Books

**ADDENDUM A**

Checklist for the submission of the 2021 research publication outputs for subsidy to the

Department of Higher Education and Training (DHET) by the

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Proceeding

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| 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](mailto:fmcdonald@sun.ac.za) not later than **Monday 31 January 2022.**  Please complete the table below, indicating the way the forms are send. |

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| **Form** | **Send per email** | **Send via Internal mail or hand delivered to the Research Office** |
| Annual Research Report |  |  |
| Subsidy Report |  |  |
| Checklist/ Addendum A |  |  |

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| 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 category(s) 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. |

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| **Articles in an Accredited Journal** |

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|  |  |  | | | **Your Comments** |
| 🞏 | *1.* | I uploaded an electronic **copy** of the **complete article** of the **final print** version.  ***Please highlight*** *the journal title, publication date, volume number, issue number (if applicable), page number or article ID number and the internal author(s) and their affiliation(s) on the PDF.* | | |  |
| 🞏 | *2.* | The **name of the journal**, title of the article, **volume number**, **year of publication**, **page numbers, names of the authors with their affiliation** are on the PDF(s) uploaded on the RA.  *Submissions of articles from databases like PubMed is not sufficient as it only states 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).* | | |  |
| 🞏 | *3.* | The publication date is **2021** (in case of 2020, see 4 below).  *No ahead of print / early view publications, at the time of submission, is captured*. | | |  |
| 🞏 | *4.* | In cases where the year of publication is 2020, first check that no claim was submitted previously. If not, capture the 2020 publication with this survey and upload a written and signed **motivation** stating the reason for the late submission, on the electronic system.  *The only acceptable reason for late submissions is that* ***the publication was printed late***. | | |  |
| 🞏 | *5.* | | If the author’s **affiliation with SU does not appear** on the article, **for staff**, aletter from Human Resources**, for extra-ordinary appointments** a relevant letter of appointment, **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. |  | |
| 🞏 | 6. | | The publication is an original research article and has not been published elsewhere.  *There for, the following types of articles are excluded for subsidy, even if it is published in an accredited journal: editorials, abstracts, letters to the editor, case reports, book reviews, news articles, tributes and reports on conferences and symposia.* |  | |

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| **Books / Chapters in books** |

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|  |  |  | **Your Comments** |
|  | *1.* | I submitted the book of the final published version: |  |
| 🞏 | *1.1.* | **For books**(monograph), I uploaded an electronic copy of the complete book on the electronic system and or I send a hard copy of the original book to the Research Office if the book is not available online. |  |
| 🞏 | *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; 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.  *Please highlight the relevant parts on the electronic copy* |  |
| 🞏 | *2.* | The publication date is **2021**.  In cases where the year of publication is *2020*, first *check that no claim was submitted already*. If not, upload a *written and signed motivation giving the reason* for the late submission. The only acceptable reason for late submissions is that the publication was printed late. |  |
| 🞏 | *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 *not merely a statement that peer review had taken place*.  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 was not involved in this process and the approval for inclusion of the chapter(s).  3.4. Reviewers must be independent from the claiming institution. Editors cannot be reviewers.  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) |  |
| 🞏 | *4.* | A **research justification**\* (max 500 words) by the author for books or the editor for the edited books, is uploaded on the electronic system.  The justification addresses the following:  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.  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.  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. |  |
| 🞏 | *5.* | **Affiliation** of the author with SU is indicated in the publication.  If the author’s **affiliation with SU does not appear** on the article, **for staff**, aletter from Human Resources**, for extra-ordinary appointments** a relevant letter of appointment, **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. |  |
| 🞏 | 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. |  |
| 🞏 | 7. | The length of the book is a minimum of **60 pages** (excluding references, bibliography & appendices). |  |
| 🞏 | 8. | The publication represents **original** research and has not been claimed previously in another format. |  |
| 🞏 | 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. |  |
| 🞏 | 10. | The target audience comprises **academic peers** and not undergraduates (handbooks), contract workers or the public. |  |
| 🞏 | 11. | ISBN shows in the book. |  |

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| **Proceedings International and -National** | | |
|  |  |  | | **Your comments** |
| 🞏 | *1.* | **I uploaded the complete proceeding and or the relevant parts, as listed below to the electronic system.**   * 1. Title page showing the conference title\*   2. Imprint page showing the editor(s), ISBN\* & copyright date\*   3. **Complete index page(s**)\*   4. Introduction/Forward/Welcome/Reviewers/   5. Editorial board or organising Committee and their affiliation   6. Research paper(s) of SU authors and   7. List of contributors, if applicable   *Please highlight the information marked with an (\*) on the PDF* | |  |
| 🞏 | *2.* | The publication date is **2021**.  In cases where the year of publication is 2020, **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**. | |  |
| 🞏 | *3.* | 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.  The following must be clearly and unambiguously clarified:  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.  3.2 The peer review should refer to the full conference paper and *not the abstract only*.  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.  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) | |  |
| 🞏 | *4.* | **Affiliation** of the authors appears in the proceedings.  If the author’s **affiliation with SU does not appear** on the article, **for staff**, aletter from Human Resources**, for extra-ordinary appointments** a relevant letter of appointment, **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. | |  |
| 🞏 | *5.* | An abstract in English is included if the proceeding is published in a language other than English. | |  |
| 🞏 | 6. | The target market is academic peers | |  |
| 🞏 | 7. | ISBN or e-ISBN shows on publication. | |  |
| 🞏 | 8. | 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. | |  |
| 🞏 | 9. | The publication represents **original research and has not been claimed previously** in another format. | |  |

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| 🞏 | All publications reported adhere to sound ethical principles |

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