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
Updated December 2023

Departments submit their research outputs annually for the year n-1 for subsidy purposes as well as inclusion in the annual research report. Every department/centre/institution has a dedicated person who captures the outputs on an electronic system, the Research Administrator (RA) system.

Closing date for submissions is the last Monday of January 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://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Research%20Outputs/Research%20Output%20Policy/ENGLISH/Research%20Outputs%20policy%20gazette.pdf

Contents

Journal related Questions

1.1. Is this journal accredited by the Department: Higher Education & Training (DHET)?

The journals regarded as accredited by the DHET are those on the indices of Web of Science Core (WoS Core)/Clarivate Analytics/ISI, IBSS the local DHET list, Norwegian, Scopus, ScieLO SA list and the newly accredited Directory of Open Access Journals (DOAJ) from the 2021 submission and onwards. The accredited lists can be found at the following link:
http://www.sun.ac.za/english/research-innovation/Research-Development/outputs-accredited-journals/accredited-journals

Please note: Only the journals indexed on the WoS Core (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 or the Emerging Science Citation index.

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 Core 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 should I do?

The journals on the ISI/Clarivate Analytics/Core Web of Science are updated about once every two weeks, whereas updates on the RA system 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 for the journal to be added.

1.4. Do I have to provide the full article when submitting for subsidy?

Yes, as of 2020 all articles submitted for subsidy will have to be the **full** article of the final print. The full article needs to be uploaded as a PDF to the RA. The following information should be electronically highlighted on the front page of the article:
- The title of the journal,
- title of the article,
- volume number,
- year of publication,
- page numbers or article ID numbers for online journals,

- Names of the internal authors with their affiliation.

Please highlight this information on the supporting documentation.

If any of the above information is not on the article itself; include those pages on which the information is given. If the affiliation of the author is not mentioned in the journal, provide proof of SU affiliation obtained from Human Resources.

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

1.5.   **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 2022, research outputs published in 2021 must be submitted.
The DHET also allows claims for publications of two years prior to the reporting year (n-2) if subsidy was not allocated the previous year and **that a signed motivation stating the reason for the late submission is submitted with the publication. The only valid reason for a late submission is that the publication was not available by the time of submission.**

1.6.   **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.

1.7.   **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. Please note that if the main address on the publication is that of another higher education institution, SU cannot claim subsidy for that publication.

1.8. **How do I handle authors that are not formally employed by the University, for instance, can I put a contributor who 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.

1.9. **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.

1.10. **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 workplace. 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.

1.11. **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. All articles submitted for subsidy must have a volume number to ensure that we do not claim the same article twice. We have come across numerous cases where a paper with a DOI was submitted only for the final publication to be issued the following year.

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

Journals on the Clarivate Analytics have an impact factor. This impact factor varies from year to year. Clarivate Analytics 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 to access this database: https://jcr-clarivate-com.ez.sun.ac.za/jcr/home?app=jcr&referrer=target%3Dhttps:%2F%2Fjcr-clarivate-com.ez.sun.ac.za%2Fjcr%2Fhome&Init=Yes&authCode=null&SrcApp=IC2LS

Please note that you need to sign on with your single sign on details to open a session.

1.13. 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. For example, if it is one author only, the subsidy allocated to SU will be 0.5 subsidy units. If there are two authors, the subsidy for the author in question will be 0.5/2 = 0.25 subsidy units for SU.

1.14. Does an abstract qualify for subsidy?
Abstracts or extended abstracts of journal articles or proceedings do not qualify for subsidy and the Research Committee does not deem abstracts as research outputs. Please do not capture any abstracts on the RA system. No abstracts will be included in the research report as a research output.

1.15. 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. If one of the above-mentioned types of articles appear in an accredited journal, please capture it on the RA in the category 'Journal Articles Subsidized'. If clarification is needed the research office will follow up with the Dean of the Faculty whether it qualifies as a research article.

1.16. How do I access the International Bibliography of the Social Sciences (IBSS) list?
The link below will take you to the accredited journal list:
https://www.proquest.com/databases/publicationbrowse?accountid=14049

Accredited Journals

This index includes the international journals in the Soocial Scienes

Click here for a complete list of accredited journals (IBSS, Web of Science Core Collection, Norwegian list, SciELO, Scopus and local list) as received from DHET in January 2021. The DOAJ applies only to the 2021 publications and onwards.

IMPORTANT INFORMATION

The following indices are regarded as accredited journals by the Department of Higher Education and Training (DHET):

- **International Bibliography of the Social Sciences (IBSS)** (Click on 'View Title List' under the "Social Science Database" to download the Scholarly- and Trade Journals)
- **Science Citation Index** (Web of Science (WoS) Core Collection)
- **Social Sciences Citation Index** (Web of Science (WoS) Core Collection)
- **Arts and Humanities Citation Index** (Web of Science (WoS) Core Collection)
- **List of approved South African journals as maintained by the DHET**

- **The Norwegian List** (only level 2)
- **SciELO SA**
- **Scopus** (Please select "Source " and Sign in with your institutional sign-on details and select the "Download Scopus Source list")
- **DOAJ** (Directory of Open Access Journals) Only applies from the submission in the year 2022 and onwards

Local (South African) journals accredited by DHET

➡ Journals that do not appear in the above-mentioned international indices but are seated in South Africa and meet specific criteria (see below), can be included in this local list of accredited journals.

