

POLICY ON SCHOLARLY PUBLISHING

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1. INTRODUCTION

- 1.1 This policy is based on the vision of the University of South Africa (UNISA): *The African University shaping futures in the service of humanity.*
- 1.2 It is essential that research be conducted in accordance with the constitutional provisions, policies and legislative frameworks that guide research and innovation, ethical considerations and the protection of human subjects.
- 1.3 This policy should be read in conjunction with other relevant UNISA policies.

2. DEFINITIONS AND ABBREVIATIONS

In this document, the following terms are defined as follows, unless the context clearly indicates otherwise:

Accredited journal	See Research output (journals);
Content	is collated or analytical information, research and argument that may provide value for an end-user/audience in a specific context;
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	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;
Co-publication	is a joint agreement between two publishing houses to publish an edition of a book or equivalent versions of an edition, for example translated versions, simultaneously or near-simultaneously, usually in different countries;
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;
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; <u>Gold open access</u> refers to content that is made freely available upon publication after payment of production and processing charges. <u>Green open access</u> refers to the deposit of the author-accepted manuscript (AAM) in an institutional or subject repository after an

	embargo period. The embargo period will be 18 months or as specified in contracts with co-publishers.
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	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	means to issue printed or electronic content for general public consumption, access, acquisition and usage;
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;
Reader/reviewer	is an expert employed to read manuscripts submitted to a publisher and to evaluate their suitability for publication;
Research associates	refer to visiting researchers and postdoctoral fellows who are not employees of UNISA;
Research entity	is one of the following recognised entities: <ul style="list-style-type: none"> • College of Accounting Sciences • College of Agriculture and Environmental Sciences • College of Economic and Management Sciences • College of Education • College of Graduate Studies • College of Human Sciences • College of Law • College of Science, Engineering and Technology • Professional and Administrative Research Group (PARG), comprising professional and administrative employees • Graduate School for Business Leadership (SBL) Any other entity recognised by Senate as a research entity;
Research output	From 1 January 2016, refers to: An output recognised in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015). The output may be one of the following:

1. Journals

Journals refer to peer-reviewed periodical publications devoted to the dissemination of original research and new developments within specific disciplines, sub-disciplines or fields of study. These include original articles, research letters, research papers and review articles. Journals must have a peer review policy.

2. Books

Books refer to peer-reviewed, non-periodical scholarly or research publications disseminating original research and developments within specific disciplines, sub-disciplines or fields of study. Scholarly books are characterised as follows:

- 2.1 An extensive and in-depth scholarly treatment of a topic by one or more scholars, largely comprising significant and original (own) research, embedded in relevant literature.
- 2.2 An extensive and in-depth scholarly exposition by one or more scholars of the available literature on a topic, from a position of demonstrable authority, which makes a significant conceptual or empirical synthesis that advances scholarship.
- 2.3 A collected work, assembled by one or more (usually many) scholars in a field or group of related fields, which, as a planned group of individually peer-reviewed chapters by appropriately qualified authors, generates a new conceptual synthesis that advances scholarship.
- 2.4 A collective work, assembled by one or more (usually many) scholars in a number of related fields, in which the individual authors have noted and reviewed one another's chapters and adapted their contributions to generate a new conceptual synthesis that significantly advances scholarship.

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 or fields of study. Published conference proceedings must meet the following criteria:

- 3.1 The purpose of the proceedings must be to disseminate original research and new developments within specific disciplines, sub-disciplines or fields of study.

- 3.2 Complete articles (not abstracts) accepted for publication in the proceedings must be peer reviewed prior to publication, for which evidence must be given.
 - 3.3 The proceedings must have an International Standard Book or Serial Number (ISBN or ISSN).
 - 3.4 Proceedings published online must have an e-ISBN or e-ISSN.
 - 3.5 The target audience of the proceedings must be specialists in the relevant field.
 - 3.6 More than 60% of contributions published in the conference proceedings being submitted for a subsidy claim must emanate from multiple institutions.
 - 3.7 The conference must have an editorial board and/or organising committee, with a significant majority of members beyond a single institution, which is reflective of expertise in the relevant subject area.
4. Completed research master's or doctoral degrees.
 5. Other peer-reviewed publications recognised by Senate on recommendations by colleges.

