

R I M S

(Research Information Management System)



TRAINING MANUAL

RESEARCH OUTPUTS

Publications Dated 2017

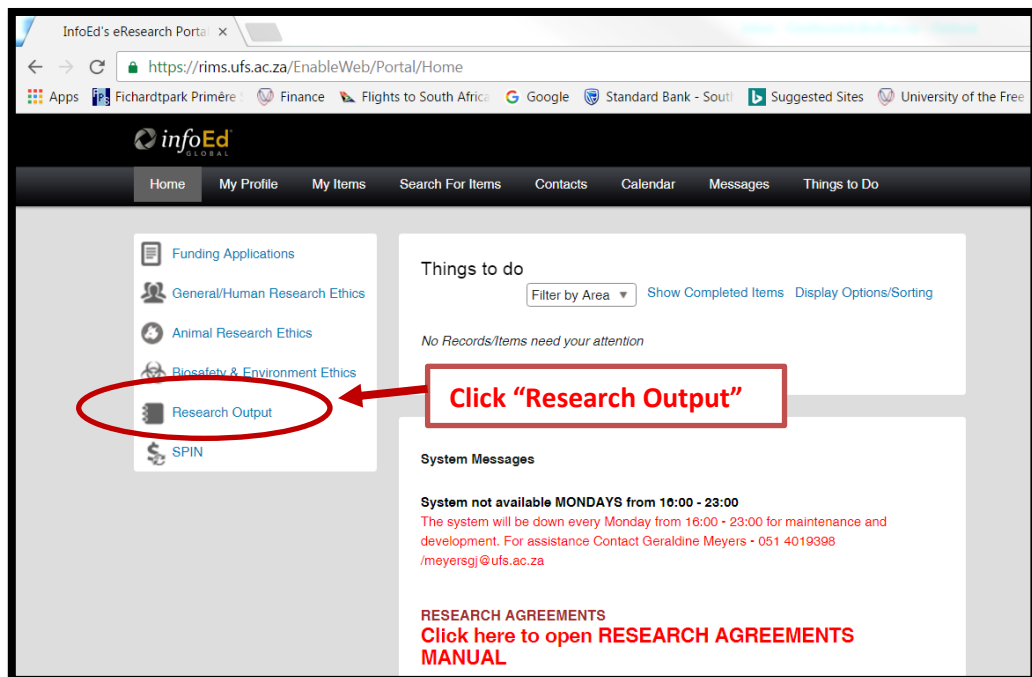
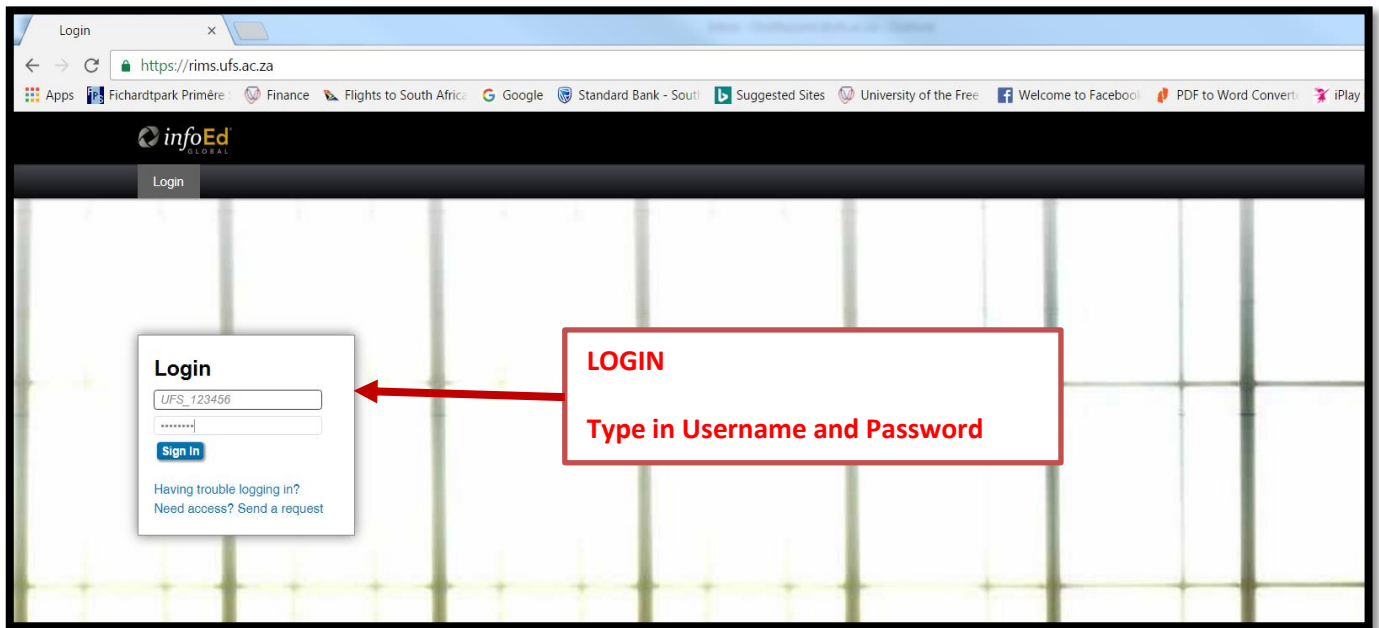