- **Minimum criteria for inclusion in the list of approved journals**

➡ Should you wish to submit international journals for accreditation, the journal can be submitted directly via the editor of the journal to any of the accredited indices (see the links to each of these indices below)

- **Web of Science Core Collection**
- **IBSS (**The **website** also includes an updated list of journals recognised by IBSS)
- **Scopus**
- **Norwegian list**
- **SciELO SA**

➡ **Journal Citation Reports®** is a comprehensive and unique resource that allows you to evaluate and compare journals. **Click here** to visit the **Journal Citation Reports®** (Impact Factor) website.

To check the IBBS list: click on the link and then on the next screen click on the View Serials Title List (xls) under the Social Science Database, see the screen below.

☐ Linguistics and Language Behavior Abstracts (LLBA) (1973 - current) ⓘ
Theoretical and applied linguistics, psycholinguistics, etc. - journal articles, book reviews, books, book chapters, dissertations and working papers
Subject Area(s): Literature & Language , Social Sciences

☐ Music Periodicals Database (1874 - current) ⓘ
Music, music education, performance, ethnomusicology, musical theatre, theory, popular music forms and composition - journal articles
Subject Area(s): The Arts
View title list ↗

☐ ProQuest Dissertations & Theses A&I ⓘ
Multidisciplinary - dissertations
Subject Area(s): Dissertations & Theses

☐ ProQuest One Business ⓘ
An intuitive and comprehensive business library containing millions of full-text items across scholarly and popular periodicals, newspapers, market research reports, dissertations, books, videos and more.
Subject Area(s): Business
View title list ↗

☐ Publicly Available Content Database ⓘ
Designed to complement other databases and collections, this database brings together links to full text for publicly available content from a number of different sources from around the world.
Subject Area(s): Unassigned
View title list ↗

Click here to view the Excell sheet with the IBSS list of journals

☐ Social Science Database ⓘ
Social sciences - journal articles
Subject Area(s): Social Sciences
View title list ↗

Questions relating to Books/Chapters in books

1.17. <u>**What are the requirements for a book to qualify for subsidy?**</u>
For a book to qualify for subsidy, it must have been published, the manuscript of the book/chapter must have been peer reviewed prior to publication and the author must have a SU affiliation. The book must be intended for academic peers, and it must be original new research.

1.18. <u>**May I claim subsidy for editorial activities?**</u>
The Research Committee does not acknowledge editorial works as a research output, and it therefore does not qualify for subsidy. Editorial works therefore may not be captured on the RA system.

1.19. <u>**May I submit a photocopy of the book or chapters of the book as it is expensive to post the complete book?**</u>
From 2023, the DHET requires Universities to submit electronic versions of the book or chapters in books. No hardcopies may be submitted. Please scan in monographs that are only available as hardcopies.

1.20. <u>**What are the criteria for adequate peer review? / The book was published by a reputable publishing house in another country, that has a different policy regarding peer review. May I submit the book? / I included several reports of the book as proof of peer review prior to publication.**</u>
It's necessary to provide us with written confirmation that stipulates the peer review process **in as much detail as possible**, that had been followed prior to publication (if it is not printed in the foreword of the book). 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.

1.21. <u>**Does a book qualify for subsidy if it originates from a thesis?**</u>
Subsidy cannot be claimed more than once for the same research. A substantially revised thesis can be submitted if it can be proven that the new publication contains original research not previously published.

1.22. <u>**This handbook is the only one of a few books in a specific field. Does it qualify for subsidy?**</u>
Handbooks for pre-graduate students do not qualify for subsidy. However, contact the research office if you are of the opinion that this is an exception to the rule.

1.23. <u>**How do I know whether or not I have received subsidy for my publication(s)?**</u>
The Research Committee made the decision that from 2020, only outputs which were approved by the DHET will receive SOS funding. Therefore, it is not necessarily that all outputs which were approved internally, will receive SOS funds. The person in your

department responsible for reporting the research outputs has access to a subsidy report, ***Annual Subsidy Report by Person by Department (DHET)***, on the RA system.

Please note that you must look in the DHET column to see whether the output received subsidy. Please see the column shaded in green in the picture below.

1.24. <u>When will we receive our books back?</u>
DHET no longer accepts hardcopies. The research office will return it on receipt so that the complete book can be scanned in as a soft copy.

1.25. <u>If the book is published in Afrikaans do, we have to submit a summary in English?</u>
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 Proceedings

1.26. **What are the criteria for conference proceedings to qualify for subsidy?**
To qualify for subsidy, conference proceedings must be:
- Scholarly in nature
- Not previously published
- Peer Reviewed prior publication on the whole paper (not just abstracts and/or presentations)
- Details regarding the peer review process to be provided
- Based on research
- Have SU affiliation and
- Must have an ISBN number
- Must be a full-length paper (no abstracts or extended abstract can be submitted)
- Must not be an in-house publication
- Two thirds of the Editorial Board members or Organizing Committee must be beyond a single institution.

