

Check list for Published Proceedings for DHET Accredited Subsidy Claim

- a. Proceedings must disseminate original research and new developments within a specific disciplines, sub-disciplines or fields of study.
- b. Complete article (not abstracts)
- c. Evidence of peer review prior to publication
- d. Proceedings must have an ISBN or ISSN

If Proceeding has ISSN check the following:

- **Is this an accredited journal? If yes load as accredited journal publication**
- **If Not accredited Journal, we cannot claim**
- **If definitely a proceeding with an ISSN load as proceedings**
- e. Proceedings published on-line must have e-ISBN or e-ISSN
- f. Target audience must be specialists in the relevant field
- g. **More than 60% of contributions published in the conference proceedings being (applies to SA Conferences) submitted must emanate from multiple institutions**
- h. The conference must have an editorial board and/or organising committee, with significant majority of members beyond a single institution, which is reflective of expertise in the relevant field

The following types of articles appearing in proceedings are not subsidised

- a. Correspondence to the editors
- b. Abstracts or extended abstracts
- c. Obituaries
- d. Book reviews
- e. News articles
- f. Advertorials
- g. Previously published material
- h. Keynote addresses and invited paper
- i. Those published as “Work in Progress Papers”, Short Papers”, Brief Communications” and technical reports. This is picked up from the contents page of the proceedings.

Important:

- i. The publication must be a proceedings and not a paper presented at a conference.
- ii. The full published proceedings must be submitted to DHET. The contents page; the page reflecting the ISBN; year of publication and the author affiliation; editorial board and publisher must be included.
- iii. Evidence of pre-publication peer review process must be provided for every conference proceedings
- iv. In the event that a conference proceedings is published in a language other than English, an abstract in English must be provided. Similarly, any

supporting documentation (i.e. peer review process etc.) must be provided in English.

- v. Late submissions of research outputs for the year (n-2) may be considered for subsidy evaluation provided such submissions are accompanied by credible explanation from the DVC or Director of Research stating the reasons for the late submission of each publication. Supporting evidence will be an added advantage.
- vi. **Late submission** for years prior to n-2 and or submissions without an accompanying explanation will not be considered. The letter must include a statement to say that the publication was not claimed for previously.

Additional Information

Below is a useful link on published conference proceedings.

<https://guides.libraries.psu.edu/conferenceproceedings>