**STELLENBOSCH UNIVERSITY**

**SUBCOMITTEE A BOOK PUBLICATION FUND**

**CALL FOR APPLICATIONS FOR 2025**

The Subcommittee A Book Publication Fund aims to support publication outputs of significant scholarly value by contributing to the costs of book publication and is particularly appropriate in cases where publication costs are unusually high due to artwork, maps, photographs, and other special production elements. Only publications that meet the criteria for subsidy from the Department of Higher Education (DHET) will be considered for support. If the application for funding is successful, the applicant is expected to submit the resulting publication for subsidy to DHET during the annual survey of research publication outputs. Applicants should thus be cognisant of the DHET criteria in this regard. In summary, the most important requirements are that 1) it should be scholarly work aimed at peers in the field and 2) the author should also be able to provide a statement from the publishers and/or editors explaining the peer review process that has been followed. A mere statement that peer review has taken place is insufficient since DHET requires information regarding the peer review process (see attached document “Requirements for submission of books/chapters in books”for further details.)

Both edited books and scholarly monographs will be considered.

Grants will be awarded on a competitive basis. The allocation of grants is subject to the availability of funds. **The maximum grant amount will be R50 000.** The committee retains the right to make a partial allocation or no allocation at all, even if the minimum criteria are met. The funding is not intended to provide funds for any activities leading up to the final publication of the book, such as data collection, data analyses, data verification, translation, page or reprint costs of articles in professional journals, or routine author activities such as indexing.

**Eligibility**

We invite applications from permanent C1 Staff in the Subcommittee A environment with completed books (or monographs) and publicationcontracts in hand. Support staff, affiliated researchers, Postdoctoral Fellows and students are not currently eligible. Applicants are limited to one application per call and one award per two-year period with preference given to deserving applicants that have not been funded in the past three-year cycle. Grant allocations in previous rounds will be considered in cases where multiple equally-deserving applications have been received.

**Funding Priorities**

The following criteria will be taken into consideration (not in priority order):

* A scholarly work written solely by the faculty member or
* A scholarly multi-author work of which the SU faculty member is an originator or editor – preference will be given to publications that have a majority SU contributors.
* The work may be in any discipline where the majority of contributions or the publication originates within the Subcommittee A environment.
* Certain presses are more prestigious than others and will be prioritised.
* The merits of the book will be considered with regard to impact and exposure for the University.

**Terms and Conditions**

* Applicants should provide quotes from at least two or three different publishers to illustrate an attempt to secure the best possible publisher and value for money
* Support awarded to an author must be paid directly to the publisher by the author’s Department. The publisher is required to provide written assurance to the author’s Department that the funds will be returned to the university in the eventuality that the book is not published for any reason.
* The faculty member must agree to acknowledge publication subvention support in the preface, introduction, or acknowledgement of the book with the following: “Support for this research was provided by Stellenbosch University.”
* The funding will only be released once evidence of successful peer-review, a final signed contract and a cost centre has been provided.

**Requirements for submission of books/chapters in books**

In compliance with the new policy of the Department of Higher Education & Policy (DHET) on the subsidization of research outputs the following documentation is compulsory when submitting a publication in this category.

A book is eligible for 10 subsidy units and a chapter in a book for 1 subsidy unit.

**Documentation/information to be provided from the author:**

1. **Hard copy** of the book.
	1. In case of e-books, a bound copy of a printout of the complete book should be submitted to the research office.
2. In the case of **second or later editions** being submitted for subsidy, clear evidence of new research must be provided. The author should submit a detailed statement clearly indicating the new work. The previous version of the publication should also be handed in. It is necessary that at least 50% of the publication being claimed must have not been published previously.
3. **Dissertations and theses** that have been converted into books must be clearly identified as such and there must be evidence of *substantial reworking* and additional research carried out. The author should submit a detailed statement clearly indicating the new work. The previous version of the publication should also be handed in.
4. In the event that a book is published in a **language other than English**, the institution must submit a **one page summary of the output in English**. Similarly, any supporting documentation must also be provided in English
5. In the case of **late submissions**, a formal motivation explaining the reason for the late submission should be handed in. It should be signed by the author/head of department.

