GUIDELINES FOR SUBMISSION OF PUBLICATIONS

PUBLICATION SUBMISSION

A set of publication forms is sent in September of each year to the HOS and the person responsible for publications, if there is such a person, in every capturing centre. Forms are also obtainable from the website (www.wits.ac.za/research)

Each publication is submitted with the relevant form, completed, to the Research Office, via the School’s nominated ‘person responsible for publications’. On each form is a clear list of the documentation required to be submitted with that type of publication if it is intended that it be submitted to the Department of Higher Education and Training for subsidy. The Research Office does not submit publications to the Department for subsidy if they do not meet the eligibility requirements, or if they do not have the required documentation.

In all categories of publications the criteria for submission for subsidy are:

- original research – i.e. the work must be based on research
- analytical component
- scholarly work.

For evaluation of Law publications, an analytical component in a serious state of the art book, setting the standard for interpretation of the act, is expected. Explanation of the law for others, including lawyers, is not sufficient

1. BOOKS, CHAPTERS AND CONFERENCE PROCEEDINGS.

General Notes

1. All books/chapters and conference proceedings submissions intended for subsidy must have proof of pre-publication peer-review, outlining the process used, from the publisher
2. In the case of books/chapters, especially some law books, where the basis of research, background, or impact, are not immediately apparent, a motivation or even a post publication peer review, might be valid to elucidate this. The original research and any analytical component should be clarified.
3. If a book/chapter is based on a peer-reviewed conference, then this should be submitted as conference proceedings, with a motivation explaining the background.
4. For conference proceedings, the conference is expected to be a scholarly conference and evidence of this should be provided, as well as evidence of full peer review of the papers.
5. The full book, not just the chapter or conference paper, to be submitted unless absolutely impossible
6. Post-publication reviews of the Book/Chapter by peers of the author are not required

Publications Criteria

A. Books/Chapters in books:

- A book is a peer-reviewed, non-periodical research publication disseminating original research and/or new developments within specific disciplines.
- The purpose of the book must be to disseminate original research and/or new developments within specific disciplines
- The book/chapter must be peer-reviewed as a research output and supporting evidence provided in the book or from the publishers – this means each submission must have been sent out to readers for evaluation prior to inclusion in the book, review by the editor or editorial board is not sufficient.
- The book must have an ISBN number
- The length of the book must be a minimum of 60 pages, excluding references, bibliography and appendices
- The target audience must be specialists in the relevant field

The following types of books/chapters are not subsidized:

- Dissertations and theses, and chapters based on research for PhD, unless it has been substantially expanded and changed, in which case a motivation should be provided, as well as proof of peer-review. If the PhD on which the research included in the chapter was based, was done outside SA, then it is acceptable, again a motivation needs to be provided as well as proof of peer review)
- Textbooks and study guides (A book called a “textbook” but not aimed at students is acceptable if this is explained in a motivation and, of course, if proof of peer-review is provided)
- Handbooks (unless disseminating new original research and peer-reviewed, with proof)
- Inaugural speeches
- Contract research reports
- Fiction and poetry
- Encyclopaedias
- Festschrifths (unless the contributions were peer-reviewed, in addition to being invited, and proof can be provided)
- Homages
- Biographies
- Invited chapters (unless the contributions were peer-reviewed, and proof can be provided)
- Previously published material

B. Papers published in Conference Proceedings:
- Proceedings refer to a published record of a scholarly conference, congress, symposium or other meeting whose purpose is disseminating original research and/or new developments within specific disciplines.
- The purpose of the proceedings must be to disseminate original research and/or new developments within specific disciplines.
- Papers accepted for publication in the proceedings must be peer-reviewed and supporting evidence provided in the proceedings or from the editors/publishers – this means each paper (NOT abstract) must have been sent out to readers for evaluation prior to inclusion in the proceedings, review by the editor or editorial board is not sufficient.
- The proceedings must have an ISBN number
- The target audience must be specialists in the relevant field.

