

Publication Count Guidelines (Research Outputs)

Publication count is the annual compilation and reporting of the Institution's research outputs, to the Department of Higher Education and Training (DHET) for allocation of government subsidy to the institution.

Each researcher is responsible for ensuring that their outputs reach the Research Office. Researchers must ensure that all outputs in the recognised categories meet the criteria of accreditation in order to be eligible for submission to the DHET. This is an abridged guide, a complete guide can be found on the DHET website: <http://www.education.gov.za/dynamic/dynamic.aspx?pageid=326&dirid=11>

Accredited / Approved Journals

Accredited Journal

Journals refer to peer-reviewed periodical publications whose aim is disseminating original research and new developments within specific disciplines, sub-disciplines or field of study. These include original articles, research letters, research papers and review articles. However, only DHET approved journals are subsidised.

List of accredited/approved Journals

The accredited lists are available on the Research Office Website (<http://www.dut.ac.za/research>):

Journals listed in the following indices are accredited by DHET:

- ISI Science: <http://scientific.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=D>
- ISI Social Sciences: <http://scientific.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=J>
- ISI Arts & Humanities: <http://scientific.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=H>
- IBSS: <http://www.lse.ac.uk/collections/IBSS/about/journals.htm>
- DHET List of South African Approved Journals:
www.education.gov.za/dynamic/dynamic.aspx?pageid=326&dirid=11

Journals not on accredited lists

(See guidelines for inclusion of journals to the accredited list below)

NOTE: South African Journals are subject to an annual review

Submission of hardcopies

Please provide the following:

- A photocopy of the first page of the article, containing name of journal, volume, year of publication, title of the article, page numbers, name(s) of authors and proof of author affiliation to DUT.
- If the first page or last page of the article does not reflect the information listed above, provide a copy of the relevant pages with the required information.
- If the Journal name does not appear on the published article, please submit a copy of the cover page together with index page of the article. Hand written information will not be acceptable.
- Highlight the DUT authors and their affiliation.

Journals article not subsidised

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.

Calculation of Units

A research article published in an approved journal will be subsidised as a single unit, if all the authors are affiliated to the claiming institution. Where authors are affiliated with two or more institutions, the subsidy is shared between the claiming institutions.

GUIDELINES FOR THE INCLUSION OF JOURNALS TO THE DHET ACCREDITED LISTS

1. International Journals

For journals published outside South Africa, which do not appear on the ISI Web of Science or the IBSS indices, the editorial office of the particular Journal should be requested to apply for inclusion on the ISI Web of Science or IBSS Indices.

- ISI Web of Science selection process: http://thomsonreuters.com/products_services/science/free/essays/journal_selection_process/
- IBSS selection process: <http://www.lse.ac.uk/collections/IBSS/support/informationPublishers.htm>

2. South African Journals

South African journals, which in the opinion of the Institution comply with the minimum criteria for inclusion, may be proposed for inclusion. A minimum of three consecutive issues must be published for journals with a quarterly or higher publication frequency and one issue for annual publications before submission for accreditation.

For the journal to be considered for inclusion, effective the following calendar year, please send a physical copy of the journal to Charty Cele, **Research Office, 31st May** annually.

Please include the following information with your submission:

- Title, including translations if not published in English.
- The ISSN of the journal
- Publisher and the publisher's address and contact details
- Frequency of publication
- Evidence that the journal has been published for the minimum prescribed cycle (the most recent 3 copies of 3 consecutive issues for a journal with a quarterly or higher publication frequency, 2 copies, for a journal published semi-annually, and 1 copy for a journal published annually)
- Editorial policy, including evidence of the peer review process
- Editorial board, the status of the members of the editorial board must be provided together with their institutional affiliations.
- In the case of electronic journals, the journal's internet Uniform Resource Locator (URL).
- Indication of library holdings should be provided.

Minimum criteria for a journal to be eligible for inclusion to the list of approved journals

- The purpose of the journal must be to disseminate research results and the content must support high-level learning, teaching and research in the relevant subject area.
- Articles accepted for publication in the journal must be peer reviewed.
- The majority of contributions to the journal must be beyond a single institution.
- The journal must have an International Serial Number (ISSN).
- The journal must be published regularly.
- The journal must have an editorial board that includes members beyond a single institution and is reflective of expertise on the relevant subject area.
- The journal must be distributed beyond a single institution.

Books/Book Chapters

DHET Definition of a Book

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, chapters and edited works.

Criteria for subsidising books

- The purpose of the book must be to disseminate original research and new developments within specific disciplines, sub-disciplines, or field of study.
- The book must be peer-reviewed as a research output and supporting evidence provided in the book or from the publishers.
- The book must have an International Serial Book Number (ISBN).
- The length of the book must be a minimum of 60 pages, excluding references, bibliography, appendices.
- The target audience of the book must be specialists in the relevant field.
- In the event that the book is published in a language other than English, the author must submit a summary of the *entire book* in English (minimum of one page). Similarly, any supporting evidence or documentation must also be provided in English.
- The minimum contribution from a book that will be considered for evaluation will be a complete division of a book such as a chapter.