1.27. **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 at this stage they do not accept publications without ISBN numbers.

1.28. **How much subsidy is allocated to international and national proceedings internally?**
The Research Committee revisited the subsidy allocated for international and national proceedings. As the Research Committee only incentivized the outputs which DHET had subsidized, the subsidy is aligned with DHET subsidy for conferences. International and national conference proceedings receive 0.5 subsidy units.

Subsidy units allocated for the different categories qualifying for subsidy by DHET and internally		
Research Output Categories	**Subsidy units allocated by DHET**	Subsidy units allocated by SU
Accredited Journals	1	1
Books	Maximum of 10 subsidy units depending on the number of pages and authors	Maximum of 10 subsidy units depending on the number of pages and authors
Chapters in Book	If an edited book has 10 and less chapters, the subsidy per chapter is 1 subsidy unit. If an edited book has more than 10 chapters, the subsidy per chapter is less	If an edited book has 10 and less chapters, the subsidy per chapter is 1 subsidy unit. If an edited book has more than 10 chapters, the subsidy per chapter is less

	than 1 subsidy unit, depending on the number of chapters in the book. E.g., if the book has 15 chapters, a chapter will receive 10/15 = 0.67 subsidy units	than 1 subsidy unit, depending on the number of chapters in the book. E.g., if the book has 15 chapters, a chapter will receive 10/15 = 0.67 subsidy units
Proceedings	0.5	0.5
Water Research Commission Reports	N/A	Subcommittee B no longer subsidized WRC reports

1.29. **Do I claim for all 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.

1.30. **We have published conference papers 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 books must be reported in the category: Proceedings International/ - National.

1.31. **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 does not reflect the type of conference, it is best to ask the researcher.

1.32. **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

1.33. **What type of reports can be submitted for subsidy?**
Subcommittee B no longer give subsidy for WRC reports. No reports can be submitted for subsidy.

Other

1.34. **Where can I see how much subsidy our department has received for publications that were submitted for subsidy purposes?**
The Research Committee made the decision that from 2020, only outputs which were approved by the DHET will receive SOS funding. Therefore, it is not necessarily that all outputs which were approved internally, will receive SOS funds. The person in your department responsible for reporting the research outputs has access to a subsidy report, ***Annual Subsidy Report by Person by Department (DHET)***, on the RA system.

Please note that you must look in the DHET column to see whether the output received subsidy. Please see the column shaded in green in the picture below.

1.35. From when is the new Research Output Policy, 2015 of the DHET, effective?
The new policy applies to the 2016-publications and beyond. The 2015-output year are still functioning under the current policy.

1.36. Are there any amendments to the recent Research Output Policy document of the DHET?
From the 2018 survey and onwards, the DHET requires that all publications must be submitted as an electronic copy.

1.37. What is the subsidy for books and chapters in books under the new Research Output Policy, 2015?
A book may be subsidised to a maximum of 10 units based on the number of pages being claimed relative to the total number of pages of the book, where relevant. A guide on unit allocation for book publications is as follows:
(a) A chapter in a book = 1 unit (if there are 10 and less chapters in the book)
   If an edited book has 10 and less chapters, the subsidy per chapter is 1 subsidy unit. If an edited book has more than 10 chapters, the subsidy per chapter is less than 1 subsidy unit, depending on the number of chapters in the book. E.g., if the book has 15 chapters, a chapter will receive 10/15 = 0.67 subsidy units
(b) A book of a minimum of 60 pages but less than 90 pages = 2 units
(c) A book of 90 pages and above, but less than 120 pages = 3 units
(d) A book of 120 pages and above, but less than 150 pages = 4 units
(e) A book of 150 pages and above, but less than 180 pages = 5 units
(0 A book of 180 pages and above, but less than 210 pages = 6 units
(g) A book of 210 pages and above, but less than 240 pages = 7 units
(h) A book of 240 pages and above, but less than 270 pages = 8 units
(i) A book of 270 pages and above, but less than 300 pages = 9 units
(j) A book of 300 pages and above = 10 units

1.38. What are the new criteria for books and chapters in books to qualify for subsidy?
Books refer to peer reviewed, non-periodical scholarly or research publications disseminating original research and developments within specific disciplines,

subdisciplines or fields of study. The publisher must clearly indicate whether the proposal and/or the manuscript was peer reviewed prior to publication.

In addition to the information usually submitted a **research justification** (*maximum 500 words*) signed by the *author* of the book, or the *general editor* (in the case of an edited book with several chapters from various contributors) explaining the contribution that the book makes to scholarship for that publication, was required by the new policy.

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

From the 2018 survey, the respective subcommittees of the research committee have decided to pay SOS funds in accordance with DHET-units, paid into the respective s-accounts. The SOS funds is there for payable after the university had received feedback from the DHET.

