**Publication Count**

**Submission Checklist**

The following checklists below will indicate the supporting documentation and information which must be provided to the Research Office for each research output submitted to the Department of Higher Education and Training (DHET). These submissions are subject to audit, and as a result, any claim not accompanied with the correct supporting documentation will be excluded from the collection.

**Note**: All research outputs for the reporting year must be captured on eRA (<https://eraonline.uct.ac.za>)

**Peer-reviewed Books (Including Chapters and Monographs)**

|  |  |
| --- | --- |
| **For the book/chapter(s) to qualify for submission to the DHET, you must provide certain information and materials. Have you included the following** |  |
| Page to confirm: ISBN, Publication year, Editor, Publisher etc.  |   |
|  Copy of the book(s)/chapter(s)  |   |
| Table of contents  |   |
| **Proof of peer review** (detailed evidence of the peer-review process followed ) **If possible**, provide peer reports as this will strengthen our submissions |   |
|  **Research justificatio**n (maximum 500 words), signed by the author of the book, or the general editor (in the case of an edited book with several chapters from various contributors), explaining the contribution that the book makes to scholarship; AND **Declaration** to the fact that no part of the work was plagiarised or published elsewhere). |   |
| **English summary of the entire book** (minimum of one page). Similarly, any supporting evidence or documentation must also be provided in English, **If the book/chapter is not published in English**  |   |
| Letter for author affiliation (This letter is important if there is no indication of author affiliation in the actual publication).  |   |
|  Letter of motivation for late submissions (where applicable) |   |
| **For Second and subsequent editions:** A statement from the FRC Chair, indicating that both the previous & current editions were checked & affirm that at least 50% of the work was not previously published. |   |

**Peer-reviewed Conference Proceedings**

|  |  |
| --- | --- |
| **For the conference proceeding to qualify for submission to the DHET, you must provide certain information and materials. Have you included the following?** |  |
|  Copy of the complete conference paper |   |
|  Copy of the page (to confirm: proceedings title, ISBN/ISSN, Publication year, Editor, Publisher etc) |   |
| List of editorial board/committee members |   |
| Table of contents  |   |
| Letter for author affiliation (This letter is important if there is no indication of author affiliation in the actual publication). |   |
| Proof that the full conference paper was independently **peer-reviewed** prior to publication by means of a statement copied from within the proceeding or a statement (letter or e-mail) from the editor of the proceedings or organiser of conference? **(This is a compulsory requirement)** |   |
| Letter of motivation for late submissions (where applicable) |   |
| English summary (In the event that a conference proceeding is published in a language other than English) |   |

**Article in DHET accredited/approved journal.**

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| **For the journal article to qualify for submission to the DHET, the journal article data must be captured on eRA and you must provide certain information and materials. Have you checked that:** |   |
| The journal title is on the accredited lists of journals  |   |
| The publication is not a book review, abstract or extended abstract, correspondence to the editor, obituary, news article or advertorial?  |   |
| The publication date is correct for the reporting cycle |   |
| Journal title, volume number, year of publication, page numbers (where relevant- start page-end page), UCT authors and affiliation are highlighted and indicated on the uploaded article? |   |
| In cases where the UCT affiliation is not on the article, that a letter from the H.O.D confirming the author’s affiliation to UCT during the time of producing the publication is included with the hardcopy? |   |