

**Research Publications Management System (RPMS)
User Guide (version 1.3.3 January 2026)**

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OVERVIEW OF THE RESEARCH PUBLICATION MANAGEMENT SYSTEM (RPMS)

The RPMS is designed to enable researchers to capture their publications on an online platform in preparation for submission to the Department of Higher Education (DHET) for subsidy consideration. Currently the RPMS caters for four different types of research outputs namely:

- Journal articles
- Conference proceedings
- Book chapters and
- Full books.

To capture outputs successfully, compulsory requirements and attachments must be met. These must be available, and readily accessible at the time of capturing the outputs as all fields must be completed before an output is saved to the system for validation and submission to DHET for subsidy consideration.

REQUIREMENTS FOR LOADING OUTPUTS SUCCESSFULLY

1. ORCID of user logging on to RPMS for the first time.
2. Publication Information
3. Supporting documentation/Attachments (PDF of the publication as well as supporting documents).

GLOSSARY OF COMMONLY USED TERMS

Author Affiliation: The subsidy is allocated to the institution(s) where the research was conducted, supported, and funded, as indicated by the author's institutional affiliation at the time of publication. If authors are affiliated with multiple public institutions, the subsidy is shared, and the specific order of authorship does not affect the allocation.

Internal author: refers to an author with a Nelson Mandela University affiliation at the time of publication. Internal authors include academic and PASS staff, students, postdoctoral fellows, research fellows, research associates and HEAVA appointees.

Internal author Other: refers to authors who do not have a staff number but his / her research is funded by Nelson Mandela University. The author may be based at another national or international institution but has done the research in collaboration with researchers from Nelson Mandela University. These authors may show affiliation to Nelson Mandela University. If affiliation is not shown on the publication, please load as external author. We may not submit to DHET for subsidy consideration if author affiliation to Nelson Mandela University is not reflected on the publication.

If an author cannot be found in the system, contact the Research Support and Management (RSM) Help Desk at rpms@mandela.ac.za. You must provide the details of the affiliated author, and RSM will then add them as an "internal author other" so you can select them in the system.

Number of internal authors: The number of internal authors will auto-populate once all required Nelson Mandela internal authors are added to the system. To add authors, use the search function and look for their name by staff number or surname.

Number of external authors: number of authors not affiliated to Nelson Mandela University.

To provide the number of external authors:

- you must manually count the authors who are not affiliated with Nelson Mandela University.
- If there are more than five external authors, you need to insert the total number of external authors at the "No. for external authors" field, and
- you can enter up to five of them in the designated "external authors" section.

Publication: means the actual output e.g. the journal article or book chapter. There are four publication types:

- Journal articles
- Book chapters
- Books
- Conference Proceedings

Publication title: refers to the title of the publication (output).

Publication year: is the year the output was published.

- **DHET Reporting year (N):** this is the year the publication will be submitted to DHET.
- **N-1:** If DHET reporting year is 2026 (**N**), DHET will recognise 2025 (**N-1**) Publications for subsidy consideration

- **N-2:** Late publications not submitted during the previous DHET reporting year. If DHET reporting year is 2026, 2024 publication not submitted in DHET Reporting Year 2025 will be considered.
 - ✓ A declaration giving reasons for not submitting in the previous year must be uploaded under the late claim upload section of RPMS.

Queries to be directed to Help Desk: rpms@mandela.ac.za or Elizabeth.Maqhubu@mandela.ac.za
Please allow for **24 hours response time**.

1. LOGON PROCEDURE

Please select this link: <https://apps.mandela.ac.za/Rpms>

- If connecting from off campus, please connect to VPN before selecting the above link.
- Please contact ICT Help desk (Helpdesk@mandela.ac.za / 041 504 3000) for VPN assistance

1.1. FIRST TIME USERS:

Click on the **Account** Tab. The screen below will appear reflecting your computer username with **Logon Screen**

Home Books ▾ Chapters ▾ Conference Proceedings ▾ Journals ▾ Other ▾ Account Help

- ✓ If logging on for the first time, the ORCID field is blank.
- ✓ Insert your ORCID in the blank field.
- ✓ If you do not have an ORCID please create an ORCID by clicking this link <https://orcid.org/register> and Click save

Account - Manage Account

User Details

Username *

MANDELA\rpmsTestUser

ORCID iD *

0000-0002-0522-2513

To create ORCID iD, click on the following link <https://orcid.org/register>

Save

Cancel

2. HOME SCREEN Gives you the option to add a **Book Publication** (Whole book publication); **Chapter in book**; **Conference Proceeding Publication** and **Journal Article Publication**.

- ✓ It is advisable to do a **key word** search in the **home screen** before you attempt to add a publication.
- ✓ If the publication does not exist “**no matching records found**” will be displayed.
 - You may proceed to load the publication by selecting add publication. For example, select add a Journal publication if loading a journal publication.

Home Screen No Matching Records

Home

Add a Book Publication
Add a Chapter Publication
Add a Conference Proceeding Publication
Add a Journal Publication

Publication Year
2024
DHET Reporting Year
2025

Show 10 entries

- Key word **typhoid**
- No Matching Results Applicable to all Publication Types & all DHET reporting year

typhoid

NMU Reference	Internal Authors	Type	Publication Title	Subsidy Publication	Type Locked	Read Only
No matching records found						

Matching records found (e.g. Keyword “test”)

Home Screen: Matching Records

Home

Add a Book Publication
Add a Chapter Publication
Add a Conference Proceeding Publication
Add a Journal Publication

Publication Year
2024
DHET Reporting Year
2025

Show 10 entries

- Key word **test**
- Showing 1 to 10 of 92 entries Matching Records Applicable to all Publication Types
 - ✓ All Publications irrespective of DHET cycle be reflected (Home Page Search)
- Selecting the drop down **Test**, e.g. next to **NMU-J-10309**, will reflect the name(s) of the internal authors and the weighting.