1.40. 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 Krotoa Building, Room 2048 Tel: 021 808 3557 e-mail: mver@sun.ac.za
Use of Research Administration (RA) (Stellenbosch Campus)	Felicia Mc Donald Krotoa Building, Room 2048 Tel: 021 808 2581 e-mail: fmcdonald@sun.ac.za
Use of Research Administration (RA) (Tygerberg Campus)	Esmari Huysamen Krotoa Building, Room 2048 Tel: 021 808 4914 e-mail: esmarih@sun.ac.za

1.41. Our physical address?

We are situated in the Krotoa Building, Room 2048, corner of Victoria- and Ryneveld 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/
You can access the RA system directly from the DRD website:
http://www.sun.ac.za/english/research-innovation/Research-Development
Note that if you are working from home, you need to open the SU VPN before opening
the RA.
**To download the Microsoft Authenticator App on your cell phone, please log a
request on the ICT Partner Portal.**

2.2.   I have forgotten my password?
The Research Office has no record of passwords. Usernames and passwords are
synchronized with your Single Sign-On username and password.
If you're changing your password from home, follow the steps as set out by IT,
especially note step 4 how to lock your device:
http://admin.sun.ac.za/Infoteg/dokumente/SecureVPN-setup.pdf

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.
It is your responsibility to ensure that all your authors are linked to your department.
Please use your subsidy report to check the affiliations.

**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 do I do?
2.4.1 In order to delete a research output, make sure that no attachments are link to the
output.

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

Department: AARogerTest ▾ Select

Search: [____] Output Type: (not selected) ▾ Year: 2016 ▾ Select

Seq	Type	Title	Report Year	Output Year	Authors	Attachments	DELETE
	Add New Research Output to Department **AARogerTest**						
1	Journal Articles (subsidised)	kjhkjh **bold** based on x^2	2016		MC DONALD FS	Attachments (0)	DELETE
2	Proceedings International		2016			Attachments (0)	DELETE
3	Books		2016			Att	DELETE

Make sure that no attachments are linked to the output you wish to remove

2. Click on the delete button of the output you wish to remove

2.4.7. Click on delete to remove the record.

University of Stellenbosch
Research Administration

User Code: **mrichter**
Name: **Marica West**
Department: **AARogerTest**

MAIN MENU
RA Home
My Profile
Log out of RA
Maintenance
Base Tables
Users
Approvers
Info about RA
What is RA?
User Guide
FAQs
Support
Data Entry
Researchers
Research Outputs
Copy in 2004 Outputs
Subsidies
Documents
Projects
Projects Base Tables
Programmes
Workflow Administration
my Projects
my Work Units
Projects User Guide
Reports...

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.

University of Stellenbosch
Research Administration

User Code: **mrichter**
Name: **Marica West**
Department: **AARogerTest**

MAIN MENU
RA Home
My Profile
Log out of RA
Maintenance
Base Tables
Users
Approvers
Info about RA
What is RA?
User Guide
FAQs
Support
Data Entry
Researchers
Research Outputs
Copy in 2004 Outputs
Subsidies
Documents
Projects
Projects Base Tables
Programmes
Workflow Administration
my Projects
my Work Units
Projects User Guide
Reports...

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?

Names of authors from in your department at Stellenbosch University:

1.   Click on the "Add author" tab next to the "**Authors**" field.

Type: Journal Articles (subsidised)

Title: Curative control of citrus green mould by imazalil as influenced by infection age, wound size, fruit exposure time, solution pH and fruit brushing after treatment

Bold   *Italics*   superscript : 2^4 subscript : X_2 Refresh

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

Authors: (no authors entered)   Add authors   **1**
Report Year: 2015
Output Year:
Subsidy Requested?   ☐
Subsidy Approved?   ☐

Click on "Add authors" to add the authors on the article

The "*Persons Involved in Research Output*" page opens.

2.   Click on "Add Internal SU Contributor / Author" tab to add the authors who are affiliated with Stellenbosch University

The "Persons Involved in Research Output" Page opens

Name	Role	Seq	Department	Units

Add Internal SU Contributor/Author   Add External non-SU Contributor/Author

Back to Output Details   **2**

Click on "Add Internal SU Contributor / Author" to access authors from Stellenbosch University

The "*Add a Contributor/Author to a Research Output*" page opens.

3.   Open the drop-down next to the "**Internal SU Contributor**" field. The names of all the SU authors in your department will be listed alphabetically. Select the author from the dropdown.

Internal SU Contributor:

