

To: All Deans/Vice Deans: Research/Departmental Chairpersons/Heads and Directors

(Please see Afrikaans version below)

Annual Survey of 2025-Research Publication Output

- 1. The annual survey of 2025 research publication outputs for subsidy- and reporting purposes is taking place via the Symplectic Elements system *
- 2. The subsidy income from the annual survey of Stellenbosch University (SU)'s research publication outputs form a critical part of SU's institutional budget. There is a significant institutional financial risk involved affecting Academic Departments, Faculties, and the University as a whole should SU not submit a complete annual report timeously to the DHET. The Symplectic Elements system is open since 18 June 2025 for the nomination of outputs.
- 3. The Departmental Chairpersons are kindly requested to familiarise themselves with the rules and regulations of the research publication outputs submitted for subsidy purposes. (See Addendum B for further details.)
- 4. In conjunction with 3 above, the regulations of the Department of Higher Education and Training (DHET) require departmental chairpersons to sign a **checklist** for all the research outputs submitted for subsidy. (See addendum A for further details.) It is the responsibility of the departmental chairperson to ensure that all research outputs submitted for subsidy comply with these requirements. We cannot guarantee that incomplete information will be followed up on in the future, and incomplete submissions may result in a loss of subsidies for both your department and Stellenbosch University (SU).
 - All departmental heads and coordinators are urged to ensure that they are fully informed of the requirements in terms of publications that are submitted for subsidy. A checklist with information that is compulsory for each category is submitted and signed annually by each division/department, confirming that all information is complete and correct.
 - The Division for Research Development (DRD) will evaluate each submission for subsidy and to follow up with the relevant contact person in case of information that is outstanding. A date will be provided whereby outstanding information has to be uploaded. If the information is still outstanding by this date the relevant submission for subsidy will unfortunately have to be withdrawn and we want to avoid this, as no environment can afford a loss of subsidy income.
 - We would therefore like to request that you urgently attend to these requests and ensure that outstanding information is submitted. The follow up period will be around February April 2026. Due to the large volume of publication outputs that we need to verify, the DRD unfortunately no longer has the capacity to follow up repeatedly in cases where there is no response to requests for additional information although we will try to do everything possible to assist departments and faculties to ensure that all outputs are submitted correctly and timeously for subsidy purposes.

- 5. Please take note that all institutions must <u>submit electronic copies</u> of the publications and supporting documents that are submitted for subsidy, as per DHET guidelines.
- 6. All submissions must be thoroughly proofread information that is reported in the incorrect format will not necessarily be reflected in the Research Report.
- 7. The closing date for the submission of the 2025 research outputs is **Monday, 19 January 2026**.
 - * Symplectic Elements is a research information management system that provides access for a researcher and a single contact person in each department/division/centre/bureau. This person is accordingly responsible for the submission of the research output of their department/division/centre/bureau.

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Aan: Alle Dekane/Visedekane: Navorsing/Departementele Voorsitters/Hoofde en Direkteure

Jaarlikse Opname van 2025-Navorsingspublikasie-uitsette

1. Die jaarlikse opname van die navorsingspublikasie-uitsette vir die 2025 uitsetjaar vind plaas via

Symplectic Elements*.

2. Subsidie-inkomste vanuit die jaarlikse opname van die Universiteit Stellenbosch (US) se

navorsingspublikasie-uitsette vorm 'n kritiese deel van die US se institusionele begroting. Daar

is groot finansiële risikos verbonde aan die proses – vir Fakulteite, Akademiese Departemente

en die Universiteit in geheel - indien die US nie betyds en volledig hieroor aan die DHOO

rapporteer nie. Die Symplectic Elements stelsel vir die nominering van uitsette is sedert 18

Junie 2025 oopgestel vir vaslegging.

3. Daar word 'n vriendelike beroep op departementele voorsitters gedoen om hulself te vergewis

van die reëls en riglyne van navorsingsuitsette wat vir subsidie voorgelê word. (Sien Addendum

B, vir verdere inligting.)

4. In samehang met bogenoemde paragraaf, word daar volgens nuwe voorskrifte van die

Departement van Hoër Onderwys en Opleiding van departementele voorsitters verwag om 'n

kontrolelys te onderteken sover dit navorsingsuitsette betref wat vir subsidie voorgelê word

(sien Addendum A vir meer besonderhede in dié verband.) Die onus rus dus op voorsitters om

te verseker dat alle navorsingsuitsette wat vir subsidie voorgelê word, aan hierdie vereistes

voldoen. Daar is voorts geen waarborg dat onvolledige inligting opgevolg sal word nie en

gevolglik kan dit tot 'n verlies aan subsidie vir beide u departement en die US lei.

Alle departementele hoofde en koördineerders word versoek om hulself te vergewis van

die vereistes in geval van publikasies wat vir subsidie ingedien word. 'n Kontrolelys met

die inligting wat verpligtend is vir elke kategorie word jaarliks deur elke

afdeling/departement ingedien en onderteken waarin daar onderneem word dat die

inligting volledig en korrek is.

Die Afdeling Navorsingsontwikkeling (ANO) onderneem om elke voorlegging vir subsidie

na te gaan en eenmalig rakende enige ontbrekende inligting met die betrokke

kontakpersone op te volg. Daar sal 'n sperdatum verskaf word waarteen uitstaande

inligting ingedien moet word. Indien daar steeds inligting uitstaande is teen hierdie

datum sal die betrokke aansoek vir subsidie ongelukkig onttrek moet word – en geen

omgewing kan 'n verlies van hierdie inkomste bekostig nie.

saam vorentoe

- Ons wil u dus graag vra om dringend te reageer en uitstaande inligting in te dien wanneer u hierdie versoek ontvang. Die opvolgperiode sal min of meer vanaf Februarie April 2026 strek. Weens die groot volume van publikasie-uitsette wat ons moet hanteer het die ANO ongelukkig nie meer die kapasiteit om by herhaling op te volg in gevalle waar daar nie gereageer word op versoeke vir addisionele inligting nie alhoewel ons alles in ons vermoë sal doen om departemente en fakulteite te help verseker dat alle uitsette betyds en korrek ingedien word vir subsidie-doeleindes.
- Neem asseblief kennis daarvan dat slegs elektroniese kopieë van publikasies en hul ondersteunende dokumente ingedien moet word indien dit vir subsidie voorgelê word, soos vereis deur DHOO.
- 6. Alle inligting wat gerapporteer word, moet deeglik geproeflees word inligting wat nie in die korrekte formaat gerapporteer word nie, sal nie noodwendig in die Navorsingsverslag weerspieël word nie.
- 7. Die sluitingsdatum vir die inhandiging van die 2024-navorsingspubliksie-uitsette is **Maandag 19**Januarie 2026.
 - *(Symplectic Elements is 'n navorsingsinligting bestuurstelsel waartoe die kontakpersoon in elke departement/afdeling/sentrum/buro tans toegang het Hierdie persoon is vervolgens verantwoordelik wees vir die vaslegging van hul betrokke departement/afdeling/sentrum/buro se navorsingsuitsette.)

Kontakbesonderhede:			
Navrae omtrent die navorsingspublikasie-	Daléne Pieterse		
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Kind regards | Ngemibuliso emihle | Vriendelike groete

Dalene Pieterse MSc (Physiology); BPhil (KM) (US)

Manager: Research Information and Statistics | Bestuurder: Navorsingsinligting en Statistiek

ADDENDUM B:

Guidelines for the Submission of the 2025 Research Publication Outputs

General

The annual reporting of research outputs is firstly done for purposes of claiming subsidy from the Department of Higher Education and Training (DHET) and secondly for the research report of the university. Abstracts in accredited journals, contributions in popular magazines, blogs, conference abstracts, posters and editorial books will not be included in the research report.

The two categories are as follows (the terminology as used on Symplectic Elements, is given in brackets):

Categories of research outputs that qualify for subsidy purposes	Categories of research outputs that do not qualify for subsidy (in other words non-
and quanty to substay par posses	subsidised research outputs)
*Journal articles in accredited journals	Journal articles in non-accredited journals (journal
(journal articles)	article)
*Published Proceedings (conference	Published Proceedings: Conferences that do not
proceeding)	comply with DHET requirements (conference proceeding)
*Books (book)	Books (book) that do not comply with DHET requirements
*Chapters in books (book chapter)	Chapters in books (book chapter) that do not comply with DHET requirements
Creative outputs (Creative works)	Reports (report)
Researchers now can submit their	
creative outputs to the Department of	
Higher Education and Training (DHET)	
for formal recognition and subsidy	
purposes. This submission is separate	
from the research publication outputs	
survey. <u>Click here</u> for more information.	

