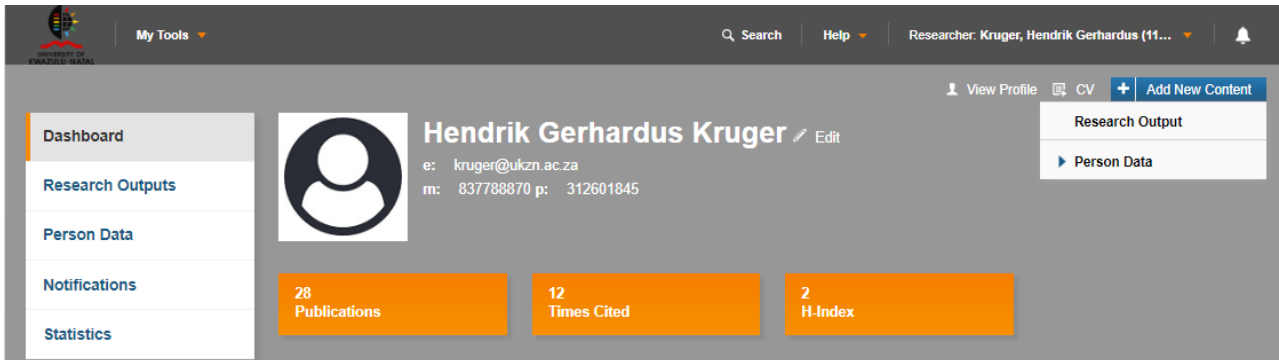


## BOOK RELATED PUBLICATION TYPES

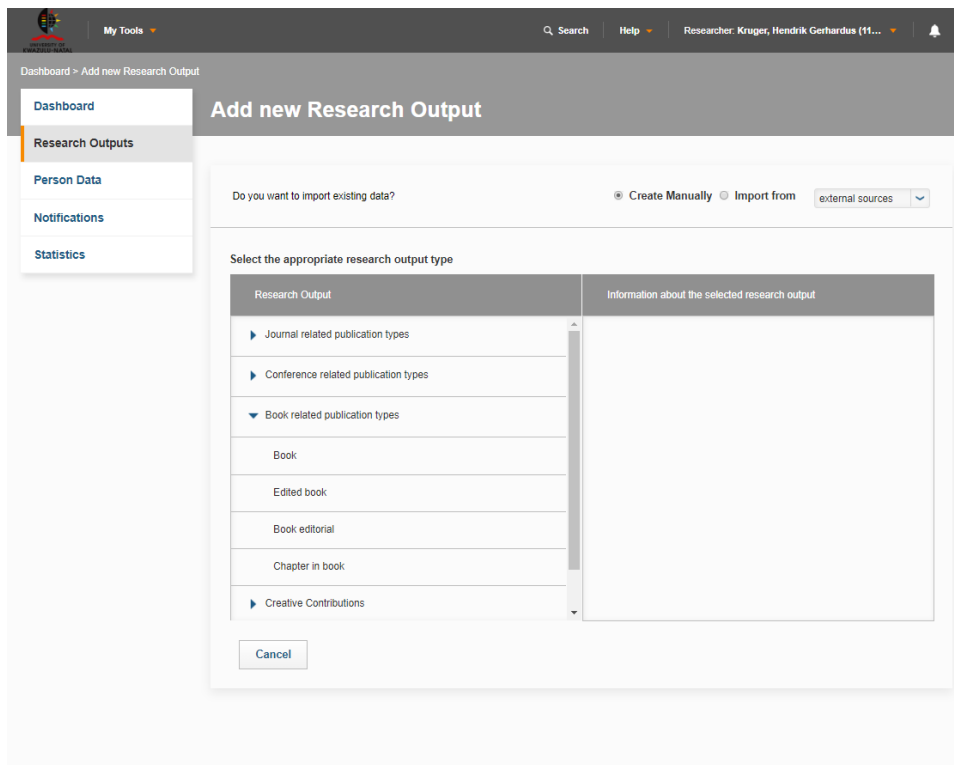
### Adding New Research Output (Book)

- Click Add New Content
- Select Research Output



The screenshot shows a user profile for Hendrik Gerhardus Kruger. The profile includes contact information (email: kruger@ukzn.ac.za, mobile: 837788870, phone: 312601845) and statistics: 28 Publications, 12 Times Cited, and 2 H-Index. A navigation menu on the left includes Dashboard, Research Outputs, Person Data, Notifications, and Statistics. A top navigation bar contains My Tools, Search, Help, and a dropdown for the researcher's name. A right-hand menu shows options for View Profile, CV, Add New Content, Research Output, and Person Data.