Test

NMU Reference	Internal Authors	Type	Publication Title	Subsidy Publication	Type Locked	Read Only
			the 3-min all-out Running Test			
NMU-CP-9671		Conference Proceeding	An Extended Process for Creating Visualisations: Exploratory Testing of Integrated Fitness and Menstrual Cycle Data	☒	☐	☒
NMU-J-10309		Journal	2025 Test PJ DHET Jnl SA Mercantile Law 75% Compliance letter not loaded	☐	☐	☐
Name Surname Weighting Asseervadhum Patricia Jacob 1						

Showing 1 to 10 of 92 entries (filtered from 4,952 total entries)

Previous
1
2
3
4
5
...
10
Next

Search by Author (Home Screen) allows the option to search by author

Show 10 entries

mondile

NMU Reference	Internal Authors	Type	Publication Title	Subsidy Publication	Type Locked	Read Only
NMU-CP-4087		Conference Proceeding	Test 2020 Lat Claim Upload	☒	☐	☒

Name	Surname	Weighting
Nomakwezi	Mzilikazi	0.25
Landile	Mondile	0.5

3. EDIT / VIEW / DELETE PUBLICATION_ (Journal example)

- You may go directly to the **Journals tab and click on Publications**. As a user, you may **not** edit or delete publication loaded by another user.
- You may also **add/create** a new publication whilst on this screen by selecting the relevant publication type

NMU Reference	Publication Title	Journal Name	Publication Year	DHET Reporting Year	Status	View	Edit	Delete
NMU-J-10307	PJ Test 2025 DHET Cycle	Nature Sustainability	2024	2025	Not Validated	View	Edit	Delete
NMU-J-10308	PJ Test Late Claim N-2 2025 DHET Cycle	Nature Sustainability	2023	2025	Validated	View	Edit	Delete
NMU-J-10309	2025 Test PJ DHET Jnl	SA Mercantile Law	2024	2025	Not Validated	View	Edit	Delete

4. WARNING PUBLICATION TITLE: Journal article; Chapter and Conference Proceedings Publication

Warning - Publication Title

Publications with similar names have been found.

OK

Showing 1 to 1 of 1 entries (filtered from 401 total entries)

Chapter Publication Details

Publication Title *

Publication Year *

DHET Reporting Year *

Number of Internal Authors *

Number of External Authors *

If loaded publication gives an alert "showing" proceed to left click - left click gives a warning alert if publication with similar title exists. - Selecting **OK** allows you to continue to complete to load publication details - Selecting **X** will allow you to view publications loaded. You may proceed to complete loading publication with title inserted and save or select cancel to add new publication

Save Cancel

5. LOADING AUTHORS (Internal and External)

5.1. INTERNAL AUTHORS: are authors for whom the institution may claim subsidy (i.e. research affiliation to Nelson Mandela University {NMU} authors who qualify for DHET subsidy).

There are **3 internal author roles, search fields: Please select to correct role.**

- i. **Staff:** permanent or contract staff with a staff number (**includes RAs & HEAVA**)
- ii. **Student:** student will have a Nelson Mandela University student number
- iii. **Other:** Authors who do not have a staff number but his / her research is funded by NMU, the author may be based at another national or international institution but has done the research in collaboration or funded by NMU.

Screen Load internal author: Please remember to scroll all the way to the **right of the screen to complete all fields**. The system will not allow you to save the entry for validation, if there are missing fields / compulsory uploads.

The screenshot shows the 'Internal Authors' section of the NMU Research Publication system. A dropdown menu is open, showing the selection of 'Staff' as the author role. The search fields for 'Identifier / Full Name' and a search button are visible. Below the dropdown is a table with columns: Name, Surname, Department, Title, Highest Qualification, Association, Population Group, Other SA HEI, Other Non-HEI, and International Affiliation. The table is currently empty, displaying 'No data available in table'.

5.2. JOINT AFFILIATION (i.e. affiliation to NMU and another SA HEI)

- Please load as internal author.
- Please select the affiliation type (i.e., **Other SA HEI, Other SA Non-HEI or International Affiliation**)

Selecting Joint affiliation (affiliation to NMU and another SA HEI on the publication)

- Place cursor in blank **space**
- Select Institutions from drop down could be more than 2 other SA HEI, repeat the process and select the 2nd other HEI.

Please do not select NMU if affiliation is only NMU.

The screenshot shows the 'JournalPublication/Edit/2566' page. The 'Other SA HEI' dropdown menu is open, displaying a list of institutions: UCT, TUT, UCT, UFH, UJ, and UKZN. A blue arrow points from the instruction 'Place cursor in blank space' to the dropdown menu. Another blue arrow points from the instruction 'Select Institutions from drop down' to the same menu. The 'Add' button is visible at the bottom of the dropdown list.

Searching for author under identifier / full name:

- Click ^
- The search box will open for you to enter the first name or the **surname** or **staff No**
- List of names will appear. Select the author by placing cursor on the name (**will highlight –Blue**)

The screenshot shows the 'JournalPublication/Create' page. The 'Identifier / Full Name' search box is open, displaying a list of names: Patricia, Anne Patricia Hayers (Psychology), Asseervadhun Patricia Jacob (Research Support & Management), Balise Patricia Mona (Quality Advancement), Belinda Patricia Munro (Student Counselling), and Brigitte Patricia Kohne (Statistics). A blue arrow points from the instruction 'Click ^' to the search box. Another blue arrow points from the instruction 'The search box will open for you to enter the first name or the surname or staff No' to the search box. A third blue arrow points from the instruction 'List of names will appear. Select the author by placing cursor on the name (will highlight –Blue)' to the list of names. The 'Add' button is visible at the bottom of the list.

