

SUMMARIZED DHET REQUIREMENTS FOR PUBLICATIONS SUBMISSION

1. DOCUMENTS TO BE SUBMITTED WITH EACH OUTPUT

Journals

- An **already published** journal article or copy of the Journal article.
- **DO NOT** submit copies of articles that are “Still in Press or copies where the Date, Volume and Page numbers do not appear.

Proceedings; Books and Book Chapters

If an original copy of proceeding is not submitted, make sure that clear and readable copies are provided.

Submissions should include:

- The cover of the publication (Showing the title)
- The imprint pages of the publication showing the date publication, ISSN or ISBN and the contents page;
- The pages of the book or conference proceedings reflecting the index, table of content, bibliography, etc.
- The full contribution being claimed and
- The pages showing author affiliation if this is not indicated anywhere in the proceeding.

Further Requisite for Books/Chapters **(Without this DHET will not accept the submission)**

A **justification** (maximum of 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** must be attached to each book/chapter publication claim.

The **justification should not be an abstract** of the contents or preface of the book, but should, **rather describe the methodology used as well as the unique contribution made to knowledge production**. It should be clear that the book or chapter against which subsidy is being claimed **disseminates original research and new developments within the specific discipline**. As part of the justification, **there must be unequivocal declaration** to the fact that **no part of the work was plagiarized or published elsewhere**. The target audience must be stated.

2. **EVIDENCE OF PEER REVIEW** **(Provide clear Proof of Review for Proceedings and Books & Chapters)**

All publications submitted for research subsidy should be peer reviewed. **Guidelines regarding peer review and evidence of peer review for Books/Chapters & Proceedings should be as follows:**

- Peer review must be by **specialists** in the field;
- Peer review must be done **prior to publication**;
- **Full articles** and **not just abstracts** (as it is the case with some conferences), must be peer reviewed'
- Conference papers or articles must be **reviewed for publication and not only for presentation**;
- Authors and Editors **cannot** be part of the peer review process of their own papers;
- **Emails from authors** confirming peer review are not considered to be sufficient evidence; and

Evidence of peer review should be **un-ambiguous**