Until 31 December 2015, refers to:

- output recognised in the *Policy and Procedures for Measurement of Research Output of Public Higher Education Institutions* (GN 1467 Government Gazette 25583 of 14 October 2003). The output may be one of the following:

1. Journals

Journals refer to peer-reviewed periodical publications devoted to disseminating original research and new developments within specific disciplines, sub-disciplines or field of study. These include original articles, research letters, research papers, and review articles. However, only approved journals are subsidised.

2. Books

Books refer to peer-reviewed, non-periodical scholarly or research publications disseminating original research on developments within specific disciplines, sub discipline or field of study. Only books that meet specified criteria are subsidised.

Examples of different types of books include:

- 2.1 Monographs, which are relatively short books or treatise on a single scholarly subject written by one or more specialists in the field and which are generally not extensive in scope.
- 2.2 Chapters, which are one or more major divisions in a book, each complete in itself but related in theme to the division preceding or following it.
- 2.3 Edited works which are collections of scholarly contributions written by different authors and related in theme. A book may have one or more editors.

3. Proceedings

Proceedings refer to a published record of a conference, congress, symposium or other meeting, the purpose of which is to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study. Only proceedings that meet specified criteria are subsidised.

- 4. Completed research master's or doctoral degrees;
- 5. Other peer-reviewed publications recognised by Senate on the recommendations by colleges;

Scholarly books

See Research outputs (books);

Student

is any person registered for a UNISA qualification or short learning programme or a postdoctoral fellow;

ABBREVIATION

DHET

means the Department of Higher Education and Training.

3. AIMS

The aims of this policy are as follows:

- 3.1 Establish UNISA as a leading university in Africa by publishing and disseminating high-quality scholarly work that is aligned with the five niche focus areas as defined in the Research and Innovation Strategy 2016 - 2020.
- 3.2 Ensure that publications bearing the UNISA branding contribute significantly to knowledge generation by virtue of the quality of research and writing undertaken by authoritative scholars. UNISA's publications must reflect the diversity of academic foci of the University and the wider scholarly community.
- 3.3 Ensure that the production of scholarly publications is managed according to sound scholarly publishing and business principles.
- 3.4 Incorporate digital publishing in line with the ODeL character of UNISA, where appropriate.

- 3.5 Have a commissioning publishing programme that aims to identify and explore new publishing opportunities, by commissioning and securing high-quality academic work or highly original meritorious manuscripts.
- 3.6 Consider open access models for scholarly books and journals on individual merit, depending on demand and the target market.

4. PURPOSE

Universities are expected to conduct research with the intention of generating and disseminating new knowledge. The dissemination of research is a crucial function of universities as emphasised in the White Paper for Post-School Education and Training (2013). This policy serves to ensure that:

- 4.1 scholarly content that is published bearing the UNISA branding
 - 4.1.1 supports the research and innovation mandate of the University and supports the niche areas identified in the Research and Innovation Strategy 2016 – 2020.
 - 4.1.2 is of high quality following rigorous peer review.
 - 4.1.3 is consistently relevant, valued and well produced, optimally positioned and channelled in a format and distribution channel that is appropriate to its target market.
- 4.2 UNISA acknowledges the fundamental shift in scholarly publishing to digital publishing as well as open access. Books and journals can therefore be published in both print and digital format and open access, where appropriate.
- 4.3 UNISA keeps up to date with current scholarly publishing trends and technologies and works towards using technology that is appropriate to the scholarly environment.

5. SCOPE

This policy is applicable to the following stakeholders:

- 5.1 The Senate Publications Committee and its sub-committees (e.g. Commissioning Sub-Committee, Journals Sub-Committee, Mentoring Sub-Committee, Hiddingh-Currie Awards Sub-Committee)
- 5.2 UNISA Press Division
- 5.3 Research entities
- 5.4 Employees, academic associates and research associates
- 5.5 Prospective authors
- 5.6 Contributors (journals) and authors (books)
- 5.7 Journal editors and editorial boards
- 5.8 Reviewers/readers

- 5.9 Freelance and contract employees and organisations
- 5.10 External stakeholders (co-publishers and other publishing partners)
- 5.11 Publishing services organisations and companies

6. PRINCIPLES

This policy confirms that:

- 6.1 UNISA has an obligation to acquire and disseminate scholarly information for the benefit of society and to ensure that there are no financial barriers for its researchers to publish their results.
- 6.2 Society benefits from scholarly publishing that is objective and unfettered by censorship or bias based on personal, commercial or government agendas.
- 6.3 Research results are enhanced by the quality control systems underlying the scholarly publishing process.
- 6.4 All scholarly authors have an equal opportunity to publish.
- 6.5 Copyright and intellectual property rights of authors and publishers are protected in all publishing activities.

