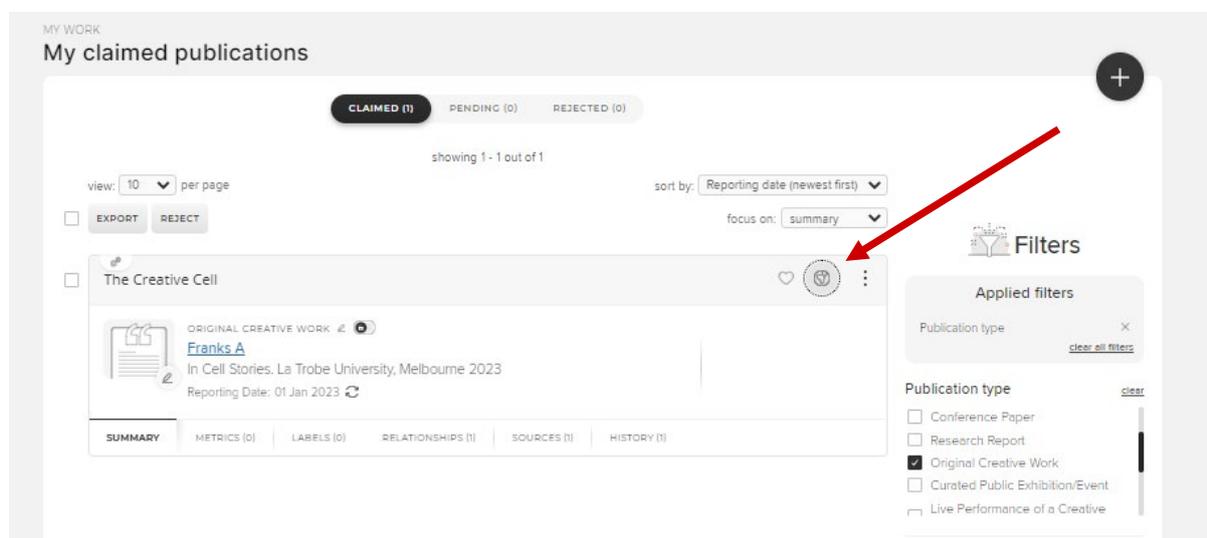


The NTRO Assessment panel regularly convenes throughout the year and will decide on acceptance and the allocation of points at this time.

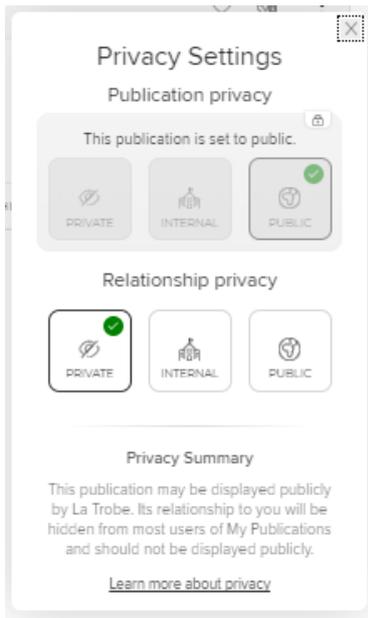
## Hiding a Publication from your Academic Profile

Publications which you might typically want to hide from your public profile include errata, retractions, pre-prints, and in some cases abstracts or non-research publications. To do this:

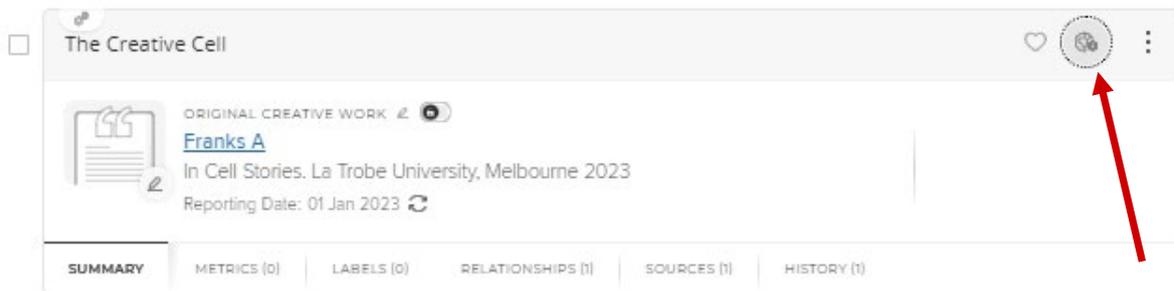
1. Find the entry you want to hide in your list of publications and then click the “Manage privacy settings” icon which appears on the top right of the entry. The default setting is “public” which is identified by the “world” symbol:



## 2. Select "Private"



3. The privacy setting icon will now change to show that the publication is no longer public (a "world with cog" icon).



Queries/problems can be directed to our email query service: [libraryresearchsupport@latrobe.edu.au](mailto:libraryresearchsupport@latrobe.edu.au).