

## 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 Expanded<sup>(TM)</sup> ( *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:

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, 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

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- (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