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FAQ's

The most frequently asked questions relating to Research Outputs at Stellenbosch University

**Prepared by Research Information and Strategy, Division
for Research Development, Stellenbosch University
July 2013**

This booklet serves as a quick guide to questions frequently asked by both researchers and the research administrators who are responsible for the capturing of their department's research outputs. It is therefore divided into two parts namely General Questions Relating to Research Outputs and General Questions Relating to the Capturing of Research Outputs. Please note that the focus is only on the categories of research outputs that are recognized for subsidy by the Department of Higher Education and Training (DHET).

Departments annually submit their research outputs for the year n-1 for subsidy purposes as well as inclusion in the annual research report. In every department/centre/institution is a dedicated person who captures the outputs on an electronic system, the Research Administrator (RA system). Closing date for submissions is the first Monday of February every year.

The DHET subsidizes research outputs in the following categories:

- **Journal articles (research articles) in accredited journals**
- **Peer reviewed books/Chapters in books**
- **Peer reviewed published conference proceedings**

See the following link for more details on the DHET policy.

http://www0.sun.ac.za/research/assets/files/Research_Output_Survey/Department_of_Education's_policy.pdf

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FAQ's

Frequently asked Questions

General Research Outputs Questions

Journal related Questions

1.1. Is this journal accredited with the Department of Education (DHET)?

The journals regarded as accredited by the DHET are those on the indices of ISI, IBSS and the local DHET list. It can be found at the following link:

<http://www0.sun.ac.za/research/research-outputs-and-accreditation/accredited-journals.html>

Please note: Only the journals indexed on the indices of ISI (Indices for Arts & Humanities Citation Index, Science Citation Index Expanded as well as Social Sciences Citation Index) are accredited and not necessarily all those on the master list.

1.2. A journal is on the master list of ISI but not on the system used to capture the research outputs, Research Administrator (RA).

According to DHET policy, journals on the Master List are not accredited; only those on the three indexes of the ISI's Web of Science (see previous question).

1.3. A journal appears on one/more of the three ISI indices, but not on the RA, what must I do?

The journals on the ISI are updated about once every two weeks, whereas updates on the RA are done on an annual basis. Therefore it is quite possible that a journal can be newly added to ISI without being added in time on the RA system. If that is the case, please contact the Research Office and the journal will be added.

1.4. How can I search for accredited journals on the subindices of ISI?

Link to Accredited journals list:

<http://www0.sun.ac.za/research/research-outputs-and-accreditation/accredited-journals.html>.

Research@Stellenbosch

SEARCH...

- NRF Rated Researchers
- Research Report
- Research Output Survey
- Accredited Journals
- RIMS InfoEd
- Brochures and other publications
- Policy documents
- Research Committee
- Awards and Prizes
- Partnerships

nt research | relevant outcomes | diverse ideas



- Research Information & Strategy
- Research Support
- Research Contracts
- International Funding & Capacity Development

English
Afrikaans

Accredited Journals

The following lists are regarded as accredited journals by the Department of Education (DoE)
Journals appearing on the IBSS

- International Bibliography of the Social Sciences (IBSS)

Journals appearing on the 3 indices of the ISI:

- Science Citation Index
- Social Sciences Citation Index
- Arts and Humanities Citation Index

1. Click on the sub indice you wish to search

List of approved South African journals

Journals which do not appear in the above mentioned international indices but whose seat of publication is in South Africa and which meet specific criteria (also available below), can be included in this list.

- Minimum criteria to be eligible for inclusion in the list of approved journals (.doc)
- List of approved South African journals as maintained by the DoE (.pdf)

[Home](#) > [Accredited Journals](#)

<http://www0.sun.ac.za/research/research-outputs-and-accreditation/accredited-journals.html>

SCIENCE



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SEARCH

Science > Master Journal List > Journal Search

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SCIENCE CITATION INDEX EXPANDED

SEARCH

Find a specific journal by title, title words, or ISSN

VIEW JOURNAL LIST

View a list of all journals

VIEW SUBJECT CATEGORY

View a list of all journals covered in a specific category

VIEW JOURNAL CHANGES

View a list of all journal coverage changes

2. Click on Search

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3. Please note that one can search by Title Word, Full Journal title or ISSN

Title Word
Title Word
Full Journal Title
ISSN

ENTER A TITLE WORD, FULL TITLE, OR ISSN:
Title Word: Enter as CELL or CELL*
Full Journal Title: Enter as JOURNAL OF CELL TRANSPLANTATION or JOURNAL OF CELL*
ISSN: Enter as 1234-5678

JOURNAL SEARCH



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CITATION REPORTS

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4. To search for the journal, BMC Musculoskeletal Disorders, by Title Word or Full Journal Title, type in ***disorders** and click on enter on your keyboard. The field is not case sensitive.

* disorders
Full Journal Title

SEARCH

ENTER A TITLE WORD, FULL TITLE, OR ISSN:
Title Word: Enter as CELL or CELL*
Full Journal Title: Enter as JOURNAL OF CELL TRANSPLANTATION or JOURNAL OF CELL*
ISSN: Enter as 1234-5678

These are guidelines on how to search

HOME | ABOUT US | PRODUCTS & SERVICES | PRESS ROOM | SUPPORT | CONTACT US | Site Search

Science > Master Journal List > Journal Search

JOURNAL SEARCH

5. All journals with the word "disorder" will show

Search Terms: * DISORDERS
Total journals found: 20

THE FOLLOWING TITLE(S) MATCHED YOUR REQUEST:

Journals 1-10 (of 20) FORMAT FOR PRINT

ALZHEIMER DISEASE & ASSOCIATED DISORDERS
Quarterly ISSN: 0893-0341
LIPPINCOTT WILLIAMS & WILKINS, 530 WALNUT ST, PHILADELPHIA, USA, PA, 19106-3621
Coverage

AMYLOID-JOURNAL OF PROTEIN FOLDING DISORDERS
Quarterly ISSN: 1350-6129
INFORMA HEALTHCARE, TELEPHONE HOUSE, 69-77 PAUL STREET, LONDON, ENGLAND, EC2A 4LQ
Coverage

BIPOLAR DISORDERS
Bimonthly ISSN: 1398-5647
WILEY-BLACKWELL, COMMERCE PLACE, 350 MAIN ST, MALDEN, USA, MA, 02148
Coverage

BMC CARDIOVASCULAR DISORDERS
Irregular ISSN: 1471-2261

THIS DAY IN SCIENCE – NOVEMBER 09
In 1921, Albert Einstein is awarded the Nobel Prize in Physics for his work with the photoelectric effect.

