

## RESEARCH PUBLICATIONS ELIGIBLE FOR SUBSIDISATION - QUICK GUIDE TO RESEARCH PUBLICATIONS ELIGIBLE FOR SUBSIDISATION: 2015\_2016 publications

### RESEARCH PUBLICATIONS

Details regarding research publication are recorded in the University of Pretoria's Research Information System, and used for statutory or institutional requirements. This information therefore has to be recorded in a detailed and prescribed format, and according to strict criteria.

#### Research articles submitted for subsidy

Research articles (**original articles, research letters, research papers, editorials which are peer reviewed research articles, and review articles\*\***) are eligible for subsidy only if they appear in journals approved by the Department of Higher Education and Training (DoHET) for this purpose:

- (1) Journals appearing in the following international indices;
  - (a) ISI: Science Citation Index Expanded<sup>(TM)</sup> (*Web of Science*)  
The Social Sciences Citation Index<sup>®</sup> (*Web of Science*)  
The Arts and Humanities Citation Index<sup>®</sup> (*Web of Science*)
  - (b) The International Bibliography of Social Sciences (IBSS)
  - (c) The Norwegian Reference List
  - (d) Scopus

And the SA list:

- (e) ScieLO SA
- (2) South African journals not appearing in the above indices, but whose seat of publication is in South Africa and meet the minimum criteria are also included in the list of approved journals. These journals are included in a separate index of Approved South African Journals maintained by the (DoHET) and subject to an annual review.

An **electronic copy (PDF)** of the portions of the article showing the journal name, ISSN, publication year, page numbers, and affiliation of all authors must be attached to the e-form. This may not be the DOI address on the publishers website.

**\*\* Review articles:** A review article is a scholarly review or critique evaluating or responding to an academic source (a research article, paper, or academic book) with ideas, theories, or research information which makes a contribution to existing scholarly knowledge. It represents more than simply an opinion of a research article.

The following types of articles appearing in journals are **not** subsidised.

- (a) Correspondence to the editors /Opinion pieces / News and Views
- (b) Abstracts or extended abstracts
- (c) Obituaries / Tributes
- (d) Book reviews
- (e) News articles
- (f) Advertorials
- (g) Previously published works

#### Contract or Commissioned Research

As a general rule, research output emanating from commissioned research or contracts paid by contracting organisations will not be subsidised by the Department

### **Affiliation to an Institution**

The claiming institution's affiliation must be included in the article (or any publication) submitted for subsidy. Should the affiliation not be stated, (1) a letter from the publisher/editor of the journal must accompany the submission explaining that the affiliation to the institution was omitted; as well as (2) an HR record including personnel number and indicating the author's affiliation to the university and the period of the affiliation.

### **Predatory publishers**

Institutions should safeguard against predatory journals whose main purpose is financial gain rather than the quality of research.

### **Inclusion of South African Journal Titles on the Approved DHET list**

The Department of Higher Education and Training maintains a list of South African journals that meet the criteria set out in this policy. South African journals not appearing on the approved lists of journals, but meet the policy's minimum criteria, can apply for accreditation. All South African journals currently not listed in any international index are encouraged to seek inclusion in such indexes and meet the stringent criteria for high quality international journals. SA journals which do not achieve inclusion in any of these indexes and which continue to meet the criteria for accreditation to a separate list of South African journals remain in the latter list.

Editors-in-chief of the journals are responsible for applying to have their journals included on approved lists. The Department only administers the List of accredited South African Journals and does not administer the process for inclusion of journals onto the other approved indices (locally or internationally).

### **Evaluation of journals on the SA list**

The Department will periodically sample journals to assess if they continue to meet the criteria. However, institutions and individuals may submit a proposal for the removal of a journal. Proposals must outline detailed reasons for the removal of such journals, in particular, stating which criteria or criterion of the policy the journal ceases to fulfil. Such proposals may be submitted to the Department at any time as they are reviewed on a continuous basis.

South African journals no longer fulfilling the above criteria will be removed from the list immediately, following a review process. Removed journals may re-apply for listing after a minimum of two years using the procedure stipulated in this policy. For purposes of transparency, the reasons for removal of journals will be made public.

Journals that have, for any reason relating to this policy, been removed from the List of South African Journals may re-apply after a minimum of two years using the procedure outlined in this policy.