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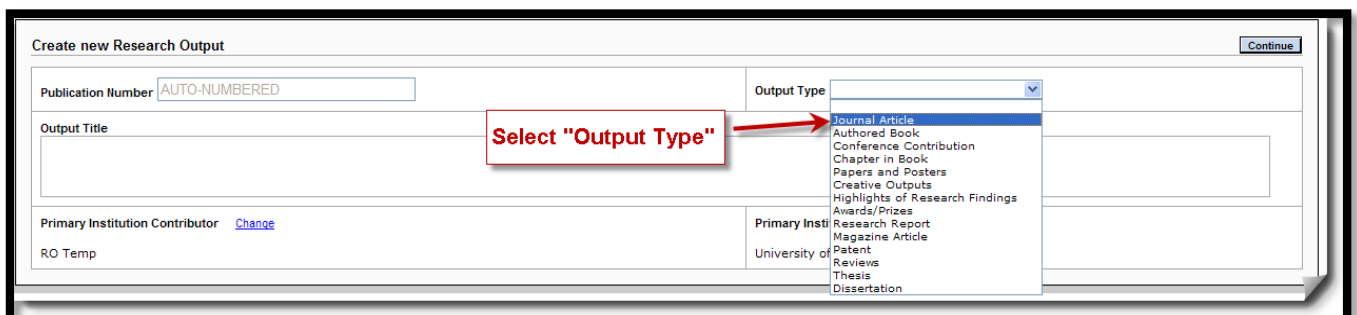
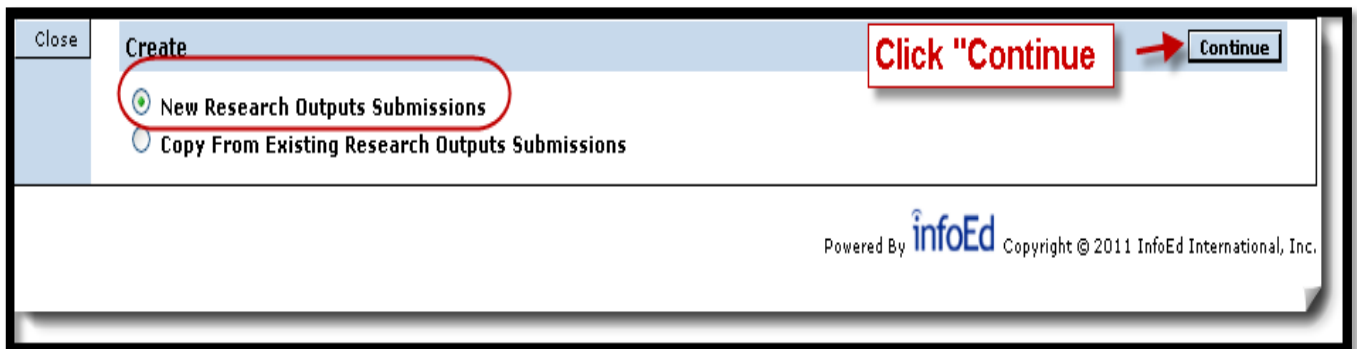
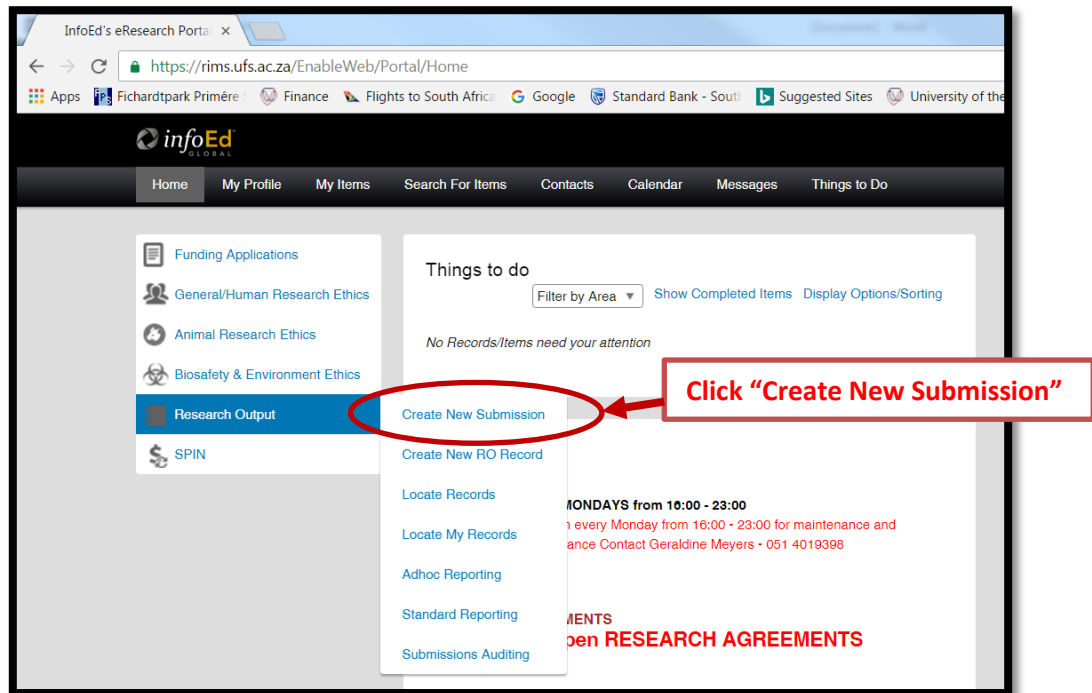
1. LOGIN TO RIMS