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THIS DAY IN SCIENCE – NOVEMBER 09
In 1921, Albert Einstein is awarded the Nobel Prize in Physics for his work with the photoelectric effect.

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Coverage

BMC CARDIOVASCULAR DISORDERS
Irregular ISSN: 1471-2261
LONDON, ENGLAND, WC1X 8HL
Coverage

BMC MUSCULOSKELETAL DISORDERS
Irregular ISSN: 1471-2474
BIOMED CENTRAL LTD, 236 GRAYS INN RD, FLOOR 6, LONDON, ENGLAND, WC1X 8HL
Coverage

CNS & NEUROLOGICAL DISORDERS-DRUG TARGETS
Bimonthly ISSN: 1871-5273
AH, U ARAB

6. The journals are listed alphabetically. Scroll down to search for "BMC Musculoskeletal Disorders"

If the journal does not display in the list it means it is not included on that subindex of ISI

EATING AND WEIGHT DISORDERS-STUDIES ON ANOREXIA BULIMIA AND OBESITY

- 1.5. Do I have to provide the whole article when submitting for subsidy?**
Submit only a good quality copy of the front page of the finally published article on which the following must show:

- The name of the journal,
- title of the article,
- volume number,
- year of publication,
- page numbers,
- Names of the authors with their affiliation.

Please highlight this information on the supporting documentation.

If one of the above information is not printed on the front page of the article; include those pages on which the information is printed. If the affiliation of the author is nowhere mentioned in the journal, provide proof of SU affiliation obtained from the Human Resources.

Submissions of articles from databases like PubMed is not sufficient if they only state the abstract (as appose to the full article) and not the affiliation of all the authors (in most cases only the affiliation of the first author is stated).

1.6. How do you determine for which year subsidy can be claimed?

According to DHET policy in the current reporting year (n) outputs with a publication date of the previous year (n-1) can be claimed. For example in 2014, research outputs published in 2013 has to be submitted.

The DHET also allows claims for publications of two years prior to the reporting year (n-2) provided that subsidy was not allocated the previous year and **that a signed motivation stating the reason for the late submission accompanies the publication. The only valid reason for a late submission is that the publication was not available by the time of submission.**

1.7. Is there a second survey for submitting journals articles?

No, the second survey for journal articles ceased to exist after the new DHET policy was implemented in 2001. If an article is not available prior to the submission date during the first week of February of the reporting year, please contact the Research Office. If possible, we will do our utmost to include it provided it is available before the annual auditing of research articles which takes place end of April/beginning of May each year.

1.8. I was previously employed at another institution but want to submit the article at Stellenbosch University. Is it possible?

Stellenbosch University can only claim subsidy for research outputs of authors who are affiliated to SU at the time of the publication. However, this is often a grey area and situations are mostly dealt with on an individual basis. Please contact the Research Office for further assistance. However, please note that if the main address on the publication is that of another higher education institution, SU cannot claim subsidy for that publication.

1.9. How do I handle people that are not formally employed by the University, for instance, can I put a contributor whom is affiliated with a private institution (example practitioner, teacher, etc.) as affiliated to Stellenbosch University?

All authors for whom subsidy are claimed for under SU, **are either permanent or retired personnel** or postgraduate students. In the case of research fellows and/or extraordinary appointments it will have to be confirmed via the Human Resources Division in the form of a formal letter stating the individual's affiliation to SU.

1.10. The paper delivered at a conference was published in an accredited journal; can I submit it for subsidy?

An output can only be submitted for subsidy once. If subsidy was allocated for the paper in the conference proceeding, it cannot be submitted as an article. Note: If the researcher is aware that the same publication is going to be published in an accredited journal, it is advisable to rather claim subsidy for the article than the conference proceeding.

1.11. I received subsidy for my article submitted but not for my student. Why not?

Most of the time, the affiliation of the student on the article reflects his current work place. It is important that the student's affiliation on the article shows SU. Great care must be taken when the affiliation is given to the publishers. The email address of an author is no proof of affiliation.

1.12. The volume number, page number, etc is not yet available. Is the DOI number sufficient for submitting an article?

The DHET does not accept papers with a DOI number as the final publication (unless it's an electronic only journal). We have come across numerous cases where a paper with a DOI had been submitted only for the final publication to be issued the following year.

1.13. Where can I get the impact factor of a journal?

Journals on the ISI Web of Knowledge have an impact factor. This impact factor varies from year to year. ISI Web of Knowledge keeps an updated list on their website. The impact factor of a journal can be obtained via SU Library's portal. Click on Journal Citation Reports – ISI on the link: <http://library.sun.ac.za/eng/finding/databases.htm#I> to access this database.

1.14. How much subsidy will I receive if I have dual appointments with two higher education institutions (e.g. SU and UCT)?

The subsidy for that author will be divided between the two institutions. Example if it is the only author, the subsidy allocated to SU, will be 0.5 subsidy units. If there are two authors, the subsidy for the author in question for SU will be $0.5/2 = 0.25$ subsidy units.

1.15. Does an abstract qualify for subsidy?

Abstracts or extended abstracts of journal articles or proceedings do not qualify for subsidy. (Should the researcher wish to report this output for the inclusion of Research Report it may be captured for reporting purposes for inclusion in the Research Report.)

1.16. Do all articles in accredited journals qualify for subsidy?

Only **original research articles, research letters, research papers and review articles** qualify for subsidy. Editorials, case studies, correspondence to the editors, abstracts or extended abstracts, obituaries, book reviews, news articles and advertorials do not qualify for subsidy, even if they are published in accredited journals.

1.17. How do I access the the International Bibliography of the Social Sciences (IBSS) list

The link below will take you to the accredited journal list
<http://www0.sun.ac.za/research/research-outputs-and-accreditation/accredited-journals.html>.

The screenshot shows the 'Research@Stellenbosch' website. The main content area is titled 'Accredited Journals' and lists several categories of journals. A callout box points to the 'International Bibliography of the Social Sciences (IBSS)' link, stating: 'This list although it refers to international journals in the Social Sciences it sometimes includes journals that are used by our faculty'. Another callout points to the 'Science Citation Index' link, stating: 'These ISI lists contain the list of interantional journals. You will find many of the journals used by our faculty in the Science Citation Index'. A third callout points to the 'List of approved South African journals' section, stating: 'This is a list of all South African journals that the DOE have regarded as qualifying for Subsidy'. The website also features a search bar, a navigation menu, and a header with the university logo and name.

