

Check-list – UJ Research Office Requirements

**BOOKS:**

* Cover
* ISBN
* Publisher
* Publication Date
* Editors *(if applicable)*
* Peer Review Process – confirmation letter from the publisher not editor or such
* Peer Review Report unless stated confidential in letter from publisher
* Table of contents
* Proof of Affiliation: – if no UJ affiliation on paper or the name(s) differ from what is on the system, this is to be from Human Resources
* Full copy of book *(if original is not supplied)*
* *Electronic copy of book if available*
* Claiming pages: claim from Chapter 1 to end of reference pages and appendix (if any). Indexes, etc. are not claimable.

E.g. - total number of pages in book - 400

Start page (5) (Chapter 1) – end page (396) (up the last reference and/or appendix page)

*Calculation will be: end page – start page +1= Total (396 – 5 = 391 + 1 = 392).*

*Depending on the publication – the claiming end page may vary – for e.g. the research work with references and/or appendix may end on page 396 or it could go up to page 400.*

*Consult the Faculty Research Officer for guidance.*

**CHAPTERS:**

* Cover
* ISBN
* Publisher
* Publication Date
* Editors (if applicable)
* Peer Review Process - letter from publisher not editor or such
* Peer Review Report (attach to claimable chapter) unless stated confidential in letter from publisher
* Table of contents
* Proof of Affiliation - if no UJ affiliation on paper or the name(s) differ from what is on the system, this is to be from Human Resources.
* Full copy of book if original not supplied
* *Electronic copy of the book where possible*
* Claiming pages: start page (30) – end page (42)

Calculation will be - end page – start page +1= Total (42 – 30 = 12 + 1 = 13)

**CONFERENCE PROCEEDINGS:**

* Cover - conference details : name, date, place … *(generally on cover page)*
* ISBN
* Publisher
* Publication date
* Editors (if applicable)
* Committee members
* Peer Review Process *(full papers must be peer reviewed)*
* Table of contents / Programme
* Proof of affiliation - if no UJ affiliation on paper or the name(s) differ from what is on the system this is to be from Human Resources
* Peer Review Report *(with reviewers comments & must be linked to the paper)* unless stated confidential in letter from publisher
* Published Paper *(page numbers must correspond to that on the ToC)*
* Claiming pages: start page (30) – end page (42)

Calculation will be - end page – start page +1= Total (42 – 30 = 12 + 1 = 13)

* Confirmation of 40%% UJ authorship