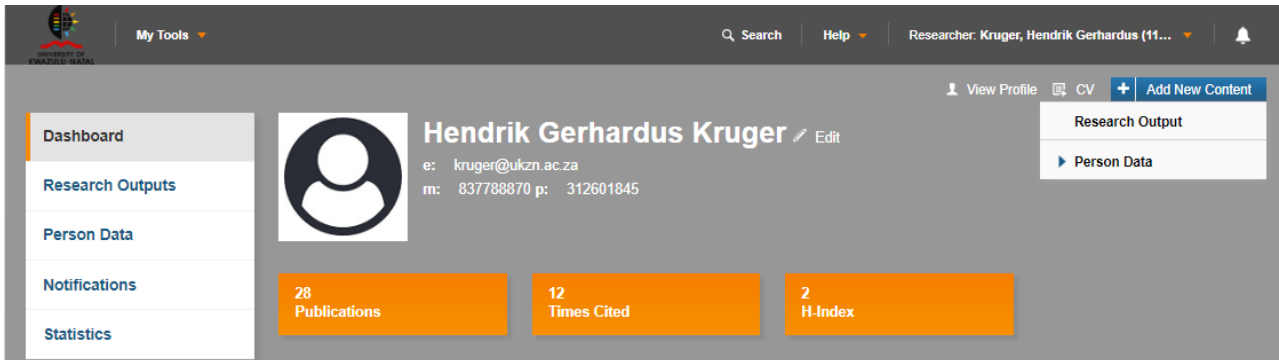


JOURNAL RELATED PUBLICATION TYPES

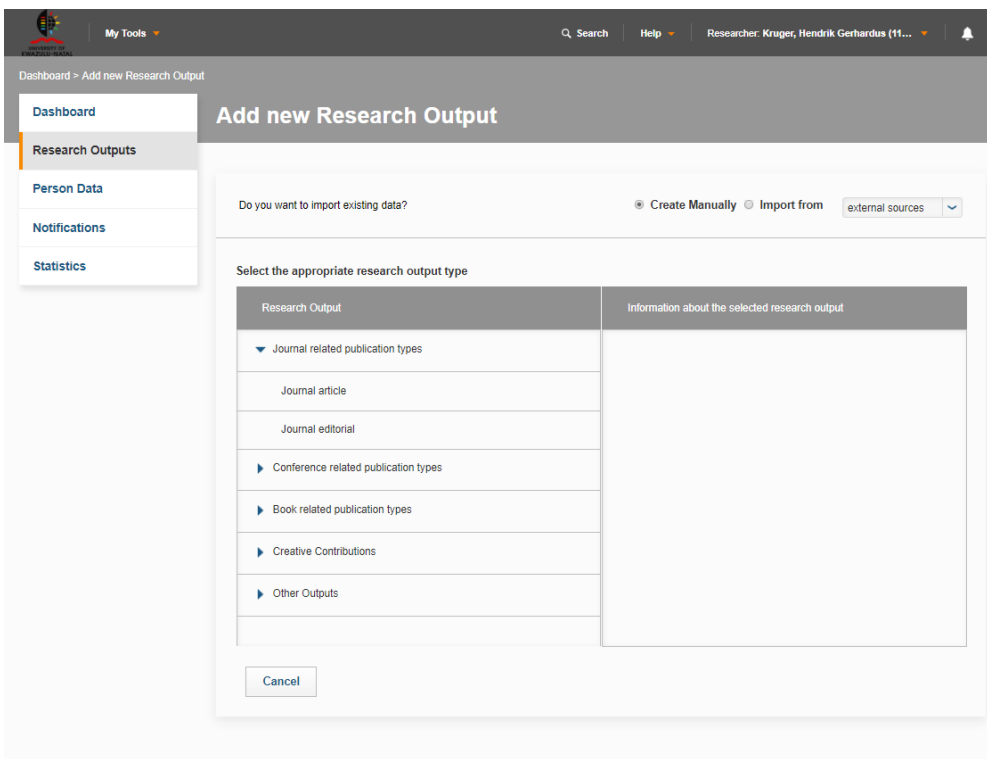
Adding New Research Output (Journal Article)

- Click Add New Content
- Select Research Output



The dashboard shows the user's profile for Hendrik Gerhardus Kruger. It includes a navigation menu on the left with options like Dashboard, Research Outputs, Person Data, Notifications, and Statistics. The main area displays the user's name, email (kruger@ukzn.ac.za), and phone number (837788870). Three orange boxes show statistics: 28 Publications, 12 Times Cited, and 2 H-Index. A 'Add New Content' button is visible in the top right.

