**Request for peer review process of published proceedings paper(s)**

My name is ……………………………… and I work in <department/ unit/division>, University of Cape Town.

In our country certain research outputs qualify for a subsidy from our national Department of Higher Education and Training (DHET).

In order for the paper (s) published in the proceedings ……………………….. to be eligible for this funding, the DHET requires that we provide detailed evidence of the peer-review process followed for these papers, prior to publication.

**Please can you provide me with a letter on the peer review process followed for this publication?** The peer review statements should be clear and unambiguous and outline:

whether the full papers reviewed (and not just the abstracts),

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