

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If the information is still outstanding by this date the relevant submission for subsidy will unfortunately have to be withdrawn – and we want to avoid this, as no environment can afford a loss of subsidy income.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 submit electronic copies 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.

<u>Contact details:</u>	
General enquiries about research publication outputs & DHET policy	Dalené Pieterse Krotoa Building, Room 2048 Tel: 021 808 3557 e-mail: mver@sun.ac.za
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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.

- 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.
5. 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-navorsingspublikasie-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.)

<u>Kontakbesonderhede:</u>	
Navrae omtrent die navorsingspublikasie- uitsette en die DHOO beleid	Daléne Pieterse Krotoa Gebou, Kamer 2048 Tel: 021 808 3557 e-pos: mver@sun.ac.za Felicia McDonald Krotoa Gebou, Kamer 2048 Tel: 021 808 2581 e-pos: fmcdonald@sun.ac.za Whitney Prins Krotoa Gebou, Kamer 2048 Tel: 021 808 9971 e-pos: whitney@sun.ac.za
Navrae omtrent gebruik van die RA stelsel:	Jennifer De Beer Krotoa Gebou, Kamer 2048 Tel: 021 808 9444 e-pos: jad@sun.ac.za

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-subsidised research outputs)
*Journal articles in accredited journals (<i>journal articles</i>)	Journal articles in non-accredited journals (<i>journal article</i>)
*Published Proceedings (conference proceeding)	Published Proceedings: Conferences that do not comply with DHET requirements (<i>conference proceeding</i>)
*Books (<i>book</i>)	Books (<i>book</i>) that do not comply with DHET requirements
*Chapters in books (<i>book chapter</i>)	Chapters in books (<i>book chapter</i>) that do not comply with DHET requirements
Creative outputs (<i>Creative works</i>) 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. Click here for more information.	Reports (<i>report</i>)

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 electronic 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

eLife RESEARCH ARTICLE

A crowd of BashTheBug volunteers reproducibly and accurately measure the minimum inhibitory concentrations of 13 antitubercular drugs from photographs of 96-well broth microdilution plates

Philip W Fowler^{1*}, Carla Wright¹, Helen Spiers^{2,3}, Tingting Zhu⁴, Elisabeth ML Baeten⁵, Sarah W Hoosdally¹, Ana L Gibertoni Cruz¹, Aysha Roohi¹, Samaneh Kouchaki⁴, Timothy M Walker¹, Timothy EA Peto¹, Grant Miller², Chris Lintott², David Clifton⁴, Derrick W Crook¹, A Sarah Walker¹, The Zooniverse¹, Volunteer Community, The CRYPTIC Consortium

¹Nuffield Department of Medicine, University of Oxford, Oxford, United Kingdom; ²Zooniverse, Department of Physics, University of Oxford, Oxford, United Kingdom; ³Electron Microscopy Science Technology Platform, The Francis Crick Institute, London, United Kingdom; ⁴Institute of Biomedical Engineering, University of Oxford, Oxford, United Kingdom; ⁵Citizen Scientist, c/o Zooniverse, Department of Physics, University of Oxford, Oxford, United Kingdom

SU does not give subsidy to contributors part of groups.

Additional information

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The CRYPTIC Consortium

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**Sanchi Shah**: The Foundation for Medical Research, Mumbai, India; **Thomas Andreas Kohl**: Research Center Borstel, Borstel, Germany; **Grace Smith**: UK Health Security Agency, London, United Kingdom; **UK Health Security Agency**, Birmingham, United Kingdom; **Walter Solano**: Universidad Peruana Cayetano Heredia, Lima, Peru; **Andrea Spitaleri**: IRCCS San Raffaele Scientific Institute, Milan, Italy; Vita-Salute San Raffaele University, Milan, Italy; **Philip Supply**: Institut Pasteur de Lille, Lille, France; **Adrie JC Steyn**: Africa Health Research Institute, Durban, South Africa; **Utkarsha Surve**: Hinduja Hospital, Mumbai, India; **Sabina Tahseen**: National TB Reference Laboratory, National TB Control Program, Islamabad, Pakistan; **Nguyen Thuy Thuong**: Oxford University Clinical Research Unit, Ho Chi Minh City, Viet Nam; **Guy Thwaites**: University of Oxford, Oxford, United Kingdom; Oxford University Clinical Research Unit, Ho Chi Minh City, Viet Nam; **Katharina Todt**: Institute of Microbiology and Laboratory Medicine, WHO-SRL Gauting, IMLred, Germany; 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Competing interests

