

14 October 2024

To: All Deans/Departmental Chairpersons/Heads and Directors

Annual Survey of 2024-Research Publication Output

1. The annual survey of 2024 research publication outputs for subsidy- and reporting purposes is taking place via the Symplectic Elements system *.
2. The subsidy income from the annual survey of Stellenbosch University (SU)'s research publication outputs form a critical part of SU's institutional budget. There is a significant institutional financial risk involved – affecting Academic Departments, Faculties, and the University as a whole – should SU not submit a complete annual report timeously to the DHET. The Symplectic Elements system was opened since 10 September 2024 for the capturing of outputs.
3. The Departmental Chairpersons are kindly requested to familiarise themselves with the rules and regulations of the research publication outputs submitted for subsidy purposes. (See Addendum B for further details.)
4. In conjunction with 3 above, the regulations of the Department of Higher Education and Training (DHET) require departmental chairpersons to sign a **checklist** for all the research outputs submitted for subsidy. (See addendum A for further details.) It is the responsibility of the departmental chairperson to ensure that all research outputs submitted for subsidy comply with these requirements. We cannot guarantee that incomplete information will be followed up on in the future, and incomplete submissions may result in a loss of subsidies for both your department and Stellenbosch University (SU).

** (Symplectic Elements is a research information management system that provides access for a researcher and a single contact person in each department/division/centre/bureau. This person is accordingly responsible for the submission of the research output of their department/division/centre/bureau.*

- All departmental heads and coordinators are urged to ensure that they are fully informed of the requirements in terms of publications that are submitted for subsidy. A checklist with information that is compulsory for each category is submitted and signed annually by each division/department, confirming that all information is complete and correct.
 - The Division for Research Development (DRD) will evaluate each submission for subsidy and to follow up with the relevant contact person in case of information that is outstanding. A date will be provided whereby outstanding information has to be uploaded. If the information is still outstanding by this date the relevant submission for subsidy will unfortunately have to be withdrawn – and we want to avoid this, as no environment can afford a loss of subsidy income.
 - We would therefore like to request that you urgently attend to these requests and ensure that outstanding information is submitted. The follow up period will be around February – April 2025. Due to the large volume of publication outputs that we need to verify, the DRD unfortunately no longer has the capacity to follow up repeatedly in cases where there is no response to requests for additional information – although we will try to do everything possible to assist departments and faculties to ensure that all outputs are submitted correctly and timeously for subsidy purposes.
4. Please take note that all institutions must submit electronic copies of the publications and supporting documents that are submitted for subsidy, as per DHET guidelines.
 5. All submissions must be thoroughly proofread – information that is reported in the incorrect format will not necessarily be reflected in the Research Report.
 6. The closing date for the submission of the 2024 research outputs is **Monday 20 January 2025**.

<u>Contact details:</u>	
General enquiries about research publication outputs & DHET policy	Dalené Pieterse Krotoa Building, Room 2048 Tel: 021 808 3557 e-mail: mver@sun.ac.za
	Felicia Mc Donald Krotoa Building, Room 2048 Tel: 021 808 2581 e-mail: fmcdonald@sun.ac.za
	Whitney Prins Krotoa Building, Room 2048 Tel: 021 808 9971 e-mail: whitney@sun.ac.za
Use of Symplectic Elements	Jennifer De Beer Krotoa Building, Room 2048 Tel: 021 808 9444 e-mail: jad@sun.ac.za

Kind regards

Dr Therina Theron

Senior Director: Research & Innovation

ADDENDUM B:

Guidelines for the Submission of the 2024 Research Publication Outputs

General

The annual reporting of research outputs is firstly done for purposes of claiming subsidy from the Department of Higher Education and Training (DHET) and secondly for the research report of the university. **Abstracts in accredited journals, contributions in popular magazines, blogs, conference abstracts, posters and editorial books will not be included in the research report.**

The two categories are as follows (the terminology as used on Symplectic Elements, is given in brackets):

Categories of research outputs that qualify for subsidy purposes	Categories of research outputs that do not qualify for subsidy (in other words non-subsidised research outputs)
*Journal articles in accredited journals (<i>journal articles</i>)	Journal articles in non-accredited journals (<i>journal article</i>)
*Published Proceedings (conference proceeding)	Published Proceedings: Conferences that do not comply with DHET requirements (<i>conference proceeding</i>)
*Books (<i>book</i>)	Books (<i>book</i>) that do not comply with DHET requirements
*Chapters in books (<i>book chapter</i>)	Chapters in books (<i>book chapter</i>) that do not comply with DHET requirements
Creative outputs (<i>Creative works</i>) Researchers now can submit their creative outputs to the Department of Higher Education and Training (DHET) for formal recognition and subsidy purposes. This submission is separate from the research publication outputs survey. Click here for more information.	Reports (<i>report</i>)

IMPORTANT NOTICE FOR CO-ORDINATORS/RESEARCHERS:

If a publication is submitted for subsidy, it must be nominated as such on the Annual Collection Module (ACM) in Symplectic Elements.

Please note that, if a publication is submitted for subsidy (i.e., the publication is nominated), all accompanying documentation (as set out below) must be uploaded on the electronic system with the application. No publication can be submitted successfully without the necessary documents.

The DHET requested all institutions to submit electronic copies of the research publication output with their supporting documents. The electronic copies can be uploaded as PDFs for each of the document types on the electronic system. Word documents must be saved as PDFs before being uploaded to the system. If the publication of the research output is **only available in hard copy**, for edited books and conferences, the relevant parts as set out in Addendum A, can be scanned in and uploaded on the electronic system; for authored books, the complete hard copy of the publication must be scanned in and uploaded on the electronic system.

Annual submission of research outputs to the Department of Higher Education & Training

The Department of Higher Education and Training only awards subsidy to authors that are formally affiliated with the claiming university. Affiliated authors are academic- or research personnel, undergraduate- or postgraduate students, research fellows, research fellow (special appointments) or extraordinary appointments or retired personnel. The affiliation of the author in the publication must reflect that of the claiming institution.

In cases where the affiliation of the SU author is not stated as such in the publication, proof of affiliation must be provided in the form of a Human Recourses letter for staff or an official letter from the promotor for postgraduate students.

Please note that the following criteria in the categories that qualify for subsidy apply to research outputs that are submitted for subsidy purposes only and are therefore not applicable to outputs that are only reported for the purpose of the Research Report.

Journal articles in accredited journals

Includes original research articles, original research letters and review articles which had undergone peer review prior publication, in an accredited journal.

US authors in the **research group**, who are not part of the main authors of an article in an accredited journal, cannot claim subsidy for their part.

Exclusions: editorials, letters to the editor, book reviews, news articles, tributes and reports on conferences and symposia. These exclusions apply even if they were published in an accredited journal.

