

**CONTRIBUTION TO A CONFERENCE PROCEEDING**

***The following questions should be asked when a researcher in CAES is considering submitting an article to a conference proceeding which will later be submitted for DHET subsidy purposes:***

1. Is the purpose of the conference proceeding to publish original research (my own) and new (novel) developments within a specific discipline, sub-discipline or field of study?
2. Will my article be peer reviewed by other independent reviewers prior to publication?
3. Will the peer review process be explained in the proceeding 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 of the proceedings. The letter from the publisher is a new requirement by DHET.
4. Will I, as author, receive peer review comments on my article I am submitting to DHET?
5. Will the target audience be stated in the front matter of the proceeding?
6. What will be specified as the target audience? It may not be stated as the general educated reader, it should be specialists in the relevant field.
7. Will complete articles be used accepted for publication in the proceedings and not based on the acceptance of an abstract to be presented at the conference.
8. Will the proceeding be published with an International Standard Book Number (ISBN)?
9. Where will my affiliation to Unisa be indicated in the proceeding?
10. Will the editor ensure that more than 60% of the contributions published in the conference proceedings must emanate from multiple institutions?
11. Will the conference have an editorial board and/or an organizing committee with a significant majority of members beyond a single institution, which is reflective of expertise in the relevant subject area.
12. Will the affiliation of the editorial board be specified in the front matter;
13. Is there evidence of a scientific committee?

**Which questions should I ask about the conference?**

1. Is this an academic conference where research is presented?
2. Is a reputable conference with a long academic standing? There are predatory conferences that are not academic platforms.

**What do I ask about the editor and editorial board of the conference proceeding**

1. Is the editor(s) also the reviewer(s) of the submissions?
2. Is the editor(s) also the author of one or several submissions?
3. Is the editor(s) the reviewer and an author of one or more submissions?
4. Is the editorial board included?
5. Does the editorial board represent members from different instructions or restricted

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

1. *There is no evidence of peer-review*
2. *The composition of the editorial board was too restricted*
3. *Editorial board not included*
4. *The work does not reflect scholarly work or was not an original contribution to knowledge. It is a literature survey, this does not meet the standard*
5. *The paper provides an overview of existing technologies. The material is therefore not new.*
6. *Presentation of research findings is not enough for a conference paper.*
7. *No information on conference organizers or scientific committee*