Should you not find the authors you wish to select under the **Identifier / Full Name field (applicable to all 3 internal author roles) Please contact the Research Office at rpms@mandela.ac.za or Elizabeth.Maghubu@mandela.ac.za Please send the following information to Help desk. The author will be loaded, and you will be informed to load the author under Role Other. This applies to authors affiliated to NMU**

INTERNAL AUTHOR CREATE: Role Other	
First Name	
Last Name	
Initials	
Gender	
Population Group	
Date of Birth	
Country of Birth	
SA Residence Status	(select from drop down list) Temporary Resident, Citizen, Permanent Resident, None
Department	
Academic Title	
Highest Qualification	
Institution	
Other SA HEI	(select from drop down list)
South African Higher Education Institution	
International Affiliation	
Other SA Non HEI	
Association	(select from drop down list) HEAV, RA, N/A
Employment Status	(select from drop down list) Permanent, Contract, Visiting Scholar, Student, Retired, Deceased, Other (specify), Other (Research Associate), Other (HEAVA)

5.3. LOADING EXTERNAL AUTHORS

- An option exists to **search** for an existing author (external authors already on the system). Enter Key word search
 - **If author exists: Please select the relevant author by Placing the mouse on the author's name (highlighted in blue)**
 - **If the author does not exist, you may create an author by selecting **Add**.**
 - Clicking Add will allow you to create the author by completing the required fields. Please remember to save once completed.
 - After you click save you will be taken back to the screen to search and select the external author
- MORE THAN 5 external authors: Load 5 authors. Please insert the correct number of external authors (see screen shot on No of external authors)**

Loading external author

External Authors

Search:

Show 10 entries

Author Name:

Add

Title	Name	Institution	Country	Collaboration Type	Delete
Miss	Jacob	Jacob Patricia	South Africa	National collaborator	Delete
		Asis Patnaik			

5.4. NUMBER of AUTHORS: This defines the DHET subsidy calculation.

Internal authors: Automatically populated after loading all internal authors

External authors: Please insert the correct number of external authors.

- Internal authors with dual affiliation must not be counted as external authors, but their additional affiliation can be specified as indicated in section on joint affiliations.
 - ✓ If there are more than 5 authors (e.g. 6 external authors)
 - Load 5 authors
 - Insert **6** under Number of external authors

Publication Title *

Publication Year *

DHET Reporting Year *

Number of Internal Authors *

Number of External Authors *

* Internal authors with dual affiliation must not be counted as external authors

6. UPLOADING ATTACHMENTS

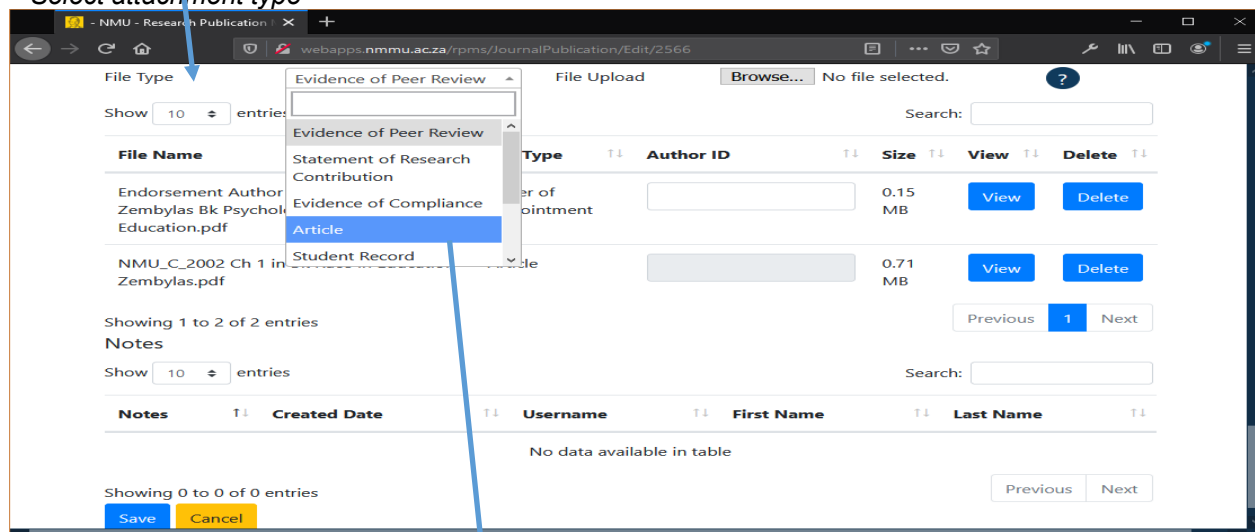
6.1 Select Relevant Attachment Type:

Missing Documents: an error message will pop up if compulsory documents are not uploaded