URL FOR RIMS: <https://rims.ac.za/login.asp>

Login address



2. CAPTURE ACCREDITED JOURNAL



Create new Research Output Continue

Publication Number Output Type

Output Title

Primary Institution Contributor [Change](#) Primary Institution Department [Change](#)

RO Temp University of the Free State

Publication Number Output Type

Title

B *I* U [abc](#) Paragraph (inherited font) (inherited size)

A fresh look at the semiconductor bandgap using constant current data - Output title of publication

1. Type in "Output Title"

2. If you copy and paste any info from another document please change the format in this field. Highlight the the title and use the formatting buttons - same as in a "Word" document

Please do not put a fullstop at the end of the title of a

CHANGE THE "PRIMARY INSTITUTION CONTRIBUTOR"

Create new Research Output Continue

Publication Number Output Type

Output Title

Primary Institution Contributor [Change](#) Primary Institution Department [Change](#)

RO Temp University of the Free State

Click on "Change" if the contributor is not the same person as the one capturing

Personnel

1. Choose letter for contributors surname

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Coertzen Gert Philosophy (Bloemfontein Campus) UFS_0851678 Select

Search for a particular entry Filter by Position Filter by Institution

Profiles with more than one department are listed with Primary Department first.

2. Type in contributors surname

3. Click on "V" for dropdown of surnames

Create new Research Output

2. Once all the fields are completed click "Continue"

Continue

Publication Number: AUTO-NUMBERED

Output Type: Journal Article

Output Title:
Type in output title

1. Check contributor, department and campus

Primary Institution Contributor: Mr Gert Coertzen

Primary Institution Department: Philosophy (Bloemfontein Campus)

If the "internal contributor" affiliation to a campus/department is not correct or authors not on the RIMS system please sent an email to Lelani Oosthuizen. The following information is required: author's initials and surname, affiliation and personnel/student number.

a fresh look at the semiconductor bandgap using constant current data

Mr Gerhard GL Coertzen - Philosophy (Bloemfontein Campus)

Research Output: UFS-028462

Document/Form Add

JOURNAL ARTICLES

Type: Information Sheet

Status: Incomplete

Submit

Click "Journal Article"