7. MANAGEMENT OF SCHOLARLY PUBLISHING

- 7.1 The Senate Publications Committee (SPC) 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 UNISA branding. This includes policies and procedures concerning the publication, funding, costing, pricing, publicity and distribution of all its scholarly publications.
- 7.2 The SPC is responsible for:
 - 7.2.1 ensuring that publications are of an acceptable scholarly and professional standard.
 - 7.2.2 monitoring adherence to quality assurance requirements in the publishing procedures.
 - 7.2.3 promoting and ensuring adherence to an anonymous peer-review system by all referees.
 - 7.2.4 subsidising publications of merit.
 - 7.2.5 assisting in formulating editorial policy, strategy and vision, by representing the views of the scholarly community.
 - 7.2.6 overseeing publication business reports, audit reports and the writing-off of stock.

- 7.2.7 serving as an advocate for the role and value of a university press, within the university community and more broadly.
- 7.2.8 upholding the importance of peer review in the service of scholarly rigour.
- 7.3 The SPC reports quarterly to Senate and annually to Council.
- 7.4 The SPC ensures that research entities, UNISA Press and other units involved in scholarly publishing operate on sound business principles and publish financially viable work.
- 7.5 The SPC decides on joint or co-publications with other national and international publishers.
- 7.6 The SPC constitutes various sub-committees that perform functions on behalf of the SPC and make recommendations to it. These include the following:
 - 7.6.1 Journals Sub-Committee (JSC)

The JSC advises the SPC on

 - a) applications for new journals bearing the UNISA branding.
 - b) applications for transferring existing journals to UNISA.
 - c) best practices regarding the publishing of scholarly journals.
 - d) strategies for non-performing journals.
 - 7.6.2 Commissioning Sub-Committee (CSC)

The CSC advises the SPC on

 - a) manuscript development and commissioned manuscripts considered for review.
 - b) reviewing of all commissioned content.
 - c) the quality of all commissioned works.
 - d) joint publications/co-publications with other local or international publishers.
 - 7.6.3 Hiddingh-Currie Awards Sub-Committee
 - a) The Hiddingh-Currie Awards Sub-Committee advises the SPC on which publications meet the criteria for this annual award.
 - b) Criteria are the following:
 - i) an academic or artistic work of the highest quality which contributes to the understanding or development of the discipline; or
 - ii) a work that addresses a specific need or problem in society.
 - 7.6.4 Mentoring Sub-Committee (MSC)

The MSC advises the SPC on

- a) potential doctoral candidates whose theses/dissertations qualify in terms of their results as “Winner of the Best Thesis” and for conversion of the research into a manuscript for publication by UNISA Press.
- b) the appointment of mentors, and oversight and regulation of a mentoring programme for new authors whose manuscripts require improvement before they can be published in terms of SPC requirements.

8. COPYRIGHT AND PLAGIARISM

- 8.1 Plagiarism is not tolerated. A publication will be turned down when plagiarism is committed.
- 8.2 All authors/editors must be informed that the contents of all publications will be verified to identify plagiarism.
- 8.3 The author/editor must confirm that the publication is free of plagiarised material before final production.
- 8.4 The author/editor of the publication takes full responsibility for any plagiarism and libel.
- 8.5 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.

9. PUBLISHING OF SCHOLARLY BOOKS

9.1 Objectives

The objectives are to:

- 9.1.1 further the University’s objective of advancing research, disseminating knowledge and adding prestige value to UNISA.
- 9.1.2 ensure that publications bearing the UNISA branding
 - a) are of high scholarly and editorial quality.
 - b) make significant contributions to knowledge.
 - c) are relevant.
- 9.1.3 locate scholarly books bearing the UNISA branding within the international publishing landscape.

- 9.2 The SPC bases its publishing decisions on peer review and market viability as far as scholarly books are concerned.

9.3 Purposes

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

- 9.3.1 affirm the commitment of UNISA to publish high-quality original scholarly research.
- 9.3.2 ensure the production of financially viable publications.
- 9.3.3 delineate the processes of editing, production and marketing of scholarly books and standardise the various levels of responsibility in publishing such books.
- 9.3.4 create a transparent, integrated and conducive management system in respect of all scholarly books published at UNISA and set clear parameters for the publication of such books.

