

Application Process for Inclusion of Journals into the DHET List (SA Journal list)

The Department of Higher Education and Training maintains a list of **South African journals** that meet the criteria set out in this policy. **South African** journals not appearing on the approved lists of journals, but meet the policy's minimum criteria, can apply for accreditation. All South African journals currently not listed in any international index are encouraged to seek inclusion in such indexes and meet the stringent criteria for high quality international journals. SA journals which do not achieve inclusion in any of these indexes and which continue to meet the criteria for accreditation to a separate list of South African journals remain in the latter list.

Editors-in-chief of the journals are responsible for applying to have their journals included on approved lists. The Department only administers the List of accredited South African Journals and does not administer the process for inclusion of journals onto the other approved indices (locally or internationally).

Criteria for inclusion

South African journals which, in the opinion of the editor, comply with the following criteria may apply to the Department 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 contributions published in the journal must emanate from multiple institutions;
- (d) The journal must have an International Standard Serial 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 their language of publication is not English.

Requirements for applications

When applying for inclusion in the Approved List of South African Journals, the following information must be submitted to the Department by **15 June** 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 uninterrupted for a minimum of three years as well as 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 holdings and/or downloads for electronic publications.

Following submission to the Department, the applications undergo a double review process with panels convened by both the DHET and the Academy of Science of South Africa (ASSAf). The final outcome will be communicated to all applicants before the end of the year (same year as application).

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 Higher Education and Training 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. Such proposals must be submitted to the Department not later than **15 June** each year. 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.

Submissions must be Addressed to the Director: University Policy and Development Support at the following address:

**Department of Higher Education and Training
123 Francis Baard Street
Pretoria
0001**

Or

**Private Bag X 174
Pretoria
0001.**