The lists of accredited journals can be downloaded from our website in Excel under “Accredited Journals” at

<https://rb.gy/92uox>

Additionally, direct links to some of these indices can also be found at:

- **Clarivate Analytics/ Core Web of Science /Thomson Reuters ISI** (“Institute for Scientific Information”) citation indices

Science Citation Index Expanded

Social Sciences Citation Index

Arts & Humanities Citation Index

<https://mjl.clarivate.com/home>

Please note the following when you are searching for a journal on the Thomson/ISI website: Journals that appear on the Master list are not necessarily accredited; only the ones on the 3 indices of the ISI Web of Science list: Science Citation Index; Social Sciences Citation Index and Arts and Humanities Citation Index. Please note that the Emerging Science Citation index is not accredited.

- **IBSS** ("International Bibliography of the Social Sciences")
<https://www.proquest.com/databases/publicationbrowse?accountid=14049>
- A list of **local journals** as maintained by the Department of Higher Education and Training
<https://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Postdocs/PD%20Adverts/2023/DHET%20Local%20list%20for%202024%20survey.pdf>
- **Norwegian list**
https://kanalregister.hkdir.no/publiseringsskanaler/Forside.action?request_locale=en
- **ScieLO SA**
http://www.scielo.org.za/scielo.php?script=sci_alphabetic&lng=en&nrm=iso
- **Scopus**
<https://www.scopus.com/sources.uri?zone=TopNavBar&origin=searchbasic>
- **DOAJ**
<https://doaj.org/>

What information must accompany the submission?

An electronic copy of the full journal article on which the following information appears and are highlighted, must be uploaded to the electronic system.

- Name of the journal
- Year of publication
- Volume and issue number (if applicable)

- Page- or Article ID number
- Names of authors and their affiliations
Submission of articles from databases like PubMed is not sufficient as they only state the abstract (as opposed to the full article) and not the affiliation of all the authors (in most cases only the affiliation of the first author is stated).
- This survey is only applicable to **2024**-research publication outputs. Journal articles with 2023 publication dates must be accompanied by a **written and signed by Departmental head, motivation letter stating the reason** for the late submission.

Please refer to the next page for an example of the format of data to be provided as well as the correct way to indicate author affiliation.

For future reference, please note that “Stellenbosch University” must appear on the article for SU to claim subsidy.

Print Journals: Article with sequential page numbers

The screenshot shows the front page of a journal article. Callouts point to the following elements:

- Journal Title:** Journal of Insect Conservation (2022) 26:477–489
- Page Numbers:** 26:477–489
- Volume number:** 26
- publication Year:** 2022
- SU affiliation:** Stellenbosch University, Private Bag X1, Matieland, Stellenbosch, South Africa

The article title is "Small-scale traditional maize farming fosters greater arthropod diversity value than conventional maize farming". The authors are Nickson Erick Otieno^{1,2}, Shayne Martin J. ^{1,2}, and James Stephen Pryke². The abstract discusses the importance of natural areas for agriculture and the impact of farming systems on arthropod diversity.

The screenshot shows the SYMPLECTIC Elements interface for adding a journal article record. The form includes the following fields:

- Publication date:** Jun 2022
- Online publication date:** 16 Jun 2021
- Title:** Small-scale traditional maize farming fosters greater arthropod diversity value than conventional maize farming
- Journal:** Journal of Insect Conservation
- Keywords:** Fields of Research (2020): 31 Biological Sciences, Fields of Research (2020): 3103 Ecology, Fields of Research (2020): 41 Environmental Sciences, Fields of Research (2020): 4104 Environmental Management, UN Sustainable Development Goals: 14 Life Below Water
- Status:** [None]
- Pageination:**

Begin page	End page	Page count
477	489	
- Article ID number:** [Empty field]
- Publisher:** Springer Nature
- Publisher URL:** [Empty field]
- Volume:** 26
- Issue:** 3

Online Journals: Article ID Number

thropogenic stress threaten ... 1 / 11 82%

Journal Title: Science of the Total Environment

number of pages: 806

Volume: 150806

Article ID number: 150806

Publication Year (Output Year on system): 2022

Contents lists available at ScienceDirect

Science of the Total Environment

journal homepage: www.elsevier.com/locate/scitotenv

Combined climatic and anthropogenic stress threaten resilience of important wetland sites in an arid region

Rassim Khelifa^{a,b,*}, Hayat Mahdjoub^c, Michael J. Samways^d

^a Zoology Department, University of British Columbia, Vancouver, Canada
^b Biodiversity Research Centre, University of British Columbia, Vancouver, Canada
^c Department of Evolutionary Biology and Environmental Science, University of Zurich, Zurich, Switzerland
^d Department of Conservation Ecology and Entomology, Stellenbosch University, South Africa

Internal Author

HIGHLIGHTS

- Protected wetlands are heavily affected by climate change and anthropogenic perturbation
- These changes are detrimental in regions where the climate is already extreme and variable
- North African Ramsar sites witnessed alarming changes in climate and human influence
- Climate change is projected to be severe

GRAPHICAL ABSTRACT

The graphical abstract features a central circle labeled 'Wetlands'. Five arrows point towards this central circle from different directions, each labeled with a factor: 'Road' (top left), 'Agriculture' (middle left), 'Climate change' (bottom left), 'Urbanization' (bottom right), and 'Pollution' (top right). Each label is accompanied by a small icon: a road for 'Road', a tractor for 'Agriculture', a sun and clouds for 'Climate change', a city skyline for 'Urbanization', and a factory with smoke for 'Pollution'.

Michael Samways

×

Felicia Mc Donald

Add journal article record

Essential Information

Publication date

Feb 2022

×

Online publication date

06 Oct 2021

×

★ Title

Combined climatic and anthropogenic stress threaten resilience of important wetland sites in an arid region

Journal

The Science of The Total Environment

Keywords

Fields of Research (2020): 41 Environmental Sciences

Fields of Research (2020): 4101 Climate Change Impacts and Adaptation

MeSH: Biodiversity

MeSH: Conservation of Natural Resources

MeSH: Humans

MeSH: Tunisia

MeSH: Wetlands

UN Sustainable Development Goals: 13 Climate Action

UN Sustainable Development Goals: 15 Life on Land

Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter.

Unclassified

Status

[None]

▼

Pagination

Begin page

End page

Page count

Article ID number

150806

Publisher

Elsevier

Publisher URL

Volume

806

Issue

Pt 4

ISSN

0048-9697

eISSN

DOI

10.1016/j.scitotenv.2021.150806

?

If an online article does not have sequential page numbers, then enter the article ID number as it appears on the article.

?

