Guidelines for Submission of Journals for Accreditation

Journals refer to peer reviewed periodical publications devoted to the dissemination of original research and new developments within specific disciplines, sub-disciplines or fields of study. These include original articles, research letters, research papers and review articles. Journals must have a peer review policy.

Only articles published in approved scholarly journals are subsidised. The Department will determine, in consultation with the sector, which lists of accredited journals and indices are approved in terms of this policy. The Department will issue, on or before 31 January each year, updated official lists of journals for each reporting year. In order to ensure stability of the system, approved lists will not change drastically from year to year or in a way that would cause confusion.

Institutions should safeguard against predatory journals whose main purpose is financial gain rather than the quality of research.

New lists or indices and new journals in the lists or indices cannot be approved retrospectively.

Only finally printed, peer reviewed articles in accredited journals are accepted for subsidy. The following types of articles are not subsidised:

a. Correspondence to the editors

b. Abstracts or extended abstracts

c. Keynote Addresses

d. Obituaries

e. Book reviews

f. News articles

g. Advertorials

List of Accredited Journals

Journals appearing in the following indices are included in the list of approved journals

1. Web of Science (WoS) Core Collection
   (a) Science Citation Index Expanded
   (b) Social Sciences Citation Index
   (c) Arts and Humanities Citation Index
2. The International Bibliography of Social Sciences (IBSS)
3. The Norwegian List (Class 2 only)
4. ScieLO SA
5. Scopus
6. The Approved South African Journals maintained by the Department of Higher Education and Training (DHET)

Inclusion of South African Journal Titles on the Approved DHET 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).

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.

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.

Editors are encouraged to inform the Department of any change in the information about an approved South African journal. There is no deadline for the submission of such information. Changes to the editor, title, frequency, ISSN or publications format (print/ online) will not affect the journal's accreditation status.

Removal of Journals from Approved List of South African Journals

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.

South African journals no longer fulfilling the above criteria will be removed from the list immediately, following a review process. Removed journals may re-apply for listing after a minimum of two years using the procedure stipulated in this policy. For purposes of transparency, the reasons for removal of journals will be made public.

Journals that have, for any reason relating to this policy, been removed from the List of South African Journals may re-apply after a minimum of two years using the procedure outlined in this policy. A South African journal which has been dropped from an approved list may apply for indexing on the List

of accredited South African journals.However, reasons for their removal must be included in the application.

Inclusion of journal titles on international indices:

Institutions / Editors-in-chief of journals are responsible for proposing the inclusion of journal titles onto the WoS, IBSS, ScieloSA, Norwegian and Scopus indices. However, the Department of Higher Education and Training encourages the inclusion of South African journals onto these indices. The Department thus does not administer the process for inclusion of journals onto the ISI, IBSS, Norwegian, Scielo SA or Scopus indices.

The selection criteria for the various accredited indices can be viewed at the following links:

- *Web of Science Core Collection*
  http://wokinfo.com/essays/journal-selection-process.
  The website, http://ip-science.thomsonreuters.com/mjl/ also includes an updated list of journals recognized by WoS Core Collection.
- *IBSS*
  http://media2.proquest.com/documents/IBSS+Editorial+Policies+and+Principles.pdf. The website www.lse.ac.uk/collections/IBSS/about/editorial.htm. also includes an updated list of journals recognized by IBSS.
- *Scopus*
  https://www.elsevier.com/solutions/scopus/content/content-policy-and-selection
  The list of Scopus journals can also be downloaded from a link provided under the "Title Evaluation Process" in the above mentioned link.
- *Norwegian list*
  https://dbh.nsd.uib.no/publiseringskanaler/OmKriterier.action
- *SciELO SA*
  http://www.scielo.org.za/avaliacao/avaliacao_en.htm