Books not subsidised

The following types of book publications are not subsidised:

- Dissertations and theses
- Text books, manuals and study guides
- Inaugural speeches
- Reports forming part of contract research
- Works of fiction
- 2nd and 3rd etc. Editions, unless new research is included. A motivation detailing that there is substantially new research, must be provided when claiming for later editions.

Book Publishers

One criterion for books is that the book must be peer-reviewed as a research output and supporting evidence must be provided in the book or from the publishers.

Submission of hardcopies

- The DHET recommends that an original copy of book be submitted even if only a chapter is being claimed.
- Evidence of peer review process provided by the publisher must accompany all submissions.

DHET Calculation of Units

A book may be subsidised to a maximum of 5 units or a portion thereof, based on the number of pages being claimed relative to the total number of pages of the book, if all authors are affiliated to the claiming institution. A guideline of a minimum of 60 pages and maximum of 300 pages will be allocated per unit or proportions and multiples thereof, if all the authors are affiliated to the claiming institution. However, where authors are affiliated with two or more institutions, the subsidy is shared between the claiming institutions.

REFEREED CONFERENCE PROCEEDINGS

Proceedings refer to a *published record of a conference, congress, symposium or other meeting whose purpose is to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study*. Only proceedings that meet specified criteria are subsidised.

Criteria

- The purpose of the proceedings must be to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study.
- Articles accepted for publication in the proceedings must be peer-reviewed and published in full.
- The proceedings must have an ISBN.
- The target audience of the proceedings must be specialists in the relevant field.
- In the event that the proceeding is published in a language other than English, the author must submit an abstract of the proceeding in English. Similarly, any supporting evidence or documentation must also be provided in English.

Submission of hardcopies

For qualifying submissions, please supply photocopies of the publication together with the information listed below. Please note that this applies to CD's, as well as online publications.

- Copies of the front and back covers, evidence of ISBN, table of contents, lists of contributors and their affiliation, preface, introduction, foreword, all papers by DUT authors, evidence of peer-review statement from either the publisher, the editor(s) or the conference organisers indicating that the *full papers* were refereed *prior* to publication.
- Please highlight the following on the copies: DUT authors and proof of affiliation, ISBN and evidence of peer-review.
- An internal screening process will be implemented by the Research Office prior to submission to the DHET.

Conference Proceedings not subsidised

The following types of articles appearing in proceedings are not subsidised:

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

Evidence of publisher's peer review process

- Evidence of publisher's peer process must accompany all publications
- Research outputs for subsidy must be peer reviewed prior to publication
- A statement of the peer review process must come from the publisher, conference organizers or during the call for papers and not from the editors
- The peer review process should be as detailed as possible

Calculation of Units

Proceedings meeting the above criteria will be allocated a maximum of half of a unit (0.5) if all authors are affiliated to the claiming institution. In the case where authors are affiliated with two or more institutions, the subsidy is shared between the claiming institutions.

Note:

- Where proceedings are published in an approved journal, the output will be treated as a journal article.
- Conference papers for which only the abstract or extended abstract was refereed **cannot** be submitted for subsidy.

ALL CATEGORIES

Author Affiliation

If the Author's affiliation is not given in the publication, a letter confirming the author's affiliation to the university, signed by the Director, must be provided with every submission.

Late Submissions

Publications if n-2 require an explanation for lateness for **each** submission/ article (journals, books/chapters and proceedings) with a valid reason for the delay. Each explanation must be signed by the Director.

Publications from n-3 or before are not accepted.



Main Reasons for rejection by DHET

Insufficient or no evidence of Peer Review

The Policy requires that all publications for research subsidy should be peer reviewed. The following guidelines regarding peer review and evidence of peer review should be followed:

- Peer review must be specialists in the field
- Peer review must be done prior to publication
- Full articles, and not just abstracts (as it is the case for some conferences), must be peer reviewed
- Conference papers or articles must be peer reviewed for publication and not only for presentation
- Authors and editors cannot be part of the peer review process of their own papers
- Emails from authors confirming peer review are not considered to be sufficient evidence

Incomplete Submissions

- All books and published conference proceedings must have an ISBN Number
- Full paper being claimed must be submitted
- Abstracts or loose papers with no reference to the conference or publication are not sufficient

Reprints, previously published research, and new editions

- Publications must disseminate 'original research and new developments'
- Reprints of publications and second editions are not subsidized unless there is clear proof of new research in the revised publication

Late submissions

- Only submissions for year n-2 (and no later) will be considered, as long as each submission is accompanied by an explanation signed by the Vice Chancellor, or DVC/Director of Research.
- Earlier publications (n-3 and earlier) will not be accepted.

No Translation of non-English Language submissions

- A brief outline of the content of all non-English language submissions (a page long for books and shorter for conference proceedings) must accompany the publication

No Proof of Author's Affiliation

- Where an author affiliation is not indicated, a letter proving affiliation signed by the Director: Research must accompany the publication.



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