EDIT – EFORM

JOURNALS

Completed

Reporting & Publication year set as default

UNIVERSITY OF THE FREE STATE
SITEIT VAN DIE VRYSTAAT
UNIVERSITHI YA FREISTATA

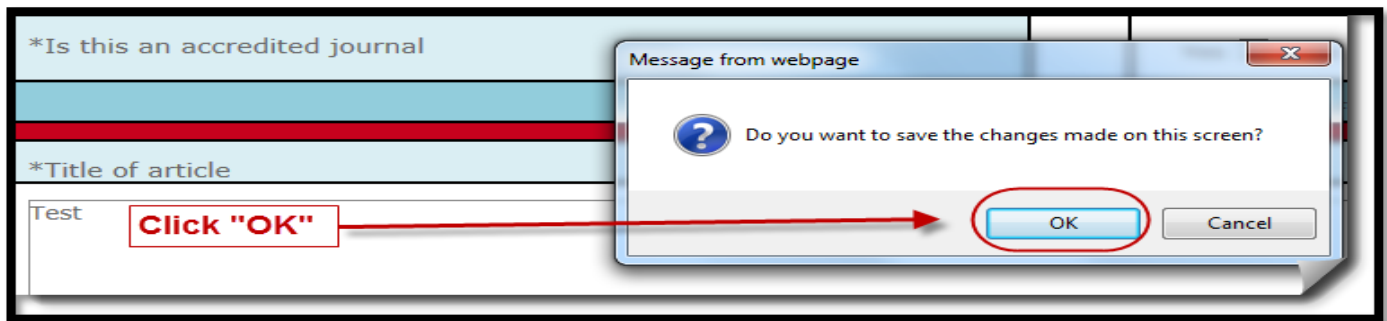
UFS UV

JOURNAL ARTICLES

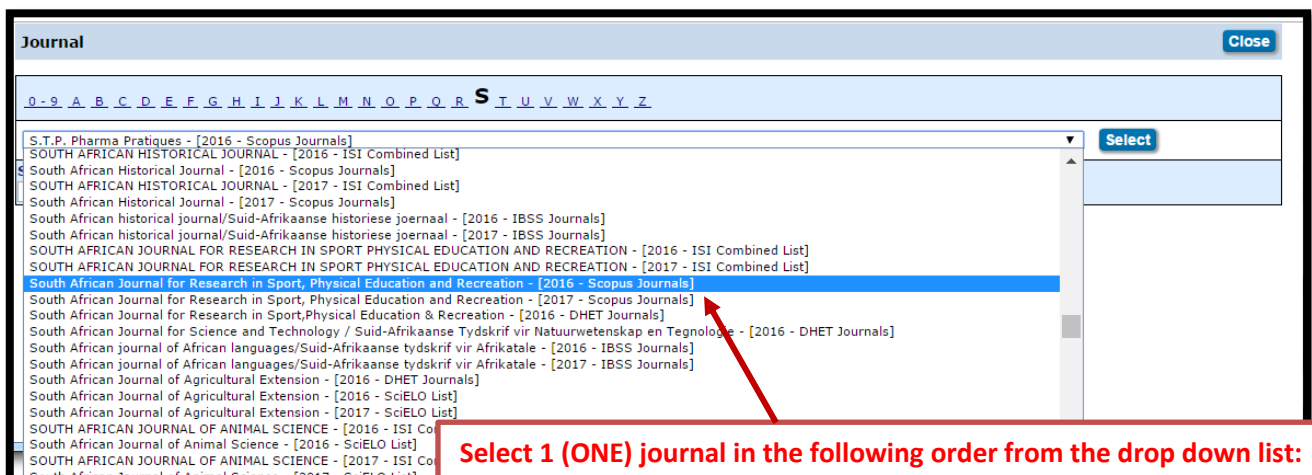
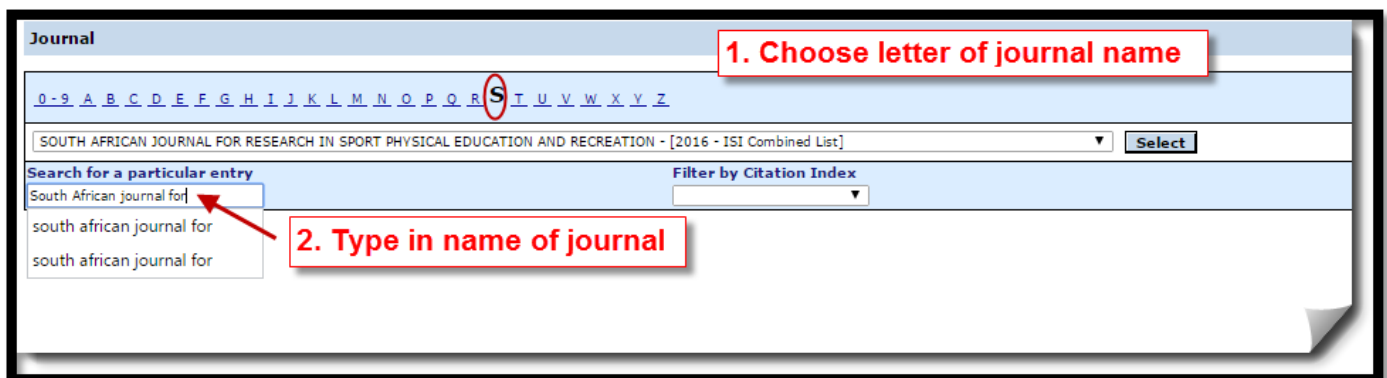
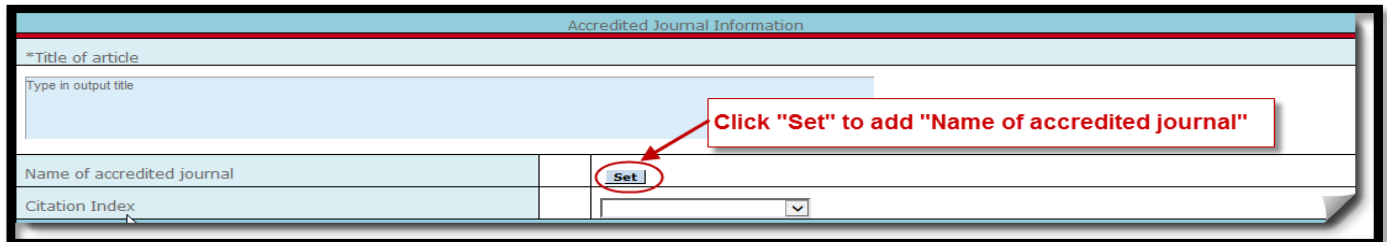
General Information

*Report Year (2017)	2017	*Publication Year (2016)	2016
*Is this an accredited journal		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

For late publication (2016 date) change "Publication Year" 2016. Please send a motivation letter from the publisher for late submission together with the article to DRD. Error or negligence is not a satisfactory reason for late submission.



SELECT ACCREDITED JOURNAL






- Select 1 (ONE) journal in the following order from the drop down list:
1. 2017 – IS Combined List
 2. 2017 – IBSS Journals
 3. 2017 – Scopus Journals
 4. 2017 – Norwegian List
 5. 2017 – SiELO List
 6. 2017 – DHET Journals

Name of accredited journal	Name of accredited journal and Citation Index 2016 (ISI, IBSS etc)	SOUTH AFRICAN JOURNAL FOR RESEARCH IN SPORT PHYSICAL EDUCATION AND RECREATION Set Clear
Citation Index		2016 - ISI Combined List ▼

PAGE DETAILS

Name of non accredited journal		Complete "Journal Page Details" - only numbers (not ?/-)			
Journal Page Detail					
*Volume	45	*Number	2	Month/Session	June 2011
*Page From	3	*Page to	10	*Total number of pages	8
Contributors Detail					

SAVE EFORM

UFS-018861 - Miss Bernice B Baard Journal Articles																	
<div>    </div> <div> <div>UFS-018861</div> <div>"SAVE"</div> </div>																	
<div> <div>Journal Page Details</div> <table border="1"> <tr> <td>*Volume</td> <td>45</td> <td>Number</td> <td>2</td> <td>Month/Session</td> <td>June 2014</td> </tr> <tr> <td>*Page From</td> <td>3</td> <td>*Page to</td> <td>10</td> <td>Total number of pages</td> <td>8</td> </tr> </table> </div>						*Volume	45	Number	2	Month/Session	June 2014	*Page From	3	*Page to	10	Total number of pages	8
*Volume	45	Number	2	Month/Session	June 2014												
*Page From	3	*Page to	10	Total number of pages	8												

NB: Please remember to "SAVE".
Save button - top, on left side of Eform

DIGITAL OBJECTIVE IDENTIFIER (DOI) NUMBER

Journal Page Details					
*Volume		Number		Month/Session	
*Page From		*Page to		*Total Number of	
Digital Object Identifier (DOI) Number <i>(Search for DOI Number for Online Journals)</i>					Type or copy and past the DOI number of an article in field.