To check the IBBS list: click on the link and then on the next screen click on the View Serials Title List(.xls)

United States, Canada (English) Change

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Library Types
Product Lines
Title Lists
Product Trials
Product Literature

IBSS: International Bibliography of the Social Sciences

Key Facts

Format: Abstract and Index
Media: Electronic/Online
Coverage: 1951-Current
Total Sources Covered: Over 2,628,800 records

The International Bibliography of the Social Sciences (IBSS) is an essential online resource for social science and interdisciplinary research. IBSS includes articles and to books, reviews and selected chapters coverage of international material and incorporates over 100 languages and countries. Over 2,800 journals are regularly indexed and some 7,000 books are included each year. Abstracts are provided for half of all current journal articles and full text availability is continually increasing.

Subject Coverage
Major areas of coverage include:

- Accounting
- Agriculture
- Anthropology
- Archaeology Art and architecture
- Business studies
- Communication and media
- Criminology
- Cultural studies
- Demography
- Development studies
- Economics Education

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Editorial Policies and Principles (PDF)
IBSS for Research Assessment (PDF)

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Sociological Abstracts

Please note that all journals are accredited on this list except for those with Indexing Ceased in the last column.

ISSN (Print)	Publisher Name	Country of Publication	International Bibliography of the Social Sciences (IBSS)
1268-8333			Selective Coverage - Indexing Ceased
1251-8107		France	Selective Coverage - Indexing Ceased
1860-7880	Revue interdisciplinaire de sciences sociales		Core Coverage - Actively Indexed
0001-8072	Wiley-Blackwell		Core Coverage - Actively Indexed
0070-7295	(VWB)-Verlag für Wissenschaft und Bildung, Zehn 55 * D - 10961 Berlin		Core Coverage - Indexing Ceased
0314-8769	Australian National University, Research School of Studies		Core Coverage - Indexing Ceased
1079-5545	Academy of Management		Core Coverage - Indexing Ceased
0896-3789	Academy of Management		Core Coverage - Indexing Ceased
0001-4273	Academy of Management		Core Coverage - Actively Indexed
1558-9080			Core Coverage - Actively Indexed
0363-7425	Academy of Management		Core Coverage - Actively Indexed
1526-1794			Core Coverage - Actively Indexed
0044-5851			Core Coverage - Actively Indexed
0753-4981	Chambre de Commerce et d'industrie de Paris	France	Selective Coverage - Indexing Ceased
0001-4788			Core Coverage - Actively Indexed

All journals except those with Indexing Ceased in the last column are accredited

Questions relating to Books/Chapters in books

1.18. What are the requirements for a book to qualify for subsidy?

- The publication represents original research and has not been claimed previously in another format.
- The target audience comprises academic peers and not undergraduates (handbooks), contract workers or the general public.
- Affiliation of the author with the SU is indicated in the publication.
- Submission of proof of **detailed** peer review process prior to publication is provided (note that a declaration that peer review prior publication is insufficient). If the peer review does not appear in the preface, foreword or introduction of the book, a letter or e-mail from the publisher indicating the peer review process should be included.
- Editors, whom had written chapters in books, cannot be the reviewer of the book. Reviewers must always be independent from the SU.
- Affiliation of the author with the SU is indicated in the publication.

- The length of the book is a minimum of 60 pages (excluding references, bibliography & appendices).
- Books with more than one edition, for which the prior edition(s) already received subsidy, must be accompanied by the prior edition(s) for which subsidy was allocated to as well as a written motivation (in English) in which the new work done is clearly indicated.

1.19. Can I claim subsidy for editorial activities?

Editorial work does not qualify for subsidy. If there is a chapter in the book of which you were the author, that chapter may be submitted for subsidy.

1.20. Can I include a copy of the book or chapters of the book as it is expensive to post the complete book?

The DHET specifically requires the original book for books and chapters in books.

1.21. What are the criteria for adequate peer review? / The book was published by a reputable publishing house in another country, which have a different policy regarding peer review. Can I submit the book? / I include several reports of the book as proof of peer review prior publication.

It's necessary to provide us with written confirmation that stipulates the peer review process that had been followed prior to publication (if it is not printed in the foreword of the book) in full detail. This information can be obtained from the publishers themselves; it's **not necessary** to provide us with peer review reports as such if they are confidential. However, it would be useful to include this since this constitutes a body of evidence that can be submitted along with the publication. . . Reports/reviews of the book are usually post publication and do not fit the criteria of evidence of peer review, but can be submitted in addition to the peer review process

1.22. Does a book qualify for subsidy if it originates from a thesis?

Subsidy cannot be claimed more than once for the same research. A substantially revised thesis can be submitted provided that it can be proven that the new publication contains original research not previously published.

1.23. This handbook is the only or few books in a specific field. Does it qualify for subsidy?

Handbooks do not qualify for subsidy. If there is a chapter in the book which disseminates original research, subsidy can be claimed for these chapters provided that a written motivation (in English) in which the new work done is clearly indicated and that it adheres to the requirements as set out in point 1.17.

1.24. How do I know whether or not I have received subsidy for my publication(s)?

The person in your department responsible for reporting the research outputs, has access to a subsidy report on the RA system where they can see whether or not a publication has received subsidy, usually this information is only available after publications had been submitted to DHET, which is about by the

end of May each year. You may also contact the Research Office if you want to follow up your claim.

1.25. When will we receive our books back?

If your submission had been successful, you'll receive your publication in December of the reporting year (provided that DHET had sent back the publications submitted to them). If your submission was unsuccessful, you will receive it back after the internal review process i.e. about end of May of the reporting year. All publications are sent back to the allocated Research Administrative person in your department.

1.26. If the book is published in Afrikaans do we have to submit a summary in English?

All correspondence to the DHET must be in English. If the publication is in any other language than English it must be accompanied by an A4 summary in English of the book or chapter in the book.

Questions relating to Conference Proceeding

1.27. What are the criteria for conference proceedings to qualify for subsidy?

In order to qualify for subsidy, conference proceedings have to be:

- Scholarly in nature;
- Not previously published
- Peer Reviewed prior publication on the whole paper (not just abstracts and/or presentations);
- Based on research
- Have SU affiliation and
- Must have an ISBN number.

1.28. This is an electronic paper and it does not have an ISBN number. Why can't it be submitted for subsidy?

The DHET is very strict and at this stage, they do not accept publications without ISBN numbers.

1.29. How much subsidy is allocated to international and national proceedings internally?

The subsidy allocated internally differs for international and national proceedings.

International conference proceedings are 0.3 subsidy units and 0.2 subsidy units for national conference proceedings.

<u>Subsidy units allocated for the different categories qualifying for subsidy by DHET and internally</u>		
Research Output Categories	Subsidy units allocated by DHET	Subsidy units allocated by SU
Accredited Journals	1	1
Books	Maximum of 5 subsidy units depending on the amount of pages and authors	Maximum of 5 subsidy units depending on the amount of pages and authors
Chapters in Book	% of the pages of the chapter to the book	% of the pages of the chapter to the book
Proceedings	0.5	International Proceedings: 0.3
		National Proceedings: 0.2
Water Research Commission Reports	N/A	Subcommittee B no longer subsidized WRC reports

1.30. Do one claim for all of the papers in the conference proceeding or is it just for specific papers in the publication?

