

FREQUENTLY ASKED QUESTION (FAQ's)

BOOKS/CHAPTERS

Q. The affiliation of the author/s is not mentioned anywhere in the book

Case 1. The author is a **full time employee, i.e. He/she is an academic, research staff and research student.**

A. A letter from Human Resources Department endorsed by the DVC or Executive Director: Research is required.

Case 2. The author is a **visiting scholar or fellow and retired academics**

A. A letter from the DVC/Executive Director of Research confirming the individual's affiliation to the claiming institution at the time the research was carried out.

Q. There is no evidence of peer review in the book.

A. A letter from the publisher or editor is required. The peer review requirement is met if type of peer review is included in the peer review statement.

Examples of sufficient peer review statements are:

- After preliminary review by the Editorial Committee/ Panel, manuscripts will be subjected to reviews by at **least two experts** in the field.
- Selected manuscripts will undergo a **double-blind review/ single blind review / open review.**

Q. What happens if the book is not published in English?

Case 1: Chapter claim

A. Two summaries are required. An English summary of the whole book and a summary of the chapter/s being claimed.

Case 2: Full book claim

A. An English summary of the whole book is required.

Q. The book is a late publication. Does it qualify for subsidy?

A. A credible explanation from the Vice—Chancellor/Director: Research stating the reasons for the late submission. Supporting evidence will be an added advantage.

Q. What is this Research Justification/Motivation/Explanation and from whom do I request it?

A. The research justification should describe the methodology used and the unique contribution made to knowledge production

Q. Who writes the justification?

A. For **full book** claims the research explanation should come from the author. For **chapter claims** (in the case of an edited book with several chapters from various contributors) the general editor should write and sign the justification.

As part of the justification there must be unequivocal declaration to the fact that no part of the work was plagiarized or published elsewhere.

Q. It is not possible to submit the original book, what now?

A. Copies of the all the first pages up to just before the first chapter + chapter before and after, chapter claimed + index should be submitted

N.B Please ensure that the list of contributors is also included.

Q. The books is a second or later edition.

A. A copy of the previous edition should be provided together with the copy of the edition being claimed. This previous edition will be submitted to the panel to check whether 50% of the new edition is new research.

Q. The author is also affiliated to another South African university

A. This fact should be mentioned in the general comments field in the e-form. Both the institutions to which the author is affiliated will share the unit/s

RESEARCH ARTICLES PUBLISHED IN JOURNALS

Q. Which types of articles published in accredited journals qualify for subsidy?

A. Refer to the quick guide/DHET policy on Research Outputs for the qualification criteria of types of articles which qualify for subsidy.

Q. How are the units of an article allocated?

A. Each article equals one unit which is divided by the number of authors.

Q. May UP claim for all the authors listed on an article?

A. No, UP can only claim for authors affiliated to UP. Non UP authors cannot be claimed for.

Q. May we claim for a UP author if the affiliation of the author is not stated as UP on the article?

A. No, UP affiliation of the authors for which UP claims for must be clearly stated on the article. Should the author be a student, however, UP can claim for the author provided that a student record and a letter from the HOD stating that the author was a student of UP at the time that the research was done are included in the submission on the system.

Q. Is the journal in which the article was published accredited?

A. Refer to the DHET Accredited List of Journals which is revised annually.

Q. What happens if an article is published this year in a journal which will only appear on the accredited list the following year?

A. We cannot claim subsidy for an article published in a journal if the journal is not on the accredited list during the publication year of the article.

Q. Can we claim for an article published in a journal which was removed from the DHET accredited list?

A. We can only claim for an article published in a journal which was removed from the list the year preceding the publication year, but not if the journal was removed prior to the preceding year of the publication.

Q. How can a journal be added to the DHET accredited list?

A. UP cannot apply for a journal to be added to the list. The publisher/editor of the journal should apply for the journal to be added onto one of the recognized indexes. If it is a South African Journal, the publisher/editor can apply to DHET. The information is contained in the DHET Policy of Research Outputs.

Q. Can we claim for an article published in the previous publication year?

A. UP must claim the outputs of the preceding year (n-1) in the current reporting year (n). If an article was published in the previous year and not claimed for, UP can claim for it as a late publication provided that a motivation letter indicating that it was a late publication from the publisher/editor is submitted with the article on the system.

RESEARCH ARTICLES IN PUBLISHED CONFERENCE PROCEEDINGS

Q. The affiliation of the author/s is not mentioned anywhere in the book

Case 1. The author is a **full time employee, i.e He/she is an academic, research staff and research student.**

A. A letter from Human Resources Department endorsed by the DVC or Executive Director: Research is required.

Case 2. The author is a **visiting scholar or fellow and retired academics**

A. A letter from the DVC/Executive Director of Research confirming the individual's affiliation to the claiming institution at the time the research was carried out.

Q. What qualifies as peer review evidence for a conference proceeding?

A. 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.

Q. The conference was held in 2016, but only published in 2017. Does it qualify for submission?

A. The year of publication is the important one, regardless of when the conference was held.

Q. What documentation should accompany the paper?

A. The conference proceeding must meet scholarly publishing requirements. That is there must be a cover page with conference name, copyright page with year of publication and ISBN , table of contents, page numbers and preface/introduction/foreword. All this information must appear in one document and should not be a collection of internet pages.