(not selected)
ALKAABI, SAIF MOHAMMED SAIF (Plant Pathology)
BALOYI, MAHLATSE ANNABELLA (Plant Pathology)
BEUKES, CORNELIA ELIZABETH (Plant Pathology)
CARSTENS, ELMA (Plant Pathology)
CHRISTIE, CHARMAINE (Plant Pathology)
CLOETE, BENJAMIN PATRICK (Plant Pathology)
COERTZE, SONJA (Plant Pathology)
DE KLERK, MADELEIN (Plant Pathology)
DU PLESSIS, IHAN LAMBERT (Plant Pathology)
GOKUL, ANUSHKA (Plant Pathology)
HAVENGA, MINETTE (Plant Pathology)
HOLZ, GUSTAV (Plant Pathology)
JENSEN, TAMARYN (Plant Pathology)
JULIUS, SHARNEY (Plant Pathology)
KELLERMAN, HANLI (Plant Pathology)
KLEINHANS, LONETTE (Plant Pathology)
KOOPMAN, TREVOR ASHLEY (Plant Pathology)
LANGENHOVEN, SHAUN DENVER (Plant Pathology)
LENNOX, CHERYL LYNNE (Plant Pathology)
MA, JING (Plant Pathology)
MABUZA, LONDIWE MEMBREY (Plant Pathology)
MAKATINI, GUGULETHU JOY (Plant Pathology)
MBILI, NOKWAZI CAROL (Plant Pathology)
MCFARLANE, SHARON ANNE (Plant Pathology)
MCLEOD, ADELE (Plant Pathology)
MEITZ-HOPKINS, JULIA (Plant Pathology)
MILLER, MORGANA ROBYN (Plant Pathology)
MOEIN, SHAHROOZ (Plant Pathology)
MOSTERT, GLAUDINA (Plant Pathology)

Sequence of appearance on publication:

Department (For DRD Use only):

Role:

Override Subsidy?

Subsidy Units:

Save   Cancel

3

Select the author from the departmental list

Complete field 4 (sequence of appearance on publication), 5 (Department)and 6 (Role) and click on **save**.

Type in the sequence in which the author appears on the main address of the publication

Internal SU Contributor: LENNOX, CHERYL LYNNE (Plant Pathology)

Search for surname: [   ]   Search

Sequence of appearance on publication: 2   4

Department (For DRD Use only):   (select Department to which subsidy units allocated)   5

Role: Author   6

Override Subsidy?   ☐

Subsidy Units: 0.00

Save   Cancel

7   **Click on Save**

Select the department from the drop-down only if the correct department is omitted next to the authors name next to the "Internal SU Contributor"

Keep the "Role" as Author

4.   **Sequence of appearance on publication:**   Type in the number in which the author appears on the main address of the publication.

5.   **Department:** Select the department from the drop-down only if the correct department is omitted from the name next to the "Internal SU Contributor" field

6. **Role:** Keep the role as Author for most of the research outputs type. It must only be changed for creative outputs and master- and doctoral completed.

7. Click on **Save**

8. Repeat this process until all the authors in your department are captured

Names of authors from another department within the university:
Follow steps 1-2 mentioned above

9. Type in the surname of the person in the field next to the "Search for surname" tab

10. Click on "**search**"

11. Click on the drop-down list to the right of "**Internal SU Contributor**" to find an alphabetical list of all the names of personnel members in the university. Select the desired author.

12. Complete the other fields as for all authors. Please ensure that you select the correct department next to the department field before you click on save when the department is omitted or incorrect next to the author's name in the drop down.

Names of authors from an institution outside of the university (i.e., external from SU authors):
1. Click on "Add External non-SU Contributor / Author" tab.

Name	Role	Seq	Department	Units
Add Internal SU Contributor/Author	Add External non-SU Contributor/Author			
KIDD, M	Author	1	Statistics and Acturial Science	0.00
LENNOX, CL	Author	2	Plant Pathology	0.00

Back to Output Details

Click on "Add External non-SU Contributor / Author"

The "*Add External non-SU Contributor/Author to a Research Output*" page opens.

2. Open the dropdown next to the "**External non-SU Contributor**". A list with external authors appears alphabetically. Select the non-SU Contributor / Author if it is on the dropdown

Depa

You are here: **Add External non-SU Contributor/Author to a Research Output**

External non-SU Contributor:

If External non-SU Contributor is not listed add New non-SU Contributor

Sequence of appearance on publication:

Role:

Save Cancel

(not selected)
Aarnoutse, RE (Radboud University Nijmegen)
Aasly, JO (Microsoft Research)
Aasum, E (African Institute for Mathematical Sciences)
Abahuni, N (Microsoft Research)
Abati, J (Universidad Nacional de La Plata)
Abba, K (Liverpool School of Tropical Medicine)
Abdala, F (University of the Witwatersrand)
Abdalla, FC (Federal University of São Carlos)
Abdalrahman, BM (University of the Western Cape)
Abdool-Gaffar, S (University of Kwazulu-Natal)
Abdulahi, A (Addis Ababa University)
Abdullahi, AS (African Institute for Mathematical Sciences)
Abel, S (Medical Research Council- PROMEC Unit)
Abeliovich, H (Hebrew University)
Abeln, ECA (Microsoft Research)
Aberer , W (Microsoft Research)
Abimbola, DJ (Stockholm University)
Ablay, GJ (Kingston University)
Aboo, N (Microsoft Research)
Aboobaker, J (University of Kwazulu-Natal)
Aboobaker, S (King Abdullah University of Science and Technology)
Abor, J (University of Ghana Business School)
Aboua, YG (Cape Peninsula University of Technology)
Abraham, RT (Pfizer Worldwide Research & Development)
Abraham, S (Walter Sisulu University)
Abrahams, E (African Institute for Mathematical Sciences)
Abrahams, F (Microsoft Research)
Abrahams, L (University of the Witwatersrand)
Abrams, AL (Medical Research Council)

Select the External non-SU Contributor / Author if it appears on the drop-down list

Complete the fields labelled as 1 -3 and click on **Save**.

