

GUIDELINES FOR DATA ENTRY IN MULTIMEDIA UNIVERSITY INSTITUTIONAL REPOSITORY (MMU IR)

ITEM TYPE

| NO. | ITEM TYPE | DESCRIPTION |
|-----|------------------------|---|
| 1 | Article | An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. It can be an electronic-only medium, such as an online journal or news website. |
| 2 | Book Section | A chapter or a section in a book. |
| 3 | Monograph | A monograph can be a technical report, project report, documentation, manual, working paper, or discussion paper. |
| 4 | Conference or Workshop | A paper, poster, speech, lecture, or presentation given at a conference, workshop, or other events. 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 | Thesis | A thesis or dissertation. |
| 7 | Patent | A published patent. Do not include as yet unpublished patent applications. |
| 8 | Artifact | An artist's artifact or work product. |
| 9 | Show/Exhibition | An artist's exhibition or site-specific performance-based deposit. |
| 10 | Composition | A musical composition. |
| 11 | Performance | Performance of a musical event. |
| 12 | Image | A digital photograph or visual image. |

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| 13 | Video | A digital video. |
| 14 | Audio | A sound recording. |
| 15 | Dataset | A bounded collection of quantitative data (e.g. spreadsheet or XML data file). |
| 16 | Experiment | Experimental data with intermediate analyses and summary results. |
| 17 | Teaching Resource | Lecture notes, exercises, exam papers or course syllabuses. |
| 18 | Other | Something within the scope of the repository, but not covered by the other categories. |

UPLOAD

| NO. | FIELD | DESCRIPTION |
|-----|-------------|---|
| 1 | Content | The content of this document, as opposed to the format. <ul style="list-style-type: none">• UNSPECIFIED• Draft version• Submitted version• Accepted version• Published version• Updated version• Supplemental material• Presentation• Cover image |
| 2 | Format | It is advisable to upload publications in pdf format. |
| 3 | Type | Describe the type of document uploaded. <ul style="list-style-type: none">• Text• Slideshow• Image• Video• Audio• Archive• Other |
| | Description | Brief description of the file -- if any. |

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| 4 | Visible to | <p>Please indicate the required "security level" of this document. Who is allowed to download it? If you set this to Registered Users/Repository Staff, consider adding a contact email for this item (Refer Table Details - No. 11 Contact Email Address) for any further inquiry.</p> <ul style="list-style-type: none"> ▪ Anyone: Anyone can access uploaded files without needing to log in ▪ Registered users: Only registered users can access the uploaded file (require login) ▪ Repository staff: Only repository staff can access the uploaded file. |
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| 6 | Embargo expiry date | <p>The date that a publisher- or sponsor-imposed embargo expires. On and after this date, this document will be made publicly accessible. (If any)</p> <p>Example: 2006 - all documents made publicly accessible on 1st January 2006</p> <p>Example: 2006 June - all documents made publicly accessible on 1st June 2006</p> |

DETAILS

| NO. | FIELD <i>*[...] = column for specific Item Type</i> | SUB-FIELD/ SPECIAL FIELD (According to Item Type) | DESCRIPTION & EXAMPLE |
|-----|--|---|---|
| 1 | Title | | <p>The title of the item. The title should not end with a full stop (.) but may end with a question mark (?). If you have a subtitle, it should be preceded with a colon [:]. Use capitals only for the first word and for proper nouns.</p> <p>Example: A brief history of time Example: How to start a business? Example: Mathematics: for engineers and scientists</p> |
| 2 | Abstract | | <p>The item's content summary. If the item has a formal abstract, then that is what should be filled here.</p> |
| 3 | Type | | |
| | [Monograph] | Monograph Type | <ul style="list-style-type: none"> • Technical report • Project Report • Documentation • Manual • Working Paper • Discussion Paper • Other |
| | [Conference/Workshop] | Presentation Type | <ul style="list-style-type: none"> • Paper • Lecture • Speech • Poster • Keynote • Other |

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| | [Thesis] | Thesis Type | <ul style="list-style-type: none"> • Masters • PhD • EngD • Other |
| | [Composition] | Composition Type | The type of the composition Example: Concerto Example: Opera |
| 4 | Creators | Family Name Given Name Email | <p>Enter the full names of authors according to Family Name & Given Name.</p> <p>Please include the MMU email address for MMU staff/academician. Please indicate, Institution's Name for researcher/students that does not have MMU email address. For non -MMU authors fill in the "email" column with the institution/company & country of the author represent for.</p> <p>If there are more than four authors, click on the [More input rows] button.</p> <p>Example: [Abdul Rashid] [Hairul Azhar] [hairul@mmu.edu.my] Example: [Ahmad] [Ismail] [Multimedia University, Malaysia] Example: [Fu] [Yan Li] [Universiti Malaya, Malaysia] Example: [Kim] [Gong Yoo] [Seoul University, Korea]</p> |
| 5 | Corporate Creators | | <p>Companies that are considered authors of this item. Especially for annual reports and prospectus.</p> <p>Example: Multimedia University Example: Bank Negara Malaysia</p> |

