

Research Information System (RIS)

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. 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