Subsidy can only be claimed for a specific paper of which the author(s) are affiliated to SU.

1.31. We have published papers delivered at a conference in a book format afterwards. Do I report it as a chapter in a book or as a paper at a conference?

From 2009 onwards, conference proceedings published as a book must be captured in the category: Proceedings International/ - National.

1.32. Is this an international or national proceeding?

It is difficult for the Research office to say if it is an international or national proceeding if it is not one of the more common conferences proceedings, as the location of the conference is not necessarily an indication of the type of conference. If the title of the conference do not reflect the type of conference, it is best to ask the researcher.

1.33. Can I claim subsidy for a peer reviewed paper of a conference proceeding in a non-accredited journal?

Subsidy can not be given to a peer reviewed paper in a non accredited journal.

Research Reports

1.34. What type of reports can be submitted for subsidy?

Subcommittee B no longer subsidized WRC reports. No reports can be submitted for subsidy.

Other

1.35. Where can I see how much subsidy our department has received for publications that were submitted for subsidy purposes?

The person responsible for reporting research publications has access to a so called subsidy report on the RA system where they can find a list of all the publications that were submitted for subsidy as well as the units allocated to each record (and author). You can also contact the Research Office if you need the information in a different format (e.g. Excel).

1.36. What is the subsidy for the different categories of research outputs?

Calculation of subsidy units for each category		
Category	Subsidy units allocated by DHET	Subsidy units allocated by SU (for the purpose of the SOS-funds)
Research article	A research article published in an approved journal will be subsidised as a single unit (1 unit)	Same as DHET
Peer reviewed books & chapters in books	<p>A book may be subsidised to a maximum of 5 units or portion thereof, based on the number of pages being claimed relative to the total number of pages of the book. A guideline of a minimum of 60 pages and maximum of 300 pages will be allocated per unit or proportions and multiples thereof, if all the authors are affiliated to the claiming institution. A Book of 300 or more pages receives the maximum subsidy of 5 subsidy units.</p> <p>If the book/ Chapter in a book, you are claiming for has less than 300 pages, then the following formulae applies: =[number of pages claimed (chapter pages)/300] X proportion of authors X 5 (maximum number of units) or =[number of pages claimed (chapter pages)/60] X proportion of authors X 1 (minimum number of units)</p>	Same as DHET
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	International Proceedings: 0.3
		National Proceedings: 0.2

	unit (0.5) if all the authors are affiliated to the claiming institution.	
Water Research Commission Reports	Not recognised by DHET	Subcommittee B no longer subsidized WRC reports
Please note the following applies for all categories: Units are always divided equally between the number of authors. In the case where authors are affiliated with two or more institutions, the subsidy for that individual is shared between the claiming institutions.		

1.37. When is the Special Support Scheme, SOS, payable?

The SOS is payable into the S-Costing centre of every department the year after the reporting year. Example, the 2012 research outputs is payable in January 2014.

1.38. Who can I contact at the Research Office regarding Research Outputs?

Who to contact for information on:	
General enquiries about research outputs (Stellenbosch and Tygerberg Campus)	Dalené Pieterse RW Wilcocks Building, Room 2048 Tel: 021 808 3557 e-mail: mver@sun.ac.za
Use of Research Administration (RA) (Stellenbosch Campus)	Felicia Mc Donald RW Wilcocks Building, Room 2048 Tel: 021 808 2581 e-mail: fmcdonald@sun.ac.za
Use of Research administration (RA) (Tygerberg Campus)	Lee Louw Room 5009 A, Education Building Tel: 021 938 9092 e-mail: leelouw@sun.ac.za

1.39. Our physical address?

We are situated in the RW Wilcocks Building, Room 2048, cnr of Victoria- and Van Ryneveldt street.

Journal related Questions

2.1. What is the link to the Research Administrator (RA)?

The link to the RA is: <https://navadm.sun.ac.za/>

Note that your INET key must be open to access this system.

2.2. I have forgotten my password?

The Research Office has no record of passwords. Usernames and passwords are synchronized with your Novell username and password.

2.3. This research output shows in my research report; but I did not capture it.

2.3.1. Who is responsible for submitting the supporting documentation?

If a research output shows in your research report and you did not capture it, it means that someone else from another department had captured it and one of the authors is linked to your department. The department capturing the output is responsible for submitting the supportive documentation.

2.3.2. The author is not affiliated with our department. How can we remove this output?

If the author is not affiliated with your department, contact the Research Office so that it can be removed. Research Administrators can only delete outputs which they had captured themselves.

2.4. I want to delete an output but I am unable to. What must I do?

In order to delete a research output, you must first delete the authors of that specific output by opening the research output in question.

2.4.1 Open the output you wish to delete by clicking on the yellow icon.

RA : Data Entry : Research Output - Windows Internet Explorer

https://navadm.sun.ac.za/DataEntryOutputs.asp

File Edit View Favorites Tools Help

Convert Select

RA : Data Entry : Research Output

ra **S** University of Stellenbosch
Research Administration

User Code: mrichter
Name: Marica West
Department: AARogerTest

You are here: Research Outputs - AARogerTest

Department: AARogerTest Select

Search: Output Type: (not selected) Year: 2009 Select

Seq	Type	Title	Report Year	Output Year	Authors	DEL
Add New Research Output to Department AARogerTest						
1	Journal Articles (subsidised)	How to add multiple authors	2009		Hans M.J	DEL
2	Journal Articles (subsidised)	How to delete a research output	2009	2009	Mc Donald , mam j	DEL

To delete this research output, delete the authors first.

Local intranet 100%

start

10:14 AM

2.4.2. To update the authors make sure that fields “page from” and “page to” are completed.
Click on update next to “Authors.”

ra **S** University of Stellenbosch
Research Administration

User Code: mrichter
Name: Marica West
Department: AARogerTest

You are here: **Research Outputs : Update Details of a Research Output**

MC DONALD, MAM J. How to delete a research output. *Academy of Management Journal* 2009; 25(2) : 1-10.

Type: Journal Articles (subsidised) [v]
Title: How to delete a research output

italic **bold** superscript: 2ⁿ subscript: x₂ Refresh

To use the markup buttons (italic, bold, superscript, subscript), select the text in the Title field, and then click the button for the effect you want. If you want to see the effect, then click the refresh button and the report form at the top of the page will be shown. To remove the effect, simply edit out the markup characters.

