



The Centre holds examples of the following types of materials in its Research Files. The descriptions are provided to assist in categorising, filing, locating, and retrieving these materials.

**A Article by author/illustrator**

A piece of writing on a specific topic, by the author/illustrator, which forms part of a published book or other publication.

**B Article relating to publications**

A piece of writing which comments on the author's/illustrator's publications, written by someone other than the author/illustrator. If biographical information of some depth is included, the item appears under the heading Biographical note as well.

**C Artwork relating to author's/illustrator's work**

Any piece of artwork, in any form or media, which relates to the person's work, whether published or not. Where several pieces of artwork are mounted together on a single sheet, these are counted as a single piece of artwork.

**D Awards**

Notice of Australian/overseas awards for particular works or individual achievement. Also includes award announcements, such as the Children's Book Council Short Lists, which feature minimal or no review comment.

**E Autobiographical note**

An abbreviated account of a person's life written by that person.

**F Bibliography**

A complete or select list of literature or other media formats written by or about the author/illustrator.

**G Biographical note**

An abbreviated account of a person's life.

**H Reviews**

An evaluative assessment of a book, movie, theatre production or other creative effort, which is written by someone other than the creator.

**I Cassette of author's/illustrator's talk**

Audio recordings of authors/illustrators, etc. commenting on their own or others' work and/or career.

**J Contract**

A legal agreement between two parties.

**K Correspondence**

Any form of written communication between two parties, such as letters, cards and notes.

**M Dummy**

Blank sheets approximately the same size as a book under production on which rough proofs, sketches and perhaps text, are placed to indicate position and general appearance.

**N Dust jacket**

Printed or preliminary design of a paper cover to be placed around a bound book.

**O Exhibition material**

Items related to public displays of an author's/illustrator's work including such items as lists of displayed works.

**P Galley**

Printer's impressions taken from typed matter or page proofs set up in page form which are intended for checking and/or correction.

**Q Manuscript**

Hand-written or typed work of an author/illustrator in preliminary or final form whether intended for publication or not. Includes texts of shorter addresses as well as longer works.

**R Obituary**

Notice or article noting the death of an author/illustrator, often including a tribute to the person's life and/or work.

**S Photograph**

An image produced on a photo-sensitised surface of any size, in black and white or colour. Count duplicates as one photograph. A negative and print of that negative is counted as one item.

**T Poetry**

A literary work in metrical form.

**U Poster**

Any item designed for display purposes to promote or advertise an author's/illustrator's work, or to promote a seminar/conference/ exhibition relating to the person's work.

**V Promotion material**

Any item designed to encourage interest in the work of or further the growth and development of an author's/illustrator's work. These may include such items as press releases, publicity flyers from publishers, promotional kits produced by any organization, wrapping paper, calendars, stickers and buttons.

**W Program**

An item which details venue and/or content of an author's/illustrator's work or presentation, for example a program for a seminar, conference, musical, theatrical or other performance.

**Y Radio/television/play (or other media) script**

Works originally produced for broadcast or public performance.

**Z Reference plate lists**

Notes referring to or identifying illustrations and accompanying captions for a work to be published.

**AA Research material**

Preliminary text, such as notes, published material and other *written* items indicated as background resources for an author's/illustrator's works, whether these are published or not. *Excludes* visual/illustrative material (see C).

**AB Short story**

A work of prose fiction that differs in magnitude from a novel.

**AC Slide**

A transparent image mounted in rigid format and designed for projection.

**AD Transcription of talk**

Reproduction in print form of a talk, edited or unedited, and originally delivered orally and tape recorded.

**AE Videorecording**

A recording designed for television playback.

**AF Teaching resources**

Material produced to promote teaching and learning of creative works produce for young people These may be produced by the creator publishers or others.