Update of essential information for each of the eligible claimed journal articles for the current reporting year in Symplectic Elements

The fields marked with an Asterix (*) and dollar sign (\$) need to be completed on the manual record for the publication to be accepted by the DHET system

Essential Information							
\$ Publication date	<input type="text"/>						
Online publication date	<input type="text"/>						
* Title	<input type="text"/>						
\$ Journal	<input type="text"/>						
Keywords	<div>No Keywords - please add...</div> <div> <p>Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter.</p> <p>Unclassified</p> <input type="text"/> </div>						
\$ Status	<input type="text" value="[None]"/>						
\$ Pagination	<table border="1"> <thead> <tr> <th>Begin page</th> <th>End page</th> <th>Page count</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Begin page	End page	Page count	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin page	End page	Page count					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
\$ Article ID number	<input type="text"/>						
\$ Publisher	<input type="text"/>						
Publisher URL	<input type="text"/>						
\$ Volume	<input type="text"/>						
Issue	<input type="text"/>						
\$ ISSN	<input type="text"/>						
eISSN	<input type="text"/>						

\$ DOI	<input type="text"/>
Open access status	<input type="text" value="[None]"/>
\$ Open Access Journal (DHET)	<input checked="" type="radio"/> [None] <input type="radio"/> yes <input type="radio"/> no
\$ Field of Research (DHET)	<input type="text" value="[None]"/>
Other natural science (Please specify)	<input type="text"/>
Other engineering and technologies (Please specify)	<input type="text"/>
Other medical science (Please specify)	<input type="text"/>
Other agricultural sciences (Please specify)	<input type="text"/>
Other social sciences (Please specify)	<input type="text"/>
Other humanities (Please specify)	<input type="text"/>
* Authors	<div><input type="text" value="Forster, Dion Angus"/> edit trash</div> <div>Add another person</div>
Author URL	<input type="text"/>
Publication fee description	<input type="text"/>
Publisher currency	<input type="text"/>
publication-fee-article	<div><input type="text" value="ZAR"/> <input type="text"/></div>
Author contribution pub fee ZAR	<div><input type="text" value="ZAR"/> <input type="text"/></div>
Funder(s)	<div><input type="text" value="No Funder(s) - please add..."/></div> <div><div>Grant ID <input type="text"/></div><div>Organisation <input type="text"/></div><div>Add</div></div> <div>Add text</div>

?

?

?

?

?

?

?

CANCEL

SA

How to apply for accreditation of a journal?

Only applications for the accreditation of **local** journals are submitted via the Division of Research Development to the Department of Higher Education and Training.

South African journals which, in the opinion of the editor, comply with the following criteria may apply to the Department for inclusion in the List of accredited South African Local Journals:

- The purpose of the journal must be to disseminate research results, and the content must support high level learning, teaching and research in the relevant subject area.
- Articles accepted for publication in the journal must be peer reviewed.
- At least 75% of contributions published in the journal must emanate from multiple institutions.
- The journal must have an International Standard Serial Number (ISSN).
- The journal must be published at the frequency it is intended to be published, e.g., quarterly, biannually, annually or biennially.
- The journal must have an editorial board, with more than two-thirds of the editorial board members beyond a single institution, and which is reflective of expertise in the relevant subject area.
- The journal must be distributed beyond a single institution; and
- Journals must include English abstracts if their language of publication is not English.

If you wish to apply for the accreditation of a local journal, please provide the following information before **15 June** each year:

- Title, including translations if not published in English.
- The ISSN and or e-ISSN of the journal.
- Publisher and the publisher's address and contact details.
- Frequency of publication.
- Evidence that the journal has been published uninterrupted for a minimum of three years as well as the latest three consecutive copies of the journal.
- Editorial policy, including evidence of the peer review process.
- Editorial Board - the status of the members of the editorial board must be stated together with their institutional affiliations.
- In the case of electronic journals, the journal's internet Uniform Resource Locator (URL); and
- Proof of the journal's library holdings and/or downloads for electronic publications.

Applications for the accreditation of international journals must be made via the editorial board of the journal to the relevant index. More information on the selection process of each of the indexes can be found at the links below.

- ISI
https://support.clarivate.com/ScientificandAcademicResearch/s/article/Web-of-Science-Core-Collection-All-Journal-Submissions-will-be-through-Web-of-Science-Publisher-Portal?language=en_US
- IBSS
<http://media2.proquest.com/documents/IBSS+Editorial+Policies+and+Principles.pdf>
- Norwegian List
<https://kanalregister.hkdir.no/publiseringskanaler/OmKriterier>
- Scopus <https://www.elsevier.com/solutions/scopus/content/content-policy-and-selection>; <http://suggestor.step.scopus.com/suggestTitle/step1.cfm>
- SciELO SA
http://www.scielo.org.za/avaliacao/avaliacao_en.htm
- DOAJ
<https://doaj.org/account/login?redirected=apply>

Published Proceedings

Published conference proceedings which are focused on the academic specialist and of which the full-length paper had undergone peer review prior to publication, can be submitted for subsidy.

Conference proceedings that also appear in accredited journals and that are the final publication of the research results must be entered in the category “Journal articles (subsidized). **Please note that the subsidy can only be awarded for either the conference contribution or the journal article and not both.**

What information must accompany the submission?

If you wish to apply for a subsidy for the conference proceedings, please provide the following information as soft copies:

- Complete copy of the proceedings or the relevant parts listed below must be scanned in.
 - Title page showing the conference title
 - Imprint page showing the editor(s), ISBN & copyright date
Only conference proceedings with an ISBN or e-ISBN qualify for subsidy. No written ISBN is acceptable.
 - **Complete index page(s)**
 - Introduction/Forward/Welcome/Reviewers/
 - Editorial board or organising Committee and their affiliation
 - Research paper(s) of SU authors and
 - List of contributors, if applicable
- Target audience of the conference is academic peers.
- A written communication of the detailed peer review process for the contributions (if the selection criteria are not stated in the proceedings, documentation in this regard **MUST** be obtained from the editor). It should also clearly state that the **full-length** paper had been reviewed and not just the abstract. The criteria used to review the papers; the number of reviewers; the number of papers submitted for review and the number of papers accepted/rejected must be indicated. Upload the peer review reports in support of the peer review evidence.
- This survey is only applicable to **2024**-research outputs. Proceedings with 2023 publication dates must be accompanied by a **written and signed by Departmental head, motivation letter** stating the reason for the late submission.

Example of proof of peer review prior publication

Datum 12 January 2022
Kenmerk 20220112/AYA
Pag./van 1/1

TU Delft

Faculty of Electrical Engineering
Mathematics and Computer Science
Microelements (EWI)

Adres
Mekelweg 4
2628 CD Delft
The Netherlands

To [Redacted]
Stellenbosch University

To whom it may concern,

This letter outlines the process of peer reviewing of submitted papers considered for conference presentation and publication in the proceedings of the 2020 15th European Microwave Integrated Circuits Conference (EuMIC), which took place on January 10–15, 2021, in Utrecht, Netherlands (online).