- Do you want to import existing data?
  - Select Create Manually or Import from
- Select the appropriate research output type
  - Select Book Related Publication Types
  - Select Book



The screenshot shows the 'Add new Research Output' form. It has a header with 'Add new Research Output' and a breadcrumb 'Dashboard > Add new Research Output'. The form includes a sidebar with navigation options (Dashboard, Research Outputs, Person Data, Notifications, Statistics) and a main content area. At the top of the main area, there is a question 'Do you want to import existing data?' with radio buttons for 'Create Manually' (selected) and 'Import from', followed by a dropdown menu for 'external sources'. Below this is a section titled 'Select the appropriate research output type' which contains a list of options: 'Journal related publication types', 'Conference related publication types', 'Book related publication types' (expanded to show 'Book', 'Edited book', 'Book editorial', 'Chapter in book'), and 'Creative Contributions'. A 'Cancel' button is located at the bottom left of the form.

## Research Output Details\*

### Key Details\*

- Output Type\*
  - Book
- Title\*
  - Enter the title of the Book

**Research Output Details \***

Authors

College Review

RO Validation

**Key Details \***

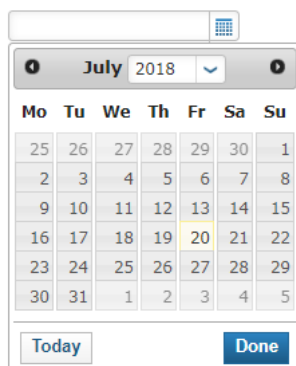
Output type \*

Book ▼

Title \*

### Book Related Information\*


- Add Edition name or number
- Add the publisher
- Add the place
- Add the publication year\*
- Add the publication date
  - Click on the calendar icon and select the date
  - Click Done

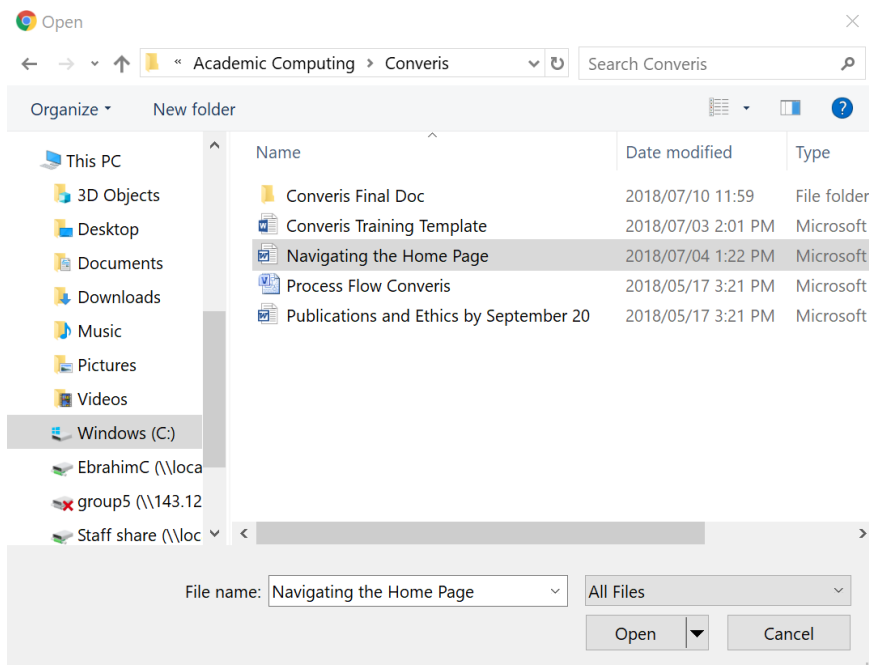


- Add the title of the series


- Add number of series (if applicable)
- Add volume number (if applicable)
- Add the ISBN
- Add the eISBN

## Fulltext of the Publication

- Fulltext of the publication can be added below, this version will be made public
- Click  to browse for the document on your PC
- Once you have located the document you want to upload, select the document and Click Open.



## Embargo

- Select the embargo status from the drop down arrow after you have uploaded the document
- Click on the calendar icon to select a date
- Click  to remove the relation, the item itself will not be deleted

Upload all full-text versions of the publication, or at least the version that can be made public.

