

Tips for researchers

Prof Hennie Stander, Chair: Research Committee
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In the past, many of our colleagues who have applied for promotion, or for an NRF rating, or for a scholarship, found out that there were shortcomings in their research profile. It is very important to plan one's research career and, in order to do so, one needs to know what the rules of the game are.

Below, are four documents on tips which you can use as guidelines to plan your career:

- Tips for planning your research career (Page 2)
– *compiled by Prof Hennie Stander (Acting Dean & Chair: Research Committee)*
- Brief guidelines for successful submission of books, chapters in books, proceedings, and articles to the Department of Education (DoE) (Page 3)
– *compiled by Prof Anita van der Merwe (Humanities' RIS Coordinator)*
- Quick guide to research publications eligible for subsidy (Page 7)
– *compiled by the Research Office.*

There is a fourth file called 'Tips and traps for NRF rating applications'. This document consists of a few 'secret tips' which may help you when applying for an NRF rating. This document will only be forwarded at the end of the year to candidates who plan to apply for an NRF rating. Please contact Aretha Schultz (aretha.schultz@up.ca.za) in this regard.

TIPS FOR PLANNING YOUR RESEARCH CAREER

- Make sure that you have a focus in your research.
- Publish consistently (there should not be too many “dry” years in your publication outputs).
- Make sure that the journals in which you publish, are on the ISI or IBSS or DoHET lists (i.e. that the journals are accredited).
- It is sometimes necessary to rather publish in a high impact journal rather than to publish in an accredited journal. Although you will then not receive any subsidy for your article, it will help you to build a stronger CV which will count in your favour when you apply for an NRF rating at a later stage.
- Don't waste your time on publishing text books. The target group of your book should be fellow scholars (peers) and not students. Text books may have commercial value, but they don't count as research outputs.
- Publish a monograph. This will establish you as a researcher.
- Make sure what the criteria are to have your book accredited. With a little bit of extra trouble, you can meet all the criteria to ensure that your book is accredited.
- Don't always publish in the same journal. Publish in different (high impact, accredited) journals.
- Don't publish in local journals only. Publish in international journals.
- It will promote your standing in the international world when you publish with other renowned scholars, but make sure that you also have single-authored outputs.
- Attend conferences because it is a way to discipline yourself to write articles. At least one article should follow the attendance of a conference.
- When you read a paper at a conference, don't publish it in the conference proceedings. Rather rework the paper and send it to an accredited journal. You will then earn a higher subsidy and it will be of more value in your CV.
- Make sure that you don't have many more conference papers than published articles. You will be asked why you read papers which are not published and it may appear to outsiders that the quality of your papers is not of a high enough standard to be published.
- Don't publish in a journal if you are the editor of that journal, or if you are on the editorial board of that journal. It is not ethical to do so.
- Make sure that your postgraduate students also do their research in your field of specialisation in order to enhance the capacity and the impact of your work.
- Invite Research Fellows to join you in your projects/publications. It will enhance your publication outputs.

Compiled by Hennie Stander, 19 Sep 2011

Brief guidelines for successful submission of books, chapters in books, proceedings, and articles to the Department of Education (DoE)

*The following guidelines should be consulted
before and during the preparation of a publication.*

The RIS templates and checklists are available in both Afrikaans and English at:
<http://www.up.ac.za/services/research/intranet/nis.htm>

Important note: The following guidelines are supplementary to the information provided in the formal documents (Corporate data category) to be found at the above-mentioned web address. Some of the following guidelines were taken from the publication of the Academy of Science of South Africa (ASSAf): *Scholarly Books: Their Production, Use and Evaluation in South Africa Today* (2009). For more detail on the publication of a scholarly book, please consult the publication by ASSAf (on the intranet).

