

ADDENDUM C

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.
 - 1.1. 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.
 - 1.1. Unless in the case of blind review, the names and affiliations of the reviewers should be mentioned.
 - 1.2. It should also be stated clearly whether peer review had taken place on the whole manuscript or the proposal only.
 - 1.3. If possible, the peer review reports should be provided to support the submission.
 - 1.4. Other post publication reports can be handed *in addition* to the peer review report to strengthen the submission
 - 1.5. 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)

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