Authors: **AUTHOR: Mc Donald, mam j.** Update

Report Year: 2009
Output Year: 2009

Subsidy Requested?
Subsidy Approved?
Committee Approved?

Journal: Academy of Management Journal /ISI/IBSS [v]
Search String: [] Search

Enter the Page range for this output, using the Page From and To text boxes - which only accept numbers. If the page numbers contain other characters or are non-numeric (such as Roman Numerals) then use the Page Range text box instead. You MUST enter the page range in one of these formats.

Page From: 1
Page To: 10
Page Range: []
Volume: 25
Number: 2
Month/Season: []

The following note is used by Administrators ONLY, for the purpose of providing hidden comments concerning the Output.

Note: []

Save Cancel

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2.4.3. Delete the authors, one after the other, by clicking on the Delete button on the consequential screens.

University of Stellenbosch
Research Administration

User Code: mrichter
Name: Marica West
Department: AARogerTest

You are here: **Persons Involved in Research Output**

Name	Role	Seq	Department	Units	DEL
Mc Donald,	Author	1	AARogerTest	0.00	DEL
mam,j	Author	2		0.00	DEL

Back to Output Details

Click DEL to delete the author.

University of Stellenbosch
Research Administration

User Code: mrichter
Name: Marica West
Department: AARogerTest

You are here: **Delete an Author from a Research Output**

You are about to Delete the following record. Click Cancel to back out of the delete operation, or click Delete to continue deleting.

Person:
 Seq:
 Attended:
 Department:
 Role:

Click Delete to continue deleting the author.

2.4.4. Click on back to output details to get back to the previous screen.

University of Stellenbosch
Research Administration

User Code: mrichter
Name: Marica West
Department: AARogerTest

You are here: **Persons Involved in Research Output**

Name	Role	Seq	Department	Units	DEL
Add New Author/Role to Research Output					
Back to Output Details					

Click "Back to Output Details" to get back to the previous screen.

2.4.5. Click on save.

University of Stellenbosch Research Administration

User Code: mrichter
Name: Marica West
Department: AARogerTest

You are here: **Research Outputs : Update Details of a Research Output**

****MISSING AUTHORS/OTHER ROLES**.** How to delete a research output. *Academy of Management Journal* 2009; 25(2) : 1-10.

Type: Journal Articles (subsidised)

Title: How to delete a research output

italic **bold** superscript: 2ⁿ subscript: x₂ Refresh

To use the markup buttons (italic, bold, superscript, subscript), select the text in the Title field, and then click the button for the effect you want. If you want to see the effect, then click the refresh button and the report form at the top of the page will be shown. To remove the effect, simply edit out the markup characters.

Authors: Update

Report Year: 2009

Output Year: 2009

Subsidy Requested?

Subsidy Approved?

Committee Approved?

Journal: Academy of Management Journal /ISI/IBSS

Search String: Search

Enter the Page range for this output, using the Page From and To text boxes - which only accept numbers. If the page numbers contain other characters or are non-numeric (such as Roman Numerals) then use the Page Range text box instead. You MUST enter the page range in one of these formats.

Page From: 1

Page To: 10

Page Range:

Volume: 25

Number: 2

Month/Season:

The following note is used by Administrators ONLY, for the purpose of providing hidden comments concerning the Output.

Note:

Click on Save.

Save Cancel

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2.4.6. Delete the output by clicking on the delete button on the right hand side.

University of Stellenbosch Research Administration

User Code: mrichter
Name: Marica West
Department: AARogerTest

You are here: **Research Outputs - AARogerTest**

Department: AARogerTest Select

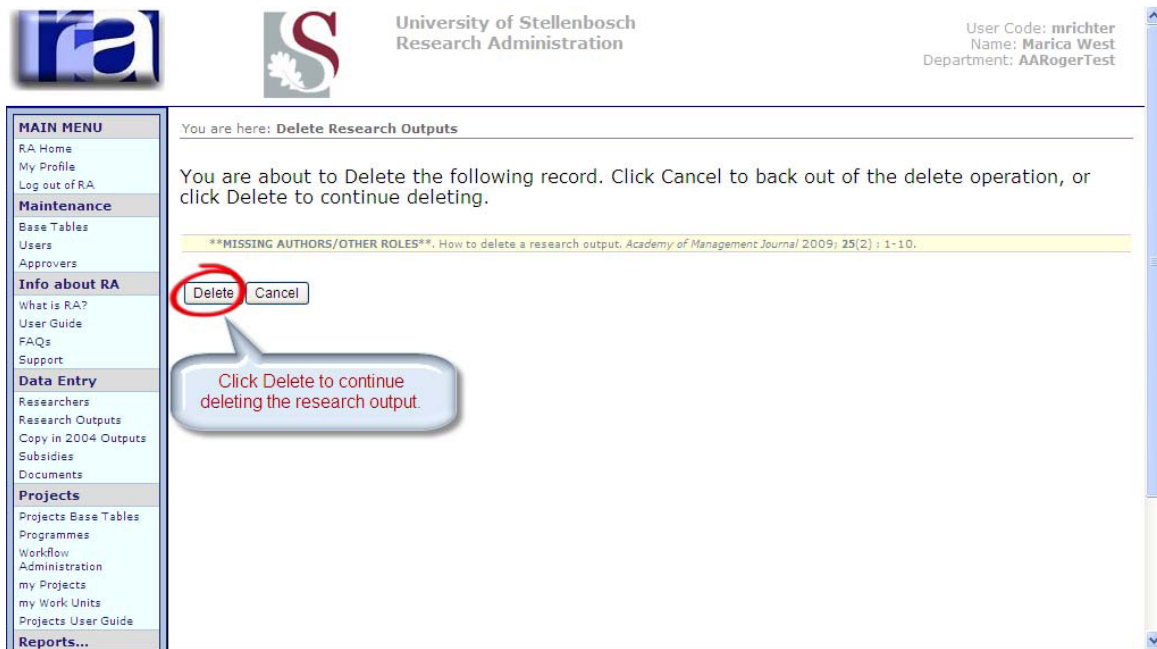
Search: Output Type: (not selected) Year: 2009 Select

Seq	Type	Title	Report Year	Output Year	Authors	DEL
Add New Research Output to Department AARogerTest						
1	Journal Articles (subsidised)	How to add multiple authors	2009		Hans M.J	<input type="button" value="DEL"/>
2	Journal Articles (subsidised)	How to delete a research output	2009	2009		<input type="button" value="DEL"/>

1. Note that authors are deleted.

2. Click on DEL to delete the research output

2.4.7. Click on delete to remove the record.



ra University of Stellenbosch Research Administration User Code: mrichter Name: Marica West Department: AARogerTest