As Technical Program Chair of the European Microwave Week 2020, which includes among other conferences the European Microwave Integrated Circuits Conference, I was in charge of organization the paper review process and scientific program preparation.

I hereby confirm that each of the full papers submitted was subjected to rigorous peer review. Each paper was reviewed by at least five independent international experts in the field. Criteria that the reviewers were asked to consider included the degree of novelty, relevance of the paper, interest to the scientific community and clarity of presentation. Only papers found to be of appropriate international standard were accepted to be presented at the conference and published in the proceedings. In total, from 120 papers submitted to EUMIC only 70 papers have been accepted.

Kind regards,

A. Yarovoy
Delft

Prof. DSc. A. Yarovoy

Chair responsible for facilitating peer review process

Peer reviewers are independent and international experts

Conference Details








Peer Review Criteria to ensure good quality



Peer review process is decisive for approval of the paper

Update of essential information for each of the eligible claimed conference proceeding for the current reporting year in Symplectic Elements

The fields marked with an Asterix (*) and dollar sign (\$) need to be completed on the manual record for the publication to be accepted by the DHET system

Essential Information

\$ Publication date	06 Sep 2024  
Online publication date	<input type="text"/> 
* Title	<input type="text"/> 
Abstract	<input type="text"/> 
Keywords	No Keywords - please add...
	<small>Label scheme without a vocabulary; to add a keyword, type the value and click Add or press enter.</small>
	Unclassified <input type="text"/>  Add
\$ Status	[None] 
\$ Pagination	Begin page <input type="text"/> End page <input type="text"/> Page count <input type="text"/>
\$ Name of conference	<input type="text"/> <small>Type in the conference name</small>
\$ Published proceedings	<input type="text"/> <small>Type in the conference name as on the imprint/ cover page of the proceeding</small>

\$ Publisher	<input type="text"/>
Publisher URL	<input type="text"/>
ISBN-10	<input type="text"/>
\$ ISBN-13	<input type="text"/>
ISSN	<input type="text"/>
Volume	<input type="text"/>
DOI	<input type="text"/>
* Authors	<input type="text" value="Pieterse, Dalene"/>  
	Add another person

\$ Field of Research (DHET)	[None] ▼	
Other natural sciences (Please specify)	<input type="text"/>	?
Other engineering and technologies (Please specify)	<input type="text"/>	?
Other medical sciences (Please specify)	<input type="text"/>	?
Other agricultural sciences (Please specify)	<input type="text"/>	?
Other social sciences (Please specify)	<input type="text"/>	?
Other humanities (Please specify)	<input type="text"/>	?
\$ Conference start date	<input type="text"/>	
\$ Conference finish date	<input type="text"/>	
\$ Conference place	<input type="text"/>	Add the city here

Other Affiliations (Only SA HEIs)	[None] ▼		Going to move to Author Details in ACM
Other Affiliations (Other SA Institutions)	<input type="text"/>		
Other Affiliations (International Institutions)	<input type="text"/>		
Author URL	<input type="text"/>		
Editors	No Editors - please add... Add a person		For proceedings with editors, please add here

\$ Conference country	No Conference country - please add...	See the country list
\$ Original/photocopy	[None] ▼	Select original if the complete proceeding was uploaded/ Select Photocopies if only parts of the proceeding is scanned in
\$ Evidence of peer review (Y/N)	[None] ▼	
\$ Type of evidence	No Type of evidence - please add...	see the evidence of peer review in next slide. you can select more than one option
\$ Complies with 60% rule?	[None] ▼	
Funder(s)	No Funder(s) - please add...	This is only applicable to local/national conferences
	Grant ID: <input type="text"/> Organisation: <input type="text"/> <input type="button" value="Add"/>	
	<input type="button" value="Add text"/>	Click here to save record
		<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>

Books and Chapters in Books

This category includes books for specialists in the field, i.e., stringently refereed original research material of high quality.

Exclusions

- Books aimed at the public and/or undergraduate students do not qualify for subsidy.
- Editorial work does not qualify for subsidy.
Editors who have chapters in their book cannot be the reviewer since peer review should be independent.
- As a rule, introductions and conclusions do not qualify for subsidy. If you are of the opinion that your contribution reflects original research, the author may submit a motivational letter.
- Dissertations, textbooks, study guides for undergraduate students, inaugural speeches, reports on contract research, festschrifts and documentation of case studies, translations and dictionaries do not qualify for subsidy.

What information must accompany the submission?

If you wish to apply for subsidy for a book/chapter in a book, please provide the following information:

1. **A complete soft copy of the book** is provided. DHET makes no longer exceptions for authored books(monographs). If the book is only published as a hard copy, the complete book must be scanned in.

For edited books the relevant parts as listed below, must be scanned as A4 pages and uploaded on the electronic system.
 1. Front cover
 2. imprint page showing the copyright date, ISBN and publisher; page showing the book title and editors.
 3. complete table of content
 4. Foreword/Acknowledgement/Introduction
 5. contributors list
 6. claiming chapter(s)
 7. back cover of the book.
2. The additional information requested in the DHET policy is a written justification of a maximum of 500 words, written by the author (s) (Books) or general editor (chapter in books).

2.1. Explaining the contribution that the book makes to scholarship. This justification should not be an abstract of the contents or preface of the book, but should, rather, describe the methodology used as well as the unique contribution made to knowledge production. It should be clear that the book or chapter against which subsidy is being claimed disseminates original research and new developments within the specific discipline.

2.2. As part of the motivation, there must be an unequivocal statement that no part of the work is guilty of plagiarism or has been published elsewhere.

2.3. The target market must be indicated

If the information is already indicated in the publication, the place of the target market in the book should be identified in the written motivation rather than repeating it in the motivation.

In cases where the publication indicates that the target market is undergraduate students and or a broad general audience, motivation must be given to indicate the scientific nature of the work.

A template is available for the completion of the justification.

3. Submission of proof of peer review of the book PRIOR to publication. According to DHET guidelines, proof of peer review should preferably be obtained from the publishers and not the editors of the publication and should include as much detail about the peer review process as possible.

If the **editor** was responsible for **facilitating the peer review process**, the publisher must confirm this in a letter so that the general editor can give the details of the peer review process of the book.

