

GUIDELINES FOR THE INCLUSION OF JOURNALS TO THE DHET ACCREDITED LISTS

The Department of Higher Education and Training (DHET) maintains a list of **South African Journals** that meet the criteria set out in the DHET policy (2015; Vol 188) . **South African** (SA) journals not appearing on the approved lists of journals, but meet policy's minimum criteria, may apply for accreditation.

1. *International Journals Indices*

For journals published outside South Africa, which do not appear on the indices listed below, the editorial office of the particular Journal should be encouraged to apply for inclusion on these indices.

Editors in Chief of the journals are responsible for applying to have their journals included on approved lists.

a) **The ISI Web of Science** database and **not** the Master list

- **Arts & Humanities**
<http://science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=H>
- **Science Citation Index Expanded**
<http://science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=D>
- **Social Science Index**
<http://science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=SS>
- **The International Bibliography of Social Sciences (IBSS)**
<http://www.proquest.com/products-services/ibss-set-c.html>

b) **Scopus**

https://www.scopus.com/sources?sortField=metric&metricName=RP&sortDirection=DESC&navTo=ALL&offset=1&displayAll=true&sortPerformedState=f&origin=sbrowse&sortDirectionMOne=&sortDirectionMTwo=&metricDisplayIndex=1&typeFilter=i&subscriptionFilter=s_u&openAccessDisplay=&tabName=browseSourceTab&subjectArea= (filter by Journal Type)

c) **SciELO SA** http://www.scielo.org.za/scielo.php?script=sci_alphabetic&lng=en

a) **Norwegian List**

https://dbh.nsd.uib.no/publiseringskanaler/Forside?request_locale=en

2. *South African Journals*

South African journals, which in the opinion of the editor comply with the following criteria, may apply to the DHET for inclusion in the list of accredited South African 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) At least 75% of the contributions published in the journal must emanate from multiple institutions;
- d) The journal must have an International Standard Number (ISSN);
- e) The journal must be published at the frequency it is intended to be published, e.g. quarterly; biannually, annually or biennially;
- f) The journal must have an editorial board, with more than two-thirds of the editorial board members beyond a single institution, and which is reflective of expertise in the relevant subject area;

- g) The journal must be distributed beyond a single institution; and
- h) Journals must include English abstracts if the language of publication is not English.

For the journal to be considered for inclusion, please send a physical copy of the journal to the **Research Office** by **31 May**, for submission to DHET before their **Closing date of 15th June**. The effective date of inclusion will be the following calendar year (if the outcome is positive).

Please include the following information with your submission

- 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 uninterrupted for the minimum of three years together with the latest three consecutive copies of the journal;
- 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); and
- i) Proof of the journal's library holding and/or downloads for electronic publications.

Removal of Journals from the list

The Department 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 outline detailed reasons for the removal of such journals, in particular, stating which criteria or criterion of the policy the journal ceases to fulfil. Such proposals may be submitted to the Department at any time as they are reviewed on a continuous basis.

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

Queries may be directed to research-admin@ru.ac.za

Reference:

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