

**Faculty of Humanities  
Departments of Afrikaans, African Languages,  
English and Modern European Languages  
University of Pretoria**

**INTERNAL PROCEDURES FOR THE REVIEW OF CREATIVE WRITING**

**1. Published creative writing (fiction, drama, poetry)**

**I. Types of submissions include**

- a) Fiction – novels, novellas, short stories, long or short narratives, folkloric narratives
- b) Poetry - a volume of poems or a portfolio of at least five published poems (the individual poems may appear in different publications); epic or narrative and/or praise poems
- c) Essays
- d) Drama texts – a written play or a collection of one act plays, film and television scripts, collaborative and work shopped drama texts
- e) Compilation of programmes for non-commercial programmes that are broadcast in the public arena (radio, television)
- f) Biographies, autobiographies, historical accounts
- g) Literary translations

**II. Criteria for creative writing:**

- a) Creative writing (in above categories) must be published by a reputable publisher and must demonstrate literary merit, and should make an original contribution to the discipline.
- b) Individual short stories may be recognised if they appear in a reputable anthology or journal, and if there has been a rigorous refereeing process, similar to that which is required in the case of academic submissions to journals or collections of essays.
- c) Works published in electronic literary journals may be considered.
- d) In the case of published film and television scripts, drama texts and translations of dramas, the potential for performance could be taken into consideration.

**III. Procedures:**

- a) The author must complete a submission form with the relevant data
- b) The author must submit a framing document in which he or she contemplates the significance of the creative work in relation to his or her wider research and pedagogical interests.
- c) The *original* volume (novel, collection of short stories, play or poetry) must be submitted together with the completed submission form to the the Departmental Research Committee in that discipline.
- d) The Departmental Research Committee in that discipline must evaluate the submission based on the criteria. Care must be taken that every submission must be evaluated against its own criteria regarding specific genre conventions. Quality remains the decisive consideration.
- e) The Departmental Research Committee in that discipline must appoint two external, independent reviewers. The applicant may make suggestions for possible reviewers.
- f) Reviewers must complete the relevant review form and return it within a specific time period to the Departmental Research Committee in that discipline.

- g) Positive reviews, review forms, submission forms, a summative recommendation by the Departmental Research Committee in that discipline as well as the original texts will be forwarded to the Faculty Research Committee.
- h) The Faculty Research Committee will make recommendations to the University Awards Committee, which will decide on the award.

#### **IV. Time constraints**

- Only texts published in the preceding year may be considered.

#### **V. Allocation of values**

- The reviewer must allocate and justify a value based on the following five-point scale; consideration must be given to genre conventions, comparative literary scope and quality, linguistic richness, craft and expertise.

1	Poor
2	Below standard
3	Average
4	Above standard
5	Exceptional

**Note: precise unit allocations are still under discussion.**

- The reviewer should consider whether the text is equal in weight to the writing and publication of a scholarly article or book.
- Published reviews of the submission may be taken into consideration.
- National or international recognition should be taken into account in the allocation of values.

## ADDENDUM 1: SUBMISSION FORM

### Cover page: SUBMISSION FORM FOR LITERARY SUBMISSIONS

Name of author .....

Capacity of author: .....

Date of submission: .....

#### Publication details

Title:	
Title of publication: (where applicable)	
Genre:	
Publisher:	
Year of publication:	
ISBN / ISSN number:	
Number of pages:	

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Author's signature

## ADDENDUM 2: REVIEW REPORT

### Cover page: REVIEW REPORT ON LITERARY SUBMISSIONS

Name of reviewer: .....

Capacity or professional position: .....

Name of author under review: .....

Title of text under review: .....

Date of report: .....

May your name be forwarded to the candidate?

YES	NO
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May your report be forwarded to the candidate?

YES	NO
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#### Final evaluation

Please submit a report in which you fully consider the University of Pretoria's criteria for creative work (see Rt 501/05 and the document, "Internal procedures for the review of creative writing").