DOI number on an article.

Applied Linguistics 2015, 36/2: 261-264 © Oxford University Press 2014
doi:10.1093/applin/amu074 Advance Access published on 8 December 2014

FORUM

Moving Where? A Reaction to
Slabakova *et al.* (2014)

KEES DE BOT

Department of Applied Linguistics, University of Groningen; University of Panonnia
and University of the Free State
E-mail: c.l.j.de.bot@rug.nl

Down

INTERNAL AND EXTERNAL CONTRIBUTORS

Internal Contributors

If the “internal contributor” affiliation to a department is not correct or authors not on the RIMS system please sent an email to Lelani Oosthuizen. The following information is required: author’s initials and surname, affiliation and personnel/student number.

Contributors Detail

Internal Click to add "Internal Contributor" [Add Personnel](#)

Primary	Name	Published as Last	First	Department	Weighting (Manual <input type="checkbox"/>)	Roles	Security	Sequence	Remove
<input checked="" type="radio"/>	Baard, Bernice	Baard	Bernice	Hebrew (Bloemfontein Campus)	100			1 <input type="text"/>	

External [Add External](#)

Name	Published as Last	First	Institution	Sequence	Remove
------	----------------------	-------	-------------	----------	--------

Personnel

2. Type in surname

1. Select letter for surname

3. Click "V" to select contributor

A B C D E F G H I J K L M **N** O P Q R S T U V W X Y Z

Naude, Adele A Research Development (Bloemfontein Campus) UFS_2012192957 **V** Select

Search for a particular entry Filter by Position Filter by Institution

naude University of the Free State

Profiles with more than one department are listed with Primary Department first.

Select contributor (staff number) affiliated to the department/campus as stated on hard copy

Personnel

Click "Select"

A B C D E F G H I J K L M **N** O P Q R S T U V W X Y Z

Naude, Jacobus JA Hebrew (Bloemfontein Campus) UFS_0026831

Search for a particular entry Filter by Position Filter by Institution

Naude, J] x University of the Free State

Profiles with more than one department are listed with Primary Department first.

NB: Students who published have in most cases a personnel number. Select the student's staff number, affiliated to the department as stated in publication.

NB: Where affiliation of the student is "Research Development" please send the name of the student, staff number and department via e-mail to Lelani Oosthuizen. The student will be linked on the RIMS system to the correct department as stated in publication. An e-mail will be send to you if the student is linked to the correct department.

1. Internal Contributor added

Contributors Detail

2. Check "Sequence"

Add Personnel

Primary	Name	Published as	Last	First	Department	Weighting	(Manual)	Roles	Security	Sequence	Remove
<input checked="" type="radio"/>	Baard, Bernice	Baard	Bernice		Hebrew (Bloemfontein Campus)	50				1	
<input type="radio"/>	Naude, Jacobus	Naude	Jacobus		Hebrew (Bloemfontein Campus)	50				2	

Internal

Add External

Name	Published as	Last	First	Institution	Sequence	Remove
------	--------------	------	-------	-------------	----------	--------

External Contributors

External authors MUST NOT be added as "Default Sponsor".

1. EXTERNAL CONTRIBUTOR - CONTRIBUTOR ON RIMS SYSTEM

Internal Add Personnel

Primary	Name	Published as	Department	Weighting	Roles	Security	Sequence	Remove
	Last	First		(Manual)				
<input checked="" type="radio"/>	Oberholzer, Marsha	Oberholzer	Marsha	Optometry	50		1	
<input type="radio"/>	Louw, Wynand	Louw	Wynand	Anatomical Pathology	50		2	

External Add External

Name	Published as	Institution	Sequence	Remove
	Last	First		

Click to add "External Contributor"

Contacts Add New Close

0 - 9 **A** B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1. Click "A" to add Agenbag from University of Stellenbosch

3. Name of external contributor - Click "Select"

Agenbag, G A - University of Stellenbosch Select

Search for a particular entry Filter By

agen x

2. Type in Agenb

Internal Add Personnel

Primary	Name	Published as	Department	Weighting	Roles	Security	Sequence	Remove
	Last	First		(Manual)				
<input checked="" type="radio"/>	Baard, Bernice	Baard	Bernice	Hebrew (Bloemfontein Campus)	50		1	

External Add External

Name	Published as	Institution	Sequence	Remove	
	Last	First			
Agenbag, G A	Agenbag	G A	University of Stellenbosch	2	

External contributor and Institution added

2. EXTERNAL CONTRIBUTOR – CONTRIBUTOR INSTITUTION AVAILABLE IN RIMS SYSTEM

External Add External

Name	Published as	Institution	Sequence	Remove
	Last	First		

Other Details

Click "Add External"