General rules:

- *Proof of affiliation* with the University of Pretoria must be provided. Affiliated authors are defined as academic or research staff, research students, visiting scholars or fellows and retired academics from the claiming institution. If affiliated authors are from another country or from a non-claiming institution, *indicate dual affiliation*. If we do not indicate affiliation of these co-workers with the University of Pretoria, we shall not receive their share of the subsidy. If the affiliation is not on the title page of the publication, it is often in the list of contributors. Make a copy of this page and submit it with the publication.
- The *contact address* reflected in the research output, must be the address of the claiming institution (i.e. the University of Pretoria).
- *Highlight* or clearly indicate the relevant information such as the affiliation and contact address.
- Hand in a *hard (physical) copy* of the book, conference proceedings or article in its published form (galley proofs are not acceptable). In the case of articles, high quality photocopies of the title page of the journal and the first two and last two pages of the article are acceptable.
- Hand in a *fully completed checklist* (as found at the above-mentioned web address) when submitting books, chapters or proceedings for subsidy.
- Once the RIS data has been captured by the operator in your department, *check the "Individuals Research Output"* to ensure that all your individual data has been captured correctly. The operator can print this page. These reports appear at the end of the Corporate Reports.
- *Data must be captured correctly*. For example, it is important that the sequence in which the authors' names appear, is entered correctly, as well as the number in the sequence, i.e. 1, 2, 3,

etc. If an output has only one author, the sequence number must be entered as a 1. The names of all the authors must be listed. The title of the article, chapter or book must be correct (as it was published).

Books and Chapters in books

If you want to receive subsidy for the publication of a book or chapter in a book, there are certain requirements:

- It must be *peer-reviewed* and you must provide *proof* of this. Peer-review implies that peers scrutinized (reviewed) the book or chapter before it was accepted for publication and that improvements were made based on this feedback. *Supporting evidence* must be provided in the book or from the publishers. An editor can also give evidence in a letter if that editor is not the writer of the chapter that is submitted. Preferably the editor should also not be a contributing author (writer of a chapter). Independent peers should be involved in the review process. Consult the templates and checklists for further detail. Please attach copies of the reports that you received from the reviewers (pre-publication reviews) to your submission. This will act as hard evidence and proof of peer-review.
- The book must disseminate *original (own) research* and *new* developments. It must be a *scholarly* book.
- In the case of a *collected work* (book) assembled by one or more scholars in a field, all chapters must be *individually peer-reviewed* and the work should generate a *new conceptual synthesis* that significantly advances scholarship.
- The *target audience* must be specialists / peers / researchers in the relevant field. It should not be a textbook or a book intended for students, practitioners, other professionals, or the general public. Advanced textbooks or professional handbooks are not regarded as scholarly books.
- The book must have an ISBN number
- The *length of the book* must be a minimum of 60 pages, excluding references and appendices, and should contain 60,000 words. A book can be subsidised to a maximum of 5 units (300 pages).
- It should not be based on funded research (i.e. not a report of funded research)
- It should not be commissioned (i.e. already subsidised)
- It should not be an “in-house” publication (i.e. the editor and the writers are from one or two universities)
- The book must be published by a reputable and independent (preferably commercial) *publisher*
- If the book is published in a *language other than English*, the book should be accompanied by a synopsis of one page in English.

- It should be the first print of the *first edition* of the book. A book may be submitted again if it has been expanded extensively, but you will have to provide proof.
- The author must complete the *template and checklist* for the submission of a book in *great detail* (if not, the book will not be accepted for submission to the review panel of the University of Pretoria. Prof Crewe is the chair of this panel). Particularly the information regarding *peer review* and the *target audience* must be completed with great care and according to the guidelines as set out in this document and in the templates.
- The book/chapter must be submitted (to the faculty coordinator) with a hard copy of the template and checklist which can be found on the Research website of the university.

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

- Dissertations and theses
- Textbooks and study guides
- Inaugural speeches
- Reports forming part of contract research
- Works of fiction

Proceedings of a conference, congress or symposium

The requirements for subsidy are:

- The purpose of the proceedings must be to *disseminate original research* and new developments
- Articles accepted for publication in the proceedings must be *peer reviewed*
- The proceedings must have an *ISBN number*
- The *target audience* must be specialists in the relevant field
- A hard copy of the contribution claimed for must be submitted to the DoE, but the proceedings may be published on CD or on a web site.

The proceedings must be submitted (to the faculty coordinator) with a hard copy of the checklist and printout of Appendix 2 as generated by the system (RIS).