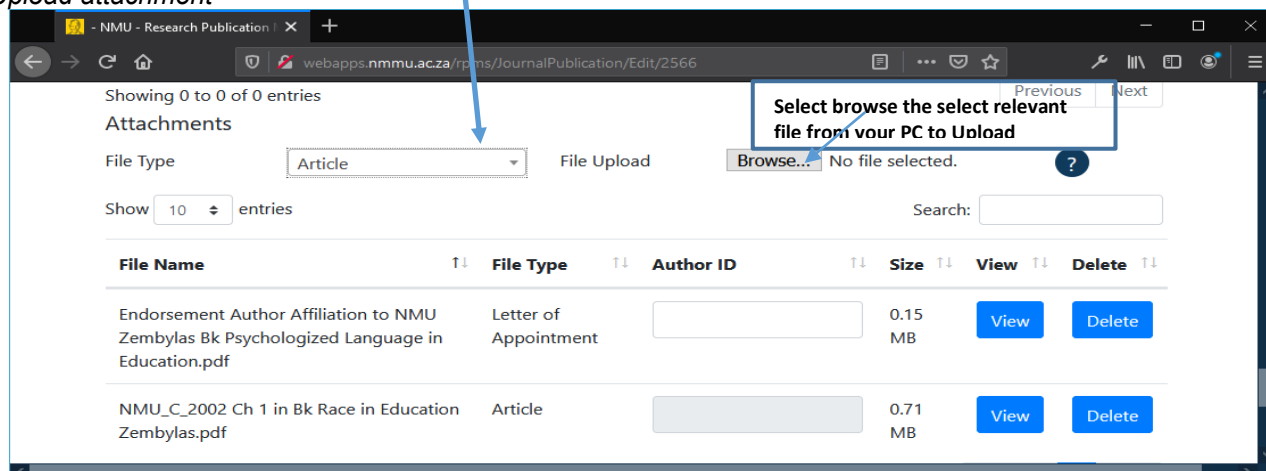
- ✓ Click to continue will save the entry as draft for user to go back to edit and load the missing attachment
- ✓ Cancel will let you remain on system to upload missing attachment



- Click on File type.
 - The drop-down menu will appear.
 - Move cursor to the relevant attachment type (will highlight in blue)
 - A 2nd screen will appear to upload attachment
- Select attachment type*



Upload attachment



6.2 Attachment type summary

i. Statement of Research Contribution

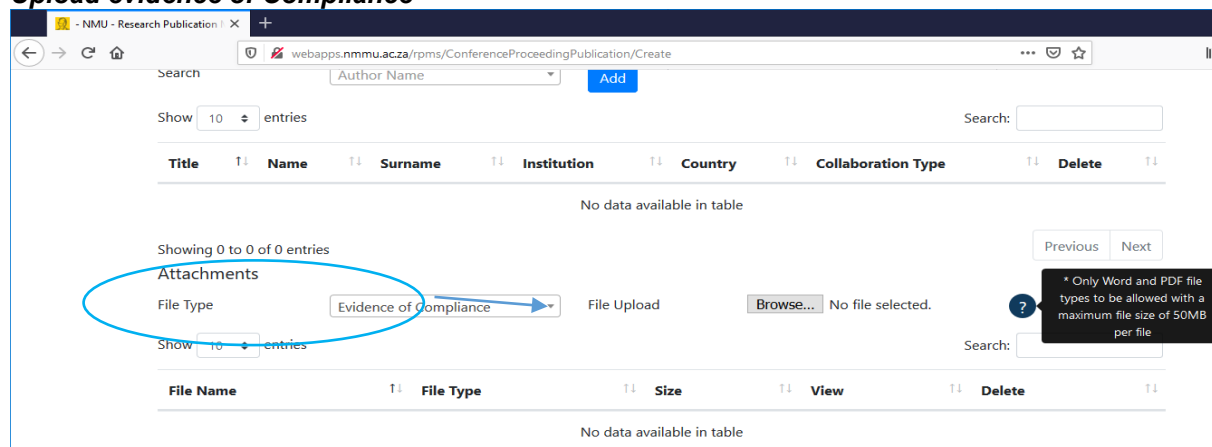
For Books and Chapters in books

ii. Motivation for Late Claim (N-2)

N-2 Late publications not submitted during the previous DHET claim cycle. The motivation must give reasons for not loading in the previous DHET report year

iii. Evidence of Compliance: (DHET requirement).

-  **SA Journal 75% Compliance:** for South African journals found on the DHET SA list. Provide a letter from the Editor/Publisher of the journal to indicate that the journal meets the 75% criteria.
 - At least 75% of the contributions published in the journal must emanate from multiple institutions.
-  **Refereed Conference 60% Compliance** applies to proceedings emanating from SA conferences.
 - More than 60% of the contributions published in the conference proceedings being submitted to DHET for subsidy consideration must emanate from multiple institutions.
 - The Compliance letter from the editor of the publishing house confirming the above must be uploaded under the relevant section when loading your publication.
 - **Upload evidence of Compliance**



7. Important Notes: All Publication Types

- i. **Publication:** refers to the actual output e.g. the journal article, book chapter or contribution to conference proceeding.
- ii. * Denotes compulsory fields. The system will not allow you to save the entry if compulsory fields are missing.
- iii. Please load publications of the preceding year (n-1) in the current year (examples below). Late claims (n-2) are allowed providing this was not claimed for in previous DHET cycle.

Example of a late Claim

- **DHET 2026 cycle = Reporting year n:**

You may claim for a 2024 publication, not submitted in 2025 (the 2025 DHET publication cycle). Please provide a strong motivation for not claiming in the year it should have been claimed. Motivation to include:

 - ✓ Reasons for not claiming in the previous year.
 - ✓ If published late, evidence of this (letter from the publisher) must be provided.
 - ✓ Declaration that this was not claimed for, in the relevant DHET claim year.