The Zooniverse Volunteer Community: The CRYPTIC Consortium: The other authors declare that no competing interests exist.

Funding

Funder	Grant reference number	Author
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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

The screenshot shows the front page of a journal article. Callouts point to the following elements:

- Journal Title:** Journal of Insect Conservation
- Page Numbers:** 26:477–489
- Volume number:** 26
- publication Year:** 2022
- SU affiliation:** Stellenbosch University

The article title is "Small-scale traditional maize farming fosters greater arthropod diversity value than conventional maize farming". The authors are Nickson Erick Otieno^{1,2}, Shayne Martin J. ², and James Stephen Pryke². The article is labeled as an "ORIGINAL PAPER". The abstract discusses the importance of natural areas for agriculture and the impact of farming systems on arthropod diversity.

The screenshot shows the "Add journal article record" form in the SYMPLECTIC Elements system. The form includes the following fields:

- Publication date:** Jun 2022
- Online publication date:** 16 Jun 2021
- Title:** Small-scale traditional maize farming fosters greater arthropod diversity value than conventional maize farming
- Journal:** Journal of Insect Conservation
- Keywords:** Fields of Research (2020): 31 Biological Sciences, Fields of Research (2020): 3103 Ecology, Fields of Research (2020): 41 Environmental Sciences, Fields of Research (2020): 4104 Environmental Management, UN Sustainable Development Goals: 14 Life Below Water
- Status:** [None]
- Pagination:**

Begin page	End page	Page count
477	489	
- Article ID number:** [Empty field]
- Publisher:** Springer Nature
- Publisher URL:** [Empty field]
- Volume:** 26
- Issue:** 3

Online Journals: Article ID Number

thropogenic stress threaten ... 1 / 11 82%

Journal Title: Science of the Total Environment

number of pages: 806

Volume: 150806

Article ID number: 150806

Publication Year (Output Year on system): 2022

Contents lists available at ScienceDirect

Science of the Total Environment

journal homepage: www.elsevier.com/locate/scitotenv

Combined climatic and anthropogenic stress threaten resilience of important wetland sites in an arid region

Rassim Khelifa^{a,b,*}, Hayat Mahdjoub^c, Michael J. Samways^d

^a Zoology Department, University of British Columbia, Vancouver, Canada
^b Biodiversity Research Centre, University of British Columbia, Vancouver, Canada
^c Department of Evolutionary Biology and Environmental Science, University of Zurich, Zurich, Switzerland
^d Department of Conservation Ecology and Entomology, Stellenbosch University, South Africa

Internal Author

HIGHLIGHTS

- Protected wetlands are heavily affected by climate change and anthropogenic perturbation
- These changes are detrimental in regions where the climate is already extreme and variable
- North African Ramsar sites witnessed alarming changes in climate and human influence
- Climate change is projected to be severe

GRAPHICAL ABSTRACT

The graphical abstract features a central circle labeled 'Wetlands'. Five arrows point towards this central circle from different directions, each labeled with a factor: 'Road' (top left), 'Agriculture' (middle left), 'Climate change' (bottom left), 'Urbanization' (bottom right), and 'Pollution' (top right). Each label is accompanied by a small icon: a road for 'Road', a tractor for 'Agriculture', a sun and clouds for 'Climate change', a city skyline for 'Urbanization', and a factory with smoke for 'Pollution'.