- **Independence** of peer review is important, hence the questionability of peer review by an **editor as peer reviewer**.
- Peer review by the editor also raises the issue of scholarliness, since it will only be in exceptional cases that an editor will be an expert on all the issues addressed in a publication.
- The issue of reject ability plays an important role and, if possible, information regarding the rejection rate should be included in the peer review process statement.
- Scholarliness of a publication will not overrule lack of peer review based on fairness and consistency in judging submissions.
- In the past we have come across statements of peer review where the content has been provided by the authors themselves to the editors/conference organisers and this practice is strongly discouraged. There were cases where the content had been the exact same phrasing for various publications by different publishers and this reflects negatively on the reputation of both the author as well as the publisher.

4. The target audience should be experts in the field and not a broad audience.

5. This survey is only applicable to **2024**-research outputs. Books and chapters in books with 2023 publication dates must be accompanied by a **written and signed by the Departmental head motivation letter** stating the reason for the late submission.
6. If either the book or chapter in book is published in a language other than English, a summary of the output in English with a minimum of one page must be submitted.
7. The affiliation of the claiming author is published in the publication.
8. If this is NOT the first edition, hand in a motivation explaining which the new research is and giving the precise page numbers of the new research.

Please see Addendum C for more information on the requirements for the submission of books and chapters in books for subsidy to the DHET

Update of essential information for each of the eligible claimed books for the current reporting year in Symplectic Elements

The fields marked with an Asterix (*) and dollar sign (\$) need to be completed on the manual record for the publication to be accepted by the DHET system

Essential Information

Publication date

Online publication date

* Title

Series

Edition

Keywords

No Keywords - please add...

Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter.

Unclassified

Add

Abstract

\$ Status

[None]

Start page

START PAGE
IS ALWAYS 1

\$ End page	<input type="text"/>	<p>Refers to the last page of the last chapter in the book. Excluding index, references etc.</p> <p>?</p> <p>?</p> <p>?</p>
\$ Total pages claimed	<input type="text"/>	
\$ Total number of pages in book	<input type="text"/>	
ISBN-10	<input type="text"/>	
\$ ISBN-13	<input type="text"/>	
DOI	<input type="text"/>	
\$ Publisher	<input type="text"/>	
\$ City	<input type="text"/>	
\$ Place of publication (DHET)	<p>No Place of publication (DHET) - please add...</p> <p>Label scheme with a vocabulary, but not restricted: to add a keyword, type the value and either select a suggestion or click Add.</p> <p>DHET Countries</p> <p><input type="text"/> <input type="button" value="Add"/></p>	
Publisher URL	<input type="text"/>	
* Authors	<p>No Authors - please add...</p> <p>Add a person</p>	

Other Affiliations (Only SA HEIs)	<input type="text" value="[None]"/>	<p>GOING TO MOVE TO ACM TO AUTHOR DETAILS</p>
Other Affiliations (Other SA Institutions)	<input type="text"/>	
Other Affiliations (International Institutions)	<input type="text"/>	
Author URL	<input type="text"/>	
\$ Field of Research (DHET)	<input type="text" value="[None]"/>	
Other natural science (Please specify)	<input type="text"/>	?
Other engineering and technologies (Please specify)	<input type="text"/>	?
Other medical science (Please specify)	<input type="text"/>	?
Other agricultural sciences (Please specify)	<input type="text"/>	?
Other social sciences (Please specify)	<input type="text"/>	?
Other humanities (Please specify)	<input type="text"/>	?

Original/photocopy [None] **SELECT PHOTOCOPY IF BOOK IS SCANNED**

Evidence of Peer Review (Y/N) [None] **SELECT YES OR NO**

Type of Evidence No Type of Evidence - please add...

Label scheme restricted to a vocabulary: to add a keyword, start typing and select an option.

Types of evidence

Funder(s) No Funder(s) - please add...

Grant ID

Organisation

Add text Add






CLICK ON SAVE

CANCEL SAVE

Update of essential information for each of the eligible claimed chapters in books for the current reporting year in Symplectic Elements

The fields marked with an Asterix (*) and dollar sign (\$) need to be completed on the manual record for the publication to be accepted by the DHET system

Essential Information

\$	Publication date	<input type="text"/>	
	Online publication date	<input type="text"/>	
*	Chapter Title	<input type="text"/>	
\$	Book title	<input type="text"/>	
	Edition	<input type="text"/>	
	Series	<input type="text"/>	
	Volume	<input type="text"/>	
	Abstract	<input type="text"/>	
	Keywords	<div>No Keywords - please add...</div> <div>Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter.</div> <div>Unclassified</div> <div><input type="text"/>  Add</div>	

+

Add

\$

Status

[None] ▼

ISBN-10

\$

ISBN-13

DOI

\$

Pagination

Begin page

End page

Page count

\$

Total no of pages in book

\$

Number of chapters in book

Chapter number

\$

Publisher

\$

City

\$

Place of Publication (DHET)

No Place of Publication (DHET) - please add...

Label scheme with a vocabulary, but not restricted: to add a keyword, type the

?

Publisher URL	<input type="text"/>	
* Authors	<div>No Authors - please add..</div> <div>Add a person</div>	
Author URL	<input type="text"/>	
§ Editors	<div>No Editors - please add..</div> <div>Add a person</div>	
§ Field of Research (DHET)	<input type="text" value="[None]"/>	
Other natural science (Please specify)	<input type="text"/>	?
Other engineering and technologies (Please specify)	<input type="text"/>	?
Other medical science (Please specify)	<input type="text"/>	?
Other agricultural sciences (Please specify)	<input type="text"/>	?
Other social sciences (Please specify)	<input type="text"/>	?
Other humanities (Please specify)	<input type="text"/>	?

§ Original/photocopy	<input type="text" value="[None]"/>
§ Evidence of peer review (Y/N)	<input type="text"/>
§ Types of Evidence (DHET)	<div>No Types of Evidence (DHET) - please add...</div> <div><small>Label scheme restricted to a vocabulary: to add a keyword, start typing and select an option.</small> Types of Evidence (DHET) <input type="text"/></div>
Funder(s)	<div>No Funder(s) - please add...</div> <div><small>Grant ID</small> <input type="text"/> <small>Organisation</small> <input type="text"/></div> <div><input type="button" value="Add"/></div>