You are here: **Add External non-SU Contributor/Author to a Research Output**

Select the External non-SU Contributor / Author if it appears on the drop-down list

External non-SU Contributor:

Erasmus, A (Citrus Research International (Pty) Ltd)   **1**

Search for surname: [   ] Search

If External non-SU Contributor is not listed add New non-SU Contributor

Add new non-SU Contributor/Author

Sequence of appearance on publication:

3   **2**

Type in the number of the sequence in which the author appear on the publication

Role:

Author   **3**

Keep the "role" as author for most of the research output types

Save Cancel

4

Click on Save

How to add an external non-SU author who does not appear on the drop-down

1. Click on "Add External non-SU Contributor / Author" tab on the "*Persons Involved in Research Output*" page.

Name	Role	Seq	Department	Units	DEL
Add Internal SU Contributor/Author	Add External non-SU Contributor/Author				
KIDD, M	Author	1	Statistics and Acturial Science	0.00	DEL
LENNOX, CL	Author	2	Plant Pathology	0.00	DEL
ERASMUS, A (Citrus Research International (Pty) Ltd)	Author	3		0.00	DEL

Back to Output Details

2. If the External non-SU Contributor is not listed on the drop-down or their details had changed, click on "Add a new non-SU Contributor / Author" tab.

External non-SU Contributor: Lesar, K (Microsoft Research)
Search for surname: [   ] Search

If External non-SU Contributor is not listed add New non-SU Contributor: Add new non-SU Contributor/Author

If the external author is not listed or their details had changed, click on "add a new non- SU contributor/Author".

Sequence of appearance on publication: 1

Role: Author

Save   Cancel

3. Complete the compulsory fields on the "*Researchers: Add new External non-SU contributor / author*" page and click on save.

   Contact the Research Office if the Institution is not on the drop down list by emailing us the institution and country.

Department: Plant Pathology

First Name: KEITH

Initials (all): K

Surname: LESAR

Email:

Institution: Citrus Research International

Save   Cancel

Complete the compulsory fields in uppercase. Do not use points and spaces.

Contact the Research Office if the institution is not on the drop-down list

4. Select the newly captured External non-SU contributor from the dropdown list next to the "**External non-SU Contributor**" field.

5. Complete the "**Sequence of appearance on publication**" field and click on **Save**.
6. Check that the department of the Internal SU contributor and sequence are complete and correct and click on the "Back to output Details" tab.

2.6. What data should I provide in the page range field?
This field should be used if any combination of characters and numbers are to be reflected with the page number e.g., S1-S10 or Article ID 14678, 12 pages.

2.7. What should I type in the "page from" and "page to" fields? There is no page number on the article; only a DOI number.
"Page from" and "Page to" refer to the start and end page of an article. 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. Please note that most online journals have a volume number and an article ID number.

2.8. When adding a new external researcher, his institution does not show on the drop-down list. What should I do?

If the institution is not on the drop-down list, contact the Research Office so that it can be added. Please email the institution and country to the Research Office.

2.9. Should 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 Forest", type in "%forest" next to the "Search String"

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

MC DONALD FS. kjhkjh **bold** based on x^2. *Southern Forests: A Journal of Forest Science (Southern Hemisphere Forestry Journal)* ****MISSING OUTPUT YEAR****; **67**:78-89.

Type:	Journal Articles (subsidised)
Title:	kjhkjh \bold\ based on x\^{2\}

Bold Italics superscript : 2⁴ 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 bu and the report form at the top of the page will be shown. To remove the effect, simply edit out the markup characters.

Authors:	MC DONALD FS Add authors
Report Year:	2016
Output Year:	
Subsidy Requested?	☐
Subsidy Approved?	(not selected)
Subsidy Units:	American Forests /SCOP
Committee Approved?	Forests /ISI/SCOP
	Forests Trees and Livelihoods /SCOP
	NEW FORESTS /ISI/SCOP
	Southern Forests: A Journal of Forest Science (Southern Hemisphere Forestry Journal) /ISI/LOCAL/SCOP
Journal:	Search String: %forests Search
	Were CAF Facilities used in generating data for this publication?
CAF?	☐
	Were HPC Facilities used in generating data for this publication?
HPC?	☐
Page From (numerals only):	78

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

MC DONALD FS. kjhkjh **bold** based on x[2]. *Southern Forests: A Journal of Forest Science (Southern Hemisphere Forestry Journal)* ****MISSING OUTPUT YEAR****; **67**:78-89.

Type:	Journal Articles (subsidised)
Title:	kjhkjh bold based on x²

[**Bold**] [*Italics*] [superscript : 2⁴] [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. I and the report form at the top of the page will be shown. To remove the effect, simply edit out the markup characters.