? If an online article does not have sequential page numbers, then enter the article ID number as it appears on the article.

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

← → ↻ <https://researchoutcomes.sun.ac.za/objectedit.html?op=2&cid=1&oid=326071> 🔍 ☆ 📁 📌 New

SYMPLECTIC Elements Ashraf Kagee × Jennifer

Add journal article record

Essential Information

* Publication date Apr 2025 📅 ✕

Online publication date 03 Feb 2025 📅 ✕

* Title Unmasking Distress: An Analysis of COVID-19's Mental Health Impact on Nurses in South Africa 🔄

Journal (Required) Western Journal of Nursing Research

Keywords

- Fields of Research (2020): 42 Health Sciences 🗑️
- Fields of Research (2020): 4203 Health Services and Systems 🗑️
- Fields of Research (2020): 4205 Nursing 🗑️
- MeSH: Adult 🗑️

Status (Required) Published ▼

Pagination

Begin page	End page	Page count
241	251	

Article ID number

Publisher (Required) SAGE Publications

Publisher URL

Volume (Required) 47

Issue (Required, if given) 4

ISSN (Required) 0193-9459

eISSN

DOI (Required) 10.1177/01939459251316049

?

?

Open Access status (Required)	Green OA	
Open Access Journal (DHET) (Required)	☐ [None] ☒ yes ☐ no	
Field of Research (DHET) (Required)	3.03 (Health sciences)	
Other natural science (Please specify)		?
Other engineering and technologies (Please specify)		?
Other medical science (Please specify)		?
Other agricultural sciences (Please specify)		?
Other social sciences (Please specify)		?

Other humanities (Please specify)		?
* Authors	Haine, Phillipa Stellenbosch University Author type: Corresponding edit trash down Kagee, Ashraf Stellenbosch University edit trash down Coetzee, Bronwynne Stellenbosch University edit trash down Janse Van Vuuren, Marnus Stellenbosch University edit trash down Shongwe, Lindokuhle Stellenbosch University edit trash up Add another person	
Author URL		
Publication fee description		?

publication-fee-article

Author contribution pub fee ZAR

Funder(s)

ZAR · ▾

ZAR · ▾

.. null South African Agency for Science and Technology Advancement

edit

✓

.. null South African Medical Research Council

edit

^

Grant ID

Organisation

+ Add

Add text

CANCEL

SAVE

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>; <http://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/
 - Editorial board or organising Committee and their affiliation
 - Research paper(s) of SU authors and
 - 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

Datum 12 January 2022
Kenmerk 20220112/AYA
Pag./van 1/1

TU Delft

Faculty of Electrical Engineering
Mathematics and Computer Science
Microelements (EWI)

Adres
Mekelweg 4
2628 CD Delft
The Netherlands

**To [Redacted]
Stellenbosch University**

To whom it may concern,

This letter outlines the process of peer reviewing of submitted papers considered for conference presentation and publication in the proceedings of the 2020 15th European Microwave Integrated Circuits Conference (EuMIC), which took place on January 10–15, 2021, in Utrecht, Netherlands (online).

As Technical Program Chair of the European Microwave Week 2020, which includes among other conferences the European Microwave Integrated Circuits Conference, I was in charge of organization the paper review process and scientific program preparation.

I hereby confirm that each of the full papers submitted was subjected to rigorous peer review. Each paper was reviewed by at least five independent international experts in the field. Criteria that the reviewers were asked to consider included the degree of novelty, relevance of the paper, interest to the scientific community and clarity of presentation. Only papers found to be of appropriate international standard were accepted to be presented at the conference and published in the proceedings. In total, from 120 papers submitted to EUMIC only 70 papers have been accepted.