A South African journal which has been dropped from an approved list may apply for indexing on the List of accredited South African journals. However, reasons for their removal must be included in the application.

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Books refer to **peer reviewed, non-periodical, scholarly or research publications disseminating original research on developments within specific disciplines, sub-discipline or field of study.** Only books that meet specified criteria are subsidised. Examples of different types of books include:

Monographs, which are relatively short books or treatise on a single scholarly subject written by a specialist(s) in the field and are generally not extensive in scope.

Chapters, which are one or more major divisions in a book, each complete in itself but related in theme to the division preceding or following it.

Edited works which are collections of scholarly contributions written by different authors and related in theme. A book may have one or more editors.

In addition:

- (a) The book must have an ISBN number
- (b) The length of the book must be a minimum of 60 pages, excluding references, bibliography, and appendices
- (c) The target audience of the book must be **specialists in the relevant field**
- (d) **Unambiguous evidence of pre-publication peer review of the book, and the process followed** (inside the book or from the publisher or editor via letter or e-mail), must be provided
- (e) The original or photocopy of the **complete** book should be provided. If this is not possible a selection of chapters (including those before and after the chapter being submitted), plus the Preface + Index is required.
- (f) If the book is published in a language other than English, submit a minimum one page summary in English
- (g) All supporting evidence or documentation must (also) be provided in English

The following types of book publications **are not subsidised**:

- (a) Introductions and conclusions except in the case of a full book
- (b) Dissertations and theses
- (c) Encyclopedias and reference books
- (d) Text books and study guides
- (e) Inaugural speeches
- (f) Reports forming part of contract research / reports for clients
- (g) Works of fiction
- (h) Revised editions of previously published works, unless the publisher confirms that the revised/ reworked portion comprises **50%**

**If the editor is a contributing author to the book, we require a letter from the publisher to explain/ describe the peer-review process if it has not been printed on the hard copy of the book.**

### **Published Conference Proceedings**

- (a) The purpose of the proceedings must be to disseminate **original research and new developments within specific disciplines**, sub-disciplines or field of study, resulting from conferences, congresses, symposia or other meetings, **in a non-periodical publication**.
- (b) Articles accepted for publication in the proceedings must be **peer reviewed**, and **unambiguous proof of the peer review process\*\*** must be provided, including evidence of review of the full presentation (paper), **not just the abstract**.
- (c) The full paper has undergone peer review by appropriately qualified experts who are independent of the author
- (d) The **full article** must appear in the publication, **not just the abstract**.
- (e) The proceedings must have an ISBN number
- (f) The target audience of the proceedings must be **specialists in the relevant field**

The following types of articles appearing in proceedings **are not subsidised**.

- (a) Papers that appear only in a volume/ programme handed out to conference participants
- (b) Articles summarising existing knowledge, or describing **work in progress**
- (c) Correspondence to the editors
- (d) Abstracts or extended abstracts
- (e) Obituaries
- (f) Book reviews

- (g) News articles
- (h) Advertorials
- (i) Previously published material

Where **proceedings** are published in an **approved journal**, the output will be treated as a **journal article**.

No proceedings in **non-accredited journals** (periodicals) can be claimed as the policy states that non-accredited journals cannot be claimed. If the publication has an ISSN **and ISBN** the item must be claimed as a **chapter in a book**, subject to the normal criteria for chapters/ book.

**\*\* Peer review process:**

For conference papers, this requirement is met if:

- There is a statement in the proceedings that all papers are peer-reviewed in full, with an indication of the process followed, or
- The author has a statement or acknowledgement from the proceedings editor showing that all papers are peer-reviewed in full, with an indication of the process followed, or
- The 'Call for Papers' document states that all papers are to be peer-reviewed in full, with an indication of the process to be followed, or
- The author has a copy of the reviewer's assessment relating to the paper

Some examples of a description of the peer review process:

- Papers for the Conference were reviewed by 3 or more expert peer reviewers. Full papers were selected on the grounds of academic merit and relevance to the conference theme. Not all the papers submitted were accepted.
- After preliminary review by the programme committee/ editorial panel, full papers will undergo at least three peer reviews each.
- Selected papers will undergo a double-blind review of the full paper.

**We appeal to researchers to keep documentation regarding the call for papers, or correspondence from reviewers as this will often describe the peer review process followed. This should be submitted together with the papers and proceedings documentation.**