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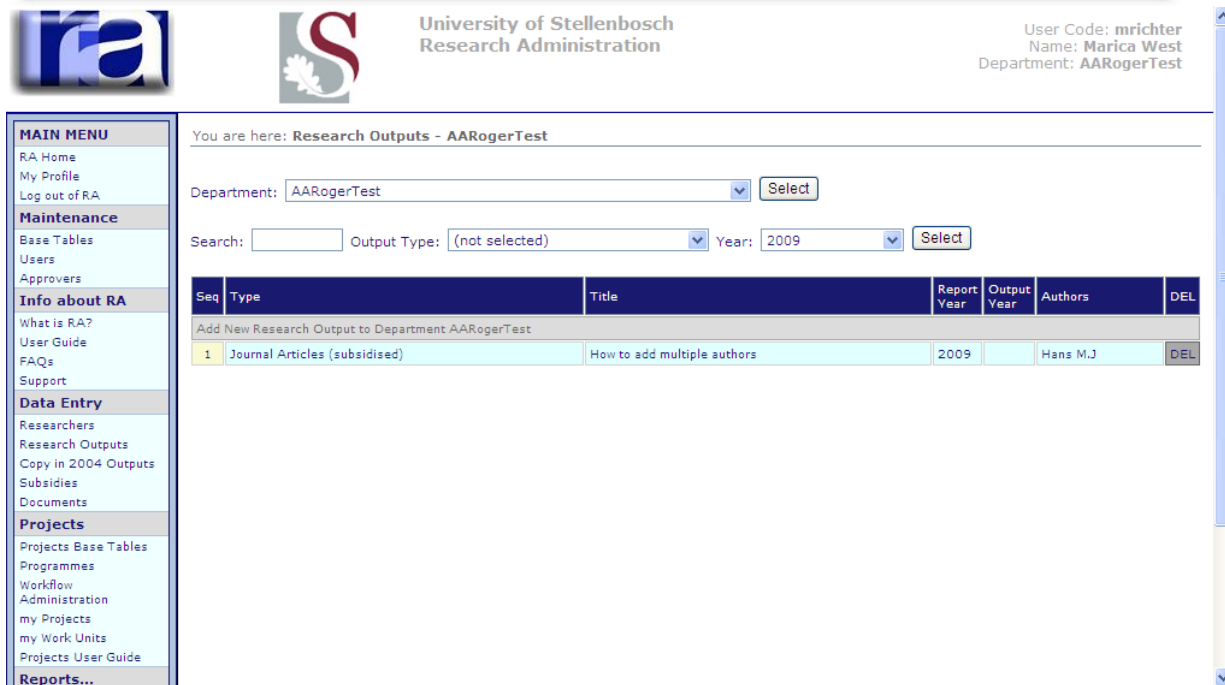
You are here: Delete Research Outputs

You are about to Delete the following record. Click Cancel to back out of the delete operation, or click Delete to continue deleting.

MISSING AUTHORS/OTHER ROLES. How to delete a research output. *Academy of Management Journal* 2009; 25(2) : 1-10.

Delete Cancel

Click Delete to continue deleting the research output.



ra University of Stellenbosch Research Administration User Code: mrichter Name: Marica West Department: AARogerTest

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You are here: Research Outputs - AARogerTest

Department: AARogerTest Select

Search: Output Type: (not selected) Year: 2009 Select

Seq	Type	Title	Report Year	Output Year	Authors	DEL
Add New Research Output to Department AARogerTest						
1	Journal Articles (subsidised)	How to add multiple authors	2009		Hans M.J	DEL

2.5. How do I capture more than one author/ multiple authors?

2.5.1. Click on Update next to "Authors"



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You are here: **Research Outputs : Update Details of a Research Output**

****MISSING AUTHORS/OTHER ROLES****; How to add multiple authors. *Southern African Forestry Journal* ****MISSING OUTPUT YEAR****; ****MISSING JOURNAL VOLUME****; 1-10.

Type: Journal Articles (subsidised) v
Title: How to add multiple authors

italic bold superscript: 2ⁿ subscript: x₂ Refresh

To use the markup buttons (italic, bold, superscript, subscript), select the text in the Title field, and then click the button for the effect you want. If you want to see the effect, then click the refresh button and the report form at the top of the page will be shown. To remove the effect, simply edit out the markup characters.

Authors: **Click on "Update" next to "Authors"**

Report Year: 2009
Output Year:
Subsidy Requested?
Subsidy Approved?
Journal: Southern African Forestry Journal v
Search String: Search

2.5.2. Click on "Add new Author (role) to Research Output"



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You are here: **Persons Involved in Research Output**

Name	Role	Seq	Department	Units	DEL
Add New Author/Role to Research Output					

Back to Output Details

Click on "Add New Author/Role to Research Output"

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2.5.3. Click on the drop down list to the right of the field marked "Person". Here you will find an alphabetic list of the names of the personnel in your department.



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You are here: Add a New Author to a Research Output

Person: (not selected) Search

Seq: du Toit, D. (CSIR)

Department: AARogerTest

Role: mam, j

Override Subsidy?

Subsidy Units: 0,00

dy units allocated)

Save Cancel

1. Select the author from drop down list.

2.5.4. Select the name, complete the sequence and department field and click on save.



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You are here: Add a New Author to a Research Output

Person: Mc Donald, (AARogerTest) Search

Search for surname: Search

Seq: 2

Department: AARogerTest

Role: Author

Override Subsidy?

Subsidy Units: 0,00

Save Cancel

1. Type in the sequence of the author.

2. Select the department, where applicable.

3. Click on Save.

2.5.5. Repeat steps 1 to 4 to add another author.

2.5.6. When all the authors are captured, click on “Back to Output Details” to get to previous screen.



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- Projects User Guide

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You are here: Persons Involved in Research Output

Name	Role	Seq	Department	Units	DEL
Add New Author/Role to Research Output					
Mc Donald,	Author	1	AARogerTest	0.00	DEL
du toit	Author	2		0.00	DEL

Back to Output Details

Click on "Back to Output Details" to get to previous screen.

