

ADDENDUM C

REQUIREMENTS FOR SUBMISSION OF BOOKS/CHAPTERS IN BOOKS

In compliance with the new policy of the Department of Higher Education & Policy (DHET) on the subsidization of research outputs the following documentation is compulsory when submitting a publication in this category.

A book is eligible for 10 subsidy units and a chapter in a book for 1 subsidy unit.

Documentation/Information to be Provided from the Author

1. **Hard copy** of the book.
 - 1.1. In case of e-books, a bound copy of a printout of the **complete** book should be submitted to the research office.
2. A **written justification** (maximum 500 words) signed by the author of the book, or the general editor (in the case of an edited book with several chapters from various contributors)
 - 2.1. Explaining the contribution that the book makes to scholarship must be attached to each publication claimed. This justification should not be an abstract of the contents or preface of the book, but should, rather, describe the *methodology* used as well as the *unique contribution* made to knowledge production. It should be clear that the book or chapter against which subsidy is being claimed disseminates *original research* and new developments within the specific discipline.
 - 2.2. As part of the justification, there must be an unequivocal declaration to the fact that **no part of the work was plagiarised or published elsewhere**.
 - 2.3. The **target audience** must be stated.
 - 2.3.1. If such information is already provided in the actual publication, a marker or reference to this must be made rather than providing it in the justification.
 - 2.3.2. In cases where it is indicated in the publication that the target audience is (pre-graduate) students and/or a wide audience, a motivation should be handed in stating the scholarliness of the work.
3. In the case of **second or later editions** being submitted for subsidy, clear evidence of new research must be provided. The author should submit a detailed statement clearly indicating the new work. The previous version of the publication should also be handed in. It is necessary that at least 50% of the publication being claimed must have not been published previously.
4. **Dissertations and theses** that have been converted into books must be clearly identified as such and there must be evidence of *substantial reworking* and additional research carried out. The author should submit a detailed statement clearly indicating the new work. The previous version of the publication should also be handed in.
5. In the event that a book is published in a **language other than English**, the institution must submit a *one-page summary of the output in English*. Similarly, any supporting documentation must also be provided in English.

6. In the case of **late submissions**, a formal motivation explaining the reason for the late submission should be handed in. It should be signed by the author/head of department.

Documentation /Information to be Provided by Publisher/Editor

1. Evidence of the **pre-publication** peer review **process** must be provided for every book or chapter submitted for subsidy (*a mere statement that peer review had taken place is not sufficient*). The peer-review evidence must be clear and unambiguous.
 - 1.1. Unless in the case of blind review, the names and affiliations of the reviewers should be mentioned.
 - 1.2. It should also be stated clearly whether peer review had taken place on the whole manuscript or the proposal only.
 - 1.3. If possible, the peer review reports should be provided to support the submission.
 - 1.4. Other post publication reports can be handed *in addition* to the peer review report to strengthen the submission
 - 1.5. Templates or a generic declaration is not suffice (in the past we have received declarations from different publishers using the exact same statement re the peer review process that had been followed).
2. In the case of chapters in books, a justification by the editor should be provided (see point 2 in the previous heading)

The Following Types of Publications Do Not Qualify for Subsidy Purposes:

- Dissertations and theses
- Text books, professional handbooks and study guides
- Reference books, Dictionaries and Encyclopaedias
- Speeches of any type and nature
- Reports forming part of contract research and other commissioned work
- Works of fiction
- Introductions and conclusions (unless the entire book, as a unit, is being submitted for subsidy claim)
- Book reviews
- Second, third and following editions do not qualify for subsidy unless substantial new research has been done and it should be stated as such in a detailed motivation in this regard
- Translations