- iv. **Peer Review process:** refers to the Publisher's peer review process prior to accepting the manuscript for publication. This is a **compulsory upload for books, Chapters, and refereed conference proceedings**.
 - The evidence **indicator changes to insert a ✓** after you have uploaded the evidence of publisher's peer review.
 - To upload the evidence please go to the section under attachments.
 - Select Browse and upload the evidence.
 - See screen shot 2 Type of evidence. You will be asked to indicate the type of evidence. Please select the relevant one. The system will not allow you to save if this is not selected.

- v. Electronic versions of publications must be uploaded.
- vi. **International Standard Book Number (ISBN): for books and Refereed Conference Proceedings**
 - The format varies from publisher to publisher. Please use this format when loading the ISBN for books and Conference Proceedings **000 0 0000 0000 0**, to avoid duplication.
 - **For Proceedings publications** that have an **ISSN** and no **ISBN**
 - Load as follows 000 0 **ISSN** 0
 - ✓ Example ISSN is 1234 5678 then load as 000 0 **1234 5678** 0
 - IMPORTANT:** If Proceedings publication only has ISSN, check the following:
 - ✓ **Is this an accredited journal publication? If yes load as accredited Journal publication**
 - ✓ **If NOT accredited Journal publication, we may not claim a journal article.**
 - ✓ **If a published Proceeding with an ISSN, load as proceedings.**
- vii. **Loading / Creating Publisher (creating a new Book or proceeding)**
 - Users do not have the facility to create a publisher.
 - The publisher must be chosen from the predefined list.
 - If the publisher does not exist, users must contact the Research Office to create the publisher (email rpms@mandela.ac.za) . Once created, the researcher will be Notified.

SECTION B: DETAILED INSTRUCTIONS ON ADDING DIFFERENT PUBLICATION TYPES

8. ADD BOOK PUBLICATION: WHOLE BOOK:

Books with <60 pages will not be submitted to DHET. Please do not load this book publication.

- When creating a whole book, the book title is the publication title.
- You may use key word search.

Book exists insert key word in the search field

Books - Publications

Add

Show 10 entries

pj test

- i. Showing 1 of 1 entry filtered (bottom of screen)
- ii. If the title is not the same as the publication you wish to load,
Select Add – takes you to the Books – Create Publication
- iii. Proceed to load the publication

NMU Reference	Publication Title	Book Name	Publication Year	DHET Reporting Year	Status	View	Edit	Delete
NMU-B-10311	PJ Test DHET Cycle 2025 Whole book Pub	PJ Test DHET Cycle 2025 Whole book Pub	2024	2025	Validated	View	Edit	Delete

Showing 1 to 1 of 1 entries (filtered from 54 total entries)

Previous 1 Next

Books – Create Publication

Create Publication

Publication Title * The Routledge Internation ?

Publication Year * 2024

DHET Reporting Year * 2025

Number of Internal Authors * 0

Number of External Authors * 0 ?

Book Name * The Routledge Internati... Add

Start Page *

End Page *

Total Claiming Pages *

Field of Research *

Select Add book
Selecting add takes you to the Books Create Screen.
Create the book then select from the drop-down menu – automatically inserts the name under publication title

- i. Click **Add** to create book
- ii. Load all relevant fields
- ii. Please select the relevant publisher. If publisher is **NOT** on the system please contact the Research Office to create the publisher. Please send the page that has the publisher details when requesting for a publisher to be created. **The same applies for Conference Proceedings**
- v. **ISBN is a unique identifier.** Please load in format **000 0 0000 0000 0**
- v. Editors may be selected from the predefined list or added
- vi. Please remember to select the book name after you have added the book
- ii. Select book name from the drop down list. The title will automatically appear under Publication title, as the publication title is the same as the book title
- ii. Click save after all relevant information is captured and saved, within the respective sections (i.e. add Book; select Publisher; Add Editor, etc.)

Books - Create

Book Details

Book Name *

Publisher *

Edition *

Publication Place *

Number of Volumes *

Save **Cancel**

Add Create editor

webapps.nmmu.ac.za/rpms/BookPublication/Create

Total number of pages in book * 300

Add Editors

Search

Show 10 entries

Name	Delete
Samantha	Delete

Showing 1 to 1 of 1 entries

Save **Cancel**

Previous 1 Next

9. ADD A CHAPTER PUBLICATION

All the above (i.e. loading a whole book publication) applies. The following are the differences

- The publication title is the title of the chapter
- The start and end pages will be for the claiming chapters and not the whole book.
- Total claiming pages are for the claiming chapter and not the whole book
- Each claiming chapter is loaded separately.
- **The created book title is selected for each new chapter.**
 - **For Noting**, one of the claiming authors may have created the book when creating his / her chapter in the book.
 - Please do not create / add the book again.
 - ✓ Add new book if it does not appear in the drop-down menu
 - Select the book title from the drop-down menu.
 - Chapters in books with <60 pages do not qualify for DHET subsidy. Please do not load.

Showing 0 to 0 of 0 entries

Chapter Publication Details

Publication Title *	PJ Test Late Claim N-2 202	
Publication Year *	2023	
DHET Reporting Year *	2025	
Number of Internal Authors *	1	
Number of External Authors *	0	 
Book Name *	The Routledge Internati... 	 
Start Page *	30	
End Page *	35	

10. ADD A CONFERENCE PROCEEDING PUBLICATION: The logic of a conference proceeding is like that of a book and book chapters. You first load the proceeding, and then a publication in the proceeding. Please do not load conference papers published in the book of proceedings as chapters in books or as whole book.

