**APPLICATION FOR REFUNDING ARTICLE PROCESSING CHARGES (APC)**

**Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. DETAILS OF PRIMARY AND CORRESPONDING AUTHOR**

**Please note:** Faculty academic staff and researchers, research fellows, post-doctoral fellows, and postgraduate students publishing in collaboration with UP Faculty members are eligible to apply for APC support.

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| --- | --- | --- |
| **1. Title** | **2. Name & Surname** | |
| **3. UP personnel no** | | **4. Position** |
| **5. Faculty** | | **6. Department** |
| **7. Tel** | | **8. E-mail** |

**2. DETAILS OF JOURNAL**

**Please note:** Funding is available for scholarly peer-reviewed articles which are published in Open Access accredited international journals listed on ISI (Web of Science) or IBSS (International Bibliography of the Social Sciences) and which qualify for subsidy from the Department of Higher Education and Training (DHET). A lists of accredited journals is available from UP Library website: <http://www.library.up.ac.za/journals/journalsaccredited.htm>

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| --- | --- | --- | --- | --- | --- |
| **9. Title of article** | | | | | |
| **10. Title of journal** | | | | | |
| **11. Publisher** | | | | | **12. ISSN** |
| **13. Publisher’s website** | | | | | |
| **14. Accreditation** | **ISI** | **IBSS** | **DHET** | **15. Impact factor** | **16. ISI quartile ranking** |

**3. PAYMENT DETAILS**

**Please note:** Articles for which alternative funding is available are not eligible. This fund is intended for use when no alternative funding is available.

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| **17. APC fee** | **18. Currency** | | **19. ZAR value** | | |
| **20. Cost centre to be refunded** | |  | | | |
| **21. Did you receive funding for the publication cost from a grant, donation, faculty funding, etc.** | | | | **YES** | **NO** |
| **22. If YES, supply information** | | | | | |

**4. CO-AUTHORSHIP** (complete in full)

**Please note:** The Fund will support collaborative research. In the case of co-authorship with international authors, the Fund will pay 50% (in general) of the APC. In the case of collaboration with authors from South African institutions the researcher may only apply for their portion of the APC.

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| **CORRESPONDING AUTHOR** | **Name** |
| **Faculty** | **Position** |

|  |  |
| --- | --- |
| **23. INTERNATIONAL CO-AUTHORS** | **23. SOUTH AFRICAN CO-AUTHORS** |
| **Name**  **Institution**  **Position** | **Name**  **Institution**  **Position** |
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**5. MOTIVATION FOR APPLICATION**

(Please motivate and supply proof of the need for financial support from the APC Fund)

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**I have read and agree to all the conditions stipulated in the document GUIDELINES FOR APPLICATION TO THE UNIVERSITY OF PRETORIA OPEN ACCESS FUND FOR ARTICLE PROCESSING CHARGES (APCs).**

**Signature of Faculty representative**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature** **Date**