Authors:	MC DONALD FS [Add authors]
Report Year:	2016
Output Year:	
Subsidy Requested?	☐
Subsidy Approved?	☐
Subsidy Units:	0
Committee Approved?	☐
Journal:	Southern Forests: A Journal of Forest Science (Southern Hemisphere Forestry Journal) /ISI/LOCAL/SCOP ▾ Search String: %forests [Search]
	Were CAF Facilities used in generating data for this publication?
CAF?	☐
	Were HPC Facilities used in generating data for this publication?
HPC?	☐
Page From (numerals only):	78

2.11. If there are more than 20 authors for an article, should I capture all of them?
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".

Et Al

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

Name	Role	Seq	Department
[Add Internal SU Contributor/Author] [Add External non-SU Contributor/Author]			
YU, D	Author	1	
MATHEWS, CA	Author	2	
SCHARF, JM	Author	3	
NEALE, BM	Author	4	
DAVIS, LK	Author	5	
GAMAZON, ER	Author	6	
DERKS, EM	Author	7	
EVANS, P	Author	8	
HEMMINGS, SMJ (Stellenbosch University)	Author	62	Psigiatrie
LOCHNER, C	Author	77	Psigiatrie
STEIN, DJ	Author	120	Psigiatrie
ET AL. ,	Author	155	

Add all SU internal authors in the sequence they appear on the publication

Put 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.

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

Or make use of the Unicode table. It can be found at http://unicode-table.com/
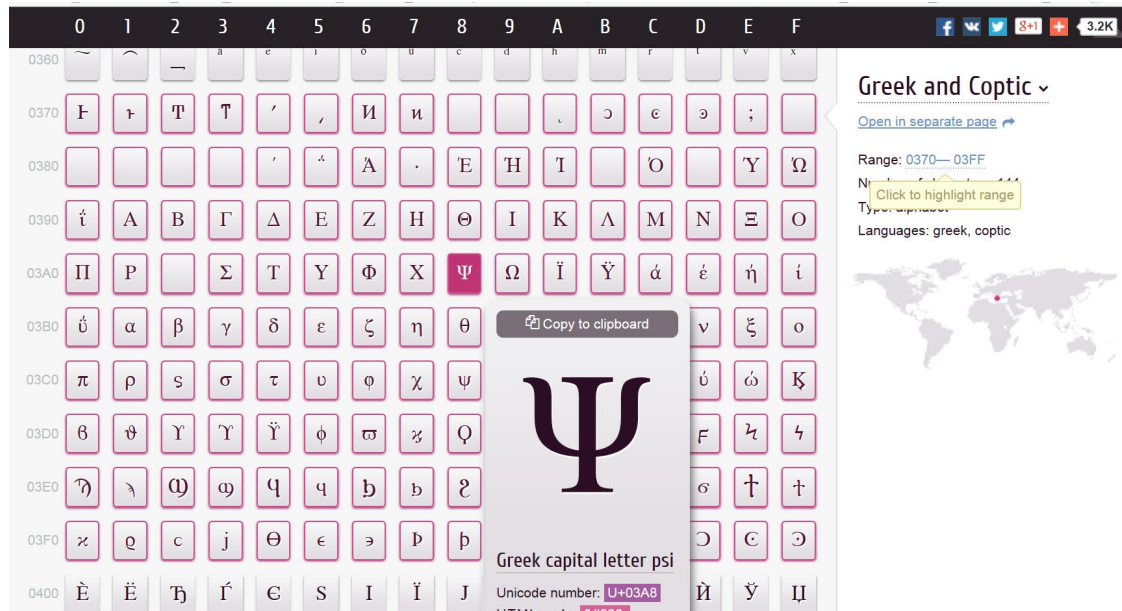
The preferred way to capture special characters is with the On-Screen Keyboard.

Setting the Current Input Language - Windows XP

The Language Bar is the most convenient way to set the current language. This is include by setting the Language Bar options within the Control panel as outlined above.

There are two primary ways to display the language bar, either as a full Language Bar or as a minimised icon on the task bar. In both cases you simply select the language from the drop down list.

Note that the input language will only change if the current window supports the handling of multiple languages and alphanets. This is true for Internet Explorer, but it may not necessarily be true for other applications, such as NotePad.

On Screen Keyboard (OSK)

To support the entry of text in languages other than English, there is an on-screen keyboard (OSK) which is used to show the characters

Rather than using the keyboard itself, it is then possible to use the mouse to click on the key on the keyboard which is displayed on the screen itself.

The Greek keyboard is as follows:

Questions relating to Books

2.13. **How should 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.

Questions relating to Conference Proceedings

2.14. <u>**What title of the conference should I report?**</u>
It is of outmost 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.

Master and Doctoral completed

2.15. **Must I capture Master and Doctoral completed on the RA system?**
The Research Office does not incentivize Master and Doctoral completed and therefore you do not have to capture it on the RA system. Should you need the information on your Research Report for your internal use, you may capture it.