9.4 Application

- 9.4.1 The policy applies to all scholarly books published bearing the UNISA branding.
- 9.4.2 Exclusions include textbooks, study guides, inaugural lectures, conference proceedings, fiction and non-fiction for general public consumption.

9.5 Principles

- 9.5.1 The book publishing programme is aligned with the double-blind peer-review process underwritten by the SPC for the publication of a range of scholarly books.
- 9.5.2 Scholarly works contribute to the furthering of interests of specific fields of study and have universal or specifically African appeal within the global scholarly community.
- 9.5.3 An agreement for each book and book series governs the relationship between the author(s), series editors and UNISA.
 - a) The agreement, entered into between UNISA, the series editors and all other parties, *inter alia*, establishes clear lines of responsibility and accountability in respect of permissions, deadlines, marketing, financial control, production, dispatch and distribution.
- 9.5.4 Co-publication of scholarly books may be considered subject to the following:
 - a) Other publishers may be offered works that have been published by UNISA with the purpose of international and/or extended distribution, association and sharing of costs and marketing initiatives.
 - b) In exceptional cases, works published by other publishers and offered to UNISA for co-publication may be considered on the basis of an acceptable level of scholarly review, to enhance the reputation of the University by association and where it is financially viable.
- 9.5.5 Co-publication agreements that only serve as a distribution channel for other publishers cannot be supported.
- 9.5.6 UNISA may publish book series on condition that unpublished works selected for inclusion in the series must follow the formal processes of the SPC. Series editors:

- a) must keep abreast of research in their specialised subject areas in order to attract and commission manuscripts of the highest quality.
- b) are responsible for soliciting manuscripts, to fill the gaps identified and to advance the profile of UNISA.
- c) ensure that the series is financially viable.

9.5.7 All scholarly books must be financially viable. This may require co-funding from external sources. Only in exceptional cases can the SPC approve a non-viable scholarly book. In such cases the SPC must provide a motivation for doing so.

9.6 Permissions

The following provisions regulate the granting of permissions:

- 9.6.1 Intellectual Property Policy
- 9.6.2 Academic Integrity Policy
- 9.6.3 The Berne Convention.¹
- 9.6.4 Copyright Law (Copyright Act 98 of 1978).

9.7 Rights granted

- 9.7.1 In terms of the memorandum of agreement, the author – as owner of copyright in the work – grants to the publisher, for the duration of the copyright in the work, the sole and exclusive right and licence to print or cause to be printed, to reprint or cause to be reprinted, to publish and license the production and publication of the work or any adaptation or any abridgement of the work or any substantial part of the work, in hard copy form and in electronic form, in all languages, for the legal term of copyright, throughout the world.
- 9.7.2 All rights under the copyright in the work not specifically assigned and transferred to the publisher in terms of the memorandum of agreement are reserved by the author.

9.8 Responsibility of UNISA regarding contractual agreements²

- 9.8.1 All contractual agreements regarding scholarly books are managed by the entity where they are published.
- 9.8.2 All contractual agreements must comply with the Department of Legal Services guidelines and the Policy on Supply Chain Management.
- 9.8.3 The duration of an agreement with an author of a book is restricted to a three-year period, as is the case with the various academic journals and other non-author agreements managed by UNISA.
- 9.8.4 Certain limitations of signing authority are set out in the Policy on Supply Chain Management that determines the appropriate official(s) who is/are authorised to

¹ *Encyclopædia Britannica. Encyclopædia Britannica Online Academic Edition.* Encyclopædia Britannica Inc., 2013.

² Refer to the Policy on Supply Chain Management

sign agreements, depending on the monetary value thereof. Non-adherence to these stipulations renders the agreement non-binding.

9.8.5 Since the contractual agreement specifies the roles of the author and the entity where it is published, the signed agreement must be in place *before* the production process commences.

9.8.6 The due diligence certificate must be signed online using i-Contracts.

10. PUBLISHING OF PEER-REVIEWED JOURNALS

10.1 Objectives

The objectives are to:

10.1.1 facilitate the publication of journals of high scholarly and editorial quality that are included in DHET accredited international indexes (e.g. ISI, IBSS, SCOPUS).

10.1.2 locate journal publishing bearing the UNISA branding within the international publishing landscape to disseminate knowledge as widely as possible.