The following types of papers in proceedings are not subsidized:
- Invited papers (unless peer-reviewed with proof)
- Correspondence to the editors
- Abstracts or extended abstracts
- Obituaries
- Book reviews
- News articles
- Advertorials
- Previously published material

2. JOURNAL ARTICLES

Only peer-reviewed articles in journals which appear on one of the following international indices are eligible for subsidy:

ACCREDITED JOURNALS
These are found on the following websites:
- ISI Science: http://www.isinet.com/cgi-bin/jrnlst/jlsearch.cgi?PC=D
- ISI Social Sciences: http://www.isinet.com/cgi-bin/jrnlst/jlsearch.cgi?PC=J
- ISI Arts & Humanities: http://www.isinet.com/cgi-bin/jrnlst/jlsearch.cgi?PC=H
- IBSS: http://www.lse.ac.uk/collections/IBSS/about/journals.htm
- List of Approved South African Journals (see www.wits.ac.za/research)

Journal articles which are not published in accredited journals cannot earn subsidy. Application can be made for a South African non-accredited journal to be included on the list of South African accredited journals - for the qualifying criteria and documentation required see Appendix 1 below.

However, the following types of articles are not subsidized, whichever journal they appear in:
- Correspondence to the editors
- Editorial
- Letters to the editor
- Abstracts or extended abstracts
- Obituaries
- Fiction and poetry
3. OTHER TYPES OF PUBLICATIONS

Research reports, book reviews and editorships are recorded for the Research Report but they do not earn subsidy.
APPENDIX I

CRITERIA FOR SOUTH AFRICAN JOURNALS TO BE PROPOSED TO THE DE FOR ACCREDITATION

South African journals are evaluated against the following CRITERIA:

- The purpose of the journal must be to disseminate research results and the content must support high level learning, teaching and research in the subject area concerned.
- The journal must have an ISSN (International Standard Serial Number)
- The journal must be published regularly (frequency of publication)
- The journal must have an editorial board that is reflective of expertise in the subject area covered.
- Membership of the editorial board must be beyond a single institution
- The members of the editorial board should have their standing in their respective subject areas assessed by their own peer-reviewed research, by means of their publications and citations.
- Articles accepted for publication in the journal must be peer-reviewed.
- The journal must be distributed beyond a single institution. Holdings of South African and/or international libraries will be used as the standard against which this criterion will be measured.
- The seat of the journal must be in South Africa
- Foreign language articles must have an English language abstract (ideal but not obligatory)

For form see next page
TO REACH THE RESEARCH OFFICE BY 30 APRIL EACH YEAR

MOTIVATION FOR THE ADDITION OF A SOUTH AFRICAN JOURNAL TO THE LIST OF ACCREDITED SOUTH AFRICAN JOURNALS

DOCUMENTS TO ACCOMPANY THIS FORM:

- Photocopies of the cover, title page and verso (back of the title page), including translations if not published in English
- The ISSN of the journal
- The publisher and the publisher’s address and contact details
- Evidence showing 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)
- A copy of the editorial policy, including evidence of the peer review process – preferably a printed statement of the procedures followed
- Composition of the editorial board, the status and institutional affiliation of each member must be stated
- In the case of electronic journals, the journal’s internet URL (Uniform Resource Locator)
- Indication of library holdings should be provided
- A sample copy of the journal (an actual copy as opposed to a photocopy) from the publisher

1. UNIVERSITY OF THE WITWATERSRAND

2. TITLE OF JOURNAL: .............................................................................................................

Former title (if applicable) .................................................................................................

3. ISSN of the journal: ........................................................................................................

4. CESM category of the journal: ..................................................................................... (see attached list)

5. PUBLISHER: ...................................................................................................................

6. EDITORIAL STAFF 

   AFFILIATION

   Editor: ................................................. .................................................................

   Members: ................................................ ...............................................................

   .................................................................................................................................

7. REFEREEING PROCEDURE FOR ARTICLES FOR PUBLICATION IN JOURNAL:
   Please note that full details are required. (Please supply printed evidence and expand on a separate sheet of paper if necessary)

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C:\Users\00658005\Downloads\i2i25_687219001346841483.doc\PubsGuidelines 2007
8. WHAT % OF THOSE MANUSCRIPTS THAT ARE SUBMITTED ARE ACCEPTED?


9. Name the acknowledged abstract journal/indexes in which the journal has already been included:


10. Name libraries where holdings of the journal are kept, if possible


11. If the journal is an official publication of a scientific subject, association, organisation or interest group, please give name:


12. Frequency of publication: ........................................


13. If this journal is not in English, are English abstracts provided? ....................

14. Further letters, recommendations and information may be attached, especially in regard to the status of the editors and editorial policy and the peer review procedure – most important.

Submitted by: (PRINT)  Department/School: ........................................

University of the Witwatersrand.