

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. The subsidy for edited books with more than 10 chapters vary according to the number of chapters in the book.

Documentation/information to be provided [from the author](#):

1. **Electronic copy** of the original published book. Upload an electronic copy if it complies with the copyright of the book.

For authored books, if the book is only available in hard copy, the hard copy must be scanned in and uploaded on the electronic system.

If edited books are only available in hard copy the relevant parts, as listed below, must be scanned in and uploaded to the electronic system. Scan the book as A4, portrait and ensure that all pages are upright and in the correct sequence.

Front cover

Imprint page showing the copyright date, ISBN and publisher; page showing the book title and editors

Complete table of content

Foreword/Acknowledgement/Introduction

Contributor's list

claiming chapter(s)

and back cover of the book.

2. The **author of the book (monograph)** must submit a research justification (maximum 500 words). It must explain the contribution that the book makes to scholarship. 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.

As part of the justification, there must be unequivocal declaration to the fact that no part of the work was plagiarised or published elsewhere. The target audience must be stated. If such information is already provided in the actual publication, a marker or reference to this must be made rather than providing the justification.

3. In the case of **second or later editions** being submitted for subsidy, clear evidence of new research must be provided in the written justification. 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 in the written justification. The dissertation or thesis should also be handed in.
5. If 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 uploaded to the electronic system. It should be signed by the author/head of department.

Documentation /information to be provided by [publishers/editor\(s\)](#)

1. Evidence of the **pre-publication** peer review **process** must be provided for every book or chapter submitted for subsidy by the publisher of the book. *a Mere statement that peer review had taken place is not sufficient*. If the editor was responsible for facilitating the peer review process, the publisher must confirm this in a letter so that the general editor can give the details of the peer review process of the book. The peer-review evidence must be clear and unambiguous.
 - 1.1. Unless in the case of blind peer 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/reviews can be handed *in addition* to the peer review report to strengthen the submission
 - 1.5. Templates or a generic declaration is not sufficed (in the past we have received declarations from different publishers using the exact same statement re the peer review process that had been followed)
 - 1.6. If the editor of the book also contributed towards a chapter(s) in the book, information should also be provided regarding his/her contribution to validate the fact that independent peer review had taken place.
2. A written **justification** (maximum 500 words) signed by the **general editor** in the case of an edited books with several chapters from various contributors, explaining the contribution that the book makes to scholarship, must be attached to each publication claim. 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.
- As part of the justification, there must be unequivocal declaration to the fact that no part of the work was plagiarised or published elsewhere. The target audience must be stated. If such information is already provided in the actual publication, a marker or reference to this must be made rather than providing the justification.
3. If the word “Handbook” appears in the book title, please submit a motivation clarifying that it is original research targeted for academic peers and that it is not a textbook.
 4. Festschrifts does not qualify for subsidy. If the book is not a typical tribute, a motivation of original research must be given in the written justification.

The following types of publications do not qualify for subsidy purposes:

- Dissertations and theses
- Textbooks, professional handbooks, and study guides
- Reference books, Dictionaries and Encyclopaedias
- Speeches of any kind

- 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