

Peer Reviewed Published Proceedings

Definition

Proceedings refer to a published record of a conference, congress, symposium or other meeting where the purpose was to discuss and disseminate original research and new developments within specific disciplines, sub-disciplines or field of study.

Criteria

- a. The purpose of the proceeding must be to disseminate original research and new developments within a specific disciplines, sub-disciplines or fields of study.
- b. Complete articles (not abstracts) accepted for publication in the proceedings must be peer reviewed prior to publication (evidence must be provided)
- c. **Conference papers published in the book of proceedings are published proceedings and not chapters in books or whole books.**
- d. The Proceedings must have an International Standard Book or Serial Number (ISBN or ISSN)
If Proceeding has ISSN check the following:
 - **Where proceedings are published in an approved journal (DHET Accredited), the output will be treated as journal**
 - **Conference Proceedings published in non-accredited journals, as special issues or otherwise, will not be subsidised.**
- 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 subject area
- i. If the proceeding is published in a language other than English, the author must submit an abstract of the proceedings in English. Similarly, any supporting evidence or documentation must also be in English.

For potential DHET subsidy earning proceedings, the following must be submitted

- **The proceeding book** if there are several claiming publications in the proceeding book, and evidence of the publishers' peer review process

If providing a copy of the publication and not the proceeding book, the following must be provided:

- Photocopy of the full publication
- Copies of the front and back cover of the proceeding book
- Evidence or publisher's peer review process
- Pages reflecting evidence of:
 - the ISBN / ISSN
 - affiliation to the claiming institution
 - Publisher's peer review process.
 - year of publication
 - Publisher / place of publication
 - Editors / Editorial board where applicable

Important:

- Published articles must be peer reviewed prior to publication
- The evidence of the peer review process, if not found in the proceeding book, must be provided by the editors of the publishing house or editors of the organising committee of the conference.

Late submissions

- Published proceedings for 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.
 - ✓ The letter must include a statement to say that the publication was not claimed for, previously.
 - Supporting evidence will be an added advantage (e.g. letter from the editor / publisher).
 - Submissions without an accompanying explanation will not be considered.
- **Late submission** for years prior to n-2 will not be considered.

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.

Reference

- 1. *Government Gazette Vol No 38552 (March 2015)*