IMPORTANT NOTICE FOR CO-ORDINATORS/RESEARCHERS:

- If a publication is submitted for subsidy, it must be nominated as such on the Annual Collection Module (ACM) in Symplectic Elements.
 Please note that, if a publication is submitted for subsidy (i.e., the publication is nominated), all accompanying documentation (as set out below) must be uploaded on the electronic system with the application. No publication can be submitted successfully without the necessary documents.
- The DHET requested all institutions to submit <u>electronic</u> copies of the research publication output with their supporting documents. If the publication of the research output is **only available in hard copy**, for edited books and conferences, the relevant parts as set out in Addendum A, can be scanned in and uploaded on the electronic system; for authored books, the complete hard copy of the publication must be scanned in and uploaded on the electronic system.
- Please ensure that journal articles that are nominated, have a Digital Object Identifier (DOI). This information is normally harvested, but when a record is entered manually, ensure that you provide this as well. Since the 2023 survey it is mandatory to provide the DOI for journal articles claims. It is of outmost importance that the DOI must be valid. If it is found that the DOI is incorrect, or does not refer to the correct article, the item will be rejected by DHET.
- All 4 citation indices of WoS Core are now deemed as accredited from the 2025 survey in 2026. The Emerging Sources Citation Index is now also included.
- All publications that are nominated for subsidy need to have the manual record completed since there are information fields that are compulsory for DHET submission. These fields are marked as required in the manual record.

Important information to take note of regarding affiliation of authors

The policy document of the Department of Higher Education & Training (DHET) states that institutions should always ensure that authors for which contributions are claimed should have a valid affiliation to the claiming institution. Affiliation should be stated clearly and unambiguously on the publication.

To ensure the integrity of affiliation of authors, no Stellenbosch University (SU) authors can be added manually to the Symplectic Elements (SE) system. Instead, the Symplectic Elements system is pre-populated with data from the official sources of potential authors such as Sun-e-HR, SunStudent, etc.

Please take note of the following important matters regarding authors that appear on Symplectic Elements:

- Only **postgraduate students from master's** level are by default loaded to SE. In case of exceptional circumstances where an undergraduate or honors student has published, they can be added to SE, please see details, "The inclusion process for Adhoc Students", below.
- SU cannot claim indefinitely for students after they have graduated or personnel that have left the university. At the same time however, we are cognizant of the lag between submission of research for publication and the eventual publication thereof, therefore, a **5-year** scope is allowed to cater for this.

There are several instances where issues might arise with regards to the affiliation of authors and the subsequent claim for their contributions.

1. The SU author is not on Symplectic Elements.

When an author has listed SU as their affiliation on the publication, but does not appear on SE, please contact the research office providing the appointment type and SU number to investigate why the author is not on the system.

There are several reasons for authors not showing on SE.

- The author publishes under alias or maiden name
- The author only has an external affiliation with SU
- The author is listed in another department
- The role is inactive. If a researcher's role is in-active, please tick off the "Include non-current use" field on the Impersonate another researcher page.
- If a newly appointed research fellow or extra-ordinary appointment is not on the system, please make sure that the signed appointment letter was submitted to HR.

2. Authors not formally affiliated with SU at the time of the final print

Some authors (researchers and post graduate students) leave SU whilst their publications are in the publishing process and may thus not be formally affiliated to SU when the publication is eventually published. We have a 5-year scope within which we can claim subsidy for an individual (after they've left SU), provided we can prove their formal affiliation and sufficiently motivate for the claim. Cases that fall outside of the accepted scope will be reviewed on a case-by-case basis. Please contact Dalene Pieterse, mver@sun.ac.za in this regard.

3. The author listed SU as their affiliation but has no formal affiliation with SU

If an author listed as SU as their affiliation on the publication but does not have a formal affiliation with SU, capture the author as an external author and upload a note on the system stating that the author erroneously listed SU as their affiliation and the author does not have a formal affiliation with SU.

4. The author's name on the system differs from the name on the publication

Add the author's name variant on the Search settings page on SE (see steps in the manual). Upload a letter stating the reason for the name difference on the publication and on the system (i.e. the author publishes under her Maiden name / The author publishes under an alias etc.).

5. The author did not list SU as their affiliation on the publication

If an SU author did not list SU as their affiliation on the publication, but you wish to claim subsidy for the author, please upload proof of formal affiliation to SU for the publication. Research Fellows and Extra-ordinary appointments and Research fellow (Special Appointments) must have relevant appointments to the publication year (i.e., if the publication date is 2025 then the fellow should be affiliated to SU in 2025).

Specific appointment types for Internal authors	Who to contact / Who must sign off on letter
Staff and Pensioners (Confirmation letter of employment from Human Resources)	HR Practitioner (Illana Olivier)
Extra-ordinary Appointments and research fellows (Signed relevant Appointment letter(s) from Human Resources)	Luchelle Davids
Research Fellows-Special Appointments	SU affiliation letter from the director

Undergraduate-, special students and honours students	Letter from the senior internal author on the article
Postgraduate students (Letter from the supervisor. Reference of output and Student number must be referenced in the letter)	Student's Supervisor
Postdoctoral Fellows (Letter from the postdoc office)	DRD- Izel Rossouw

The inclusion process for Adhoc Students, Research Fellows & Extra-ordinary appointments and Research fellow (Special Appointments)

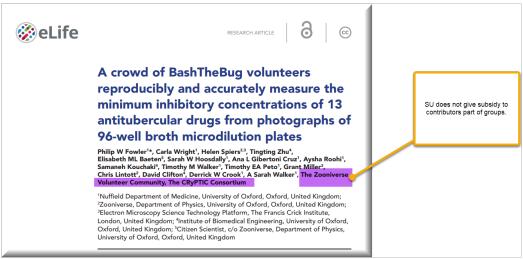
- In the case of undergraduate students, honours students and special students who are not pulling through by default, The publication coordinator must complete the Adhoc Student template form and request the Research Office to log the call with IT to add the student to SE.
- In the case of research fellows (RF) and extra-ordinary appointments (EA), from June 2024, Human Resources add new appointments as soon as they had received the signed appointment letter. If the research fellow is not registered, then HR did not receive the signed appointment letter.
- SACEMA, CIB and STIAS must send their new request for Research fellow (Special Appointments) (RS) to HR. For other departments who has a researcher with a **Memorandum of**

Understanding (MOU), e-mail the contract, completed application form (https://www.sun.ac.za/english/human-

resources/Documents/Appointments/Forms/Research%20Fellows%20-%20Special%20Appointment%20Form.pdf) and copy of passport or ID to Felicia Mc Donald, fmcdonald@sun.ac.za, so that she can forward the details to HR.

How to handle groups/consortiums etc on an article

Add the consortium as an author to the output. We can only claim subsidy for the authors in the main address. We do not claim subsidy for members of the group or consortium. Please see example below



Additional information

Conun nutbor datalle

The CRyPTIC Consortium

Ivan Barilar: Research Center Borstel, Borstel, Germany; Simone Battaglia: IRCCS San Raffaele Scientific Institute, Milan, Italy; Emanuele Borroni: IRCCS San Raffaele Scientific Institute, Milan, Italy; Angela Pires Brandao: Oswaldo Cruz Foundation, Rio de Janeiro, Brazil; Institute Adolfo Lutz, Sao Paulo, Brazil; Alice Brankin: University of Oxford, Oxford, United Kingdom; Andrea Maurizio Cabibbe: IRCCS San Raffaele Scientific Institute, Milan, Italy; Joshua Carter: Stanford University School of Medicine, Stanford, United States; Daniela Maria Cirillo: IRCCS San Raffaele Scientific Institute, Milan, Italy; Pauline Claxton: Scottish Mycobacteria Reference Laboratory, Edinburgh United Kingdom; David A Clifton: University of Oxford, Oxford, United Kingdom; Ted Cohen: Yale School of Public Health, Yale, United Kingdom; Jorge Coronel: Universidad Peruana Cayetano Heredia, Lima, Peru; Derrick W Crook: University of Oxford, Oxford, United Kingdom; Sarah G Earle: University of Oxford, Oxford, United Kingdom; Vincent Escuyer: Wadsworth Center, New York State Department of Health, Albany, United States; Lucilaine Ferrazoli: Institute Adolfo Lutz, Sao Paulo, Brazil; Phillip W Fowler: University of Oxford, Oxford, United Kingdom; George F Gao. Chinese Center for Disease Control and Prevention, Beijing, China; Jennifer Gardy: Bill & Melinda Gates Foundation, Seattle, United States: Saheer Gharbia: UK Health Security Agency, London United Kingdom; Kelen Teixeira Ghisi: Institute Adolfo Lutz, Sao Paulo, Brazii; Arash Ghodousi: IRCCS San Raffaele Scientific Institute, Milan, Italy; Vita-Salute San Raffaele University, Milan, Italy; Ana Luza Gibertoni Cruz: University of Oxford, Oxford, United Kingdom; Clara Grazian: University of New South Wales, Sydney, Australia; Jennifer L Guthrie: The University of British Columbia, Vancouver, Canada; Public Health Ontario, Toronto, Canada; Wencong He: Chinese Center for Disease Control and Prevention, Beijing, China; Harald Hoffmann: SYNLAB Gauting, Munich, Germany; Institute of Microbiology and Laboratory Medicine, WHO-SRL Gauting, IMLred, Germany; Sarah J Hoosdally: University of Oxford, Oxford, United Kingdom; Martin Hunt: University of Oxford, Oxford, United Kingdom; EMBL-EBI, Hinxton, United Kingdom; Zamin Iqbal: EMBL-EBI, Hinxton, United Kingdom; Nazir Ahmed Ismail: National Institute for Communicable Diseases, Johannesburg South Africa; Lisa Jarrett: UK Health Security Agency, Birmingham, United Kingdom; Lavania Joseph: National Institute for Communicable Diseases, Johannesburg, South Africa; Ruwen Jou: Tain Centers for Disease Control, Taipei, Taiwan, Priti Kambli: Hinduja Hospital, Mumbai, India; Jeff Knaggs: University of Oxford, Oxford, United Kingdom; EMBL-EBI, Hinxton, United Kingdom; Anas-tasia Koch: University of Cape Town, Cape Town, South Africa; Donna Kohlerschmidt: Wadsworth Center, New York State Department of Health, Albany, United States; Samaneh Kouchaki: University of Oxford, Oxford, United Kingdom; University of Surrey, Guildford, United Kingdom; Alexander S Lachapelle: University of Oxford, Oxford, United Kingdom; Ajit Lalvani: Imperial College, London, United Kingdom; Simon Grandjean Lapierre: Universite de Montreal, Canada, United States; Ian F Laurenson: Scottish Mycobacteria Reference Laboratory, Edinburgh, United Kingdom; Brice Letcher: EMBL-EBI, Hinxton, United Kingdom; Wan-Hsuan Lin: Taiwan Centers for Disease Control, Taipei,