Please see the Appendices 1-3, attached for examples of peer review letters

Calculation of subsidy units for each category

Category	<p>Subsidy units allocated by DHET as well as for internal SU funding for the purpose of the SOS-funds.</p> <p><i>The subsidy unit is equally divided by the number of authors for a research publication output.</i></p>
Research article	A research article published in an approved journal will be subsidized as a single unit (1 unit)
Peer reviewed books & chapters in books	<p>A book may be subsidized to a maximum of 10 units based on the number of pages being claimed for. The references, index, appendix etc. at the back of the book is not included in the amount for which subsidy may be claimed for. A guide on unit allocation for book publications is as follows:</p> <p>A chapter in a book = 1 unit (if 10 or less chapters) If a book has more than 10 chapters, the subsidy per chapter = $10/\text{number of chapters}$</p> <p>A book of a minimum of 60 pages but less than 90 pages = 2 units A book of 90 pages and above, but less than 120 pages = 3 units A book of 120 pages and above, but less than 150 pages = 4 units A book of 150 pages and above, but less than 180 pages = 5 units A book of 180 pages and above, but less than 210 pages = 6 units A book of 210 pages and above, but less than 240 pages = 7 units A book of 240 pages and above, but less than 270 pages = 8 units A book of 270 pages and above, but less than 300 pages = 9 units A book of 300 pages and above = 10 units</p>
Published peer reviewed conference proceedings	Proceedings published as part of a peer reviewed non-periodical research output from conferences, congresses, symposia or other meetings where the primary purpose of disseminating research results will be allocated a maximum of one half a unit (0.5) if all the authors are affiliated to the claiming institution.
<p>If an author indicates that he or she belongs to more than one Higher Education institute in South Africa, the author's subsidy portion is divided equally between the institutions.</p>	

Other Non-Subsidised Research Outputs

Research Reports

This category includes research results published in the form of a report.

Creative Work

This category includes literary works, compositions, art exhibitions, music performances, as well as theatre and media productions. Please see the new policy on Creative Outputs below.

<http://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Research%20Outputs/Government%20Gazette%20Policy%20Evaluation%20Creative%20Outputs%202017.pdf>

Creative Outputs and Innovations

The Department of Higher Education and Training (DHET) introduced the Policy on the Evaluation of Creative Outputs and Innovations produced by South African Public Higher Education Institutions (2017) in 2019. The following categories are included in this policy:

→ Creative Outputs

- Fine Arts and Visual Arts
- Music
- Theatre
- Performance and Dance
- Design
- Film and Television
- Literary Arts

→ Innovations:

- Patents
- Plant breeders' rights (PBR)

The submission of creative outputs as well as patents and plant breeders' rights are handled separately from the survey of research publications. For more information on these processes please contact Whitney Prins (whitney@sun.ac.za) for creative outputs and Ravini Moodley(ravini@sun.ac.za) for patents and plant breeders' rights.

APPENDIX 1

palgrave
macmillan

19th of June 2021

Rebecca Wyde Editor for Education

Peer review confirmation

To whom it may concern,

rebecca.wyde@palgrave.com

Please allow me to introduce myself – I am the Editor for Education in the Scholarly and Research division of Palgrave Macmillan.

I can confirm that *Higher Teaching and Learning for Alternative Futures: A Renewed Focus on Critical Pedagogy* by [REDACTED] (2021) was subjected to a strict peer review schedule prior to acceptance. Both the proposal and the text itself were peer reviewed before moving forwards to ensure that the resulting book would meet our high publication standards.

Our peer review process is anonymous and organised in house to maintain control. We choose the reviewers from across academic institutions around the globe, contacting them directly with the relevant material and accompanying reviewing guidelines. These guidelines detail the information that we require when considering a proposal or manuscript and ask questions to clarify the text's place within its field. Further development to the material is requested following the feedback and discussions between the authors and the editorial team.

Please do contact me if any further information is required.

Best wishes,
Rebecca Wyde



APPENDIX 2



University Printing House
Shaftesbury Road
Cambridge CB2 8BS
United Kingdom

To whom it may concern

Re.: Confirmation of peer-reviewed publication

This is to confirm that the book *Youth Language Practices and Urban Language Contact in Africa* was published in 2021 (ISBN: 978-1-107-17120-6), edited by Rajend Mesthrie, Ellen Hurst-Harosh & Heather Brookes. As with all Cambridge University Press books, the initial proposal for the book was peer reviewed anonymously by three scholars from the field and subject to further scrutiny by the series editor. Each draft chapter and the entire manuscript was read by each of the three editors. In this process one draft chapter was rejected and all other chapters required to do either minor or major revisions. A series editor for the Press read and commented extensively on the near-final manuscript before approving the final draft. Here is the final list of chapters.

Introduction

Rajend Mesthrie, Ellen Hurst-Harosh and Heather Brookes

1 Language Contact and Structure in Urban IsiXhosa and Associated Youth Languages

Silvester Ron Simango

2 Not 'Deep' but Still IsiXhosa: Young People's Urban IsiXhosa and Its Relation to Tsotsitaal

Tessa Dowling

3 Rethinking Youth Language Practices in South Africa: An Interactional Sociocultural Perspective

Heather Brookes

4 Tsotsitaals, Urban Vernaculars and Contact Linguistics

Rajend Mesthrie

5 Grammatical Hybridity in Camfranglais?

Roland Kießling

6 Sheng and Engsh in Kenya's Public Spaces and Media: From Nganya and Mathree to Broadcast Proggiez

Maarten Mous and Sandra Barasa

7 Exploring Hybridity in Ivorian French and Nouchi

Akissi Béatrice Boutin

8 Authenticity and the Object of Analysis: Methods of Youth Language Data Collection

Ellen Hurst-Harosh and Eyo Offiong Mensah

Yours sincerely,

A handwritten signature in black ink, appearing to read "Helen Barton".

Helen Barton
Senior Commissioning Editor, Language and Linguistics
helen.barton@cambridge.org

APPENDIX: Examples of letters from the publisher on the peer review process for chapters in
APPENDIX 3



BRILL

Leiden, 24 January 2022

Dear Sir, Madam,

This letter serves to acknowledge that the chapter

“Chapter 1 Temporal and Geographical Extensions in Translation Studies: Explaining the Background” by [REDACTED] appeared in the volume entitled

The Situatedness of Translation Studies: Temporal and Geographical Dynamics of Theorization. van Doorslaer, L., Naaijken, T. (Eds.) published by Brill in 2021.

The volume appeared in the series: Approaches to Translation Studies (www.brill.com/ATTS). The acceptance of this manuscript was based on a positive assessment of the manuscript by two peers in a thorough, double blind and anonymous peer review procedure. In addition to that, the manuscript and its review reports have been vetted by the series’ editorial board members who are all experts in the field of Translation Studies.

We are happy we have been offered such exceptionally high quality academic research for inclusion in this long standing series aimed at a scholarly audience.

This title can be found under ISBN: 978-90-04-43779-1.

I trust this information will suffice; else you can contact me at Masja.Horn@brill.com.