The Top 10 fungal pathogens in molecular plant pathology

RALPH DEAN¹, JAN A. L. VAN KAN², ZACHARIAS A. PRETORIUS³, KIM E. HAMMOND-KOSACK⁴, ANTONIO DI PIETRO⁵, PIETRO D. SPANU⁶, JASON J. RUDD⁴, MARTY DICKMAN⁷, REGINE KAHMANN⁸, JEFF ELLIS⁹ AND GARY D. FOSTER^{10,*}

Add G D Foster - not on RIMS

¹Department of Plant Pathology, Fungal Genomics Laboratory, North Carolina State University, PO Box 7251, Raleigh, NC 27695, USA

²Wageningen University, Laboratory of Phytopathology, Droevendaalsesteeg 1, 6708 PB Wageningen, the Netherlands

³Department of Plant Sciences, University of the Free State, Bloemfontein 9300, South Africa

⁴Department of Plant Pathology and Microbiology, Rothamsted Research, Harpenden, Hertfordshire, AL5 2JQ, UK

⁵Departamento de Genética, Universidad de Córdoba, Campus de Rabanales, Edificio Gregor Mendel C5, 14071 Córdoba, Spain

⁶Department of Life Sciences, Imperial College London, South Kensington Campus, London, SW7 2AZ, UK

⁷Institute for Plant Genomics and Biotechnology, Department of Plant Pathology and Microbiology, Texas A&M University, College Station, TX 77843, USA

⁸Max-Planck-Institut für terrestrische Mikrobiologie, Karl-von-Frisch-Straße 10, D-35043 Marburg, Germany

⁹CSIRO-Plant Industry GPO Box 1600, Canberra, ACT 2601, Australia

¹⁰School of Biological Sciences, University of Bristol, Bristol, BS8 1UG, UK

G D Foster - affiliation

https://ufs.rims.ac.za/PopupSelectList.asp?system=XR&NewEC=1&PFacultyID=&ShowFil...

2. If not already in RIMS, click "Add New"

Contacts Add New Close

0-9 **A** B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Aalbers, Julia L - Default Sponsor Select

Search for a particular entry Filter By

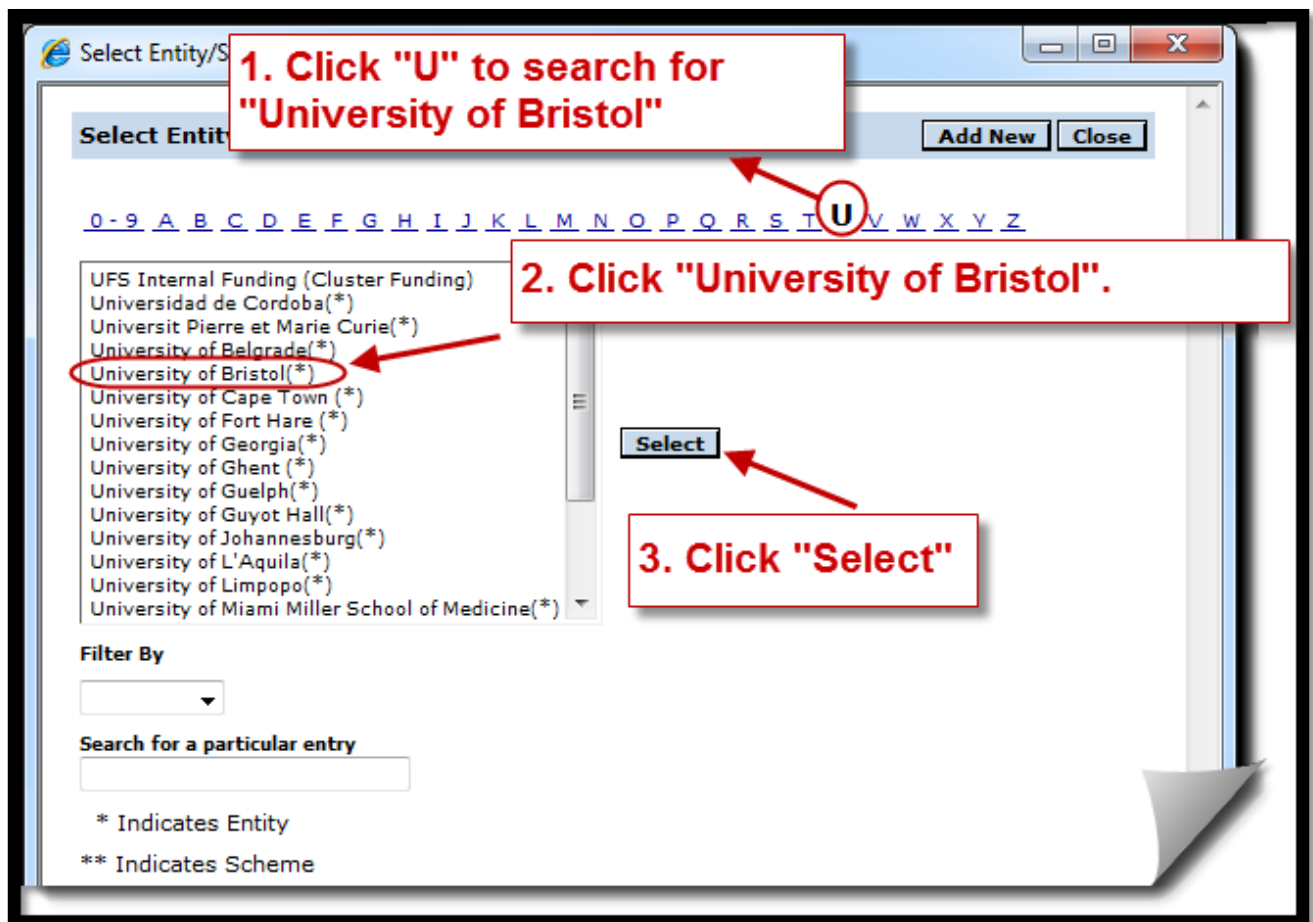
**1. Check if "External Contributor" Foster G D do not appear already on RIMS attached to his affiliation in the publication or "External Institution/Organisat".
Not attached to "Default sponser".**

