

**PUBLISHING A BOOK**

***The following questions should be asked when a researcher in CAES is approached to publish 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 within a specific discipline, sub-discipline or field of study?
2. Will the book be peer reviewed by other independent reviewers prior to publication?
3. Will the peer review process be explained in the book or provided through the publisher? An explanation from the author of the book 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 book I am submitting to DHET?
5. Will the book have more than 60 pages when published, excluding references, bibliography and appendices?
6. Will the target audience be stated 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 the book I am compiling?**

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 the book reflect scholarly work? This means do all the chapter show an extensive and in-depth academic approach to the topic with relevant literature and references to support the arguments and information.
4. Is this book a second or later edition? And if it is, is there clear evidence of new research included showing that 50% of the publication has not been published before.
5. Is the book a dissertation or thesis that has been converted with evidence of substantial reworking and additional research added with peer review reports? The rework of the dissertation or thesis must be more than 50%.
6. Will the book be published in another language then it must have a one page summary of the output in English.

**Is this book, that I am going to publish any of the following? Then I will not be able to submit for DHET subsidy:**

1. Dissertation or thesis as is
2. Text book, professional handbook and study guide
3. Refence book, dictionary and encyclopedia
4. Reports forming part of contract research and other commissioned work?
5. Inaugural speech
6. Works of fiction

**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>

<https://predatoryjournals.com/publishers/>

**Comments from DHET and the reason for declining the submission:**

1. *The work does not reflect scholarly work or was not an original contribution to knowledge*
2. *The entire volume is at the level of a textbook/professional handbook and therefore not tenable for accreditation. Not recommended*