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er et al. eLife 2022:11:e75046, DOI: https://doi.org/10.7554/eLife.75046



Communicable Diseases, Johannesburg, South Africa; Baoli Zhu: Institute of Microbiology, Chines Academy of Sciences, Beijing, China; Stefan Niemann: Research Center Borstel, Borstel, Germany; German Center for Infection Research (DZIF), Hamburg-Lubeck-Bonstel-Riems, Germany; Max O'Donnell: Columbia University Irving Medical Center, New York, United States

The Zooni erse Volunteer Community: The CRyPTIC Consortium: The other authors declare that no competing interests exist.

Funder

Grant reference number Author

Annual submission of research outputs to the Department of Higher Education & Training

The Department of Higher Education and Training only awards subsidy to authors that are formally affiliated with the claiming university. Affiliated authors are academic- or research personnel, undergraduate- or postgraduate students, research fellows, research fellow (special appointments) or extraordinary appointments or retired personnel. The affiliation of the author in the publication must reflect that of the claiming institution.

In cases where the affiliation of the SU author is not stated as such in the publication, proof of affiliation must be provided in the form of a Human Recourses letter for staff or an official letter from the promotor for postgraduate students.

Please note that the following criteria in the categories that qualify for subsidy apply to research outputs that are submitted for subsidy purposes only and are therefore not applicable to outputs that are only reported for the purpose of the Research Report.

Journal articles in accredited journals

Includes original research articles, original research letters and review articles which had undergone peer review prior publication, in an accredited journal.

US authors in the **research group**, who are not part of the main authors of an article in an accredited journal, cannot claim subsidy for their part.

Exclusions: editorials, letters to the editor, book reviews, news articles, tributes and reports on conferences and symposia. These exclusions apply even if they were published in an accredited journal.

The lists of accredited journals can be downloaded from our website in Excel under "Accredited Journals" at

https://rb.gy/92uox

Additionally, direct links to some of these indices can also be found at:

• Clarivate Analytics/ Core Web of Science / Thomson Reuters ISI ("Institute for Scientific Information") citation indices

Science Citation Index Expanded
Social Sciences Citation Index
Arts & Humanities Citation Index
Emerging Source Citation Index (Is included from the 2025 survey)
https://mjl.clarivate.com/home

- IBSS ("International Bibliography of the Social Sciences")
- A list of local journals as maintained by the Department of Higher Education and Training

https://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Postdocs/PD%20Adverts/2023/2025%20Local%20List.xlsx

Norwegian list

https://kanalregister.hkdir.no/sok?option=journals&nivaa=2&page=1

- ScieLO SA
 http://www.scielo.org.za/scielo.php?script=sci_alphabetic&lng=en&nrm=iso
- Scopus
 https://www.scopus.com/sources.uri?zone=TopNavBar&origin=searchbasic
- DOAJ
 https://doaj.org/

What information must accompany the submission?

An electronic copy of the **full** final version of journal article on which the following information appears must be uploaded to the electronic system.

- Name of the journal
- Year of publication
- Volume and issue number (if applicable)
- Page- or Article ID number
- Names of authors and their affiliations

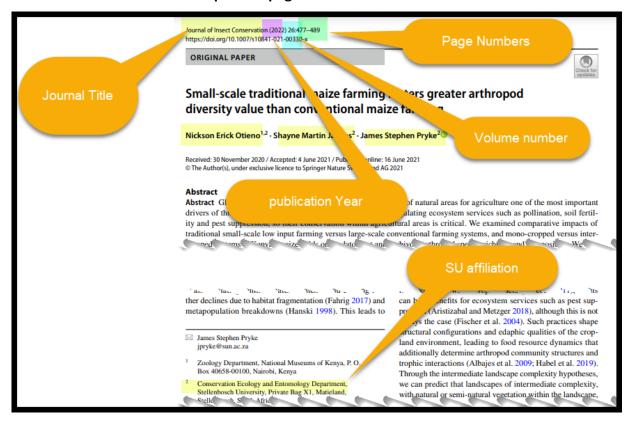
Submission of articles from databases like PubMed is not sufficient as they only state the abstract (as opposed to the full article) and not the affiliation of all the authors (in most cases only the affiliation of the first author is stated).

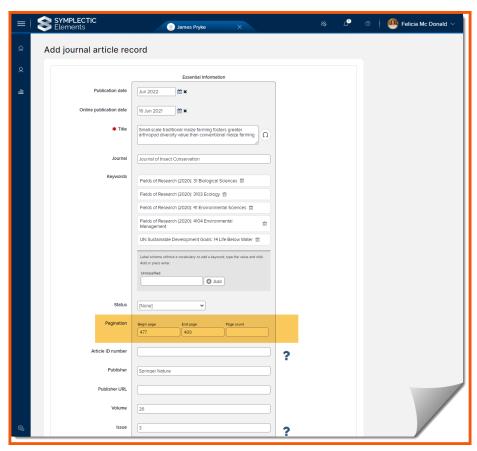
- This survey is only applicable to 2025-research publication outputs. Journal articles with 2024 publication dates must be accompanied by a written and signed by Departmental head, motivation letter stating the reason for the late submission.
- Please make sure that you have completed the MANUAL record and take note of the fields that have been marked as required fields

Please refer to the next page for an example of the format of data to be provided as well as the correct way to indicate author affiliation.

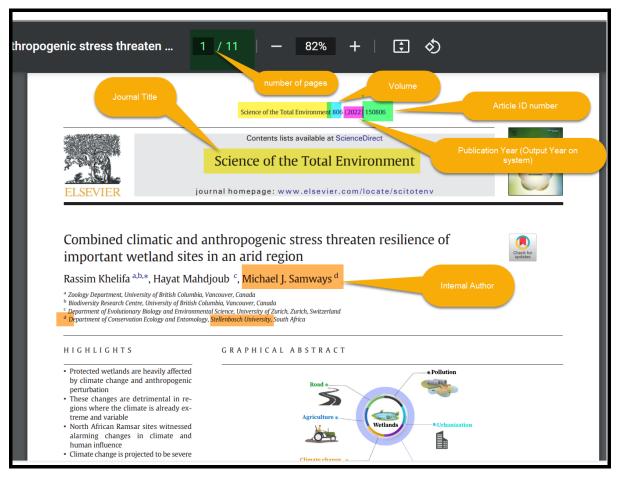
For future reference, please note that "Stellenbosch University" must appear on the article for SU to claim subsidy.

