

Addendum B: Guidelines for submission of journals for accreditation

Journals must meet the following minimum criteria to be eligible for inclusion in the list of approved journals:

- (a) The purpose of the journal must be to disseminate research results and the content must support high level learning, teaching and research in the relevant subject area
- (b) Articles accepted for publication in the journal must be peer reviewed
- (c) The majority of contributions to the journal must be beyond a single institution
- (d) The journal must have an International Standard Serial Number (ISSN)
- (e) The journal must be published regularly
- (f) The journal must have an editorial board that includes members beyond a single institution and is reflective of expertise in the relevant subject area
- (g) The journal must be distributed beyond a single institution

FOR PURPOSES OF SUBSIDY, ONLY QUALIFYING JOURNALS IN THE FOLLOWING CATEGORIES ARE RECOGNISED:

(1) Journals appearing in the following international indices are included in the list of approved journals:

- (a) The Sciences Citation Index of the Institute of Scientific Information (ISI)
- (b) The Social Sciences Citation Index of the ISI
- (c) The Arts and Humanities Citation Index of the ISI
- (d) The International Bibliography of Social Sciences (IBSS)

(2) South African journals not appearing in the above indices, but whose seat of publication is in South Africa and which meet the above minimum criteria are also included in the list of approved journals (www.sun.ac.za/Research/geakkrediteerde_joernale.doc)

These journals are included in a separate index of Approved South African Journals maintained by the Department of Education (DoE) and subject to an annual review.

South African journals are encouraged to adopt a policy of including abstracts in English if the language of the journal is not in English. This will facilitate possible inclusion of the journal in international indices such as the ISI and the IBSS.

The following types of articles appearing in journals are not subsidised.

- (a) Correspondence to the editors
- (b) Abstracts or extended abstracts
- (c) Obituaries
- (d) Book reviews
- (e) News articles
- (f) Advertorials

INCLUSION OF JOURNAL TITLES

Institutions are responsible for proposing the inclusion of journal titles onto the ISI and IBSS indices. However, the Department undertakes to support the inclusion of South African journals onto these indices at the request of institutions. The Department thus does not administer the process for inclusion of journals onto the ISI and IBSS indices.

ISI

The processes and procedures for inclusion of journals onto the ISI indices are outlined by the ISI and available on the web site www.isinet.com/isi/journals/index.html. The site also includes an updated list of journals recognised by ISI.

IBSS

The processes and procedures for inclusion of journals onto the IBSS indices are outlined by the IBSS and available on the web site www.lse.ac.uk/collections/IBSS/about/editorial.htm. The site also includes an updated list of journals recognised by IBSS.

APPROVED SOUTH AFRICAN JOURNALS

South African journals which in the opinion of the institution comply with the criteria for inclusion may be proposed for inclusion. A minimum of three consecutive issues must be published for journals with a quarterly or higher publication frequency and one issue for annual publications.

The following information accompanied by a physical copy of the journal must be submitted for the journal to be considered for inclusion, effective the following calendar year;

- (a) Title, including translations if not published in English
- (b) The ISSN of the journal
- (c) Publisher and the publisher's address and contact details
- (d) Frequency of publication

(e) Evidence that the journal has been published for the minimum prescribed cycle (the most recent 3 copies of 3 consecutive issues for a journal with a quarterly or higher publication frequency, 2 copies, for a journal published semi-annually, and 1 copy for a journal published annually)

(f) Editorial policy, including evidence of the peer review process

(g) Editorial board, the status of the members of the editorial board must be stated together with their institutional affiliations

(h) In the case of electronic journals, the journal's internet Uniform Resource Locator (URL)

(i) Indication of library holdings should be provided

REMOVAL OF JOURNALS FROM APPROVED LIST OF SOUTH AFRICAN JOURNALS

South African journals not fulfilling the criteria for approval will be removed from the approved list of South African journals. The Department of Education will periodically sample journals to assess if they continue to meet the criteria. However, institutions and individuals may submit a proposal for the removal of a journal. Proposals must be accompanied by a detailed motivation for the removal of such journals, in particular stating which criteria the journal ceases to fulfil. Removed journals may be re-submitted after a minimum of three consecutive issues have been published for the journals with a quarterly or higher publication frequency, two issues for semi-annual and one issue for annual journal publications, using the above procedure.

For purposes of transparency, the reasons for removal of journals will be made public.

AMENDMENT OF JOURNAL INFORMATION

Institutions and editors are encouraged to inform the Department of Education of any change in the information about an approved South African journal. There is no deadline for submission of such information.