

Check-list – UJ Research Office Requirements

**JOURNALS:**

* Journal title must be on the DHET list
* Article must reflect the journal title, volume, year, (issue, month, season where applicable)
* ISSN
* ISSN on article must match to the one on the DHET list – if not confirmation on the correct one is required from the publisher for audit purpose
* DOI (where applicable)
* 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.
* Published paper
* If above info is not on published paper, TOC with ISSN must be provided – volume (issue) must correspond to the article?
* Journal listing preferences (issn must correspond with that on the DHET list):
* Scopus
* ISI
* IBSS
* Norwegian
* SciElo
* DHET
* Claiming pages: start page (30) – end page (42)

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

* Confirmation of 25% UJ authorship