10.1.3 ensure accessibility and the maintenance of a sustainable market for it.

10.1.4 ensure that journal publication is in accordance with best practices.

10.2 Purposes

The purposes of the policy pertaining to the publishing of accredited journals are to:

10.2.1 affirm the commitment of UNISA to high-quality original research.

10.2.2 take account of the increasing scholarly and financial importance of high-quality journals, as recognised by the Department of Higher Education and Training.

10.2.3 regulate support of all categories of journals published by UNISA and provide an enabling environment for this support.

10.2.4 delineate the processes of editing, production and marketing of such journals and standardise the various levels of responsibility.

10.2.5 create a transparent, integrated and conducive management system in respect of all journals published or managed at UNISA and set clear parameters for the publication of such journals.

10.2.6 clarify the various levels of financial support that the University provides for such journals and aim for the sustainability of each journal.

10.2.7 allow for the development of new journals, the re-evaluation of existing journals and the accreditation of all journals on an ongoing basis.

10.3 Application

The policy applies to all DHET accredited and non-accredited journals at any time published, produced or managed and/or co-published, co-produced and co-managed by UNISA.

10.4 Principles

Principles underlying the publication of journals are as follows:

- 10.4.1 All journals must adhere to the requirements as specified in the Research Outputs Policy of the DHET (2015).
- 10.4.2 Journal editors are responsible for plagiarism checking for all submissions.
- 10.4.3 All journals must be DHET accredited by either being listed with the DHET or the international indices as approved by the DHET annually. New journals must have formal plans for becoming accredited within five years from being created.
- 10.4.4 All journals must achieve financial break-even as a minimum. Journals that do not break even must have formal plans to achieve break-even point within three years. Journals that are unable to break even after three years will not receive further financial support from UNISA.
- 10.4.5 All journals must have a representative and active editorial board.
- 10.4.6 All journals must use rigorous peer review in order to assess submissions for publication. Articles that were not peer-reviewed or were rejected by the reviewers may not be published.
- 10.4.7 All journals must have succession plans in place for their editors and editorial boards.
- 10.4.8 The publication of journals is a joint and equitable enterprise between a journal (represented by the editor(s)) and UNISA.
- 10.4.9 The journal and its editor(s) and UNISA have both separate and joint editorial, financial, managerial and publishing responsibilities.
- 10.4.10 A mutually agreed and regulated formal agreement for each journal governs the relationship between the journal and UNISA. This agreement, *inter alia*,
 - a) establishes clear lines of responsibility and accountability in respect of deadlines, marketing, financial control, production, despatch and distribution.
 - b) establishes a code of conduct for the journal editor(s), editorial boards and UNISA.
 - c) responds to each journal individually in terms of tailoring quality control, sales plans, marketing plans and development plans for each journal.
 - d) complies with the requirements as set out in the Policy on Official Signing Powers.

11. PUBLISHING OF COMMISSIONED BOOKS

11.1 Objectives

The objectives are to:

- 11.1.1 facilitate the publication of commissioned books of high scholarly and editorial quality.
- 11.1.2 disseminate new knowledge as widely as possible.
- 11.1.3 ensure accessibility and the maintenance of a sustainable market for the commissioned books.
- 11.1.4 ensure that publication is in accordance with best practices.

11.2 Purposes

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

- 11.2.1 affirm the commitment of UNISA to commission high-quality original publications in support of its vision of *the African University shaping futures in the service of humanity* and to support the niche areas identified in the Research and Innovation Strategy 2016 – 2020.
- 11.2.2 take account of the increasing scholarly and financial importance of commissioned books.
- 11.2.3 delineate the processes of editing, production and marketing of such books and standardise the various levels of responsibility.
- 11.2.4 clarify the various levels of financial support that the University provides for such books and aim for the sustainability of each book.

11.3 Applications

The commissioning of works is based on:

- 11.3.1 important themes that support the niche areas in the Research and Innovation Strategy 2016 – 2020.
- 11.3.2 high-profile authors outside of UNISA.
- 11.3.3 substantial market demand for the works.
- 11.3.4 the financial viability of the books.

11.4 Principles

Principles underlying the provisions regarding commissioning publishing:

- 11.4.1 Commissioned works must be financially viable and must, as a minimum, achieve break-even point.

