**guidelines for the inclusion of journals TO the DHET accredited lists**

This document should be read in conjunction with the page <http://www.researchsupport.uct.ac.za/publications-29>

**South African Journals**

South African journals, which in the opinion of the university comply with the minimum criteria for inclusion, may be proposed for inclusion. A minimum of three consecutive issues must be published for journals with a quarterly or higher publication frequency and one issue for annual publications, before submission for accreditation can be made.

For the journal to be considered for inclusion, effective the following calendar year, please send the following documentation to **Ronel de Swardt,** **Research and Innovation, 2 Rhodes Avenue, Mowbray by 31 May:**

1. Evidence that the journal has been published uninterrupted for a minimum of **three years** AND the **latest three consecutive copies of the journal**
2. Suitable translations, if not published in English.
3. The journal should clearly indicate the following: ISSN, publisher (including publisher’s address and contact details), frequency of publication, editorial policy (including evidence of the peer-review process), details of the editorial board (including the status of the members of the editorial board and their institutional affiliations).
4. In the case of electronic journals, the journal’s Internet Uniform Resource Locator (URL).
5. Indication of library holdings should be provided. The journal must be held by more than one South African Higher Education Institution (HEI). The SABINET system can be used to provide evidence of library holdings at different HEIs or other forms of proof may be submitted
* **Minimum criteria for a journal to be eligible for inclusion to the list of approved journals**
1. 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
2. Articles accepted for publication in the journal must be peer-reviewed
3. At least 75% of contributions published in the journal must emanate from multiple institutions
4. The journal must have an International Serial Number (ISSN)
5. The journal must be published at the frequency it is intended to be published, e.g. quarterly, biannually, annually or biennially
6. 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 on the relevant subject area
7. The journal must be distributed beyond a single institution
8. Journals must include English abstracts if their language of publication is not English