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



The 'Add new Research Output' form is shown. It has a breadcrumb trail 'Dashboard > Add new Research Output'. The form asks '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, it asks to 'Select the appropriate research output type'. A table lists several options: 'Journal related publication types' (expanded to show 'Journal article' and 'Journal editorial'), 'Conference related publication types', 'Book related publication types', 'Creative Contributions', and 'Other Outputs'. A 'Cancel' button is at the bottom left.

Research Output	Information about the selected research output
Journal related publication types	
Journal article	
Journal editorial	
Conference related publication types	
Book related publication types	
Creative Contributions	
Other Outputs	

Research Output Details*

Publication Details*

- Output Type*
 - Journal article
- Title
 - Enter the title of the journal article

Research Output Details *

Authors
RO Validation

Publication details *

Output type *




Journal article
▼

Title *

Journal Details

Journal*

- Click on the 
- Type the name of the Journal and Click  to search for a Journal






✕

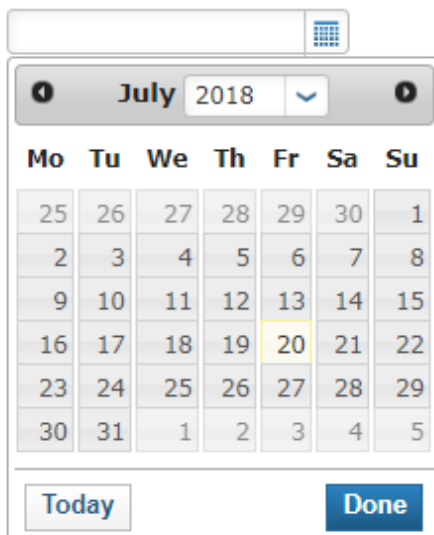
Search results for some expansion policy problems

+

1933 AND 1977 - SOME EXPANSION POLICY PROBLEMS IN CASES OF UNBALANCED DOMESTIC AND INTERNATIONAL ECONOMIC DHET PubCount Year: 2017, 2016


- Click  to display a list of Journals (Only DHET approved Journals are displayed)

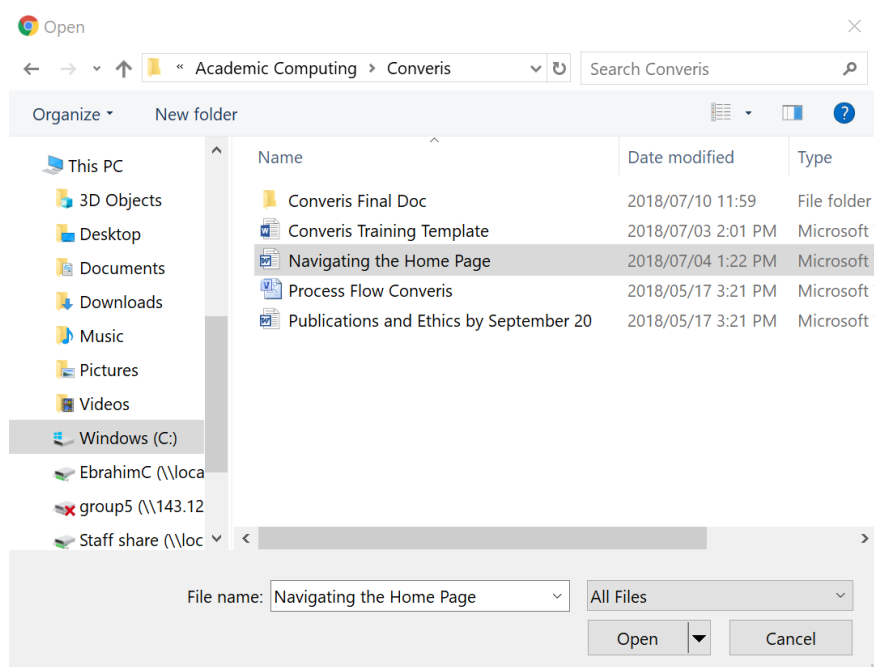
- Volume Number
 - Add the volume number as shown on the paper
- Issue Number
 - Where applicable
- Publication Year*
 - This is the year shown on the paper
- Publication Date
 - Click on the calendar icon and select the date
 - Click Done




- Start Page
 - First page of where the title is
- End Page
 - Last page of the publication (last reference)
- Number of pages
 - This is calculated automatically

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		

Publisher Information

- Publishing Status
 - Select the publication Status
 - In Progress
 - Submitted
 - Accepted
 - In Press, Journal is still a DOI – not fully published
 - Published, Journal has a volume and issue number



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)

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

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 are required to upload at least the first and last page of each published journal
- The following must be clearly stated:
 - Name of Journal
 - Volume
 - Year of Publication
 - Title of the Article
 - Name(s) of Author(s)
 - Proof of Author's affiliation to UKZN

Productivity Unit Reporting

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


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

Late submission?