2.16. <u>**How do I select the supervisor?**</u>
On the screen "Update details of Authors" next to role, open the drop-down list and select Supervisor
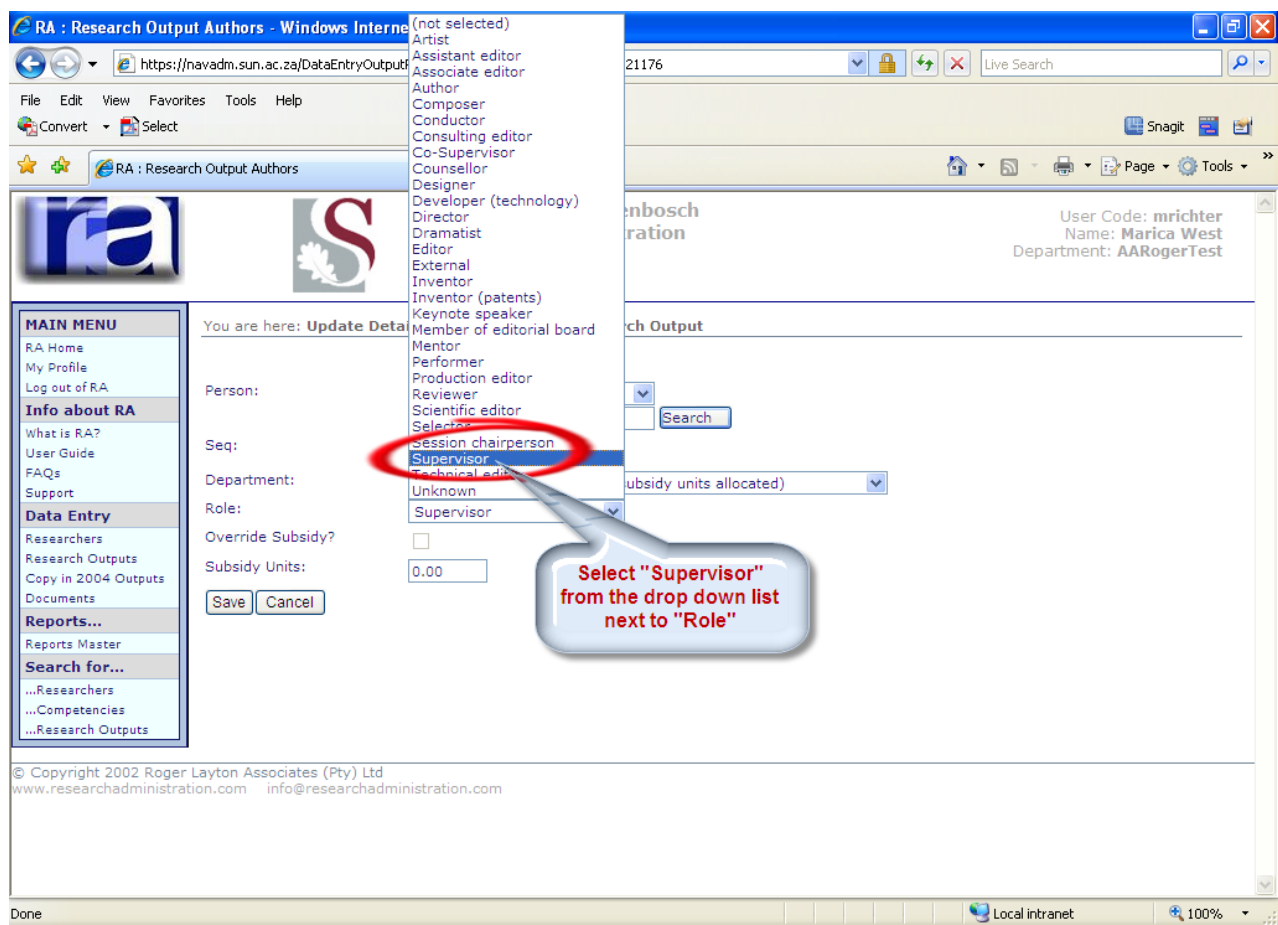
2.17. The student is getting his degree in March; can it be captured on the RA?

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

Other

2.18. Where do I find the reports and Addendum A which I have to submit with the rest of the supportive documentation?

The reports are available on the RA system:

Annual Report: by Reports/ Reports Master/ 2023 < Select> / Annual Research Report

Subsidy Report: Reports/ Reports Master/ 2023 < Select> / Report on subsidies by department.

The Checklist, **Addendum A,** can be obtained from the Research Office. It is circulated to all the Heads of Departments and RA users in December.

Select the survey year from the dropdown and click on Select

Submit the Annual Research Report and Report on subsidies by department with the checklist to the DRD

You are here: **Reports Master - Research Development**

Year: 2023 ⌄ Select

Departmental Reports

Annual Research Report

Annual Research Report by Person by Department

Annual Subsidy Report by Person by Department

Annual Subsidy Report by Person by Department (Journals only)

Report on Subsidies by Department

Departmental Reports (DHET Subsidies)

Annual Subsidy Report by Person by Department (DHET)

Annual Subsidy Report by Person by Department (DHET) / No Journals

Report on Subsidies by Department (DHET)

Use this report to calculate the monetary value of the SOS funds

2.19. **Can I upload multiple documents to a research output on the RA?**

Yes, you may upload more than one attachment per category on the RA system. Please see further details on Addendum B_Manual uploads of attachments_2022.