- **Abstracts and oral papers presented at a conference** must not be loaded. These will not be validated, for submission to DHET, for subsidy consideration
- 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.
- If a conference proceeding 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.
- Enter a key word search to check if the proceeding has been loaded. Do not create a proceeding if it already exists.
- Please complete the required fields.
- Evidence of publisher's peer review process must be uploaded. Please refer to section on attachments (Section 5, Page 8) for details.
- If the proceeding name does not exist, please proceed to **add the proceeding**. Adding a proceeding that already exists will be thrown out because the ISBN for the proceeding is a unique identifier. Please load the ISBN in this format 000 0 0000 0000 0.
- After you have created the proceeding, please save. You will be taken to the home page. Please remember to **select** the proceeding name as per screen shot below.

Selecting a Proceeding

Publication Title * General music education t ?

Publication Year * 2020

DHET Reporting Year * 2021

Number of Internal Authors * 1

Number of External Authors * 0 ?

Conference Proceeding Name * International Society fo... ?

Start Page *

End Page *

Field of Research * 10th GCBSS © 2019. Global Academy of Training & Research (GATR) Enterprise All

Original / Photocopy * Photocopy

Complies with 60% Rule * ☒ ?

Evidence of Peer Review Uploaded ☒ ?

Add

Note the complies with 60% rule is automatically ticked because this is a published proceeding emanated from a presentation at an international conference.

- Please refer to Section 5.2.iii, page 9 for notes on compliance rule.
- Please remember to select "Evidence of Compliance" to upload the evidence of compliance.

11. ADD a JOURNAL PUBLICATION

An article may only be loaded if it appears in a Journal that is in the DHET list of accredited journals.

- ✓ The system is designed to allow you to only select a journal that is on the DHET accredited list.
- ✓ You may also check the list here: <https://rm.mandela.ac.za/DHET-Accredited-Journal-Lists-NMU>

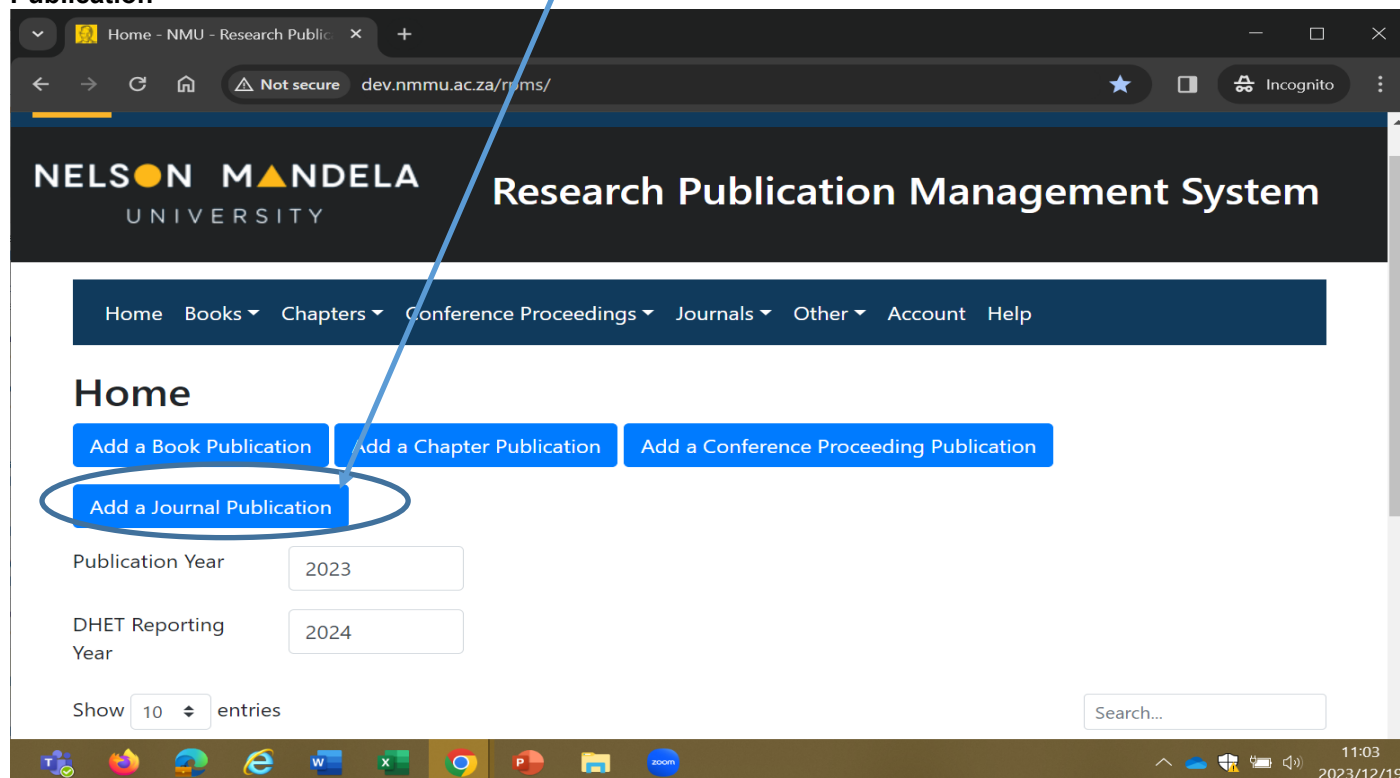
On RPMS

- ✓ Select Add a Journal Publication, and
- ✓ Insert the Journal name. If it comes up, then it is on the accredited list.
- ✓ Please contact the Research Office (rpms@mandela.ac.za) if you have any questions regarding the accredited list.

