

**2020 publications submission – Books, Chapters, Conference Proceedings**

Dear colleagues,

The submission of books, chapters and conference proceedings published in 2020 for DHET subsidy will take place via the online OROSS system.

**Submission schedule**

You should submit all documentation as soon as your chapter, book or conference proceeding is published. Submissions will be processed in the last week of each month according to the following schedule:

* 24 July 2020
* 25 August 2020
* 25 September 2020
* 26 October 2020
* 24 November 2020
* 22 January 2021 (final deadline for 2020 publications)

Please stick to these deadlinesas it gives us time to address possible problems. Timeous submissions also help us manage the submission rush in early 2021.

22 January 2021 is the final deadline for 2020 publications. We understand that publications are sometimes delayed. Late items with legitimate reasons for being late may be accommodated but there are no guarantees. Please contact Lou-Ann Anderson (faculty research officer) as early as possible if you anticipate a late submission.

**Submitting a book chapter or book**

For book chapters or books, you need to upload:

* **The published chapter.** Please scan the following into a single document: cover page, a page showing ISBN, publisher, publication year and identity of editors (usually this is the title page but may be spread across multiple pages – just make sure you capture all this info). Please include the chapter and the last ten pages of the book.
* **The book.** Please scan the following into a single document: cover page, a page showing ISBN, publisher, publication year and identity of editors (usually this is the title page but may be spread across multiple pages – just make sure you capture all this info). Please also include the first ten pages, the middle ten pages and last ten pages.
* **Evidence of peer review process.** A letter from the publisherexplaining what happened to your chapter—whether it was sent to peer reviewers, how many reviewers, how many times, etc.
* **Evidence of peer review reports at manuscript stage.** Please include evidence of peer reviewor a letter from the publisher confirming that these are not available (in other words, the reports are confidential). If reports are in word format the accompanying email should be submitted with the reports.
* **If submitting a 2019 chapter and or book** a letter from the publisher with an explanation for the late submission
* **If submitting a non-English chapter and or book,** please include an English summary of at least one page
* **The scholarly motivation** attached.
* **Note**: the system requires that you combine all supplementary materials into a single file (all docs apart from evidence of peer review process, evidence of peer review reports and written justification).

After you have hit “submit” you need to deliver a **hard copy** of the book with accompanying documentation to the Faculty Research Officer in order to complete your submission.

Please note that an electronic copy of the book is now required, this will not infringe on copyright policy as it is not for distribution purposes. If an electronic copy of the book is not available please copy and scan book. The faculty office can also assist with this. Please send this in a separate email directly to the Faculty Research Officer.

Please do notcapture incomplete items. The submission will be rejected and you will have to resubmit.

**Submitting a conference proceeding**

For conference proceedings, you need to upload:

* **Scanned bibliographical details of the conference proceeding.** Cover Page, a page showing ISBN, publisher, publication year and identify of editors (usually this is the title page but may be spread across multiple pages – make sure you capture all this info).
* **Evidence of peer review process.** a letter from the publisher explaining what happened to your conference proceeding—whether it was sent to peer reviewers, how many reviewers, how many times, etc.
* **Evidence of peer review reports,** or a letter from the publisherconfirming that these are not available (in other words, the reports are confidential). If peer review reports are in email please print, scan and attach as one document. Word documents are accepted by auditors and accompanying email is required.
* **If submitting a 2019 conference proceeding,** a letter from the publisher with an explanation of the late submission
* **Note**: the system requires that you combine all supplementary materials into a single file (all docs apart from evidence of peer review process, evidence of peer review reports).

After you have hit “submit” **you need to deliver a hard copy of conference proceeding with accompanying documents to the faculty research officer** in order to complete your submission.

An electronic copy of the entire conference proceeding is required please ensure you email this directly to the Faculty Research Officer.

**If the system fights back**

When submitting via OROSS, the system tells you exactly what you need to submit. This is great but it can cause difficulties if you feel that some piece of information or a document is irrelevant.

If you are asked to submit information that you feel is irrelevant, simply enter n/a in the box. e.g. if you are asked to enter an editor for a monograph which doesn’t have an editor, simply write n/a.

If you are unsure, or do not have access to the intranet (for example, research associates or postdoctoral research fellows), please consult the attached DHET policy or contact your department research representative or the faculty research officer (Lou-Ann Anderson lou-anna@uj.ac.za) for advice. Thank you in advance.

**Brendon Barnes**

**Acting Vice-Dean Research**

**Faculty of Humanities**