Best wishes,
 Masja Horn

BRILL

Masja Horn

Sr Acquisitions Editor

Literature and Cultural Studies

+31(0)715353417 | www.brill.com

BRILL • Plantijnstraat 2 • P.O. Box 9000 • 2300 PA Leiden • The Netherlands
 T +31 (0)71-53 53 500 • F +31 (0)71-53 17 532 • Commercial Register Leiden 28000012

Research Publication Outputs

2024

ADDENDUM A: CHECKLIST

Type in your Department/Division/Centre/Institute name

FORMS TO BE SUBMITTED:

The forms listed below, must be completed, signed and either handed in as hard copies at the Research Office, or emailed to Felicia Mc Donald, email address: fmcdonald@sun.ac.za not later than **Monday, 20 January 2025**

Your submission for subsidy must be accompanied by the signed documents.

1. Detailed Nomination Report on Elements

Menu>Click on Annual Collection>Manage Collection>Click on Reports>tick off the Detailed Nomination report>Select Collection is set as DHET 2024>Select desired group(entity) from dropdown>click on Get Report and click then on Export as XLSX
and

2. Addendum A: Checklist

DOCUMENT LIST

The purpose of the checklist is to ensure that all supporting documents of the research outputs submitted for subsidy, are uploaded on the electronic system.

- Complete the relevant categories on the checklist.
- Check and tick the appropriate box if the supporting document for each of the research outputs on the subsidy report for the specific category on the checklist, is uploaded.
- Use the comment block to indicate, if the supporting document for a specific output is still outstanding.

PLEASE NOTE: ALL THE INFORMATION REQUESTED BELOW IS COMPULSORY.

When an output is submitted for subsidy, make sure that all the relevant supporting documents required, is submitted otherwise ***it will not be considered for subsidy purposes.***

Articles in an Accredited Journal

			Your Comments
<input type="checkbox"/>	1.	I uploaded an electronic copy of the complete article of the final print version.	
<input type="checkbox"/>	2.	The full name of the journal , title of the article, volume number , issue number if applicable, year of publication , page numbers , names of the authors with their affiliation , DOI number if applicable are on the PDF(s) uploaded on the system.	
<input type="checkbox"/>	3.	The publication date is 2024 (in case of 2023, see 4 below). <i>No ahead of print / early view publications, at the time of submission, is captured.</i>	
<input type="checkbox"/>	4.	In cases where the year of publication is 2023, first check that no claim was submitted previously. If not, capture the 2023 publication with this survey and upload a written and signed motivation stating the reason for the late submission, on the electronic system. <i>The only acceptable reason for late submissions is that the publication was printed late.</i>	
<input type="checkbox"/>	5.	If the author's affiliation with SU does not appear on the article, for staff , a letter from Human Resources confirming the author's appointment with SU for the duration she/he was writing the article, is uploaded on the electronic system; for extra-ordinary appointments a relevant signed appointment letter is uploaded, for postgraduate students a letter from the promotor, confirming the author's appointment with SU for the duration she/he was writing the article, is uploaded on the electronic system and for postdocs a letter from the Postdoctoral Office, is uploaded.	
<input type="checkbox"/>	6.	The publication is an original research article and has not been published elsewhere .	

* All supporting documentations must be in English

	<i>Therefore, the following types of articles are excluded for subsidy, even if it is published in an accredited journal: editorials, letters to the editor, case reports, book reviews, news articles, tributes and reports on conferences and symposia.</i>	
--	---	--

Books / Chapters in books

			Your Comments
	1.	I submitted the complete book of the final published version:	
<input type="checkbox"/>	1.1.	For books (monograph), I uploaded an electronic copy of the complete book on the electronic system.	
<input type="checkbox"/>	1.2.	For edited books , I uploaded, a complete electronic copy if it does not infringe with the copyright of the book or the relevant parts as listed below, of the book on the electronic system. Front cover; half page, imprint page showing the copyright date, ISBN and publisher; page showing the book title and editors; complete table of content; Foreword/Acknowledgement/Introduction; contributors list, claiming chapter(s); and back cover of the book.	
<input type="checkbox"/>	2.	The publication date is 2024 . In cases where the year of publication is 2023, first check that no claim was submitted already . If not, upload a <i>written and signed motivation giving the reason</i> for the late submission. The only acceptable reason for late submissions is that the publication was printed late.	
<input type="checkbox"/>	3.	A letter from the publisher, setting out the peer review process for the book in as much details as possible , is uploaded on the electronic system. The following must be clearly and unambiguously clarified: 3.1. Peer review has taken place on the whole manuscript and not the proposal only, prior to publication. 3.2. The proof of peer review provides as much as possible details of the process for the book or chapter and is <i>not merely a statement that peer review had taken place</i> .	

* All supporting documentations must be in English

		<p>3.3. If the editor(s) of a book, also contributed towards a chapter(s) in the book, the publisher must unambiguously clarify that this contribution(s) was peer reviewed independently and that the editors were not involved in this process and the approval for inclusion of the chapter(s).</p> <p>3.4. Reviewers must be independent from the claiming institution. Editors cannot be reviewers.</p> <p>3.5. Templates is not sufficed (in the past we have received declarations from different publishers using the exact same statement regarding the peer review process that had been followed)</p>	
□	4.	<p>A research justification (max 500 words) by the author for books or the editor for the edited books, is uploaded on the electronic system.</p> <p>The justification addresses the following:</p> <p>4.1 The unique contribution the publication makes to existing knowledge. It should be clear that the book or chapter against which subsidy is being claimed disseminates original research and new developments within the specific discipline.</p> <p>4.2 As part of the justification, there should be an unequivocal declaration to the fact that no part of the work was plagiarised or published elsewhere.</p> <p>4.3 The target audience must be stated. If such information is already provided in the publication, a marker or reference to this must be made rather than providing the justification.</p>	
□	5.	<p>Affiliation of the author with SU is indicated in the publication.</p> <p>If the author's affiliation with SU does not appear on the article, for staff, a letter from Human Resources confirming the author's appointment with SU for the duration she/he was writing the article, is uploaded on the electronic system; for extra-ordinary appointments a relevant signed appointment letter is uploaded, for postgraduate students a letter from the promotor, confirming the author's appointment with SU for the duration</p>	

		she/he was writing the article, is uploaded on the electronic system and for postdocs a letter from the Postdoctoral Office, is uploaded.	
<input type="checkbox"/>	6.	A minimum one-page summary in English is included if the book/ chapter of a book is published in a language other than English.	
<input type="checkbox"/>	7.	The length of the book is a minimum of 60 pages (excluding references, bibliography & appendices).	
<input type="checkbox"/>	8.	The publication represents original research and has not been claimed previously in another format.	
<input type="checkbox"/>	9.	Books with more than one edition, must be accompanied by the prior electronic edition(s) . In the written justification the new work done and that it has been substantially reworked to be considered as new research must be clearly indicated.	

