

RESEARCH OUTPUT PUBLICATIONS



Tshwane University
of Technology

We empower people

RESEARCH OUTPUT

Directorate: Research & Innovation

Guidelines for the submission of research output

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RESEARCH OUTPUT PROCESS

1. Recognized research output categories

A. Journals

Only journals listed in the following indices are approved for subsidy:

- Institute of Scientific Information (ISI) Web of Science
 - ✓ The Sciences Citation Index
 - ✓ The Social Sciences Citation Index
 - ✓ The Arts and Humanities Citation Index
 - The International Bibliography of Social Sciences (IBSS)
 - The Approved South African Journals maintained by the Department of Higher Education and Training
- Currently: ± 15 622 journals on the approved lists**

B. Books

Only books that meet specified criteria are subsidized.

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. Examples of different types of books include: Monographs, Edited works, Chapters

C. Proceedings

Only proceedings that meet specified criteria are subsidized:

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.

2. Time frame

3-Year process, e.g

- 2012 [Year 1] = Publish
- 2013 [Year 2] = Submit
- 2014 [Year 3] = Subsidy

3. Allocation of Units

- TUT may only claim for the units generated by authors affiliated to TUT
- Journal article = **1 unit** or portion thereof
- Book = maximum of **5 units** or portion thereof
- Proceedings = **0.5 unit** or portion thereof
- Where authors are from more than 1 institution, the unit will be shared
- Unit value = R50 000 paid
 - 50% to FRIC for stimulating research in faculty/directorate
 - 50% to author(s)

Example

Journal of Essential Oil Research 18: 122–123 (2007)

Composition of the essential oil of *Euchaetis albertiniana* I.J.M. Williams.

[1] Başer KHC, [2] Demirci B, [3] Özek T, [4] Viljoen AM [TUT]

Units claimed: 1 unit / 4 = **0.25** = R12, 500

50 % to Faculty = **0.125** unit = R6, 250

50% to Author = **0.125** unit = R6, 250

4. Faculty evaluation

It is important that the faculty evaluates the publications. The evaluation should preferably take place prior to capturing to ensure that you only capture those publications that meet the criteria and requirements.

[See Addendum A for internal process]

5. Evaluation of contributions

The DHET has specific criteria that must be adhered to in order to qualify for subsidy. Please ensure that these requirements are met when you evaluate the contributions.

- a. **In order to qualify for subsidy**, conference proceedings and books/chapters in books must adhere to the following:
 - Output (publications) can only be submitted for accreditation **once**;
 - All submissions must contain **new knowledge and original research**;
 - All submissions must be **peer-reviewed prior to publication** (full papers, not just abstracts and/or presentations) and **proof** must be provided. (This refers to a body of evidence, not just a statement);
 - The publication must be **scholarly** in nature;
 - The publication must be **based on research**;
 - May **not** have been **previously published**;
 - Non-accredited journals **cannot** be submitted as books or conference proceedings;
- b. The following is not published in the DHET Policy on the measurement of research output, but must be adhered to when a publication is submitted for evaluation.
 - i. **Books/Chapters in Books**
 - Documentary proof must be submitted (the books are divided amongst the evaluators and recommendations are made);
 - Proof from the Editor of the book on the peer review process must be submitted;
 - There must be evidence from the Publisher on the peer review process;
 - The Editorial Committee cannot peer review, it must be specialists who don't form part of the Editorial team;
 - An author may not be the Editor or part of the Editorial Committee;
 - Work in the book must be new and of high quality, i.e. the contents must be original;
 - Follow-on additions cannot receive accreditation.
 - ii. **Conference Proceedings**
 - Evidence of the selection of papers, what percentage of papers are accepted/declined;
 - Evidence of the process that was followed;
 - Evidence of peer review by specialists – not the Conference Committee, Technical Committee or Organizing Committee;
 - Acceptance of publication must be peer reviewed;
 - Papers may not be published by invitation, e.g. workshop papers;
 - Should not have been published somewhere else;
 - An author may not be the Editor or part of the Editorial Committee;
 - Doesn't imply if the conference is approved it is automatic that individual papers have been approved;

6. Evidence of Peer Review

The policy requires that all publications submitted for research subsidy should be peer reviewed [See Addendum B].