How to add Names of authors from **another department within the university**:

1. Follow steps 1-2 mentioned above
2. **Type in the surname of the person in the field marked "search for person" and click on "search"**

ra logo

University of Stellenbosch
Research Administration

User Code: mrichter
Name: Marica West
Department: AARogerTest

You are here: **Add a New Author to a Research Output**

1. Type in the surname.

2. Click on Search.

Person: (not selected) Search for surname: du toit Search

Seq: 0

Department: (select Department to which subsidy units allocated)

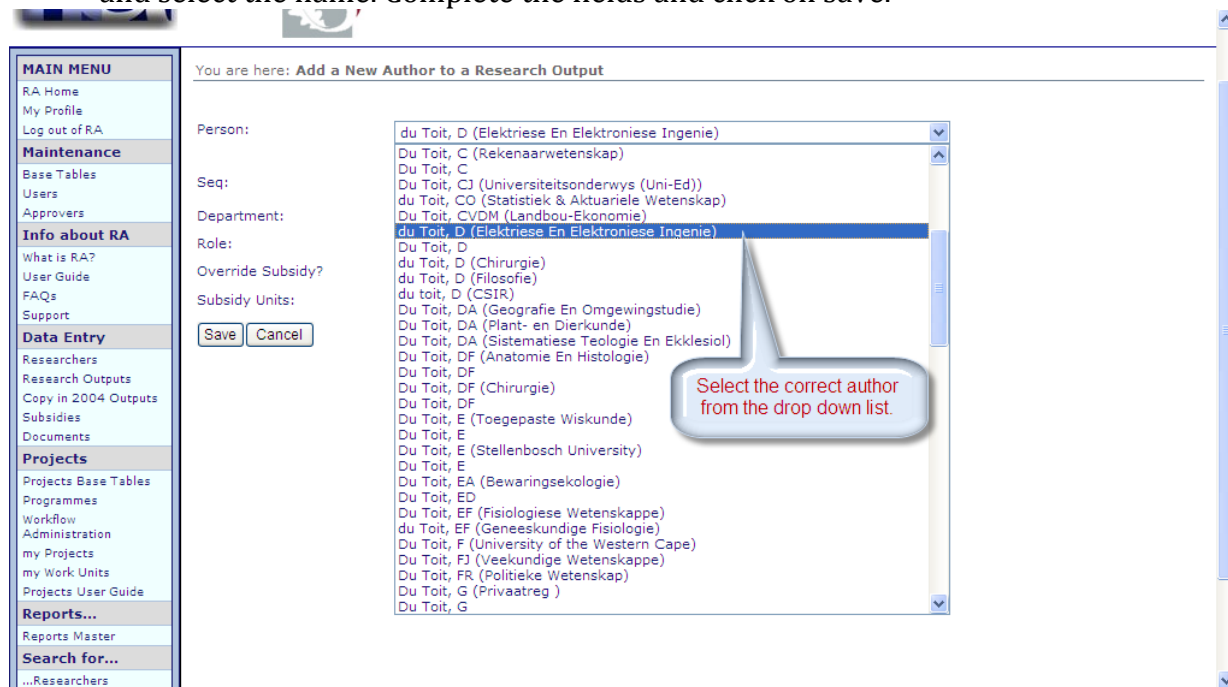
Role: Author

Override Subsidy?

Subsidy Units: 0.00

Save Cancel

3. Again click on the drop down list to the right of “person” to find an alphabetical list of all the names of personnel members in other department who adhere to the criteria, and select the name. Complete the fields and click on save.



2.6. What must I put next to page range?

This field should be used if any combination of characters and numbers are to be reflected with the page number e.g. S1-S10

2.7. What must I type in the page from and page to fields? There is no page number on the article; only a DOI number.

Articles which are not in final print have no page numbers but only a DOI number. Rather wait until you have the final publication and report it then.

2.8. When adding a new researcher, his institution does not show on the dropdown list. What must I do?

If the institution is not on the drop down list, contact the Research Office so that it can be added.

2.9. Must I capture an output again if I incorrectly captured it the previous year?

It sometimes happens that an article with n-years is captured on the RA system the year before. It is not automatically updated on the system. It must be captured again the following year.

2.10. What is the shortcut to select a journal from the drop down list?

To save time, use can be made of the character “%” in cases where you do not wish to type in the full name of the journal, e.g. instead of “Southern African Forestry Journal”, type in “%forestry%” next to the “Search String”

2.10.1. Type in a characteristic word from the journal title and replace the outstanding words with a %.

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Type: Journal Articles (subsidised)
 Title: How to add multiple authors

italic **bold** superscript: 2ⁿ subscript: x₂ Refresh

To use the markup buttons (italic, bold, superscript, subscript), select the text in the Title field, and then click the button for the effect you want. If you want to see the effect, then click the refresh button and the report form at the top of the page will be shown. To remove the effect, simply edit out the markup characters.

Authors: AUTHOR: du toit D. Update
 Report Year: 2009
 Output Year:
 Subsidy Requested?
 Subsidy Approved?
 Journal: Southern African Forestry Journal
 Search String: %forestry% Search

Enter the Page range for this output, using the Page From and To text boxes - which only accept numbers. If the page numbers contain other characters or are non-numeric (such as Roman Numerals) then use the Page Range text box instead. You MUST enter the page range in one of these formats.

Page From: 1
 Page To: 10
 Page Range:
 Volume:
 Number:

1. Type in %forestry% next to "Search String"
 2. Click on "Search"
 3. Open drop down list

2.10.2. Select the journal title on the drop down list.

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Type: Journal Articles (subsidised)
 Title: How to add multiple authors

italic **bold** superscript: 2ⁿ subscript: x₂ Refresh

To use the markup buttons (italic, bold, superscript, subscript), select the text in the Title field, and then click the button for the effect you want. If you want to see the effect, then click the refresh button and the report form at the top of the page will be shown. To remove the effect, simply edit out the markup characters.

Authors: AUTHOR: du toit D. Update
 Report Year: 2009
 Output Year:
 Subsidy Requested?
 Subsidy Approved?
 Journal: Southern African Forestry Journal
 Search String: %forestry% Search

Enter the Page range for this output, using the Page From and To text boxes - which only accept numbers. If the page numbers contain other characters or are non-numeric (such as Roman Numerals) then use the Page Range text box instead. You MUST enter the page range in one of these formats.

Page From: 1
 Page To: 10
 Page Range:
 Volume:
 Number:
 Month/Season:

Save Cancel

Select the required Journal from the list

2.11. If there are more than 20 authors for an article, must I capture all?

It is of utmost importance to capture all the authors as it is indicated on the article. If there are more than 20 authors, ensure that all SU authors are captured in the correct sequence and list the last author as "Et Al".

2.12. How can I format the title?

2.12.1. Type in the article title. Highlight the word you want to edit and click on the required icon. Click refresh to see the effect.