	Name	Type	Size	Description	Embargo status	Embargo date	
	Navigating the Home Page.doc	doc	363 KB		Select embargo status 		
					Select embargo status Open Access - direct download Request full text Download if Campus IP - otherwise request fulltext Download if Library IP - otherwise request fulltext Closed access - no full text		

## Additional Information

- Publishing Status
  - Select the publication Status
    - In Progress
    - Submitted
    - Accepted
    - In Press
    - Published

Select publication status 

Select publication status

In progress

Submitted

Accepted

In press

Published

- DOI
  - This is optional for DHET, it is a persistent link to the publisher's version of the publication
- Lookup DOI
  - The following fields must be filled in:
    - Title
    - Year
    - Last name of the first author
    - ISBN if book
    - Journal title or ISSN if Journal
- URL
  - Optional

#### DOI

The DOI is a persistent link to the publishers version of the publication. For the lookup you need to ensure that the following fields have been filled in: Title / Year / Last name of the first author, and ISBN if Book / Journal title or ISSN if Journal.

[Lookup DOI](#) [Show](#)

#### URL (if applicable)

## Peer review

Refer to the letter from the publisher stating the peer review process

- Peer reviewed
  - Select status
- Evidence of peer review?
  - Select Yes/No
- Type of Evidence

If you answered "yes" make sure you attach the evidence by clicking on



- Click  to attach research justification

## Productivity Unit Reporting

- Indicate the reporting year if you would like to submit the record for PU's

If you would like to submit this record for PUs, indicate the reporting year

Select reporting year 

Select reporting year


- 2018
- 2017
- 2016
- 2015
- 2014
- 2013

**IMPORTANT NOTE: If you intend to submit this record for PUs, you must create your Annual PU Record and link this record and other qualifying records to that form.**

## PubCount Reporting Details

If this record should be included in DHET Reporting, please complete all fields below

Indicate the reporting year if you wish to submit this record for DHET Subsidy

- Select reporting year
  - Select the same year as the above
- Late submission?
  - Select Yes or No
- Motivation for the late submission required?
  - Late submissions must be accompanied by a motivation letter stating the reasons for the late submission.
  - Submissions without accompanying motivation will not be considered.
  - Administrative and technical reasons are not accepted.
- Select Yes or No
- If Yes, click  to attach the late submission motivation.
- Researchers MUST submit hard copies to the Research Office, electronic copies are optional, click if you wish to submit an electronic copy.

### PubCount Reporting Details

If this record should be included in DHET reporting, please complete all fields below.

If you would like to submit this record for DHET subsidy, indicate the reporting year

Select reporting year 

Late submission?

Select yes or no 

Motivation for late submission required?

Late Submissions must be accompanied by a motivation letter stating reasons for the late submission. Submissions without accompanying motivation will not be considered. Administrative and technical reasons are not accepted

Yes  No

If you answered "yes" above, make sure that you attach late submission motivation here:

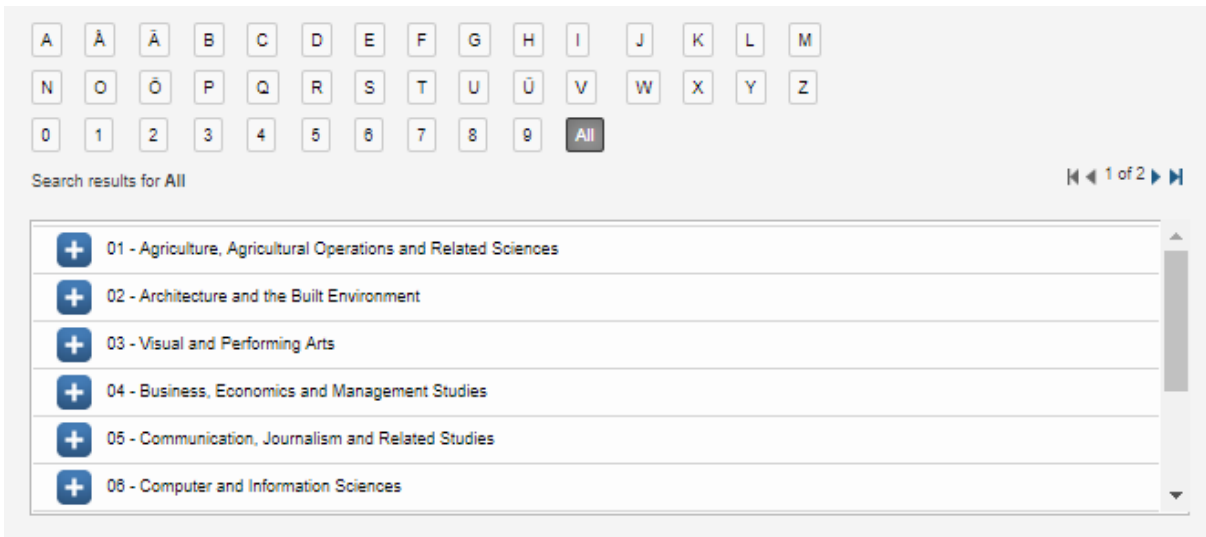


Researchers MUST submit hard copies of this work to the Research Office, uploading electronic copies here is optional.