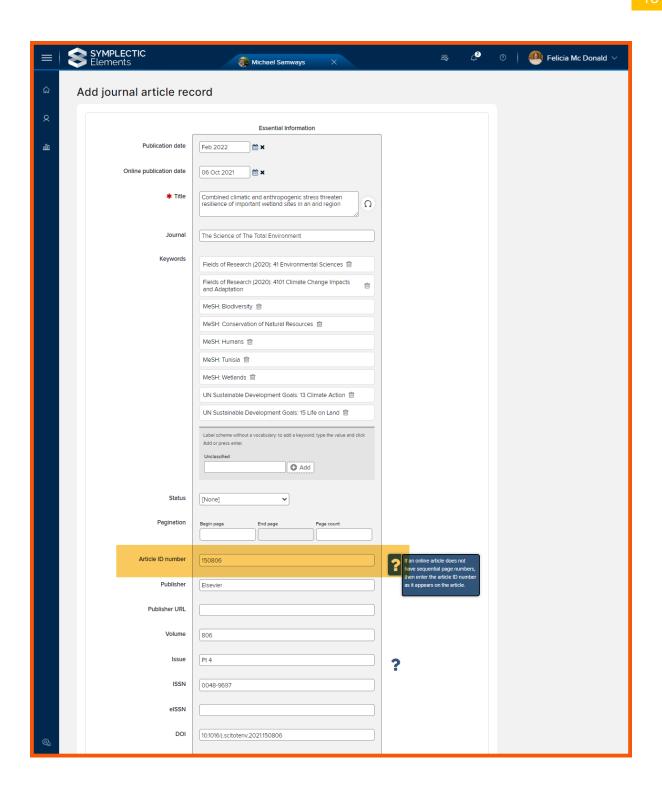
Print Journals: Article with sequential page numbers





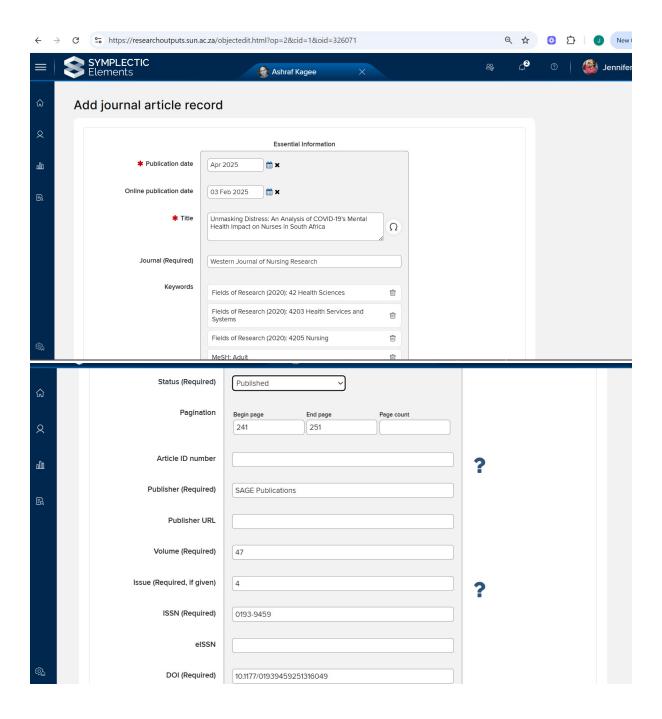
Online Journals: Article ID Number

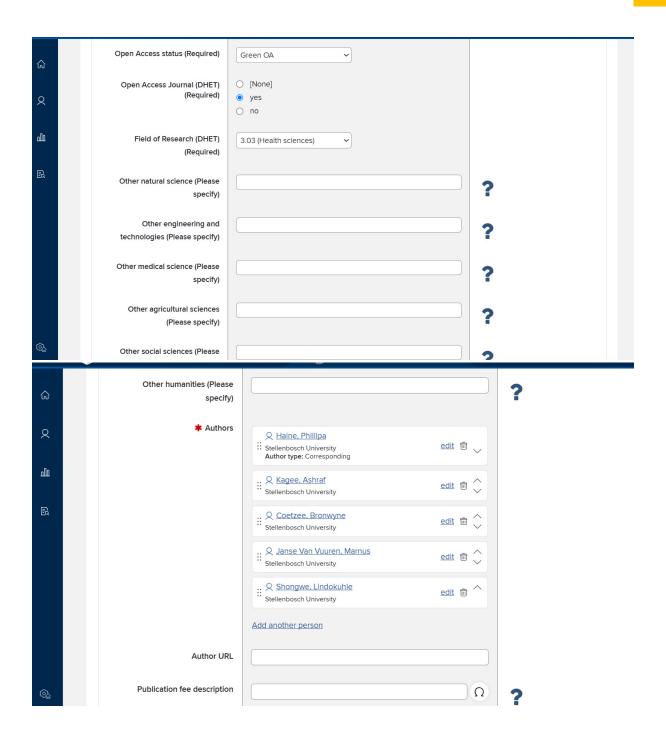


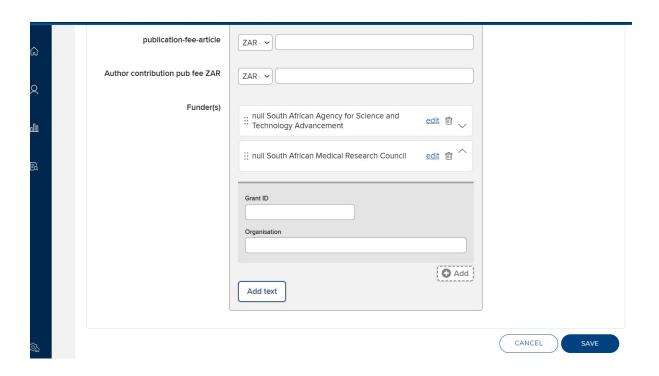


Update of essential information for each of the eligible claimed journal articles for the current reporting year in Symplectic Elements

The fields marked with an Asterix (*) and "Required" need to be completed on the manual record for the publication to be accepted by the DHET system







How to apply for accreditation of a journal?

Only applications for the accreditation of **local** journals are submitted via the Division of Research Development to the Department of Higher Education and Training.

South African journals which, in the opinion of the editor, comply with the following criteria may apply to the Department for inclusion in the List of accredited South African Local Journals:

- The purpose of the journal must be to disseminate research results, and the content must support high level learning, teaching and research in the relevant subject area.
- Articles accepted for publication in the journal must be peer reviewed.
- At least 75% of contributions published in the journal must emanate from multiple institutions.
- The journal must have an International Standard Serial Number (ISSN).
- The journal must be published at the frequency it is intended to be published,
 e.g., quarterly, biannually, annually or biennially.
- The journal must have an editorial board, with more than two-thirds of the editorial board members beyond a single institution, and which is reflective of expertise in the relevant subject area.
- The journal must be distributed beyond a single institution; and
- Journals must include English abstracts if their language of publication is not English.

If you wish to apply for the accreditation of a local journal, please provide the following information before **15 June** each year:

- Title, including translations if not published in English.
- The ISSN and or e-ISSN of the journal.
- Publisher and the publisher's address and contact details.
- Frequency of publication.
- Evidence that the journal has been published uninterrupted for a minimum of three years as well as the latest three consecutive copies of the journal.
- Editorial policy, including evidence of the peer review process.
- Editorial Board the status of the members of the editorial board must be stated together with their institutional affiliations.
- In the case of electronic journals, the journal's internet Uniform Resource Locator (URL); and
- Proof of the journal's library holdings and/or downloads for electronic publications.

Applications for the accreditation of international journals must be made via the editorial board of the journal to the relevant index. More information on the selection process of each of the indexes can be found at the links below.

- ISI
 https://support.clarivate.com/ScientificandAcademicResearch/s/article/Web-of-Science-Core-Collection-All-Journal-Submissions-will-be-through-Web-of-Science-Publisher-Portal?language=en US
- IBSS http://media2.proquest.com/documents/IBSS+Editorial+Policies+and+Principles.pdf
- Norwegian List
 https://kanalregister.hkdir.no/publiseringskanaler/OmKriterier
- Scopus https://www.elsevier.com/solutions/scopus/content/content-policy-and-selection; https://suggestor.step.scopus.com/suggestTitle/step1.cfm
- SciELO SA
 http://www.scielo.org.za/avaliacao/avaliacao en.htm
- DOAJ
 https://doaj.org/account/login?redirected=apply

Published Proceedings

Published conference proceedings which are focused on the academic specialist and of which the full-length paper had undergone peer review prior to publication, can be submitted for subsidy.

Conference proceedings that also appear in accredited journals and that are the final publication of the research results must be entered in the category "Journal articles (subsidized). Please note that the subsidy can only be awarded for either the conference contribution or the journal article and not both.

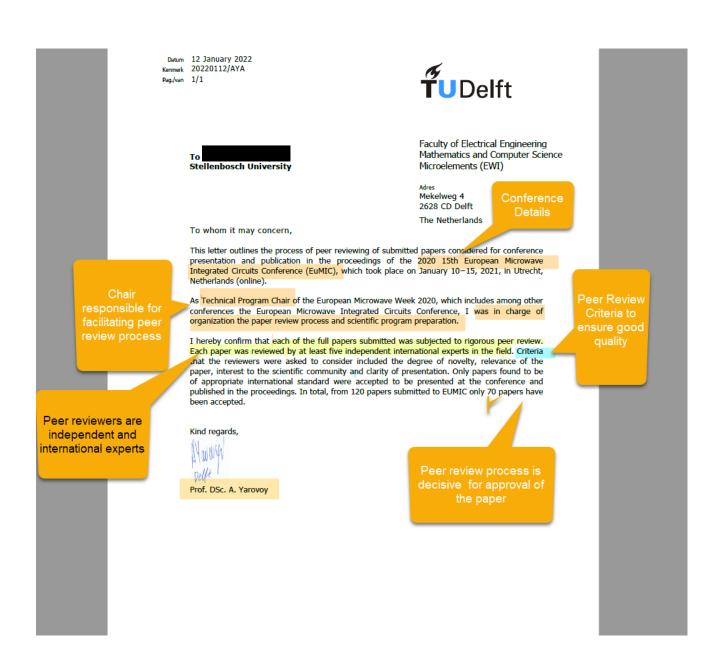
What information must accompany the submission?