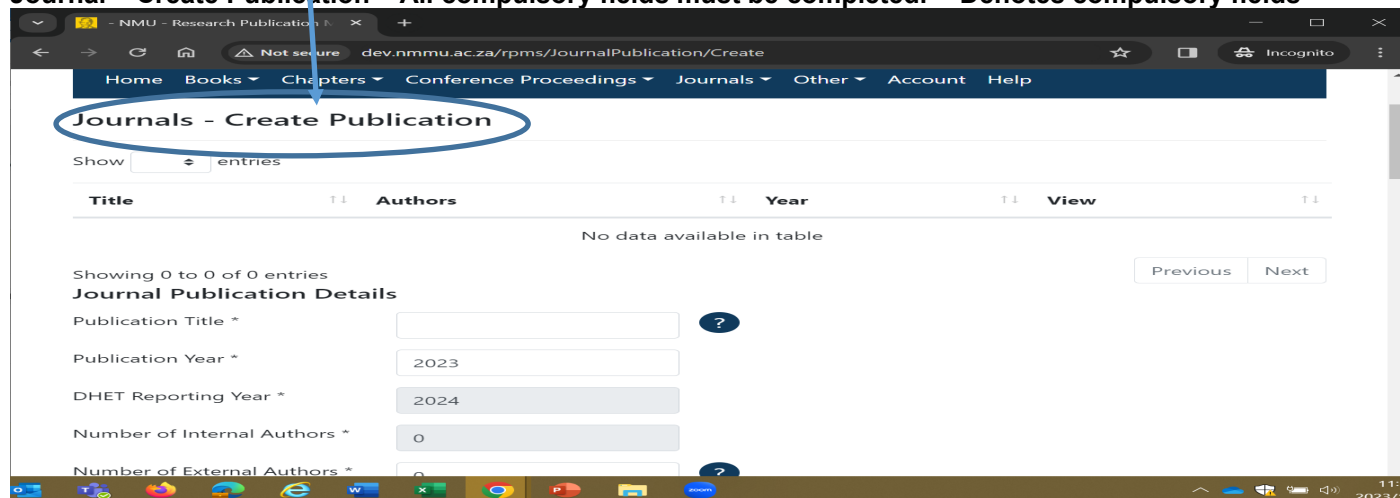
Duplicate Search: To avoid duplications (publication loaded by another author {co-author})

- ✓ Please refer to section 3 on page 4.

Create New Journal Publication: Select Add a Journal Publication > takes you to the screen “Journals- Create Publication”



Journal – Create Publication – All compulsory fields must be completed. * Denotes compulsory fields



Digital Object Identifier (Dol): where applicable please insert the Dol that takes you to the publication
DHET will reject the submission if the Dol does not take you to the claiming publication.

e-ISSN	
DOI	
Volume *	
Issue *	
Field of Research *	--Select Value--
Handle / URL	Enter Journal Urls...
Open Access Journal	☐
Complies with 75% Rule *	☐

Publication Title – Insert key word search will also bring up duplicates. See next screen shot – warning alert .

