

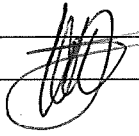
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Related documents			
Da Vinci documents (eg. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> • Policy: Appointment, Management and Development of Faculty • Policy: Appointment of Research Supervisors • Policy: Conducting Ethical Research • Policy: Examination of dissertations and theses 		Other (eg Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa 	
Website address of this document:		www.davinci.ac.za/da-vinci-policies-and-procedures/	

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1 Preamble

The Da Vinci Institute is a private higher distance education institution offering programmes with outcomes-based curricula. This policy forms part of the institutional Quality Management System and details the principles for ensuring that programme offerings adhere to academic standards and empower students to contribute to the transformation of their communities, society and the economy of the future. This approach is underpinned by the Mode 2 discourse on the generation and distribution of knowledge.

This Academic Publishing Policy positions research outputs within the broader institutional set-up of The Da Vinci Institute for Technology Management, characterises the elements of an emerging research strategy, identifies the different management parameters, and lists specific guidelines. This policy forms part of the set of general quality management policies of The Institute. It is important that the publishing of research output be conducted in accordance with the provisions of the highest educational standards, ethical considerations and the protection of human subjects.

2 Definitions & Abbreviations

Copyright	Copyright is the rights, which an author and/or owner acquires in terms of the Copyright Act 98 of 1978 ("the Act") in respect of a protected work;
Copyright Law	Copyright law refers to existing legislation that grants the inherent copyright owner the right to prevent others from copying, plagiarising, publishing, reproducing and creating derivative works, or using his/her work without permission;
Da Vinci	The Da Vinci Institute of Technology Management
DHET	DHET means the Department of Higher Education and Training.
Intellectual property (IP)	Intellectual property (IP) means a patentable invention, any subject matter eligible for copyright protection, a trademark, a design, a traditional work and a trade secret or know-how that is created through publicly financed research and development and that is capable of protection by law from use by any other person but excludes copyrighted works such as a thesis, dissertation article, handbook or any other publication which, in the ordinary course of business is associated with conventional academic work;

Policy: Academic Publishing

Open access (OA)	Open access (OA) means the practice of providing unrestricted or free access via the internet or via sponsored paper copies to peer-reviewed scholarly articles according to Creative Commons licensing or as specified. OA is also increasingly applied to theses, scholarly monographs, book chapters and full-length books;
Peer review	Peer review is a system that is designed to ensure that only high-quality and reliable information is published in scholarly books and scientific journals. It is the evaluation of creative work or performance by specialists in the same subject field in order to ensure the quality of the work or performance in that field;
Plagiarism	Plagiarism is the appropriation of another's work, whether intentionally or unintentionally, without proper acknowledgement. Where a student or researcher's work is not authentically his/her own, such work does not qualify as an academic output, whether this is a student assignment, a community engagement or research output;
Publish	Publish means to issue printed or electronic content for general public consumption, access, acquisition and usage;
Publishing	Publishing is the processes of acquisition and publication of manuscripts or other publishable works. This includes copy-editing, production and printing, marketing, distribution and sales of published works, publishable works or such manuscripts;
Reviewer	Reviewer is an expert employed to read manuscripts submitted to a publisher and to evaluate their suitability for publication;
Research output	<p>1. Journals</p> <p>Journals refer to peer-reviewed publications devoted to the dissemination of original research and new developments within specific disciplines, sub-disciplines and across disciplines or fields of study. These include original articles and research papers.</p> <p>2. Books</p> <p>Books refer to peer-reviewed, non-periodical scholarly or research publications disseminating original research and developments within specific disciplines, sub-disciplines, across disciplines or fields of study.</p>

	<p>3. Proceedings Proceedings refer to a published record of a conference, congress, symposium or other meeting where the purpose was to discuss and disseminate original research and new developments within specific disciplines, sub-disciplines, across disciplines or fields of study.</p> <p>4. Completed Theses and Dissertations</p> <p>5. Other peer-reviewed publications recognised by The Da Vinci Institute.</p>
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3 Scope

This policy applies to Da Vinci students, faculty and other research stakeholders.