Conference Proceedings

<input type="checkbox"/>	1.	<p>I uploaded the complete proceeding and/or the relevant parts, as listed below to the electronic system.</p> <p>1.1 Title page showing the conference title.</p> <p>1.2 Imprint page showing the editor(s) if applicable, ISBN & copyright date.</p> <p>1.3 Complete index page(s)</p> <p>1.4 Introduction/Forward/Welcome/Reviewers/</p> <p>1.5 Editorial board or organising Committee and their affiliation.</p> <p>1.6 Research paper(s) of SU authors and</p> <p>1.7 List of contributors, if applicable</p>
<input type="checkbox"/>	2.	<p>The publication date is 2024.</p> <p>In cases where the year of publication is 2023, first check that no claim was submitted previously. If not, upload a written and signed motivation stating the reason for the late submission. The only acceptable reason for late submissions is that the publication was printed late.</p>
<input type="checkbox"/>	3.	<p>A letter from the conference organiser or editor indicating the peer review process prior publication for this conference in as much detail possible, is uploaded on the electronic system.</p> <p>The following must be clearly and unambiguously clarified:</p> <p>3.1 The conference paper was peer reviewed prior to publication by independent reviewers and that this process was decisive for inclusion in the proceeding.</p> <p>3.2 The peer review should refer to the full conference paper and <i>not the abstract only</i>.</p> <p>3.3 The criteria used to review the papers; the number of reviewers; the number of papers submitted for review and the number of papers accepted/rejected must be indicated.</p>

*** All supporting documentations must be in English**

		<p>3.4 Peer reviewers' comments and/or report(s) should be handed in.</p> <p>3.5 Templates is not sufficed (in the past we have received declarations from different publishers using the exact same statement regarding the peer review process that had been followed)</p>	
<input type="checkbox"/>	4.	<p>Affiliation of the authors appears in the proceedings.</p> <p>If the author's affiliation with SU does not appear on the article, for staff, a letter from Human Resources confirming the author's appointment with SU for the duration she/he was writing the article, is uploaded on the electronic system; for extra-ordinary appointments a relevant signed appointment letter is uploaded, for postgraduate students a letter from the promotor, confirming the author's appointment with SU for the duration she/he was writing the article, is uploaded on the electronic system and for postdocs a letter from the Postdoctoral Office, is uploaded.</p>	
<input type="checkbox"/>	5.	An abstract in English is included if the proceeding is published in a language other than English.	
<input type="checkbox"/>	6.	The target market is academic peers	
<input type="checkbox"/>	7.	The conference chair or editor of the conference must give a letter confirming that more than 60% of contributors emanated from multiple institutions if it is not printed in the proceeding. (This is only applicable to local conference proceedings.)	
<input type="checkbox"/>	8.	The publication represents original research and has not been claimed previously in another format.	

The undersigned declare that to their knowledge:	
<input type="checkbox"/>	All authors, for whom subsidy is claimed under our department, are either permanent-, temporary-, or retired personnel or undergraduate- or postgraduate students or extraordinary appointments or research fellows of Stellenbosch University.
<input type="checkbox"/>	All publications reported adhere to sound ethical principles

Please tick the boxes if these statements are met.

DEPARTMENTAL CHAIRPERSON / DIRECTOR	RA DEDICATED PERSON
Name and Surname Printed	Name and Surname Printed
<hr/>	<hr/>
Signature	Signature
<hr/>	<hr/>
Date: <hr/>	Date: <hr/>

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. The subsidy for edited books with more than 10 chapters vary according to the number of chapters in the book.

Documentation/information to be provided [from the author](#):

1. **Electronic copy** of the original published book. Upload an electronic copy if it complies with the copyright of the book.

For authored books, if the book is only available in hard copy, the hard copy must be scanned in and uploaded on the electronic system.

If edited books are only available in hard copy the relevant parts, as listed below, must be scanned in and uploaded to the electronic system. Scan the book as A4, portrait and ensure that all pages are upright and in the correct sequence.

Front cover

Imprint page showing the copyright date, ISBN and publisher; page showing the book title and editors

Complete table of content

Foreword/Acknowledgement/Introduction

Contributor's list

claiming chapter(s)

and back cover of the book.

2. The **author of the book (monograph)** must submit a research justification (maximum 500 words). It must explain the contribution that the book makes to scholarship. This justification **should not be an abstract of the contents or preface of the book**, but should, rather, describe the methodology used as well as the unique contribution made to knowledge production. It should be clear that the book or chapter against which subsidy is being claimed disseminates original research and new developments within the specific discipline.

As part of the justification, there must be unequivocal declaration to the fact that no part of the work was plagiarised or published elsewhere. The target audience must be stated. If such information is already provided in the actual publication, a marker or reference to this must be made rather than providing the justification.

3. In the case of **second or later editions** being submitted for subsidy, clear evidence of new research must be provided in the written justification. 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.
4. **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 in the written justification. The dissertation or thesis should also be handed in.
5. If 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
6. In the case of **late submissions**, a formal motivation explaining the reason for the late submission should be uploaded to the electronic system. 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 by the publisher of the book. *a Mere statement that peer review had taken place is not sufficient*. If the editor was responsible for facilitating the peer review process, the publisher must confirm this in a letter so that the general editor can give the details of the peer review process of the book. The peer-review evidence must be clear and unambiguous.
 - 1.1. Unless in the case of blind peer 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/reviews can be handed *in addition* to the peer review report to strengthen the submission
 - 1.5. Templates or a generic declaration is not sufficed (in the past we have received declarations from different publishers using the exact same statement re the peer review process that had been followed)
 - 1.6. If the editor of the book also contributed towards a chapter(s) in the book, information should also be provided regarding his/her contribution to validate the fact that independent peer review had taken place.
2. A written **justification** (maximum 500 words) signed by the **general editor** in the case of an edited books with several chapters from various contributors, explaining the contribution that the book makes to scholarship, must be attached to each publication claim. This justification should not be an abstract of the contents or preface of the book, but should, rather, describe the methodology used as well as the unique contribution made to knowledge production. It should be clear that the book or chapter against which subsidy is being claimed disseminates original research and new developments within the specific discipline.
- As part of the justification, there must be unequivocal declaration to the fact that no part of the work was plagiarised or published elsewhere. The target audience must be stated. If such information is already provided in the actual publication, a marker or reference to this must be made rather than providing the justification.
3. If the word “Handbook” appears in the book title, please submit a motivation clarifying that it is original research targeted for academic peers and that it is not a textbook.
 4. Festschrifts does not qualify for subsidy. If the book is not a typical tribute, a motivation of original research must be given in the written justification.

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

- Dissertations and theses
- Textbooks, professional handbooks, and study guides
- Reference books, Dictionaries and Encyclopaedias
- Speeches of any kind

- 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