Kind regards,

Prof. DSc. A. Yarovoy

Chair responsible for facilitating peer review process

Peer reviewers are independent and international experts

Conference Details

Peer Review Criteria to ensure good quality

Peer review process is decisive for approval of the paper

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

← → ↺

https://researchoutputs.sun.ac.za/objectedit.html?op=2&cid=1&oid=330128

🔍 ☆

🔗

🌐

New Chrome av

☰



Herman Kamper

✕

👤

🔔

🕒

 Jennifer De Bee

🏠

👤

📊

📄

⚙️

Add conference record

Essential Information

*

 Publication date

11 Apr 2025

📅 ✕

Online publication date

📅

*

 Title

Unsupervised Word Discovery: Boundary Detection with Clustering vs. Dynamic Programming

Ω

Abstract

Ω

Keywords

Fields of Research (2020): 46 Information and Computing Sciences

Fields of Research (2020): 47 Language, Communication and Culture

🏠

👤

📊

📄

⚙️

Status (Required)

[None] ▼

*

 Pagination

Begin page

End page

Page count

1

5

*

 Name of conference

ICASSP 2025 - 2025 IEEE International Conference on Acoustics,

*

 Published proceedings

*

 Publisher

Institute of Electrical and Electronics Engineers (IEEE)

Publisher URL

ISBN-10

ISBN-13 (Required; please add dashes)

ISSN

?

Volume	00	
DOI	10.1109/icassp49660.2025.10890719	
* Authors	⋮ Malan, Simon Stellenbosch University edit ⌵ ⋮ van Niekerk, Benjamin Stellenbosch University edit ⌵ ⋮ Kamper, Herman Stellenbosch University edit ⌵ Add another person	

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. 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 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.

5. This survey is only applicable to **2025**-research outputs. Books and chapters in books 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

← → ↻ <https://researchoutputs.sun.ac.za/objectedit.html?op=2&cid=1&oid=315422> 🔍 ☆ ⚙️

SYMPLECTIC Elements Yusef Waghid

Add book record

Essential Information

*** Publication date** 01 Jan 2023 📅 ✕

Online publication date 📅

*** Title** Global Citizenship Education in the Global South 🔄

Series

Edition

Keywords No Keywords - please add...
Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter.

Abstract 🔄

Status (Required) [None] ▼

*** Start page**

*** End page** ?

*** Total pages claimed** ?

*** Total no pages in book** ?

ISBN-10

ISBN-13 (Required; please add dashes)

DOI 10.1163/9789004521742

* Publisher	De Gruyter
City	Ω
Place of Publication (DHET)	No Place of Publication (DHET) - please add... Label scheme with a vocabulary, but not restricted: to add a keyword, type the value and either select a suggestion or click Add. DHET Countries Add
Publisher URL	
* Authors	⋮ Bosio, Emiliano Not known within Symplectic Elements edit 🗑 ⌵ ⋮ 🔍 Waghid, Yusef edit 🗑 ⌶ Add another person

Author URL	
Field of Research (DHET) (Required)	[None] ⌵
Other natural science (Please specify)	?
Other engineering and technologies (Please specify)	?
Other medical science (Please specify)	?
Other agricultural sciences (Please specify)	?
Other social sciences (Please specify)	?
Other humanities (Please specify)	?

Original/photocopy (Required)	[None]
Evidence of peer review (Yes/No) (Required)	[None]
Types of Evidence (DHET) (Required)	No Types of Evidence (DHET) (Required) - please add... Label scheme restricted to a vocabulary: to add a keyword, start typing and select an option. Types of Evidence (DHET) -Books- Chapters
Funder(s)	No Funder(s) - please add... Grant ID Organisation Add text Add

?

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.