## CESM Category: refers to the classification of Educational subject Matter

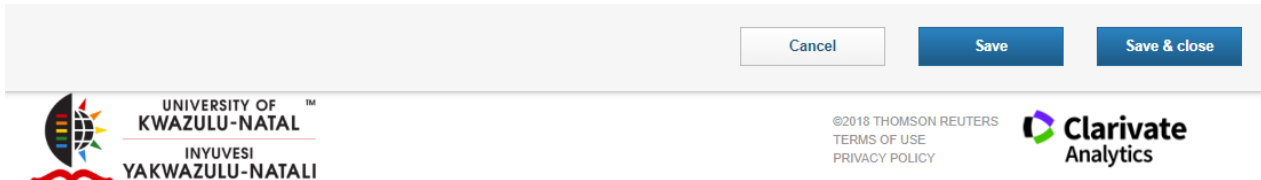
- Click 
- Click on the plus sign to add the category



Search results for All 1 of 2

- + 01 - Agriculture, Agricultural Operations and Related Sciences
- + 02 - Architecture and the Built Environment
- + 03 - Visual and Performing Arts
- + 04 - Business, Economics and Management Studies
- + 05 - Communication, Journalism and Related Studies
- + 06 - Computer and Information Sciences

Click Cancel, Save or Save & Close



Cancel Save Save & close

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INYUVESI YAKWAZULU-NATALI

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PRIVACY POLICY

Clarivate Analytics

- Cancel
  - Cancels all changes, redirects you to all research outputs
  - Click Edit to continue editing your research output
- Save
  - Saves all changed
- Save & Close
  - Redirects you to Set Status



## Set Status

- Enter a comment about the status change (Optional)
- Draft
  - Allows you to continue working on the record at a later stage
- Initial Review by Research Office
  - Sends you record to the Research Office for Initial review
- Click Done

### Set status

Enter a comment about the status change (optional).





**Draft**  
Choose this status if you wish to continue working on this record at a later stage.

**Initial review by Research Office**  
Send to Research Office for initial review.



## Authors

- Click on the Authors tab

## Contributors

- Author List
- Click  to add a contributing Author
- Type the Authors First Name or Last Name and click 
- Click  and select the first letter of the Author's Name or Surname
- Click on  next to the Author's name to add them to the Author's List

### Author list

	Name	Organisation	If splitting with other public higher education institutions in SA, type them in below	Type in total affiliated institutions below	Productivity units	
1	Kruger, Hendrik Gerhardus	School Of Health Sciences (College Of Hs)				 

A Å Ä B C D E F G H I J K L M

N O Ö P Q R S T U Ü V W X Y Z




0 1 2 3 4 5 6 7 8 9 All

1 of 5

Search results for E




- + Ebhuoma, Osadolor (49311) - School Of Agri Earth & Env Sc (Active)
- + Ebrahim, Abul Fadl Mohseen (441190) - Pool Posts (Active)
- + Ebrahim, Chantal (642474) - Information & Comm Services (Active)
- + Ebrahim Khan, Naimah (621686) - School Of Health Sciences (Active)
- + Ebrahim, Maryam (35983) - School Of Acc Economics&Fin (Ended)
- + Ebrahim, Sumayyah (15520) - School Of Clinical Medicine (Active)





## Student Authors (UKZN)

- Click  to add a student Author
- Click on  or  to search and add UKZN Student Contributors


**IMPORTANT NOTE: Students who are also staff members should be added above under Author List and NOT Student Contributors**



Please search for UKZN student contributors and add them here. IMPORTANT NOTE: students that are also members of staff should be added above as staff authors and not as students.

	Name	Organisation	Productivity units to be awarded to the supervisor	
1   	Satar, Asif (211560748)	Grad School Of Bus &Leadership (College Of L&Ms)		 

satar    





Search results for satar

 Satar, Asif (211560748) - Grad School Of Bus &Leadership (Active)



- Click  to send a notification to the Research Office
- Click  to remove the relation, the item itself will not be deleted
- Number of Student and staff authors from UKZN
  - Indicate the number applicable
- Number of External Authors
  - Indicate the number applicable

## Supervisor

If students are involved in this research output, please search for and add their supervisors here. Add the student number in the appropriate column, and if an individual supervises multiple students on this paper, add all student numbers separated by a comma.