The following guidelines regarding peer review and evidence of peer review should be followed:

- Peer review must be by specialists in the field;
- Peer review must be done prior to publication;
- Full articles, and not just abstracts (as it is the case with some conferences), must be peer reviewed;
- Conference papers or articles must be 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; and
- Evidence of peer review should be un-ambiguous.

7. Documents to be submitted

A. Journals

- Author's copy or copied pages from the journal of papers already published.
- Do NOT submit copies of papers in press or copies where the date, volume and page numbers do not appear.

B. Books and Proceedings

If original copies of books and proceedings are not submitted, please make sure that copies are bound or stapled together so as to avoid any pages going missing. If photocopied, please include the following pages:

- The cover of the publication (showing the title);
- The imprint pages of the publication showing the date of publication, ISSN or ISBN number and the contents page;
- The pages of the book or conference proceedings reflecting the index, table of content, bibliography, etc.
- The full chapter/s being claimed for as well as the first and last chapters of the book; and
- The pages showing author affiliation if this is not indicated in the chapter.

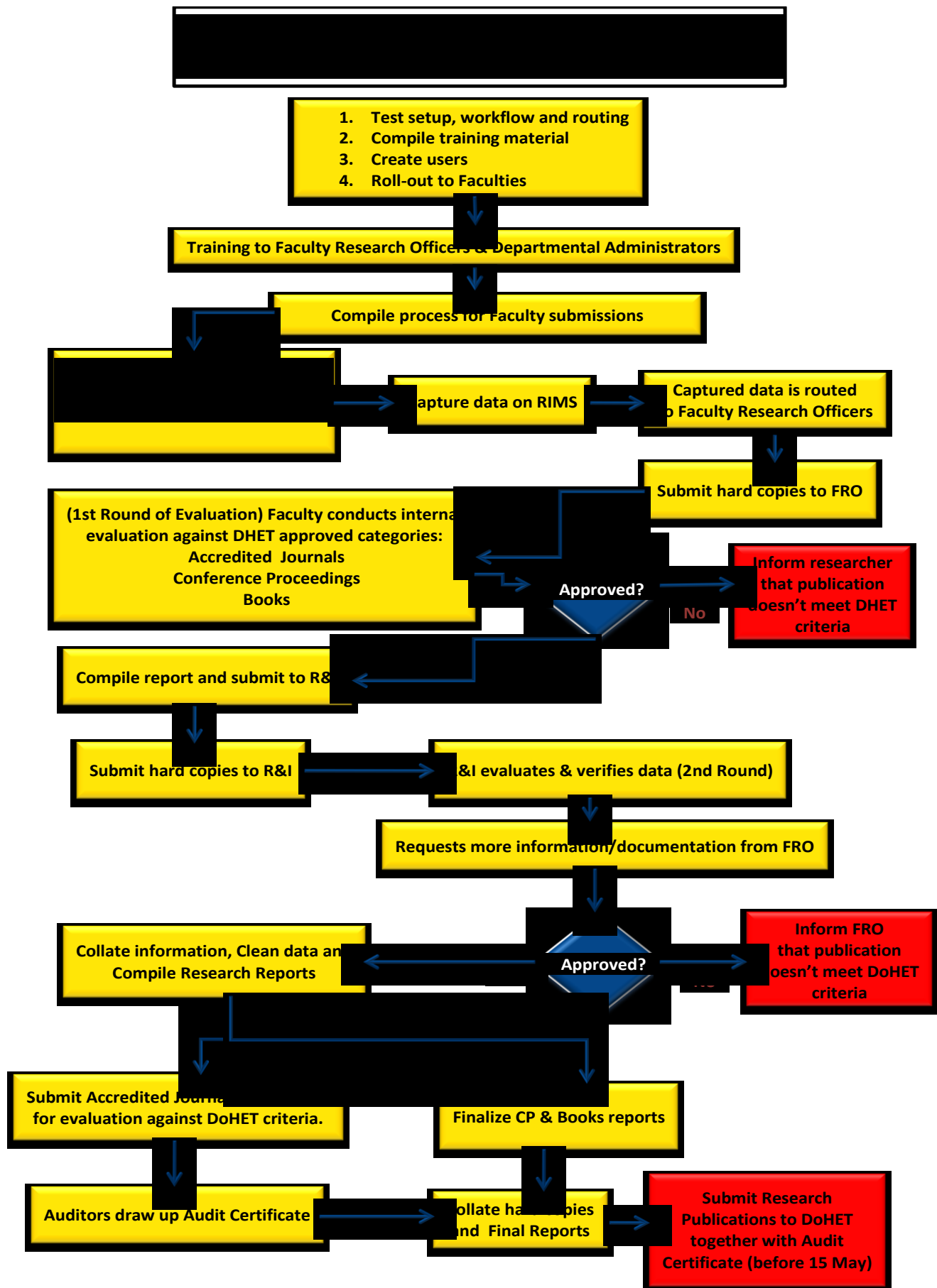
8. Checklist [use for each publication submitted]