If you wish to apply for a subsidy for the conference proceedings, please provide the following information as soft copies:

- Complete copy of the proceedings or the relevant parts listed below must be scanned in
 - Title page showing the conference title
 - Imprint page showing the editor(s), ISBN & copyright date
 Only conference proceedings with an ISBN or e-ISBN qualify for subsidy. No written
 ISBN is acceptable.
 - Complete index page(s)
 - Introduction/Forward/Welcome/Reviewers/
 - o Editorial board or organising Committee and their affiliation
 - o Research paper(s) of SU authors and
 - o List of contributors, if applicable
- Target audience of the conference is academic peers.
- A written communication of the detailed peer review process for the contributions (if the selection criteria are not stated in the proceedings, documentation in this regard MUST be obtained from the editor). It should also clearly state that the **full-length** paper had been reviewed and not just the abstract. The criteria used to review the papers; the number of reviewers; the number of papers submitted for review and the number of papers accepted/rejected must be indicated. Upload the peer review reports in support of the peer review evidence.
- This survey is only applicable to 2025-research outputs. Proceedings with 2024 publication dates must be accompanied by a written and signed by the Departmental head, motivation letter stating the reason for the late submission.

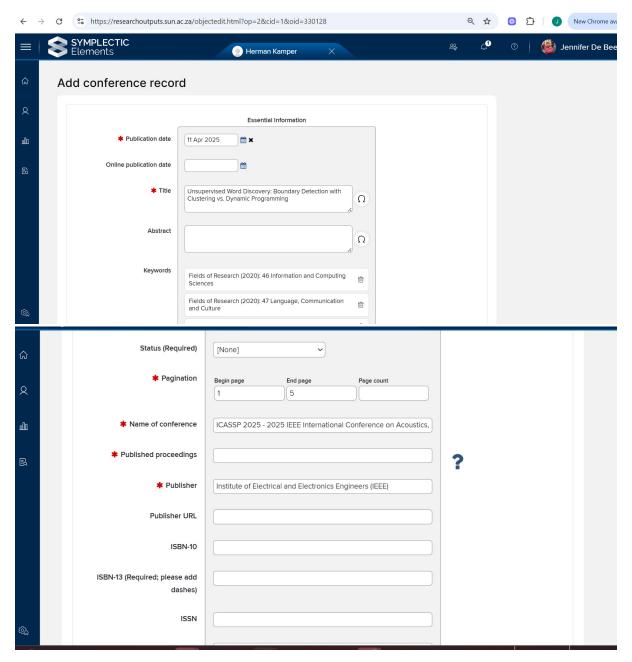
• Please make sure that you have completed the MANUAL record and take note of the fields that have been marked as required fields

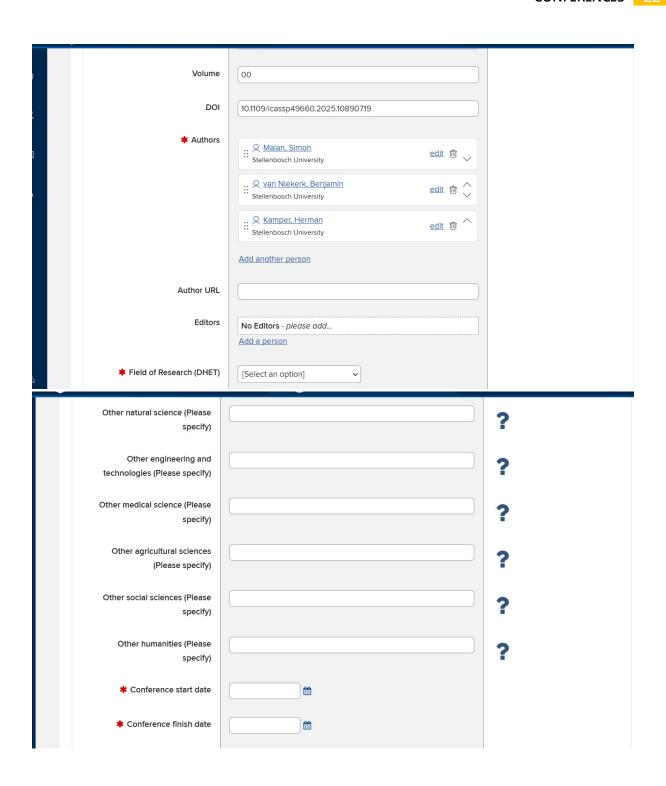
Example of proof of peer review prior publication

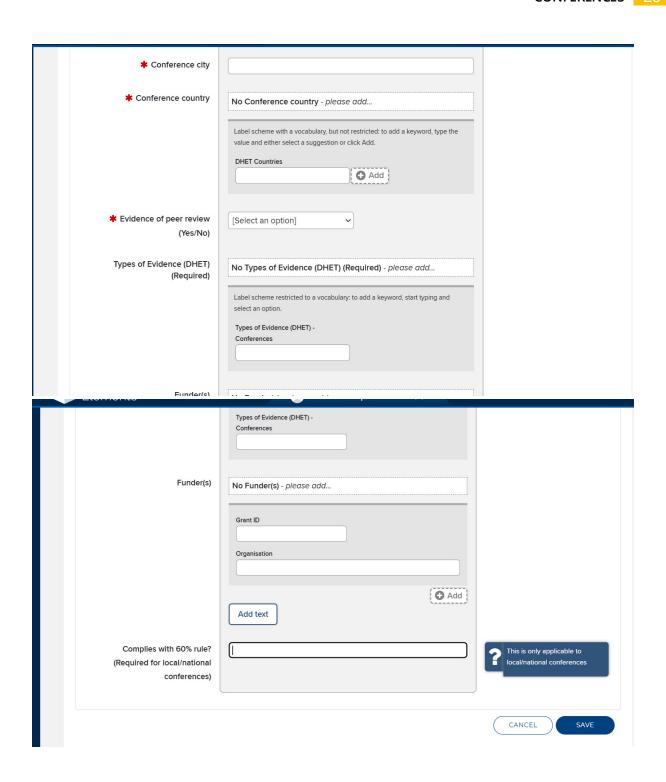


Update of essential information for each of the eligible claimed conference proceeding for the current reporting year in Symplectic Elements

The fields marked with an Asterix (*) and labelled as "Required" need to be completed on the manual record for the publication to be accepted by the DHET system







Books and Chapters in Books

This category includes books for specialists in the field, i.e., stringently refereed original research material of high quality.

Exclusions

- Books aimed at the public and/or undergraduate students do not qualify for subsidy.
- Editorial work does not qualify for subsidy.
 - Editors who have chapters in their book cannot be the reviewer since peer review should be independent.
- As a rule, introductions and conclusions do not qualify for subsidy. If you are of the opinion that your contribution reflects original research, the author may submit a motivational letter.
- Dissertations, textbooks, study guides for undergraduate students, inaugural speeches, reports on contract research, festschrifts and documentation of case studies, translations and dictionaries do not qualify for subsidy.

What information must accompany the submission?

If you wish to apply for subsidy for a book/chapter in a book, please provide the following information:

1. A complete soft copy of the book is provided. DHET makes no longer exceptions for authored books(monographs). If the book is only published as a hard copy, the complete book must be scanned in.

For edited books the relevant parts as listed below, must be scanned as A4 pages and uploaded on the electronic system.

- 1. Front cover
- 2. imprint page showing the copyright date, ISBN and publisher; page showing the book title and editors.
- 3. complete table of content
- 4. Foreword/Acknowledgement/Introduction
- 5. contributors list
- 6. claiming chapter(s)
- 7. back cover of the book.
- 2. The additional information requested in the DHET policy is a written justification of a maximum of 500 words, written by the author (s) (Books) or general editor (chapter in books).

- 2.1. Explaining the contribution that the book makes to scholarship. 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 motivation, there must be an unequivocal statement that no part of the work is guilty of plagiarism or has been published elsewhere.
- 2.3. The target market must be indicated

If the information is already indicated in the publication, the place of the target market in the book should be identified in the written motivation rather than repeating it in the motivation.

In cases where the publication indicates that the target market is undergraduate students and or a broad general audience, motivation must be given to indicate the scientific nature of the work.

A template is available for the completion of the justification.

3. Submission of proof of peer review of the book PRIOR to publication. According to DHET guidelines, proof of peer review should preferably be obtained from the publishers and not the editors of the publication and should include as much detail about the peer review process as possible.

