

The DoHET currently recognizes three journal indices as accredited, namely the:

1. Thomson Reuters ISI;
2. ProQuest IBSS; and
3. DHET South African Approved Journals List.

The application process for inclusion in the ISI or IBSS lists depends on those bodies and the administrators of the list must be contacted directly.

Thomson Reuters ISI Web of Science Indices; <http://science.thomsonreuters.com/mjl/>
ProQuest IBSS; <http://www.proquest.com/en-US/catalogs/databases/detail/ibss-set-c.shtml>

The application process for inclusion on the DHET list is in the **attached policy**. Please note that ONLY South African journals can apply for inclusion in the DHET list of Approved South African Journals. The two most important sections are copied below. I have bolded important points and added advice in [].

After submission to the DHET (deadline 15 June) the applications undergo a double review process with panels convened by both the DHET and ASSAf. The final outcome will be communicated shortly prior to the end of the year (same year as application). Please provide details for where the letter can be faxed and posted.

Submissions can be sent to DoHET at
Room 501, 123 Schoeman Street,
Pretoria,
0001 or
Private Bag X 174,
Pretoria,
0001.

Section 4:

Journals must meet the following minimum criteria to be eligible for inclusion in the list of approved 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) The majority of contributions to the journal must be beyond a single institution **[We count that every journal has at least 51% from different institutions]**
- (d) The journal must have an International Standard Serial Number (ISSN) **[This must appear on the published journal]**
- (e) The journal must be published regularly
- (f) The journal must have an editorial board that includes members beyond a single institution and is reflective of expertise in the relevant subject area
- (g) The journal must be distributed beyond a single institution

Section 8:

Approved South African Journals

South African journals, which in the opinion of the institution, comply with the criteria for inclusion may be proposed for inclusion. A minimum of three consecutive issues must be published for

journals with a quarterly or higher publication frequency and one issue for annual publications. The following information accompanied by a physical copy of the journal must be submitted to the Department by **15 June** for the journal to be considered for inclusion, effective the following calendar year; [Please note late submissions are not accepted]

- (a) Title, including translations if not published in English
- (b) The ISSN of the journal [this must be printed on the journal as well]
- (c) Publisher and the publisher's address and contact details
- (d) Frequency of publication [i.e. annual, biannual etc. We require sufficient hardcopies as evidence that this is in fact the case].
- (e) Evidence that the journal has been published for the minimum prescribed cycle (the most recent 3 copies of 3 **consecutive** issues for a journal with a quarterly or higher publication frequency, 2 copies, for a journal published semi-annually, and 1 copy for a journal published annually). [It is actually best to send at least 3 issues, even for an annual journal. It is difficult for the panels to assess the quality of the journal if fewer are provided]
- (f) Editorial policy, including evidence of the peer review process [It is best if this is stated in the journal]
- (g) Editorial Board, the **status** [i.e Prof, Dr, Head of Dept etc, which Dept or school or centre etc] **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).
- (i) Indication of library holdings should be provided. [The SABINET system can be used to provide evidence of library holdings at different HEIs, the journal must be held by more than one of the HEIs]

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 Education 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** every 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.