

2017 DHET SUBMISSIONS: INSTRUCTIONS TO AUTHORS

Contact person for submission

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Publications, as listed below, are submitted to the DHET annually on 15 May for the previous year, i.e. 2016 publications will be submitted in May 2017. Publications that are one year late (i.e. published in 2015) may be submitted together with a letter of explanation. The DHET will not accept publications from earlier than 2015 in 2017.

Subsidy is paid to CPUT two years later. E.g. 2016 publications submitted to the DHET in May 2017 will receive their subsidy during the second part of 2019. Information on the subsidy credits in a researcher's research account may be obtained from

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JOURNAL ARTICLES	DHET requirements	Action by researchers
	<p>Only articles from journal titles appearing on the lists annually provided by the DHET are eligible for DHET subsidy.</p> <p>Consult the Research Directorate website (click on DHET Accredited Publications on the left) for the current lists and current DHET publications policy documents. DO NOT use the ISI lists on the ISI website – consult only the lists issued by the DHET which appear on the Research Directorate website.</p> <p>The following (even if published in DHET accredited journals) are not eligible for subsidy:</p> <ul style="list-style-type: none"> ▪ Abstracts ▪ Advertorials ▪ Book reviews ▪ Case studies ▪ Correspondence to the editors of journals ▪ Editorials ▪ News articles ▪ Obituaries ▪ Previously published articles 	<p>Submit a copy (offprint from the publisher, clear electronic pdf copy or clear photocopy) of the article. Do not send the actual journal.</p> <p>The journal title, volume, issue, date, page numbers and author affiliation, must appear on the pages. If no author affiliation appears, a letter from the dean of the faculty or director of the unit, testifying that the author was employed by CPUT during time of publication, must accompany the article.</p> <p>Only submit an electronic copy if this is the only format in which the journal appears, as early publication in electronic format lacks relevant publication details.</p> <p>The final date for submission to the Research Directorate is 20 March. Journal articles are audited by independent auditors before submission to the DHET.</p>

BOOKS/ CHAPTERS	DHET requirements	Action by researchers
	<p>Only scholarly books are eligible, i.e. books disseminating original research with a target audience of specialists, NOT textbooks, technical reports, handbooks or case studies. Explanation of the peer review process must be provided. This should be contained in a signed letter from the publisher if not stated implicitly in the preface or foreword to the book.</p> <p>Books must be at least 60 pages in length, excluding references, bibliography and appendices, and must have an International Standard Book Number (ISBN).</p> <p>The following do not qualify for DHET subsidy:</p> <ul style="list-style-type: none"> ▪ 2nd, 3rd, etc. editions of books, unless significantly new research is included ▪ Autobiographies ▪ Case studies ▪ Contract research ▪ Dictionaries ▪ Dissertations and theses ▪ Encyclopaedias ▪ Fiction ▪ Inaugural lectures ▪ Manuals ▪ Study guides ▪ Technical reports ▪ Text books ▪ Translations <p>Publications by Verlag Dr Müller/LAP Lambert Academic Publishing and its imprints will not be submitted for DHET subsidy.</p>	<p>Please send a copy of the book to the Research Directorate before 20 March.</p> <p>A publications committee comprising members of the Research Directorate and senior academics will consider whether each book or chapter meets the DHET criteria prior to submission.</p> <p>The book will be couriered to the DHET in May, and should be returned by the end of the year.</p> <p>Please pencil in your name and physical CPUT address in the front of the book so that we can return it to you.</p>

CONFERENCE PROCEEDINGS	DHET requirements	Action by researchers
	<p>Conference papers only qualify for DHET subsidy if they are published in proceedings with evidence of peer review of the paper (not the abstract).</p> <p>The DHET requires an explanation of the peer review process. This should be contained in a signed letter from the publisher if not stated implicitly in the proceedings. It is not sufficient merely to state that the papers were peer reviewed – the DHET likes to see the number of papers received, and the percentage of papers accepted/rejected. There should also be a review committee (sometimes called the programme or scientific committee) with each member’s affiliation. The extract below, from the Preface to the 2007 30th HERDSA Conference, Adelaide, New Zealand, is a good example of what constitutes good peer review:</p> <p style="padding-left: 40px;">All papers were refereed by a double blind reviewing process according to Australia’s Department of Education, Science and Training (DEST) refereeing standards. Papers were reviewed according to the following criteria: relevance to conference themes, relevance to audience, contribution to scholarship, standard of writing, originality and critical analysis. We were fortunate to have 94 reviewers from Australia, United Kingdom, Canada, New Zealand and the United States. 500 papers were submitted, of which 300 were accepted for publication in the proceedings, i.e. 60%.</p> <p>The DHET will not subsidise conference proceedings where the authors of papers or the editors of the conference proceedings are also reviewers unless proof is provided that they were not involved in the reviewing of their own submissions.</p> <p>Please note the following instruction from the DHET (2006): Institutions are responsible for ensuring the ethical integrity of their submissions. Breaches of propriety include the following:</p> <ul style="list-style-type: none"> ▪ Submitting an output that is or has been submitted in the same or another format (conference proceedings, journal or book chapter) ▪ Submitting an output where the author is also the peer reviewer and/or editor of the collection, or otherwise plays more than one role that may compromise the integrity of blind and anonymous peer review ▪ Submitting a series of outputs that all derive from one piece of research 	<p>The actual published conference proceedings (i.e. hard copy) must be submitted. Photocopies are also acceptable if they contain all the relevant information. In the case of conference proceedings published on CD- Rom, please provide the CD/flashdrive PLUS printouts of ALL the relevant pages, i.e. title page, imprint page, publisher, date of publication, ISBN, explanation of peer review process, list of reviewers, table of contents, the actual paper as it appears in the proceedings, with page numbers (not as it appears on your MSWord copy).</p> <p>Please note that the Research Directorate staff members do not have time to search CDs and websites to trace conference papers and the evidence outlined above.</p> <p>The DHET has introduced a new criterion for electronic proceedings – electronic proceedings must be an exact replica of printed proceedings, with correct page numbers (e.g. pp 353- 361). The authors’ CPUT affiliation must appear on the paper.</p> <p>The proceedings will be couriered to the DHET in May, and should be returned by the end of the year. Please pencil in your name and physical CPUT address in the front of books of proceedings so that we can return them to you.</p> <p>A publications committee comprising members of the Research Directorate and senior academics will consider whether the conference proceedings meet the DHET criteria prior to submission.</p> <p>The due date for submission to the Research Directorate is 20 March.</p>

POST SCRIPT

Each submission to the Research Directorate should be accompanied by an explanation of the type of affiliation of all CPUT-affiliated authors. Indicate whether the author is a CPUT staff member, postgraduate student, adjunct professor, etc. This information can either be written in pencil on the actual publication or included in an email.