Local intranet | Protected Mode: Off 100%

Contact - New 1. Fill in the fields as indicated Use Profile and Close

Salutation		MI	G D
First Name	G D	Suffix	
Last Name	Foster	Phone	
Title		Fax	
Address		Email	
		Entity/Sponsor	<u>Set</u>
City			
Province			
Post Code			
Mail Stop Code			
Country	U.S.A.		

2. Click "set" to add "External Institution/organization"



External						Add External
Name	Published as		Institution	Sequence	Remove	
Foster, G D	Last	First	University of Bristol	2		

"External contributor" added

3. EXTERNAL CONTRIBUTOR – INSTITUTION OF EXTERNAL CONTRIBUTOR NOT AVAILABLE ON PUBLICATION:

External

Click "Add External"

Add External

Name	Published as		Institution	Sequence	Remove
Last	First				
Other Details					

Click "Add External"

https://ufs.rims.ac.za/PopupSelectList.asp?LETTER=G&system=XR&NewEC=1&PFacultyI...

2. If not already in RIMS, click "Add New"

Contacts

[Add New](#) [Close](#)

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) **G** [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Gabor, J J - Default Sponsor [Select](#)

Search for a particular entry Filter By

1. Check if "External Contributor" Green D P do not appear already on RIMS attached to "External Institution/Organisat". Not attached to "Default sponser".

[Add New](#) [Local intranet | Protected Mode: Off](#) [100%](#)

Contact - New

1. Fill in the fields as indicated

Use Profile and Close

Salutation

First Name

Last Name

Title

Address

MI

Suffix

Phone

Fax

Email

Entity/Sponsor [Set](#)

2. Click "set" to add "External Institution/organization"

Select Entity/Sponsor Add New Close

0-9 A B C D **E** F G H I J K L M N O P Q R S T U V W X Y Z

Economic Society of South Africa
 Ethiopian Development Research Institute(*)
 External Institution/Organisation (*)

2. Click "Select"

Select

Filter By

Search for a particular entry

* Indicates Entity
 ** Indicates Scheme

Contact - External Institution / Organisation Use Profile and Close

Salutation

First Name

Last Name

Title

Address

MI

Suffix

Phone

Fax

Email

Entity/Sponsor [Set](#) External Institution / Organisation

Click "Use Profile and Close"

External Add External

"External contributor" affiliation not available added

Name	Published as	First	Institution	Sequence	Remove
Foster, G D	Foster	G D	University of Bristol	2	
Green, D P	Green	D P	External Institution / Organisation	3	

Other Details

4. EXTERNAL CONTRIBUTOR – INSTITUTE NOT AVAILABLE ON RIMS:

External				
Name	Published as	Institution	Sequence	Remove
Last	First			

Other Details

Click "Add External" → Add External

https://ufs.rims.ac.za/PopupSelectList.asp?system=XR&NewEC=1&PFacultyID=&ShowFil...

Contacts

2. Click "Add New" → Add New Close

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Aalbers, Julia - External Institution / Organisations Select

Search for a particular entry Filter By

1. Check if "External Contributor" Shipman D do not appear already on RIMS attached to "Kenyatta University". Not attached to "Default sponser".

Local intranet | Protected Mode: Off 100%

Contact - New

1. Fill in information of R Shipman

Save Close

Salutation

First Name R

Last Name Shipman

MI R

Suffix

Home Phone

Work Phone

Mobile Phone

Fax

Email

City

Province

Post Code

Mail Stop Code

Country U.S.A.

Entity/Sponsor Set

Do not contact

Do not send bulk eMails

2. Click "Set"

CREATING A NEW ENTITY

Select Entity/Sponsor Add New Close

0-9 A B C D E F G H I **K** L M N O P Q R S T U V W X Y Z

Knowledge Fields Development (KFD) - NRF (South Africa)
Knowledge Interchange and Collaboration (KIC) - NRF (South Africa)

1. Check if "Kenyatta University" do not appear already on RIMS.

Select

2. Click "Add New" if the institution do not appear on the RIMS.

Filter By

Create New Entry in Contact Po **2. Click "Continue"** Continue

☒ **Create New External Entity**

1. Click "Create External Entity"

New Sponsor will add a new sponsor to the system.
New External Entity will add a new entity to the system.
New External Contact will add a new contact thru the Contact Management Portal.
New Internal Contact will add a new record to the system faculty/personnel listing.