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| 6 | Divisions | | The Faculty/Departments with which this item should be associated. The author/academicians/staff assigned to. Select from the option list provided. Example: Faculty of Engineering |
| 7 | Publication Details | | |
| | | Refereed | Please indicate whether this is a refereed publication. |
| | | 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. <ul style="list-style-type: none"> • Published • In Press • Submitted • Unpublished |
| | [Article] | Journal or Publication Title | The title of a journal, publication, or magazine. Example: The Information Management Journal Example: International Journal of Creative Multimedia |
| | [Article] | ISSN | International Standard Serial Number (ISSN). Example: 1055-0143 If there are more than 2 ISSN: Example: 1055-0143, 0891-060X (eISSN) |
| | [Book section] [Book] | ISBN | International Standard Book Number (ISBN). Unique code identifying a book. Example: 1 871438 57 8 Example: 067157826X |
| | [Article] | Publisher | A person, firm, or corporate body publishes the item. Do not use abbreviations, enter in full. Example: Oxford University Press (OUP) Example: Dewan Bahasa dan Pustaka (DBP) |

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| | | Official URL | The official URL for this item. The publisher's URL for example. Example: http://www.oup.com/ |
| | [Monograph] [Thesis] | Institution | Please enter the institution from which the item originated. Example: Multimedia University |
| | | Department | Please enter the department from which the item originated. Example: Faculty of Engineering |
| | | Volume | Enter the volume number of the publication in which your item appeared. |
| | | Number | Enter the issue number of the publication in which your item appeared. |
| | | Page Range | Enter numerals or roman numbers only. Do not include - pp. Example: 21 to 34 Example: i @ II |
| | | Date | The publication date – for books and journals |
| | | Date Type | Date to specify the event to which the date applies. <ul style="list-style-type: none"> • Unspecified • Publication • Submission • Completion |
| | | Identification Number | The unique identification number or a DOI (Digital Object Identifier). Example: https://doi.org/10.1109/5.771073 |
| | | Related URLs | URLs that are related to this item other than the official URL. |
| | [Book section] [Book] | Title of Book | The title is usually found on the title page (first page of the book). |
| | [Book section] [Book] | Series Name | The name of the series to which the document belongs. Example: Elsevier Oceanography Series Example: Lecture Notes of Computer Science |

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| | [Patent] | Patent Applicant | The name of the applicant to whom the patent was granted. Maybe a person or an organisation. Example: Purdue Research Institute Example: John K. Ducklingson |
| | [Patent] | Identification Number | The patent application number of this item. |
| | [Artifact] [Composition] [Performance] [Image] [Video] [Audio] [Dataset] | Media of Output | The media of output. Example: CD-ROM / DVD / Blu Ray Example: Streaming Media |
| | [Teaching Resource] | Copyright Holders | A person, firm, or corporate body which holds the copyright for the item. |
| 8 | Funders | | The sponsoring bodies contributed funding for the creation of this item. (If any) |
| 9 | Projects | | The names or codes of the projects that created this item. (If any) |
| 10 | [Conference/Workshop] [Show/Exhibition] Event Details/ Venue Details | Event Title | Enter the title of the conference or workshop in full. Example: 11th Conference of Pan-Hellenic Librarians |
| | | Event Type | The specific type of the event. <ul style="list-style-type: none"> • Conference • Workshop • Other |
| | | Event Organizer | The organizer of the conference/workshop/event Example: International Islamic University Malaysia |

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| | | Event Location | City, or town of the country the event held. If the city is not known, then use the country. Example: Kuala Lumpur, Malaysia Example: Kuala Lumpur, Malaysia |
| | | Event Dates | Start and end dates for the event. Example: 13-15 Dec. 2003 Example: 31 Oct. - 02 Nov. 1999 |
| 11 | 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. |
| 12 | References | | [Optional] You are encouraged to paste the reference list of your item and arrange them accordingly. It will link your item both to those it cites and cite it. |
| 13 | Uncontrolled keywords | | The author provided keywords that represent the subject of the publication/item. Natural language terms to describe the content of the item. Example: Optical fibre communication. Example: Information explosion, globalization, wireless. |
| 14 | 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. |
| 15 | 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 more than 1 (one) of related terms/keywords/subject.

Authorized Repository Staff (Editor/Reviewer) assigned to review the deposited item will determine the most suitable subjects.