- 11.4.2 Authors of commissioned works must be prominent in stature and have an established public profile.
- 11.4.3 The commissioning publishing programme is aligned with the peer-reviewing process supported by the SPC.
- 11.4.4 The publication of commissioned works is a joint and equitable enterprise between the Commissioning Sub-Committee and UNISA.
- 11.4.5 An agreement for each book and book series governs the relationship between the author(s), series editors and UNISA.
- 11.4.6 The agreement, entered into between UNISA, the author/series editors and all other parties, *inter alia*, establishes:
 - 11.4.6.1 clear lines of responsibility and accountability in respect of deadlines, marketing, financial control, production, despatch and distribution
 - 11.4.6.2 a code of conduct for the series editor(s), editorial boards and UNISA.

12. DIGITAL PUBLISHING

12.1 Objectives

UNISA is committed to the United Nations Global Compact and specifically to the principles of environmental sustainability. This is given effect by reducing the carbon footprint associated with the printing of publications as well as with the general publishing processes.

12.2 Purpose

- 12.2.1 Digital publishing can assist in reducing the cost of publishing.
- 12.2.2 Digital publishing also allows for wider distribution of publications at a lower cost, making it more accessible.

12.3 Application of these provisions

Digital publishing applies to all journals, scholarly books and commissioned works.

12.4 Principles

Principles underlying the provisions regarding digital publishing:

- 12.4.1 Digital publishing of UNISA branded publications serves to save on production costs, with printing/print-on-demand as an option.
- 12.4.2 Digital publishing serves to encourage wide dissemination and optimal discoverability of UNISA publications.
- 12.4.3 Digital publishing serves to perpetuate availability of scholarly works on the market.
- 12.4.4 The target market should be considered when considering digitising publications. Not all publications will be suitable for digitisation.

12.5 Distribution of digital content

Digital content can be distributed and archived via various platforms and repositories, including the following:

- 12.5.1 existing platforms available through current and potential publishing partners
- 12.5.2 UNISA platform(s)
- 12.5.3 institutional repository hosted by UNISA Library
- 12.5.4 other South African university press platforms
- 12.5.5 external open access platforms
- 12.5.6 commercial sales and distribution platforms which allow for free dissemination of content.

13. OPEN ACCESS

13.1 Objectives

The objectives are to:

- 13.1.1 give access to UNISA's scholarly publications to a wide audience.
- 13.1.2 disseminate new knowledge as widely as possible.
- 13.1.3 ensure accessibility and the maintenance of a sustainable market for its scholarly publications.
- 13.1.4 ensure that publication is in accordance with best practices.

13.2 Purposes

The purposes of the policy pertaining to open access are to:

- 13.2.1 affirm the commitment of UNISA to provide wide access to high-quality original publications in support of its vision of *the African University shaping futures in the service of humanity* and to support the niche areas identified in the Research and Innovation Strategy 2016 – 2020.
- 13.2.2 take account of the increasing scholarly importance of its publications.
- 13.2.3 clarify the various levels of financial support that the University provides with the aim of financial sustainability.

13.3 Application of provisions

- 13.3.1 Open access is potentially available to all journals through green or gold open access.
- 13.3.2 Open access is potentially available to scholarly books for which there is no continuing market in print.

13.4 Principles

UNISA is a signatory of the Berlin Declaration on Open Access.

14. LICENSING

14.1 All agreements must be vetted by the UNISA Legal Services Department.

14.2 UNISA supports the Creative Commons attributions.

14.3 The attribution is determined when the Senate Publications Committee commissions or accepts books, with the vetting of the associated sub-committees of the Senate Publications Committee, in consultation with relevant stakeholders (e.g. authors, UNISA Legal Services Department, relevant managing editor or UNISA).

15. COPYRIGHT

15.1 All agreements must be vetted by the UNISA Legal Services Department.

15.2 Standard agreements must be entered into with all authors, journal editors, editorial boards and societies (journals) and co-publishers.

15.3 UNISA will amend and update existing publication agreements to include digital rights and open access stipulations.

16. POTENTIAL PARTNER ORGANISATIONS

16.1 UNISA supports:

16.1.1 the establishment and development of partnerships with organisations and institutions involved in competitive or collaborative open access initiatives.

16.1.2 engagement with commercial scholarly publishers and university presses regarding open access.

16.2 Partnering should only be considered where it is financially viable to UNISA to do so.

17. IMPLEMENTATION OF POLICY

This policy will become effective from the date on which Council approves it.

