GUIDELINES FOR DATA ENTRY IN IIUM REPOSITORY (IREP)

ITEM TYPE

NO.	ITEM TYPE	DESCRIPTION
1	Article	An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
2	Book Section	A chapter or section in a book.
3	Monograph	A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
4	Conference or Workshop Item	A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
5	Book	A book or a conference volume.
6	Patent	A published patent. Do *not* include as yet unpublished patent applications.

UPLOAD

NO.	FIELD	DESCRIPTION
1	Content	The content of this document, as oppose to the format. • UNSPECIFIED • Draft version • Submitted version • Accepted version • Published version • Updated version • Supplemental material • Presentation • Cover image

2	Format	Please upload in pdf format only
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DETAILS

NO.	FIELD	SUB-FIELD	DESCRIPTION
1.	Title		The title of the item. The title should not end with a full stop, but may end with a question mark. you have a subtitle, it should be preceded with a colon [:]. Use capitals only for the first word and for proper nouns. Example: A brief history of time Example: Life: an unauthorised biography Example: Mathematics for engineers and scientists. 5th ed.
2.	Abstract		A summary of the items content. If the item has a formal abstract then that is what should be entered here.

3.	**Presentation Type**		• Paper • Lecture • Speech • Poster • Keynote • Other
4.	**Article Type**		• Journal • magazine • Newspaper • Book Review • Other
5.	**Creators**		Enter the full names of authors. If there are more than four authors, click on the [More input rows] button. Example: [Hassan] [Muhammad Kamal] [mkhassan@iium.edu.my] Example: [Fu] [Yan-Li] []
6.	**Corporate Creators**		Companies that are considered authors of this item. Especially for annual report and prospectus. Example : Bank Negara Malaysia Example : SHELL
7.	**Kulliyyahs/Centres/ Divisions/Institutes**		The departments with which this item should be associated. Select from the list provided.
8.	**Publication Details**		
9.		Refereed	Please indicate whether this is a refereed publication.
10.		Status	Please state here whether your deposit has been published, is currently in the process of being published (**in press**), or has not been previously published. • Published • In Press • Submitted

			• Unpublished
11.		Journal or Publication Title	The title of a journal, publication or magazine. Example: The Information Management Journal Example : Majallat al-fikr al-mu`asir
12.		ISSN	International Standard Serial Number (ISSN) Example: 1055-0143 Example: 0891-060X If there are more than 2 ISSN, example : 1055-0143 (print), 0891-060X (online)
13.		Citation Index	• Unspecified • ISI • SCOPUS • ISI and SCOPUS
14.		Publisher	A person, firm or corporate body who publishes the item. Do not use abbreviations, enter in full. Example: Oxford University Press (OUP) Example : Dewan Bahasa dan Pustaka (DBP)
15.		Official URL	The official URL for this item. The publisher's URL for example. Example : http://www.oup.com/
16.		Institution	Please enter the institution from which the item originated. Example: University of Southampton
17.		Department	Please enter the department from which the item originated. Example : Department of Accounting
18.		Volume	Enter the volume number of the publication in which your item appeared.
19.		Number	Enter the issue number of the publication in which your item appeared.
20.		Page Range	Enter numerals only. Do not enter pp.

			Example: 21 to 34
21.		Title of Book	Title usually found on the title page (first page of book).
22.		Date	The publication date – for books and journals
23.		Date Type	The event to which the date applies. • Unspecified • Publication • Submission • Completion
24.		Identification Number	The unique identification number of this item if available, or a DOI (Digital Object Identifier).
25.		Series Name	The name of the series to which the document belongs. Example: Elsevier Oceanography Series
26.		Related URLs	URLs that are related to this item other than the official URL.
27.	**Funders**		The sponsoring bodies who contributed funding for the creation of this item.
28.	**Projects**		The names or codes of the projects that created this item.
29.	**Event Details**		
30.		Event Title	Enter the title of the conference or workshop in full Example: 11th Conference of Pan-Hellenic Librarians
31.		Event Type	Specific type of the event. • Conference • Workshop • Other
32.		Event Category	• Local • International • Other
33.		Event Organizer	Example : International Islamic University Malaysia

34.		Event Location	City or town then country where event was held. If city is not known then just use country. Example : Kuala Lumpur, Malaysia
35.		Event Dates	Start and end dates for the event Example: 13-15 Dec 2003 Example: 31 Oct - 02 Nov 1999
36.	**Contact e-mail addresses**		The contact email address for this item. If the full-text is not available to the public, then requests to view the full-text will be sent to this email. The email address will not be made public.
37.	**References**		You are strongly encouraged to paste in the reference list of your item and arrange them accordingly. It may be used to link your item to those it cites and to those that cite it.
38.	**Controlled keywords**		Author provided keywords. Example : information explosion, globalization, wireless
39.	**Additional information**		If you think you can specify some useful information about your deposit that can't be entered anywhere else, please enter it here. This information **will** appear on the public summary page for this item.
40.	**Comments and suggestions**		Any comments to the editor. This information **will not** be displayed to the public.

SUBJECTS

DESCRIPTION
Select relevant subjects by clicking the '+' sign and then click 'add'. You can select as many as desired.

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