**Output collection formats**

**February 2013**

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| --- | --- | --- | --- |
|  | **PDF (upload to submission system)** | **Physical output (deposit to REF warehouse)** |  |
| (Parts of) Books |
| A – Authored book | n/a | Actual book |  |
| B – Edited book | n/a | Actual book (if the edition is in multiple volumes, submit representative volume in the first instance) |  |
| C- Chapter in book | PDF upload of chapter and page(s) of the book that bear the title, publisher, editor, and publication date. | Actual book **or** hard copy of chapter including a copy of the page(s) of the book that bear the title, publisher, editor, and publication date. |  |
| R – Scholarly edition | If not available in print, PDF upload of short written description of the scholarly edition, including details of how it can be freely accessed (eg. URL) | Actual scholarly edition |  |
| Journal articles |
| D – Journal article | REF team to source. If REF team is unable to source then HEI to upload PDF of article/ conference contribution | n/a (if only hard copy is available the HEI should upload a scanned PDF) |  |
| E – Conference contribution |  |
| U – Working paper | PDF upload of working paper **and** evidence of year of publication |  |
| Physical artefacts |
| L – Artefact | PDF upload of photographic/ visual record of output  | Photographic/ visual record of output (paper and/or DVD/CD/USB) |  |
| P – Devices and products |  |
| Exhibitions and performances |
| M – Exhibition | PDF upload of representation of the output (e.g. photographic/ visual record) **and** evidence of year of dissemination | Representation of the output (e.g. recording or photographic/ visual record) **and** evidence of year of dissemination (paper and/or DVD/CD/USB) |  |
| I – Performance |  |
| Other documents |
| F – Patent/ published patent application | PDF upload of published patent application/ granted patent | Published patent application/ granted patent (paper) |  |
| J – Composition | If audio recording is not available, PDF upload of score **and** evidence of year of dissemination | Audio recording (if available) **and** score **and** evidence of year of dissemination (paper and/or DVD/CD/USB) |  |
| K – Design | PDF upload of photographic/ visual record of design **and** evidence of year of dissemination | Photographic/ visual record of design **and** evidence of year of dissemination (paper and/or DVD/CD/USB) |  |
| N – Research report for external body | PDF upload of report bearing year of publication/ dissemination | Hard copy of report bearing year of publication/ dissemination. |  |
| O – Confidential report for external body | PDF upload of report **and** evidence of year of receipt (e.g. letter, email, delivery notice) | Hard copy of report **and** evidence of year of receipt (e.g. letter, email, delivery notice) |  |
| Digital artefacts |
| G – Software | PDF upload of written description of the software **and** details of how the software, and if relevant, the source code, can be accessed (e.g. URL) | n/a |  |
| H – Website content | PDF upload of content as at date of publication (e.g. a date certified electronic copy of content) | Content as at date of publication e.g. a date certified electronic copy of content (DVD/CD/USB) or date stamped printout of content (paper) |  |
| Q – Digital or visual media | n/a | **Either** a copy of the published DVD, CD or other visual output; **or** for outputs that were broadcast, a digital or other visual copy of the content **and** evidence of year of dissemination |  |
| S – Research datasets and databases | PDF upload of written description of the dataset or database **and** details of where it can be accessed (e.g. URL) where relevant. Do not submit copies of actual datasets or databases. | n/a |  |
| Other |  |  |  |
| T - Other | PDF upload of representation of the output **and**, if not clear from the output, evidence of year of dissemination | **Either** the actual output **or** a representation of the output; **and**, if not clear from the output, evidence of year of dissemination (paper and/or DVD/CD/USB) |  |

**Notes**

1. The table sets out the requirement for providing either a copy of the output itself or a representation of the output (e.g. a visual record or recording of the output). In addition:
	1. For non-text outputs, practice-based outputs or any other output where the research dimensions are not evident within the output/representation of the output itself: a written description of the research process and/or content should be provided. Wherever possible this should be submitted in REF2 in the ‘additional information’ field (maximum 300 words). Only where necessary to enable the panel to assess the research dimensions of the output, a fuller written description of the research process and/or content should be provided instead of the written description in REF2. The fuller written description should be included as part of an uploaded PDF, or on paper together with a physical output.
	2. For outputs submitted in the UOAs within Main Panel D: if the research dimensions of the output cannot be fully represented by the output/representation of the output itself, together with the written description, a portfolio of evidence may be submitted. A portfolio should include the output/representation of the output, a written description, and additional complementary evidence of the research dimensions of the work. A portfolio may either be uploaded as a PDF, or deposited as a physical output (on paper, DVD, CD, USB or a combination of these). Further information can be found in ‘Panel criteria’, Part 2D, paragraph 71.
	3. For outputs submitted in UOAs within Main Panel C: non-text and practice-based outputs should be submitted either as a PDF or on paper, and a written description provided. Where the form of the output makes this essential, it may be supplemented by limited additional visual material in an accessible format. Further information can be found in ‘Panel criteria’, Part 2C, paragraphs 57 and 59.