4 Aims

The aims of this policy is:

- ☞ To communicate guidelines for the publication and dissemination of high-quality scholarly work which will promote Da Vinci as a leading institute of higher learning
- ☞ To ensure that publications bearing the Da Vinci branding contribute significantly to knowledge generation by virtue of the quality of research and writing undertaken by authoritative scholars
- ☞ To ensure that the production of scholarly publications is managed according to sound scholarly publishing and business principles
- ☞ To support research and research development at Da Vinci Institute

5 Principles

This policy confirms that:

- ☞ Da Vinci has an obligation to acquire and disseminate scholarly information for the benefit of society and to ensure that there are no barriers for its researchers to publish their results.
- ☞ Society benefits from scholarly publishing that is objective and unfettered by censorship or bias based on personal, commercial or government agendas.
- ☞ Research results are enhanced by the quality control systems underlying the scholarly publishing process.
- ☞ All researchers have an equal opportunity to publish.

- ☞ Copyright and intellectual property rights of authors and publishers are protected in all publishing activities.

5. Management of Scholarly Publishing

The Da Vinci Research Committee is responsible for all policy, strategy and quality assurance matters concerning the professional publishing standard and quality of the content of all scholarly publications bearing the Da Vinci branding. This includes policies and procedures concerning the publication, funding, costing, pricing, publicity and distribution of all its scholarly publications.

The Research Committee is responsible for:

- ☞ Ensuring that publications are of an acceptable scholarly and professional standard
- ☞ Monitoring adherence to quality assurance requirements in the publishing procedures
- ☞ Promoting and ensuring adherence to an anonymous peer-review system by all referees
- ☞ Considering requests for subsidising publications of merit
- ☞ Assisting in formulating editorial policy, strategy and vision, by representing the views of the scholarly community
- ☞ Upholding the importance of peer review in the service of scholarly rigour
- ☞ Recommending incentivizing of faculty and staff who publish articles in accredited journals

The Research Committee reports on publications quarterly to the Senate.

6 Copyright and Plagiarism

Plagiarism is not tolerated and a publication will be turned down when plagiarism is committed.

All authors/editors must be informed that the contents of all publications will be verified to identify plagiarism.

The author/editor must confirm that the publication is free of plagiarised material before final production.

The author/editor of the publication takes full responsibility for any plagiarism and libel.

The author is responsible for obtaining and submitting written permission to use material on which author's copyright exists and which the author wishes to use in his/her publication. The author is also responsible for any payment or other form of

compensation that a copyright holder might require for the privilege of the use of such material.

7 Publishing of Scholarly Books

7.1 Objectives

The objectives are to:

- Further the Institute's objective of advancing research, disseminating knowledge and adding prestige value to the Institute and society
- Ensure that publications bearing the Da Vinci branding are of high scholarly and editorial quality
- Make significant contributions to knowledge are relevant
- Locate scholarly books bearing the Da Vinci branding within the international publishing landscape

The Research Committee bases its publishing decisions on peer review and market viability as far as scholarly books are concerned.

7.2 Purposes

The purposes of the policy pertaining to the publishing of books are to:

- Affirm the commitment of the Da Vinci Institute to publish high-quality original scholarly research
- Ensure the production of financially viable publications
- Delineate the processes of editing, production and marketing of scholarly books and standardise the various levels of responsibility in publishing such books
- Create a transparent, integrated and conducive management system in respect of all scholarly books published at the Da Vinci Institute and set clear parameters for the publication of such books

8 Publishing of Peer-Reviewed Journal Articles

8.1 Objectives

The objectives are to:

- Facilitate the publication of journal articles of high scholarly and editorial quality that are included in DHET accredited international indexes (e.g. ISI, IBSS, SCOPUS)
- Locate journal publishing bearing the Da Vinci Institute branding within the international publishing landscape to disseminate knowledge as widely as possible
- Ensure accessibility and the maintenance of a sustainable market for it
- Ensure that journal publication is in accordance with best practices

8.2 Purposes

By pursuing publication in accredited journals, the institution aims to achieve the following: Affirm the commitment of the Da Vinci Institute to high-quality original research

- ☞ Take account of the increasing scholarly and financial importance of high-quality journals articles
- ☞ Regulate support of all categories of journal articles published by the Da Vinci Institute and provide an enabling environment for this support
- ☞ Delineate the processes of editing, production and marketing of such journals and standardise the various levels of responsibility
- ☞ Create a transparent, integrated and conducive management system in respect of all journals published or managed at the Da Vinci Institute and set clear parameters for the publication of such journals
- ☞ Clarify the various levels of financial support that the Institute provides for such journals and aim for the sustainability of each journal
- ☞ Allow for the development new knowledge of leadership practice

9 Version Control

	Revision
Dean: Research : Prof Krishna Govender	2019/04/05