**Documentation /information to be provided by publishers/editor(s)**

1. Evidence of the **pre-publication** peer review **process** must be provided for every book or chapter submitted for subsidy (*a mere statement that peer review had taken place is not sufficient).* The peer-review evidence must be clear and unambiguous.
	1. Unless in the case of blind review, the names and affiliations of the reviewers should be mentioned.
	2. It should also be stated clearly whether peer review had taken place on the whole manuscript or the proposal only.
	3. If possible, the peer review reports should be provided to support the submission.
	4. Other post publication reports can be handed *in addition* to the peer review report to strengthen the submission
	5. Templates or a generic declarations is not suffice (in the past we have received declarations from different publishers using the exact same statement re the peer review process that had been followed)
2. In the case of chapters in books, a justification by the editor should be provided (see point 2 in the previous heading)

**The following types of publications do not qualify for subsidy purposes:**

* Dissertations and theses
* Text books, professional handbooks and study guides
* Reference books, Dictionaries and Encyclopaedias
* Speeches of any type and nature
* Reports forming part of contract research and other commissioned work
* Works of fiction
* Introductions and conclusions (unless the entire book, as a unit, is being submitted for subsidy claim)
* Book reviews
* Second, third and following editions do not qualify for subsidy unless substantial new research has been done and it should be stated as such in a detailed motivation in this regard
* Translations

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| **BOOK PUBLICATION FUND: SUBCOMMITTEE A** |
| **APPLICATION FORM 2025** |
| **1** |  **APPLICATION INFORMATION**  |
| **1.1** | **Applicant (*Must be permanent C1 Staff*)** |
| Surname, Initials, Title |   |
| Department / Centre |   |
| Email address |   |
| **1.2** | **Are you the sole author?** |  o YES  | o NO |
| **1.3** | **Are you the sole editor?** |  o YES  | o NO |
| **1.4** | **If there are multiple authors with whom you are submitting this application, please provide their information below.**  |
| **Surname, Initials, Title** | **Department / Centre / Institution** | **Affiliation** |
|   |   |   |
|   |   |   |
|   |   |   |
| **2** | **DESCRIPTION** |
| **2.1** | **Title of book (if applicable indicate second or later edition)** |
|   |
| **2.2** | **Number of pages (A5 or larger), excluding references** |
|   |
| **2.3** | **Which publishers have you approached? If only one, please motivate.** |
|  |   |
| **2.4** | **Confirmed Publisher** |
| **Name** | **Website address** |
|   |   |
| **2.5** | **Do you have a contract with the Publisher in hand? (If so, please attach copy of contract to this application)** |
|  o YES  | o NO (draft contract underway) | o NO |
| **2.6** | **Into which discipline(s) does the work fall and what would the significance to the field/discipline and Stellenbosch University be? (max 250 words)** |
|   |
| **2.7** | **Date of Publication (estimated)** |
|   |
| **2.8** | **Has the author previously published a book-length scholarly work?**  |
|  o YES  | o NO |   |
| **2.9** | **Please describe the Publisher's policy or process pertaining to pre-publication peer-review.**  |
|  |  |
| **2.10** | **Possible impact and exposure for the SU University. (*Example: book to be used as part of Formal/Short academic course at SU OR book to feature at a possible National or International Conferences*)** |
|  |
| **2.11** | **Will you be able to obtain the information as mentioned in 2.9 directly from the publisher/editor in the form of an official statement?** |
|  |  o YES  | o NO |   |
| **2.12** | **Is this a scholarly book aimed at peers in the field?** |
|  |  o YES  | o NO |   |
| **2.13** | **Does the book comply with all the criteria set out in the document "Requirements for submission of books/chapters in books"?** |
|  |  o YES  | o NO |   |
| **2.14** | **If your application is successful, do you commit to submit your publication (together with the necessary documentation) for subsidy during the next annual SU survey of research publications?** |
|  |  o YES  | o NO |   |
| **3** | **BUDGET**  |
| **3.1** | **Funding plan (2023/24)** |
|  | **Amount** | **Justification** |
| Publishing costs |   |   |
| Language editing |   |   |
| Graphic design |   |   |
| Other costs *(add rows if needed)* |   |   |
| **Total** | R |   |
| **3.2** | **Please specify any other forms of funding to cover the full publication cost**  |
| **Source of funding** *(add rows if needed)* | **Amount** | **Comments** |
|   |   |   |
|   |   |   |
|   |   |   |
| **Total** | R  |   |
| **4** | **DECLARATION:**  |
| **4.1** | **Main author:** |
| \*I hereby certify that the information on this form is correct  |
| \* I hereby declare that I have familiarised myself with the requirements for submission for subsidy and that this publication complies with such requirements |
| \*I accept that the final outcomes of these grants will be evaluated in terms of the investment made by Subcommittee A through a final report to the committee. |
| NAME:  | SIGNATURE:  | DATE:  |
|   |   |   |
|  |  |  |
| **4.2** | **Motivation and signature by head of department OR dean of faculty (if applicant is HoD)** |
| Departmental chair/dean: |   |
| SIGNATURE:  | DATE: |
|   |   |
| Motivation:  |
|  |
| **5** | **ATTACHMENTS** |
| **§ Please attach your abbreviated CV**  |
| **§ Please attach quotes from at least two or three different publishers** |
| **§ Please attach (draft) contract with the publisher** |
| **§ Please attach a (draft) copy of the book** |
| Application may be completed in Afrikaans.Completed application must please be submitted in pdf format to Mr Levert Louw (levert@sun.ac.za)  |