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.

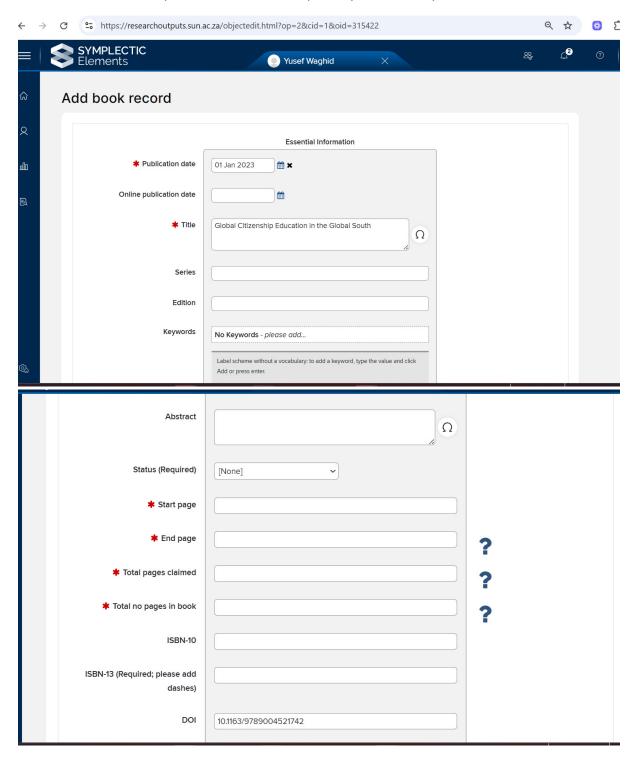
- Independence of peer review is important, hence the questionability of peer review by an editor as peer reviewer.
- Peer review by the editor also raises the issue of scholarliness, since it will only be in exceptional cases that an editor will be an expert on all the issues addressed in a publication.
- The issue of reject ability plays an important role and, if possible, information regarding the rejection rate should be included in the peer review process statement.
- Scholarliness of a publication will not overrule lack of peer review based on fairness and consistency in judging submissions.
- In the past we have come across statements of peer review where the content has been provided by the authors themselves to the editors/conference organisers and this practice is strongly discouraged. There were cases where the content had been the exact same phrasing for various publications by different publishers and this reflects negatively on the reputation of both the author as well as the publisher.
- 4. The target audience should be experts in the field and not a broad audience.

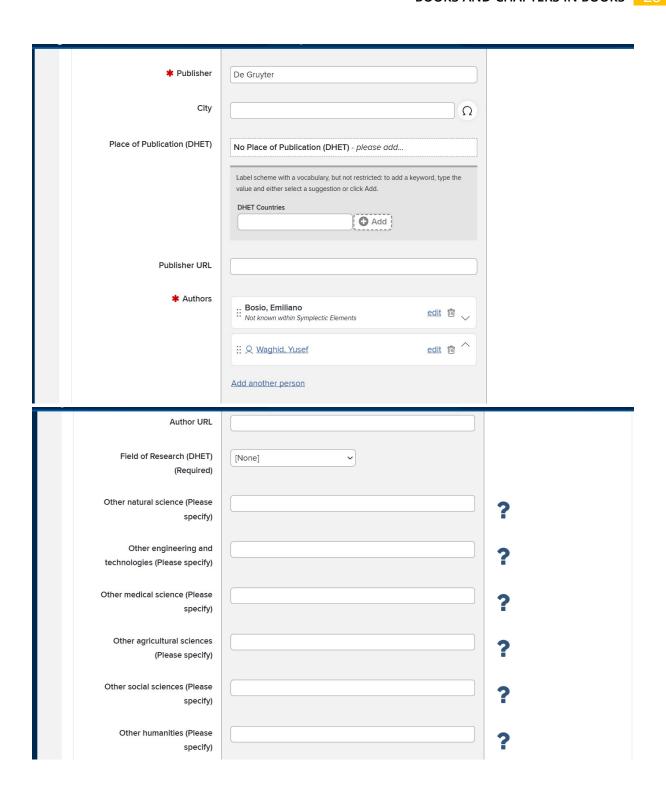
- This survey is only applicable to 2025-research outputs. Books and chapters in books 5. with 2024 publication dates must be accompanied by a written and signed by the **Departmental head motivation letter** stating the reason for the late submission.
- 6. If either the book or chapter in book is published in a language other than English, a summary of the output in English with a minimum of one page must be submitted.
- 7. The affiliation of the claiming author is published in the publication.
- 8. If this is NOT the first edition, hand in a motivation explaining which the new research is and giving the precise page numbers of the new research.
 - 9. Please make sure that you have completed the MANUAL record and take note of the fields that have been marked as required fields

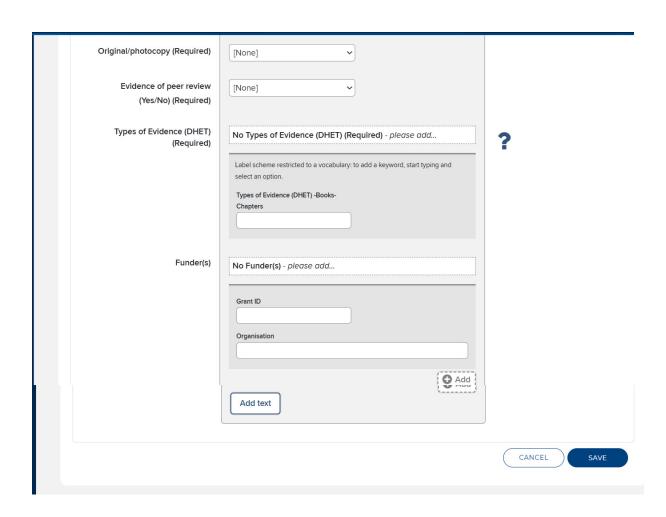
Please see Addendum C for more information on the requirements for the submission of books and chapters in books for subsidy to the DHET

Update of essential information for each of the eligible claimed books for the current reporting year in Symplectic Elements

The fields marked with an Asterix (*) and labelled as "Required" need to be completed on the manual record for the publication to be accepted by the DHET system

