



Procedure for Payment of Publication Fees

- **Conditions for payment of publication fees**
 - The journal's exact name and ISSN number must appear on the list of DHET-approved (Department of Higher Education and Training) journals, which can be found in the following website: <https://db.crest.sun.ac.za/zapublications/>
- Authors must be officially affiliated with the University of Limpopo as active staff members (including Research Associates) or registered students. Publication fees will not be paid on behalf of authors who are not affiliated with the University.
- **Process to request payment of publication fees**
 - All documents must be in PDF format. Finance does NOT accept non-PDF documents, hence we also don't.
 - Email a completed purchase request (no cost centre, no signatures) to the Research Office (departmentalro@ul.ac.za). Purchase requests (PRs) can be completed by the author or the author's departmental secretary or administrator.
 - Combine the following documents with the PR and send as one document (binder):
 - Invoice (signed).
 - The page of the article (first page/cover page) indicating the authors and their affiliations (even if it is the draft copy of the paper). This page should also contain the title of the publication, the abstract and/or the summary. Remember, publication fees are being paid in advance, so this page will not be the published page.
 - An official document/email from the publisher/editor indicating the journal's ISSN #. More than one journal might have the exact same name, but every journal has its own unique ISSN number. If the journal's ISSN number does not appear on the accredited list, the journal will not be eligible for subsidy.
 - Authors should be encouraged to request a discount when publication fees in foreign currency exceed R4500. Requests for payment of publication fees will have to be accompanied by evidence of such a request and perhaps a reduced invoice or a rejection letter from the publisher.

Please also refer to the following DHET policies on the official website:

1. **Research Output Policy 2015:**
<https://www.dhet.gov.za/Policy%20and%20Development%20Support/Research%20Outputs%20Policy%202015.pdf>
2. **Policy on the Evaluation of Creative Outputs and Innovations produced by South African Public Higher Education Institutions (2017):**
[https://www.dhet.gov.za/Policy%20and%20Development%20Support/Government-Gazette-Policy-Evaluation-Creative-Outputs-2017%20\(3\).pdf](https://www.dhet.gov.za/Policy%20and%20Development%20Support/Government-Gazette-Policy-Evaluation-Creative-Outputs-2017%20(3).pdf)