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 are required to upload at least the first and last page of each published journal article, wherein the following are clearly stated: name of journal, volume, year of publication, title of the article, page numbers, name(s) of author(s) and proof of author affiliation to UKZN






CESM Category



- Click 
- Click 
- Select a category by  clicking next to the category you wish to include
- Click Save







CESM category

If this output should be included in DHET reporting, a Classification of Educational Subject Matter (CESM) category must be selected

A	Á	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				

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

Cancel

Save

Save & close





RIG Training Guide

8 | Page



Authors

- Click on the Authors tab

Contributors

- Author List
 - You will be automatically added to the 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)				 






AÅÄBCDEFGHIJKLM

NOÖPQRSTUÜVWXYZ

0123456789All

1 of 5

Search results for E

- +
Ebhuma, 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 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 
- Click on  or  to search for the Supervisor
- Click on  next to the Supervisors name to add the Supervisor
- Type in student number next to 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...)	211560748		 

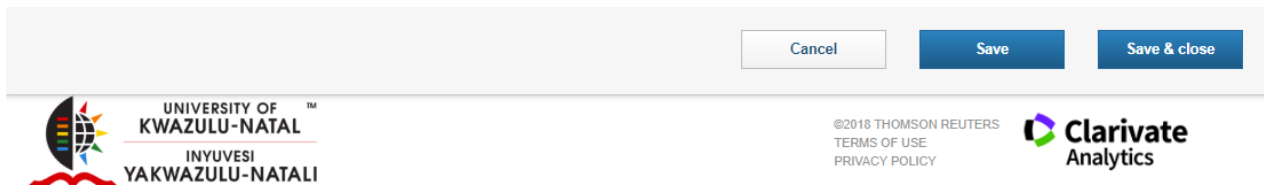
vasu   

Search results for vasu

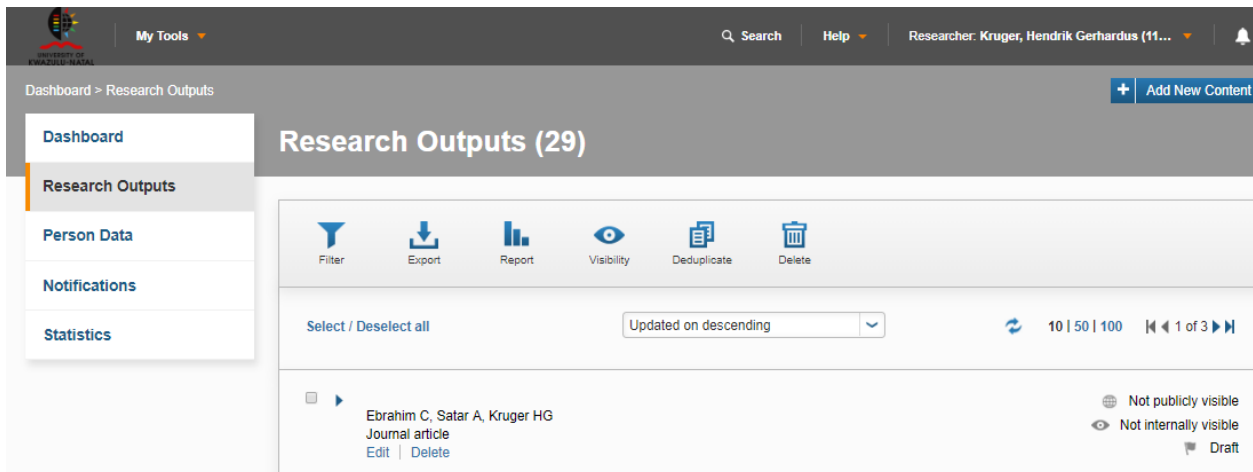
	Chetty, Vasuthaven (93707) - Information & Comm Services (Active)
	Govender, Vasudevan (8396) - School Of Health Sciences (Active)
	Naidoo, Vasudevan Govindsamy (630465) - School Of Clinical Medicine (Active)

- 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 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.