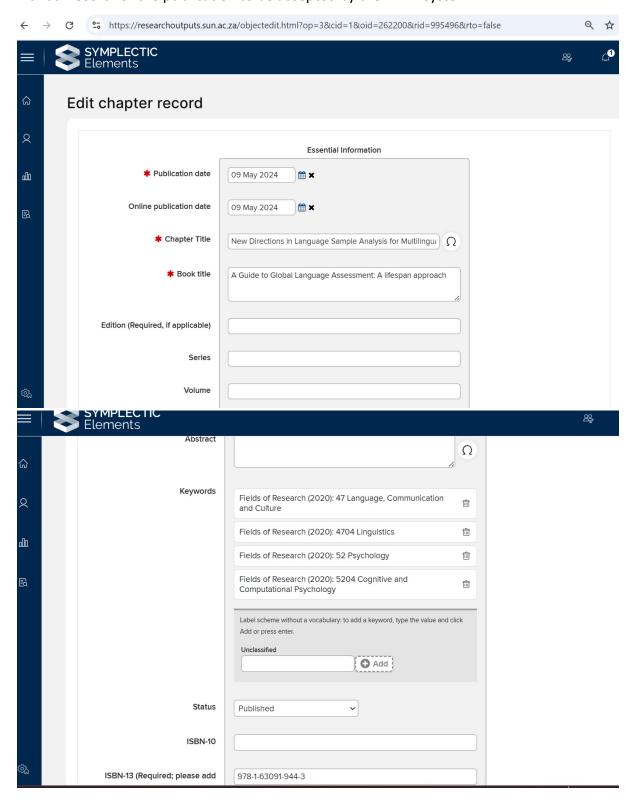


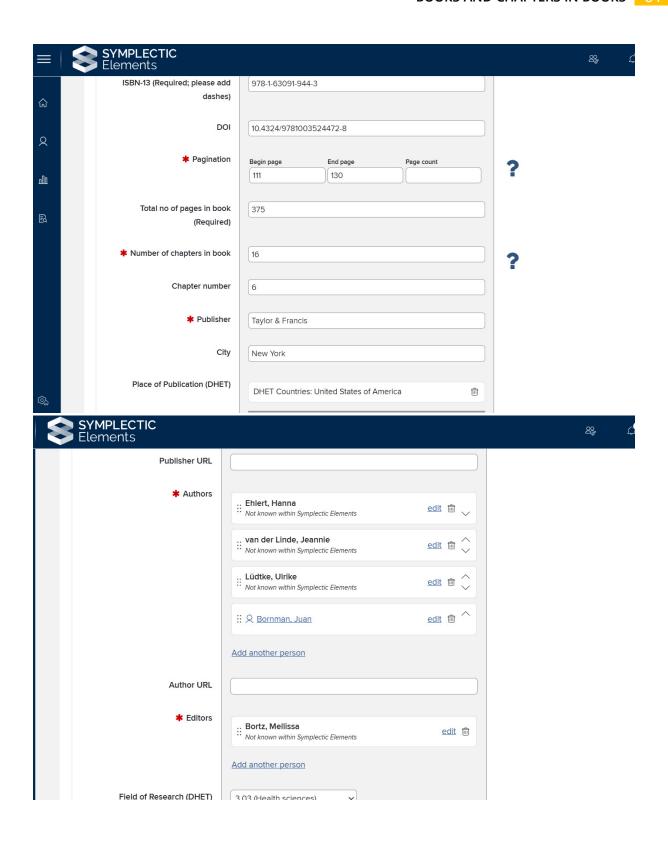


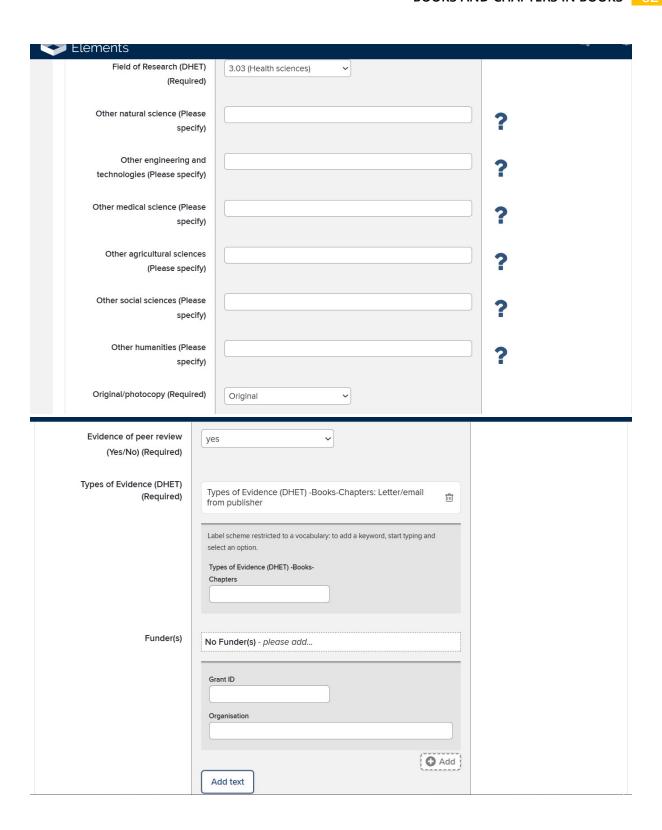


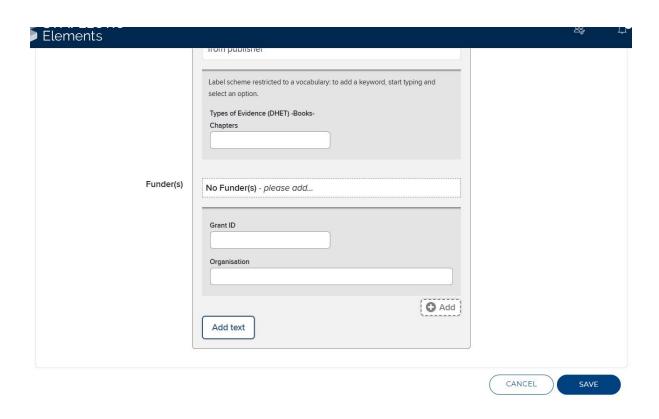
Update of essential information for each of the eligible claimed chapters in books for the current reporting year in Symplectic Elements

The fields marked with an Asterix (*) and labelled "Required" need to be completed on the manual record for the publication to be accepted by the DHET system.









Please see the Appendices 1-3, attached for examples of peer review letters

Calculation of subsidy units for each category

Category	Subsidy units allocated by DHET as well as for internal SU		
	funding for the purpose of the SOS-funds.		
	The subsidy unit is equally divided by the number of authors		
	for a research publication output.		
Research article	A research article published in an approved journal will be subsidized		
	as a single unit (1 unit)		
Peer reviewed	A book may be subsidized to a maximum of IO units based on the		
books & chapters	number of pages being claimed for. The references, index, appendix		
in books	etc. at the back of the book are not included in the amount for which		
	subsidy may be claimed for. A guide on unit allocation for book		
	publications is as follows:		
	A chapter in a book = I unit (if 10 or less chapters)		
	If a book has more than 10 chapters, the subsidy per chapter =		
	10/number of chapters		
	A book of a minimum of 60 pages but less than 90 pages = 2 units		
	A book of 90 pages and above, but less than 120 pages = 3 units		
	A book of 120 pages and above, but less than 150 pages = 4 units		
	A book of 150 pages and above, but less than 180 pages = 5 units		
	A book of 180 pages and above, but less than 210 pages = 6 units		
	A book of 210 pages and above, but less than 240 pages = 7 units		
	A book of 240 pages and above, but less than 270 pages = 8 units		
	A book of 270 pages and above, but less than 300 pages = 9 units		
	A book of 300 pages and above = 10 units		
Published peer	Proceedings published as part of a peer reviewed non-periodical		
reviewed	research output from conferences, congresses, symposia or other		
conference meetings where the primary purpose of disseminating in			
proceedings	results will be allocated a maximum of one half a unit (0.5) if all the		
	authors are affiliated to the claiming institution.		

If an author indicates that he or she belongs to more than one Higher Education institute in South Africa, the author's subsidy portion is divided equally between the institutions.

Other Non-Subsidised Research Outputs

Research Reports

This category includes research results published in the form of a report.

Creative Work

This category includes literary works, compositions, art exhibitions, music performances, as well as theatre and media productions. Please see the new policy on Creative Outputs below.

http://www.sun.ac.za/english/research-innovation/Research-<u>Development/Documents/Research%20Outputs/Government%20Gazette%20Policy%20Eval</u> uation%20Creative%20Ouputs%202017.pdf

Creative Outputs and Innovations

The Department of Higher Education and Training (DHET) introduced the Policy on the Evaluation of Creative Outputs and Innovations produced by South African Public Higher Education Institutions (2017) in 2019. The following categories are included in this policy:

Creative Outputs

- Fine Arts and Visual Arts
- Music
- Theatre
- Performance and Dance
- Design
- Film and Television
- **Literary Arts**

Innovations:

- Patents
- Plant breeders' rights (PBR)

The submission of creative outputs as well as patents and plant breeders' rights are handled separately from the survey of research publications. For more information on these processes please contact Whitney Prins (whitney@sun.ac.za) for creative outputs and Ravini Moodley(ravini@sun.ac.za) for patents and plant breeders' rights.



19th of June 2021

Rebecca Wyde Editor for Education

Peer review confirmation

To whom it may concern,

rebecca.wyde@palgrave.com

Please allow me to introduce myself – I am the Editor for Education in the Scholarly and Research division of Palgrave Macmillan.

I can confirm that Higher Teaching and Learning for Alternative Futures: A Renewed Focus on Critical (2021) was subjected to a strict peer review schedule prior to acceptance. Both the proposal and the text itself were peer reviewed before moving forwards to ensure that the resulting book would meet our high publication standards.

Our peer review process is anonymous and organised in house to maintain control. We choose the reviewers from across academic institutions around the globe, contacting them directly with the relevant material and accompanying reviewing guidelines. These guidelines detail the information that we require when considering a proposal or manuscript and ask questions to clarify the text's place within its field. Further development to the material is requested following the feedback and discussions between the authors and the editorial team.

Please do contact me if any further information is required.

Best wishes, Rebecca Wyde

Ruggle

APPENDIX 2



University Printing House Shaftesbury Road Cambridge CB2 8BS United Kingdom

To whom it may concern

Re.: Confirmation of peer-reviewed publication

This is to confirm that the book Youth Language Practices and Urban Language Contact in Africa was published in 2021 (ISBN: 978-1-107-17120-6), edited by Rajend Mesthrie, Ellen Hurst-Harosh & Heather Brookes. As with all Cambridge University Press books, the initial proposal for the book was peer reviewed anonymously by three scholars from the field and subject to further scrutiny by the series editor. Each draft chapter and the entire manuscript was read by each of the three editors. In this process one draft chapter was rejected and all other chapters required to do either minor or major revisions. A series editor for the Press read and commented extensively on the near-final manuscript before approving the final draft. Here is the final list of chapters.