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Journal Publication Details

Publication Title *

Publication Year *

DHET Reporting Year *

Number of Internal Authors *

Number of External Authors *

Journal Name * --Select Value--

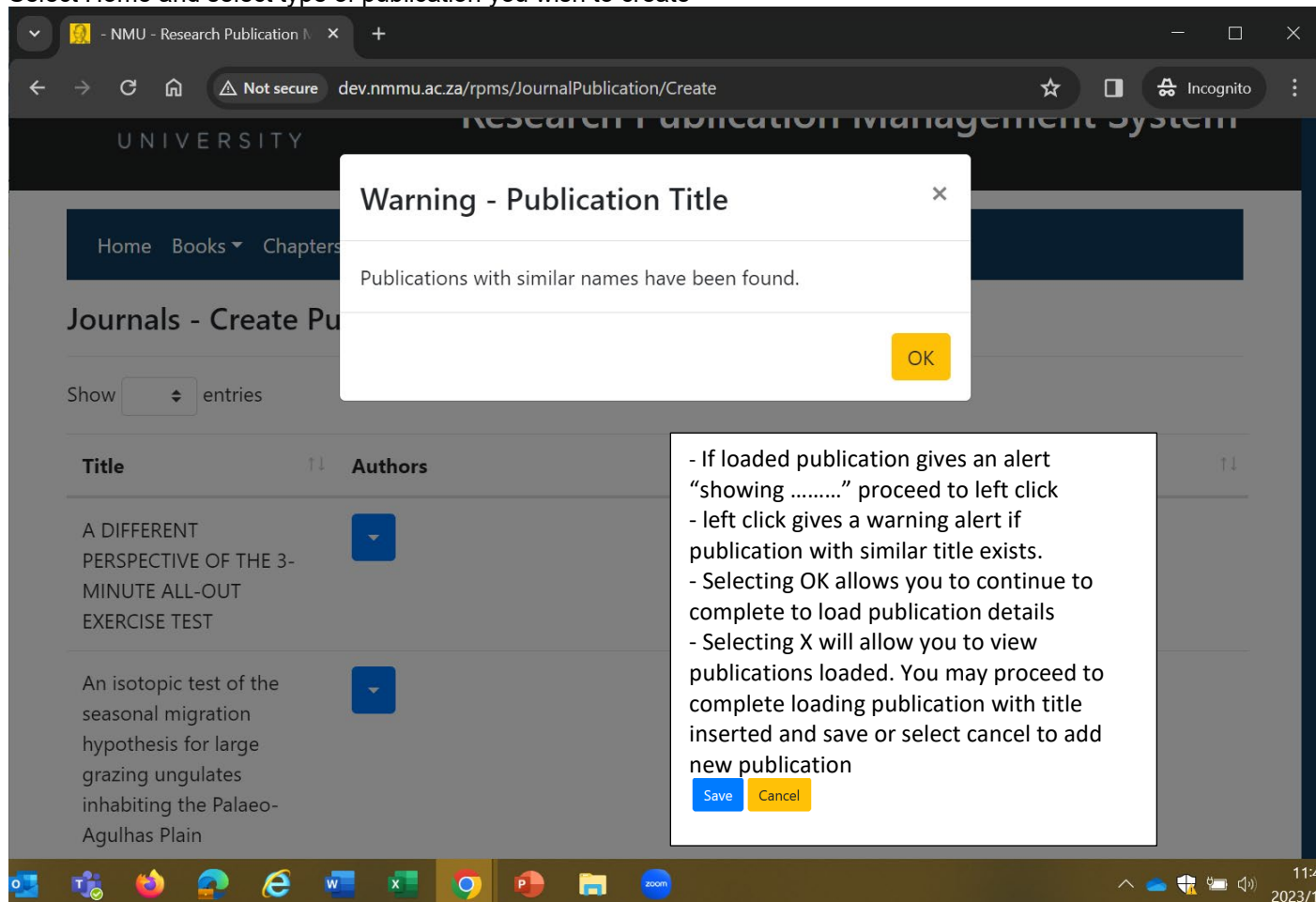
Start Page *

End Page *

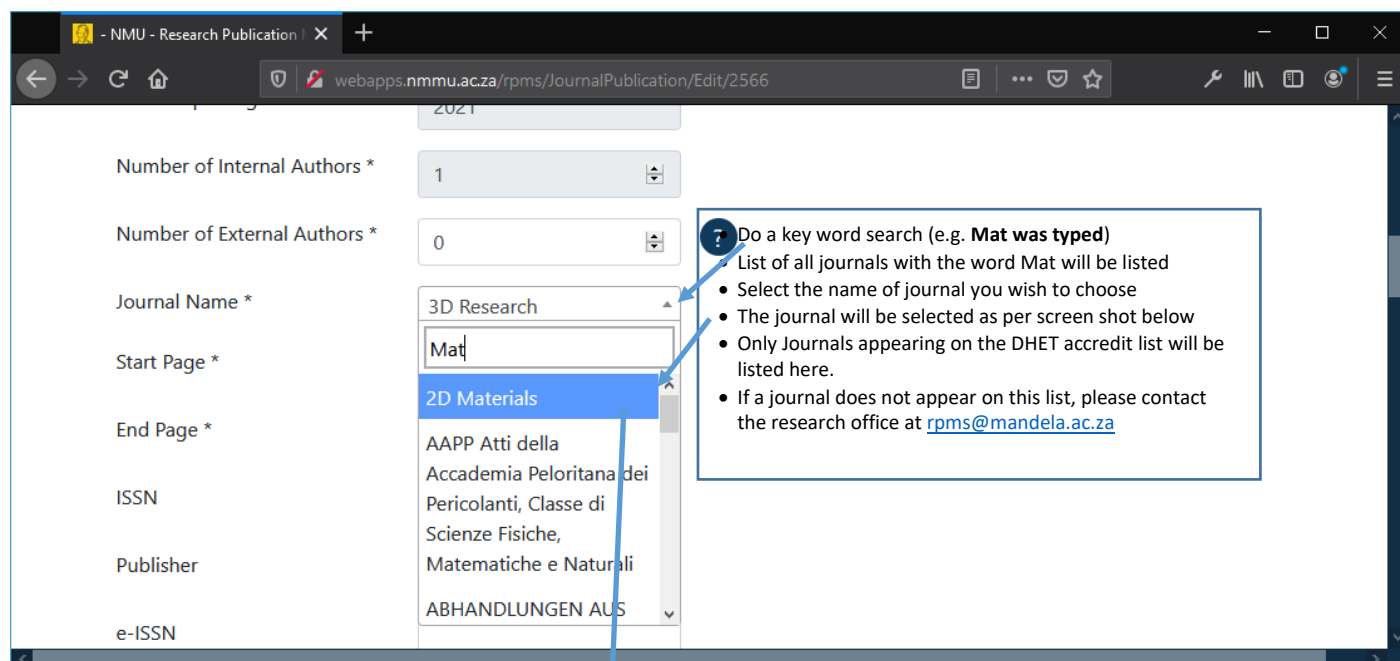
Used keyword “Test” > note 2 publications and the warning.

- ✓ Select OK if publication listed > Proceed to load new publication by selecting home > Add the publication type (Add a book Publication; etc you wish to create)
- ✓ Select Cancel at the bottom of the of the loading page if you do not wish to continue or

- ✓ Select Home and select type of publication you wish to create



Selecting a Journal Name: Only DHET approved journals will be listed in your search.



The screenshot shows a web browser window with the address bar displaying `webapps.nmmu.ac.za/rpms/JournalPublication/Edit/2566`. The page contains a form with the following fields:

- Number of Internal Authors ***: A numeric input field with the value `1`.
- Number of External Authors ***: A numeric input field with the value `0`. A blue circular help icon with a question mark is positioned to the right of this field.
- Journal Name ***: A dropdown menu currently showing `2D Materials`.
- Start Page ***: A numeric input field with the value `55`.
- End Page ***: A numeric input field with the value `75`.
- ISSN**: A text input field containing `2053-1583`.
- Publisher**: An empty text input field.

RESEARCH SUPPORT AND MANAGEMENT CONTACT DETAILS: Allow for 24 hrs response time

QUERIES TO BE SENT TO:

Ms Elizabeth Maqhubu	Tel: +27 (0) 41 504 4536	rpms@mandela.ac.za or Elizabeth.Maqhubu@mandela.ac.za
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