



# Electronic Readings Submission Form

## 1. SUBJECT INFORMATION

Date \_\_\_\_\_ Subject Code \_\_\_\_\_ Session/s Required \_\_\_\_\_

Subject Name \_\_\_\_\_

Lecturer/s \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## 2. ITEMS REQUIRED

There are three main submission options:

1. **Provide a list of required items** attached to this form and submit to the Library Lending Desk or via internal mail to the Electronic Readings Service, Library. **Lists of required items can also be submitted via email** (ereading@uow.edu.au). If submitting a list via email, please provide all information as listed at the top of this form. The Electronic Readings Service will source the items from the Library collection or other libraries, and will advise you of existing electronic versions available through fulltext databases and electronic journal collections. You may also retrieve items directly from the Library collection for submission with this form.
2. **Provide good quality photocopies of original items** and submit with this form to the Library Lending Desk or via internal mail to the Electronic Readings Service, Library. Text should be clearly legible and reasonably square on the page with a margin of at least 2cm at the edges.
3. **Provide submissions in electronic format.** Typically, these may be PowerPoint or Word files.

For copyright management purposes, please supply full bibliographic details (Author, Title, Date of Publication, Publisher, Place of Publication, Journal Title, Volume and Issue Number, Page Numbers) for all submitted items. Citations should be formatted in the Harvard style.

## 3. ONLINE LINKS TO READINGS

All electronic readings will be made available via the Library Catalogue, where they will be searchable by author, article/chapter title, keywords, course code and lecturer's name. In addition, all WebCT sites will automatically include a Readings link to subject readings on the Library Catalogue.

Enquiries: Electronic Readings Service  
Ext. 3331, ereading@uow.edu.au

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| Office use only<br>Date received: ___ / ___ / ___ |
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