Introduction

Rajend Mesthrie, Ellen Hurst-Harosh and Heather Brookes

- 1 Language Contact and Structure in Urban IsiXhosa and Associated Youth Languages Silvester Ron Simango
- 2 Not 'Deep' but Still IsiXhosa: Young People's Urban IsiXhosa and Its Relation to Tsotsitaal *Tessa Dowling*
- 3 Rethinking Youth Language Practices in South Africa: An Interactional Sociocultural Perspective Heather Brookes
- 4 Tsotsitaals, Urban Vernaculars and Contact Linguistics

Rajend Mesthrie

5 Grammatical Hybridity in Camfranglais?

Roland Kießling

6 Sheng and Engsh in Kenya's Public Spaces and Media: From Nganya and Mathree to Broadcast Proggiez

Maarten Mous and Sandra Barasa

7 Exploring Hybridity in Ivorian French and Nouchi

Akissi Béatrice Boutin

8 Authenticity and the Object of Analysis: Methods of Youth Language Data Collection Ellen Hurst-Harosh and Eyo Offiong Mensah

Yours sincerely,

Helen Barton

Senior Commissioning Editor, Language and Linguistics

helen.barton@cambridge.org

APPENDIX: Examples of letters from the publisher on the peer review process for chapters in **APPENDIX 3**



BRILL

Leiden, 24 January 2022

Dear Sir, Madam,

This letter serves to acknowledge that the chapter

"Chapter 1 Temporal and Geographical Extensions in Translation Studies: Explaining the Background" by appeared in the volume entitled

The Situatedness of Translation Studies: Temporal and Geographical Dynamics of Theorization. van Doorslaer, L., Naaijkens, T. (Eds.) published by Brill in 2021.

The volume appeared in the series: Approaches to Translation Studies (www.brill.com/ATTS). The acceptation of this manuscript was based on a positive assessment of the manuscript by two peers in a thorough, double blind and anonymous peer review procedure. In addition to that, the manuscript and its review reports have been vetted by the series' editorial board members who are all experts in the field of Translation Studies.

We are happy we have been offered such exceptionally high quality academic research for inclusion in this long standing series aimed at a scholarly audience.

This title can be found under ISBN: 978-90-04-43779-1.

I trust this information will suffice; else you can contact me at Masja. Horn@brill.com.

Best wishes, Masja Horn

BRIL

Masja Horn

Sr Acquisitions Editor Literature and Cultural Studies

+31(0)715353417 | www.brill.com



RESEARCH PUBLICATION OUTPUTS ADDENDUM A: CHECKLIST





Type in your Department/Division/Centre/Institute name

FORMS TO BE SUBMITTED:

The forms listed below, must be completed, signed and either handed in as hard copies at the Research Office, or emailed to Felicia Mc Donald, email address: fmcdonald@sun.ac.za not later than **Monday, 19**January 2026

Your submission for subsidy must be accompanied by the following signed documents.

- Detailed Nomination Report on Symplectic Elements
 Menu>Click on Annual Collection>Manage Collection>Click on Reports>tick off the Detailed
 Nomination report>Select Collection is set as DHET 2025>Select desired group(entity) from
 dropdown>click on Get Report and click then on Export as XLSX
 and
- 2. Addendum A: Checklist

DOCUMENT LIST

The purpose of the checklist is to ensure that all supporting documents of the research outputs submitted for subsidy, are uploaded on the electronic system.

- Complete the relevant categories on the checklist.
- Check and tick the appropriate box if the supporting document for each of the research outputs on the subsidy report for the specific category on the checklist, is uploaded.
- Use the comment block to indicate, if the supporting document for a specific output is still outstanding.

PLEASE NOTE: ALL THE INFORMATION REQUESTED BELOW IS COMPULSORY.

When an output is submitted for subsidy, make sure that <u>all the relevant supporting documents</u> required, is submitted otherwise *it will not be considered for subsidy purposes*.

Articles in an Accredited Journal

		Your Comments
1.	I uploaded an electronic copy of the complete article of the final print version.	
2.	The full name of the journal , title of the article, volume number , issue number if applicable, year of publication , page numbers , names of the authors with their affiliation and the DOI number if applicable are on the PDF(s) uploaded on the system.	
3.	The publication date is 2025 (in case of 2024, see 4 below). No ahead of print / early view publications, at the time of submission, is captured.	
4.	In cases where the year of publication is 2024, first check that no claim was submitted previously. If not, capture the 2024 publication with this survey and upload a written and signed motivation stating the reason for the late submission, on the electronic system. The only acceptable reason for late submissions is that the publication was printed late.	
5.	If the author's affiliation with SU does not appear on the article, for staff, a letter from Human Resources confirming the author's appointment with SU for the duration she/he was writing the article, is uploaded on the electronic system; for extra-ordinary appointments a relevant signed appointment letter is uploaded, for postgraduate students a letter from the promotor, confirming the author's appointment with SU for the duration she/he was writing the article, is uploaded on the electronic system and for postdocs a letter from the Postdoctoral Office, is uploaded.	
6.	The publication is an original research article and has not been published elsewhere.	

^{*}All supporting documentations must be in English

Therefore, the following types of articles are excluded for subsidy, even if it is published in an accredited journal: editorials, letters to the editor, case reports, book reviews, news articles, tributes and reports on conferences and symposia.

^{*}All supporting documentations must be in English

Books / Chapters in books

		Your Comments
1.	I submitted the complete book of the final published version:	
1.1.	For books (monograph), I uploaded an electronic copy of the complete book on the electronic system.	
1.2.	For edited books, I uploaded, a complete electronic copy if it does not infringe with the copyright of the book or the relevant parts as listed below, of the book on the electronic system. Front cover; half page, imprint page showing the copyright date, ISBN and publisher; page showing the book title and editors; complete table of content; Foreword/Acknowledgement/Introduction; contributors list, claiming chapter(s); and back cover of the book.	
2.	The publication date is 2025 . In cases where the year of publication is <i>2024</i> , first check that no claim was submitted already . If not, upload a <i>written and signed motivation giving the reason</i> for the late submission. The only acceptable reason for late submissions is that the publication was printed late.	
3.	 A letter from the publisher, setting out the peer review process for the book in as much details as possible, is uploaded on the electronic system. The following must be clearly and unambiguously clarified: 3.1. Peer review has taken place on the whole manuscript and not the proposal only, prior to publication. 3.2. The proof of peer review provides as much as possible details of the process for the book or chapter and is not merely a statement that peer review had taken place. 	

 $^{^{\}star} All$ supporting documentations must be in English

	 3.3. If the editor(s) of a book, also contributed towards a chapter(s) in the book, the publisher must unambiguously clarify that this contribution(s) was peer reviewed independently and that the editors were not involved in this process and the approval for inclusion of the chapter(s). 3.4. Reviewers must be independent from the claiming institution. Editors cannot be reviewers. 3.5. Templates are not sufficed (in the past we have received declarations from different publishers using the exact same statement regarding the peer review process that had been followed) 	
4.	 A research justification (max 500 words) by the author for books or the editor for the edited books, is uploaded on the electronic system. The justification addresses the following: 4.1 The unique contribution the publication makes to existing knowledge. 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. 4.2 As part of the justification, there should be an unequivocal declaration to the fact that no part of the work was plagiarised or published elsewhere. 4.3 The target audience must be stated. If such information is already provided in the publication, a marker or reference to this must be made rather than providing the justification. 	
5.	Affiliation of the author with SU is indicated in the publication. If the author's affiliation with SU does not appear on the article, for staff, a letter from Human Resources confirming the author's appointment with SU for the duration she/he was writing the article, is uploaded on the electronic system; for extra-ordinary appointments a relevant signed appointment letter is uploaded, for postgraduate students a letter from the promotor, confirming the author's appointment with SU for the duration	

^{*}All supporting documentations must be in English

	she/he was writing the article, is uploaded on the electronic system and for postdocs a letter from the Postdoctoral Office, is uploaded.	
6.	A minimum one-page summary in English is included if the book/ chapter of a book is published in a language other than English.	
7.	The length of the book is a minimum of 60 pages (excluding references, bibliography & appendices).	
8.	The publication represents original research and has not been claimed previously in another format.	
9.	Books with more than one edition, must be accompanied by the prior electronic edition(s) . In the written justification the new work done and that it has been substantially reworked to be considered as new research must be clearly indicated.	

^{*}All supporting documentations must be in English

Conference Proceedings

		I uploaded the complete proceeding and/or the relevant parts, as listed	
		below to the electronic system.	
		1.1 Title page showing the conference title.	
	1.	1.2 Imprint page showing the editor(s) if applicable, ISBN & copyright date.	
		1.3 Complete index page(s)	
		1.4 Introduction/Forward/Welcome/Reviewers/	
		1.5 Editorial board or organising Committee and their affiliation.	
		1.6 Research paper(s) of SU authors and	
		1.7 List of contributors, if applicable	
		The publication date is 2025 .	
	2.	In cases where the year of publication is 2024, first check that no claim was	
		submitted previously. If not, upload a written and signed motivation stating	
		the reason for the late submission. The only acceptable reason for late	
		submissions is that the publication was printed late.	
		A letter from the conference organiser or editor indicating the peer review	
	3.	process prior publication for this conference in as much detail possible, is	
		uploaded on the electronic system.	
		The following must be clearly and unambiguously clarified:	
		3.1 The conference paper was peer reviewed prior to publication by	
		independent reviewers and that this process was decisive for inclusion	
		in the proceeding.	
		3.2 The peer review should refer to the full conference paper and <i>not the</i>	
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