← → ↻ <https://researchoutputs.sun.ac.za/objectedit.html?op=3&cid=1&oid=262200&rid=995496&rto=false> 🔍 ☆

SYMPLECTIC Elements

Edit chapter record

*** Publication date**

09 May 2024 📅 ✕

Online publication date

09 May 2024 📅 ✕

*** Chapter Title**

New Directions in Language Sample Analysis for Multilingual

*** Book title**

A Guide to Global Language Assessment: A lifespan approach

Edition (Required, if applicable)

Series

Volume

Essential Information

Abstract

Keywords

Fields of Research (2020): 47 Language, Communication and Culture

Fields of Research (2020): 4704 Linguistics

Fields of Research (2020): 52 Psychology

Fields of Research (2020): 5204 Cognitive and Computational Psychology

Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter.

Unclassified

➕ Add

Status

Published ▼

ISBN-10

ISBN-13 (Required; please add)

978-1-63091-944-3

SYMPLECTIC
Elements

ISBN-13 (Required; please add dashes)	978-1-63091-944-3	
DOI	10.4324/9781003524472-8	
* Pagination	Begin page 111 End page 130 Page count	?
Total no of pages in book (Required)	375	
* Number of chapters in book	16	?
Chapter number	6	
* Publisher	Taylor & Francis	
City	New York	
Place of Publication (DHET)	DHET Countries: United States of America	

Symplectic Elements

Publisher URL

* Authors

:: Ehlert, Hanna
Not known within Symplectic Elements

edit trash down

:: van der Linde, Jeannie
Not known within Symplectic Elements

edit trash up

:: Lüdtkke, Ulrike
Not known within Symplectic Elements

edit trash up

:: Bornman, Juan

edit trash up

Add another person

Author URL

* Editors

:: Bortz, Mellissa
Not known within Symplectic Elements

edit trash

Add another person

Field of Research (DHET)

303 (Health sciences) ▼

Elements		
Field of Research (DHET) (Required)	3.03 (Health sciences) ▾	
Other natural science (Please specify)		?
Other engineering and technologies (Please specify)		?
Other medical science (Please specify)		?
Other agricultural sciences (Please specify)		?
Other social sciences (Please specify)		?
Other humanities (Please specify)		?
Original/photocopy (Required)	Original ▾	
Evidence of peer review (Yes/No) (Required)	yes ▾	
Types of Evidence (DHET) (Required)	Types of Evidence (DHET) -Books-Chapters: Letter/email from publisher  Label scheme restricted to a vocabulary: to add a keyword, start typing and select an option. Types of Evidence (DHET) -Books-Chapters 	
Funder(s)	No Funder(s) - please add... Grant ID Organisation  Add Add text	

Elements

Funder(s)

from publisher

Label scheme restricted to a vocabulary: to add a keyword, start typing and select an option.

Types of Evidence (DHET) -Books-
Chapters

No Funder(s) - please add...

Grant ID

Organisation

Add

Add text

CANCEL

SAVE

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. <i>The subsidy unit is equally divided by the number of authors for a research publication output.</i>
Research article	A research article published in an approved journal will be subsidized as a single unit (1 unit)
Peer reviewed books & chapters in books	A book may be subsidized to a maximum of 10 units based on the number of pages being claimed for. The references, index, appendix 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 = 1 unit (if 10 or less chapters) If a book has more than 10 chapters, the subsidy per chapter = $10/\text{number of chapters}$ 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 reviewed conference proceedings	Proceedings published as part of a peer reviewed non-periodical research output from conferences, congresses, symposia or other meetings where the primary purpose of disseminating research 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-Development/Documents/Research%20Outputs/Government%20Gazette%20Policy%20Evaluation%20Creative%20Outputs%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.

APPENDIX 1

palgrave
macmillan

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 Pedagogy* by [REDACTED] (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



APPENDIX 2



CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT

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,

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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 [REDACTED] appeared in the volume entitled

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

The volume appeared in the series: Approaches to Translation Studies (www.brill.com/ATTS). The acceptance 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

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RESEARCH PUBLICATION OUTPUTS

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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.

1. 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
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2. Addendum A: Checklist

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☐	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. <i>The only acceptable reason for late submissions is that the publication was printed late.</i>	
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