

**CONTRIBUTING TO A BOOK CHAPTER**

***The following questions should be asked when a researcher in CAES is approached to publish a chapter in a book which will later be submitted for DHET subsidy purposes:***

1. Is the purpose of the book to publish original research (my own) and new developments as chapters within a specific discipline, sub-discipline or field of study?
2. Will each chapter be peer reviewed by other independent reviewers who are not the editor or authors of the book?
3. Will the peer review process be explained in the book or provided through the publisher? An explanation from the editor is not accepted by DHET it must be the publisher who explains this process. If the peer-review process is not published in the book proof of peer-review process that was followed must be included in a letter from the publisher. The letter from the publisher is a new requirement by DHET.
4. Will I, as author, receive peer review comments on the chapter I am submitting?
5. Will the book have more than 60 pages when published, excluding references, bibliography and appendices?
6. Will the editor include the target audience in the front matter of the book?
7. What will be specified as the target audience? It may not be stated as the general educated reader, it should be specific.
8. Will the book be published with an International Standard Book Number (ISBN)?
9. Where will my affiliation to Unisa be indicated in the book?

**Which questions should I ask about my chapter?**

1. Is the material new or is it a re-publication of material from journal articles?
2. Is my work an original contribution (my own work) to new knowledge?
3. Does my chapter reflect scholarly work? This means does it show an extensive and in-depth academic approach to the topic with relevant literature and references to support the arguments and information.

**If there is an editor involved in this book then the following should be determined:**

1. Is the editor(s) also the reviewer(s) of the chapter?
2. Is the editor(s) also the author of one or several chapters?
3. Is the editor(s) the reviewer and an author of one or more chapter(s)?
4. Are all the authors from the same institution?
5. Are all the authors from the same institution and will the book be published by the same institution?

**Is this book, in which my chapter is going to be published, any of the following? Then I will not be able to submit for DHET subsidy:**

1. Text book, professional handbook and study guide
2. Refence book, dictionary and encyclopedia
3. Reports forming part of contract research and other commissioned work?

**What do I ask about the publisher?**

1. Is the publisher a reputable publisher or on a predatory list?
2. Is the publisher any of these – IntechOpen or OMICS?
3. Study these links and consult the College Librarian:

<https://up-za.libguides.com/c.php?g=834649>

<http://archive.md/6EByy>

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