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DU TOIT D. Die titel met subscripts 2 en subscripts 3 Wat van deeltkens en kappies, ô ë, **MISSING JOURNAL VOLUME** ; **MISSING JOURNAL VOLUME** ; **MISSING JOURNAL VOLUME**

1: Type in the complete article title

Type: Journal Articles (subsided)

Title: <I>Die titel </I>met subscripts ₂ en subscripts ³ Wat van deeltkens en kappies, ô

2: Select the word or phrase you want to format

italic bold superscript: 2ⁿ subscript: x₂ Refresh

To use the marking buttons (italic, bold, superscript, subscript), select the text in the Title field, and then click the button for the effect you want. If you want to see the effect, then click the refresh button and the report form at the top of the page will be updated. To remove the effect, simply edit out the markup characters.

3: Click on the formatting key

Authors: AUTHOR: du toit
Report Year: 2009
Output Year:
Subsidy Requested?
Subsidy Approved?
Journal: (not selected)
Search String: Search

2.12.2. Here follows a list of the Shortcuts of the more common used letters.

Symbol	Shortcut
é	Alt + 0233
ê	Alt + 0234
ë	Alt+0235
ï	Alt + 0239
ü	Alt + 0252
α	Alt +224
ß	Alt +225

Questions relating to Books

2.13. How must I go about to report a book or chapter in a book if I don't want to submit it for subsidy?

You capture it as for Books or Chapters in Books with the only difference that you do not tick the "Subsidy Requested" button.

The screenshot shows the 'Update Details of a Research Output' page. The breadcrumb trail is 'You are here: Research Outputs : Update Details of a Research Output'. The output title is 'MC DONALD , khkg, ljhjdk, n,,kn, Bahrain 2009:635 pp.'. The form fields are: Type: Books; Title: khkg; Authors: AUTHOR: Mc Donald; Report Year: 2009; Output Year: 2009; Subsidy Requested?: ; Subsidy Approved?: ; Publisher: ljhjdk; City: n,,kn. A callout box highlights the 'Subsidy Requested?' checkbox with the text: 'Note that "Subsidy Requested?" is not ticked off'.

Questions relating to Conference Proceeding

2.14. Must I submit the B4 forms with every conference proceeding?

It is no longer necessary to complete and submit the B4 forms for conference proceedings.

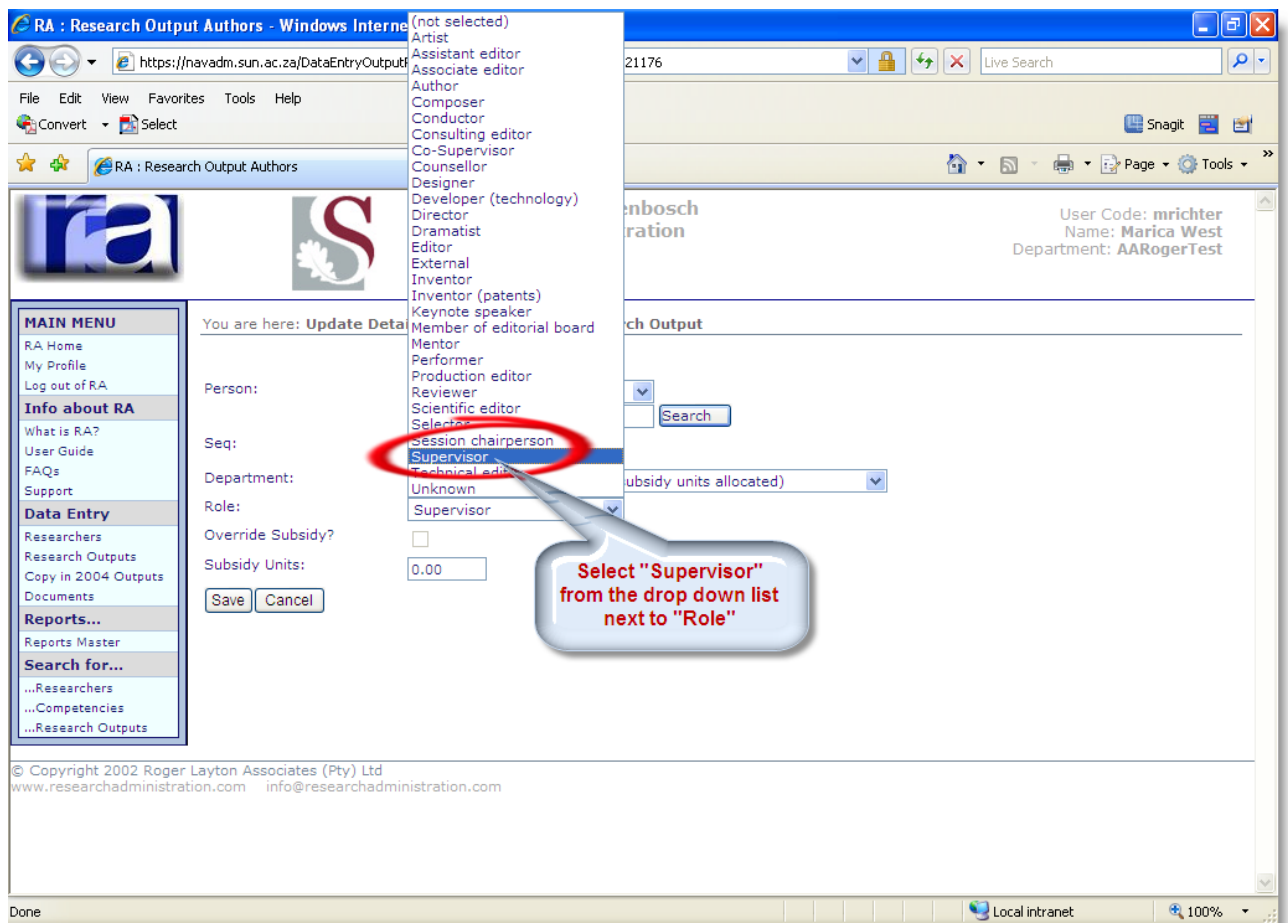
2.15. What title of the conference must I report?

It is of utmost importance that the conference title printed on the conference proceeding must be typed in for reference for DHET especially when different institutions claim for the same conference proceeding.

Masters and Doctoral completed

2.16. How do I select the supervisor?

On the screen "Update details of Authors" next to role, open the drop down list and select Supervisor



2.17. The student is getting his degree in March; can it be captured on the RA?

If it is official that the student will get his/her degree in March, than it may be captured on the RA providing that it is captured only once.

Other

2.18. Where can I get the reports and Addendum A which I must submit with the rest of the supportive documentation?

The reports are available on the RA system:

Annual Report: by Reports/ Reports Master/ 2013 < Select> / Annual Research Report

Subsidy Report: Reports/ Reports Master/ 2013 < Select> / Report on subsidies by department.

The Check list, **Addendum A**, can be obtained from the Research Office. It is circulated to all the Heads of Departments in December.