- Click  to add a supervisor
- Click on  or  to search for the Supervisor
- Click on  next to the Supervisors name to add the Supervisor



If students are involved in this research output, please search for and add their supervisors here. Add the student number in the appropriate column, and if an individual supervises multiple students on this paper, add all student numbers separated by a comma

Name	Organisation	Please type in student number below	Productivity units	
Chetty, Vasuthaven	Information & Comm Services (Institutional Planni...)			 

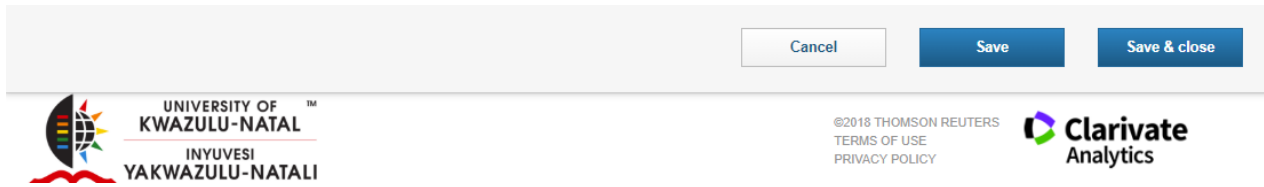
vasu   

Search results for vasu

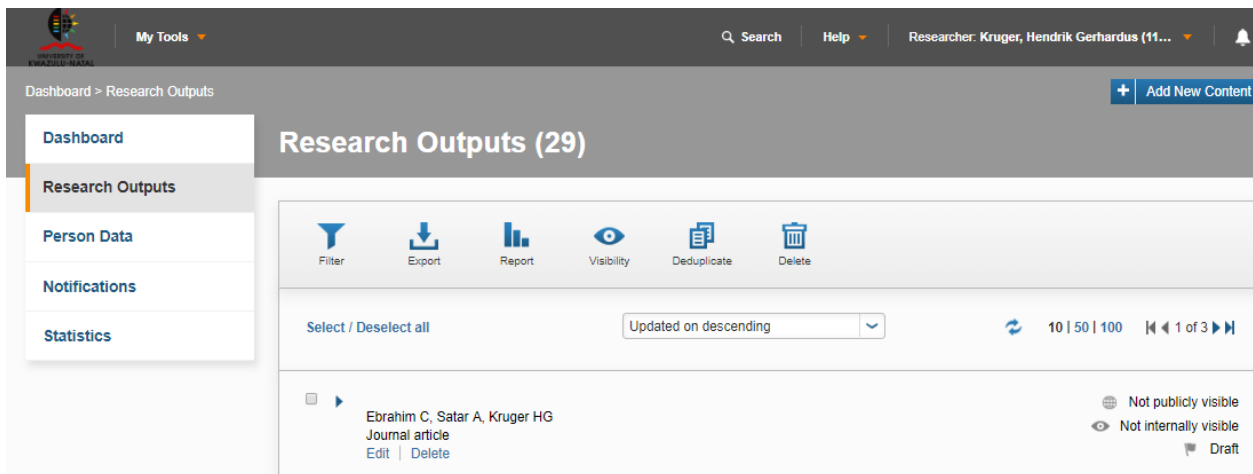
 Chetty, Vasuthaven (93707) - Information & Comm Services (Active)
 Govender, Vasudevan (8396) - School Of Health Sciences (Active)
 Naidoo, Vasudevan Govindsamy (630465) - School Of Clinical Medicine (Active)

- Click  to send a notification to the Research Office
- Click  to remove the relation, the item itself will not be deleted

Click Cancel, Save or Save & Close



- Cancel
  - Cancels all changes, redirects you to all research outputs
  - Click Edit to continue editing your research output



- Save
  - Saves all changes
- Save & Close
  - Redirects you to Set Status

## Set Status

- Enter a comment about the status change (Optional)
- Draft
  - Allows you to continue working on the record at a later stage
- Initial Review by Research Office
  - Sends you record to the Research Office for Initial review
- Click Done

### Set status

Enter a comment about the status change (optional).

**Draft**  
Choose this status if you wish to continue working on this record at a later stage.

**Initial review by Research Office**  
Send to Research Office for initial review.