The following types of contributions appearing in proceedings will not be subsidised:

- Correspondence to the editors
- Abstracts or extended abstracts
- Obituaries
- Book reviews
- News articles
- Advertorials
- Previously published material

Articles in accredited Journals

The requirements for subsidy are:

- The article must be published in a journal that appears in one of the following *indices*: The Approved South African Journals, or the ISI, or the IBSS list.

- The contributions to the journal must originate from *more than one institution*.
- If a journal is *published late*, (dated in a previous audit year), the article must be accompanied by a letter from the editor stating the actual date of publication and the reasons for the late publication.

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

- Correspondence to the editors
- Abstracts or extended abstracts
- Obituaries
- Book reviews
- News articles
- Advertorials
- Editorials (in most instances)

If you invest time in writing an article, a chapter, or a book, please make sure that you and the University of Pretoria will benefit from it by receiving subsidy.

However, writing a scholarly book – even it does not get subsidized – will be to your advantage when you apply for NRF rating.

The above guidelines should be consulted *before* and *during* the preparation of a publication.

Compiled by: Prof. Anita van der Merwe
Humanities RIS coordinator

DoHET's QUICK GUIDE TO RESEARCH PUBLICATIONS ELIGIBLE FOR SUBSIDY

RESEARCH PUBLICATIONS

Details regarding research publication are recorded in the Research Information System of the university, and are used for statutory or institutional requirements (e.g. the DoHET subsidy claim). This information therefore has to be recorded in a detailed / prescribed format, and according to strict criteria.

Research articles submitted for subsidy

Research articles are eligible for subsidy only if they appear in journals approved by the Department of Higher Education and Training for this purpose:

- (1) Journals appearing in the following international indices;
 - (a) ISI: Science Citation Index ExpandedTM (Web of Science)
The Social Sciences Citation Index® (*Web of Science*)
The Arts and Humanities Citation Index® (*Web of Science*)
 - (b) The International Bibliography of Social Sciences (IBSS)
- (2) South African journals not appearing in the above indices, but whose seat of publication is in South Africa and which meet the above 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 Department of Higher Education and Training (DoHET) and subject to an annual review.

A **hard copy** of the those portions of the article showing the journal name, ISSN, publication year, page numbers, and affiliation of all authors must be provided.

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

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

Books and Chapters in Books submitted for subsidy

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:

- (a) 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.
- (b) 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.

- (c) Edited works, 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 (inside the book or from the publisher via letter or e-mail), must be provided
- (e) The original or photocopy of the **complete** book must be provided
- (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) Dissertations and theses
- (b) Text books and study guides
- (c) Inaugural speeches
- (d) Reports forming part of contract research
- (e) Works of fiction
- (f) 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 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
- (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, **not just the abstracts**
- (c) The proceedings must have an ISBN number
- (d) 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) Correspondence to the editors
- (b) Abstracts or extended abstracts
- (c) Obituaries
- (d) Book reviews
- (e) News articles
- (f) Advertorials
- (g) Previously published material

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

CLASSIFICATION OF EDUCATION SUBSIDY MATTER (CESM)

It is a requirement of the Department of Higher Education & Training that for **each** publication **one** of the codes listed below is selected. Please bear this in mind and, when sending publication data through for capture, indicate the appropriate code (01 or 03 or 05, etc.).

| CODE | DESCRIPTION |
|------|---|
| 01 | Agriculture, Agricultural Operations and Related Sciences |
| 02 | Architecture and the Built Environment |
| 03 | Visual and Performing Arts |
| 04 | Business, Economics and Management Studies |
| 05 | Communication, Journalism and Related Studies |
| 06 | Computer and Information Sciences |
| 07 | Education |
| 08 | Engineering |
| 09 | Health Professions and Related Clinical Sciences |
| 10 | Family Ecology and Consumer Sciences |
| 11 | Languages, Linguistics and Literature |
| 12 | Law |
| 13 | Life Sciences |
| 14 | Physical Sciences |
| 15 | Mathematics and Statistics |
| 16 | Military Sciences |
| 17 | Philosophy, Religion and Theology |
| 18 | Psychology |
| 19 | Public Management and Services |
| 20 | Social Sciences |