It is important that you receive ALL the applicable documents with each publication.

	Requirement	✓
1	Legible / readable copy [good quality]	
2	Publication is complete [no pages missing from article/paper/chapter]	
3	Evidence of peer review [refer to 6. above]	
4	Output reflects all the pages to be claimed [refer to 7.B above]	
5	The TUT address is reflected to confirm author affiliation	
6	Letter is submitted for students to confirm affiliation to TUT	
7	Letter is submitted for late submissions [for 2010 publications not claimed in 2011]	

9. Timeframe

- **Closing date for submission to the Faculty Research Officers: 15 January each year**
- Capturing on RIMS: October - February each year
- R&I Evaluation: February to mid March
 - ✓ Panel for Books/Chapters & Proceedings: Early March
 - ✓ Journal Audit: April
- Books/Chapters & Proceedings feedback to Faculties: March/April
- Re-submission from Faculties: April
- Panel for Books/Chapters & Proceedings re-evaluation: April
- Final feedback to Faculties: Early May
- Submission to Department of Higher Education and Training: 15 May



EXAMPLE OF PEER REVIEW PROCESS

SATNAC 2010 ♦ • ♦ Compiled by Mike Baker

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SATNAC 2010 Review Process

- The Review Process was undertaken by at least three experienced and well respected individuals. In the blind peer-review process papers were scrutinised by a panel of South African reviewers, consisting of mainly respected academics as well as four International experts. The reviewers were asked to provide specific feedback, both positive and negative, to the authors. This was the only information from the review given to authors; all other information was kept confidential. ♦
- A formal 'Call for Papers' was issued on **16 February 2010**, inviting anyone interested in making a contribution towards the conference by submitting a paper by **3 May 2010**, in categories as specified by the Organizing Committee. Authors uploaded their papers onto a database and papers were assigned to the review panel in the field to judge on the possible acceptability of the submission based upon the scope and depth of the subject matter to the conference as a whole with the request that the papers should be reviewed and judged according to a number of criteria.
- Reviewers were asked to use a 5 point scale to rate the following criteria:
 - Originality
 - References
 - Technical Quality
 - Presentation style
 - Relevance
- Reviewers were also asked to give an Overall Rating and had to qualify their rating by providing a rationale for the Overall Rating given. This was followed by the Reviewer Comments that would assist the authors in improving and correcting their papers. Reviewers were asked to be as comprehensive as possible in this section.
- The Reviewers submitted their scoring and comments onto the database and the Technical Programme Committee drew reports when required and aggregated the individual scores. Only papers with a combined value above a certain threshold were accepted. Every paper was reviewed a minimum three times and the average number of reviews per submission was **4.2** times. Prior to the review process every paper was submitted to an online plagiarism database and 4 submissions failed and were thus not considered for the conference.
- The reviewers' comments were forwarded to the author/s with the request to submit a final revised version of the paper by **21 July 2010**. Only those papers which were of an acceptable quality as recommended by the Reviewers are included in the Conference Proceedings as Full Reviewed Papers.
- The review process used is based on what is considered the international de facto standard for blind paper reviews.