Entity - New Save Close

2. Save
3. Close

1. Fill in the institutions name and information available

Entity Name:
Entity Abbreviation:
Address:

City:
State/Province:
Post Code:
Country:

Contact - New Save Close

Salutation

First Name MI

Last Name Suffix

Title

Address

City

Province

Post Code

Mail Stop Code

Country Entity/Sponsor Set Kenyatta University

Home Phone

Work Phone

Mobile Phone

Fax

Email

Do not contact ☐

Do not send bulk eMails ☐

1. Save
2. Close

Affiliation added

Contacts Add New Close

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select

Click "Select"

Search for a particular entry Filter By

External **"External contributor" added** Add External

Name	Last	First	Institution	Sequence	Remove
Foster, G D	Foster	G D	University of Bristol	2	
Green, D P	Green	D P	External Institution / Organisation	3	
Shipman, R	Shipman	R	Kenyatta University	4	

KEYWORDS

Keywords

Add **Clear**

Click "Add"

Keywords

0-9 A **B** C D E F G H I J K L M N O P Q R S T U V W X Y Z

Background Noise
Background Radiation
Bacteriology
Bahamas
Bahrain
Bakery Products
Balance
Baltic Languages/Literature
Baltic Sea
Baltic States

Select

4. Highlight

3. Click "Go"

2. Type "Bacteriology"

4. Click "select"

Use "Keywords" available

Search
Bacteriology **GO**

☐ Agriculture
☐ Education
☐ Energy
☐ Engineering
☐ Geographical
☐ Humanities
☐ Law
☐ Management and Commerce
☐ Medicine
☐ Other
☐ Science and Technology
☐ Social Sciences

Keywords

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Grapes **Select**

☐ Agriculture
☐ Education
☐ Energy
☐ Engineering
☐ Geographical
☐ Humanities
☐ Law
☐ Management and Commerce
☐ Medicine
☐ Other
☐ Science and Technology
☐ Social Sciences

Search
 GO

1. Click "Save"
2. Click "Close"

Keywords added

Selected Keywords

(☐ All)
☐ Bacteriology
☐ Bahrain

Remove

Keywords

Bacteriology
Bahrain
Grapes
Abstract

Set **Clear**

"Keywords" added

ABSTRACT

Other Details	
Keywords	
Bacteriology Bahrain Grapes	<input type="button" value="Set"/> <input type="button" value="Clear"/>
Abstract	

Click to type/copy "Abstract"

Keywords	
Bacteriology Bahrain Grapes	<input type="button" value="Set"/> <input type="button" value="Clear"/>
Abstract	
Type or copy abstract	

Abstract type/copy and past

IMPACT FACTOR (IF) OF A JOURNAL

Keywords	1. Click on "URL" to open the "ISI Web of Knowledge" to search. Only for the Impact Factor (IF) of journals listed on the Web of Science (Science, Social Science & Arts & Humanities)	
<input type="button" value="Add"/> <input type="button" value="Clear"/>		
Abstract		
Impact Factor (URL link for the Web of Science List) http://admin-apps.webofknowledge.com/JCR/JCR?RQ=LIST_SUMMARY_JOURNAL		
OR open the link for the SJR Scimgo Ranking Journal List		
SJR Scimgo Ranking Journal List		
0	00.000	4. Type the "IF" of journal in field

2. For journal's "IF" not on the ISI list "click SJR Scimgo list" to open.

3. Journals only on the "DHET List" have no "IF"

CESM CODES FOR PUBLICATIONS

Only for publications qualify for subsidy according to the stipulated criteria of DHET
Please ask the "author" for the correct CESM code.

Save Classification Section

Click "Select Codes from Hierarchy" to add CESM Code

Classification Codes

CESM Current [Select Codes from Hierarchy](#) or 05 05 - Communication x ***Add** ***Remove**

*CodeValue	*Name	*All
0 5	05 - Communication, Journalism and Related Studies	<input type="checkbox"/>

RIMS [Select Codes from Hierarchy](#) or Enter New Code ***Add** ***Remove**

**No records found*

CESM Current

1. Tick "CESM code"

Select

Close

2. Click "Select"

CodeValue		Select	Name
0	1	<input checked="" type="checkbox"/>	01 - Agriculture, Agricultural Operations and Related Sciences
0	2	<input type="checkbox"/>	02 - Architecture and the Built Environment
0	3	<input type="checkbox"/>	03 - Visual and Performing Arts
0	4	<input type="checkbox"/>	04 - Business, Economics and Management Studies
0	5	<input type="checkbox"/>	05 - Communication, Journalism and Related Studies
0	6	<input type="checkbox"/>	06 - Computer and Information Sciences
0	7	<input type="checkbox"/>	07 - Education
0	8	<input type="checkbox"/>	08 - Engineering

RIMS (HYBRID) CODE FOR PUBLICATION

Save Classification Section

Classification Codes

CESM Current
[Select Codes from Hierarchy](#)
or

*CodeValue	*Name	*All
0 1	01 - Agriculture, Agricultural Operations and Related Sciences	<input type="checkbox"/>

RIMS
[Select Codes from Hierarchy](#)
or

**No records found*

Click "Select Codes from Hierarchy" to add RIMS Code

RIMS

2. Click "Select" →

CodeValue	Select	Name
A		Natural sciences, technology & engineering
A 0 4 1 0 9 1 1 0 1	<input type="checkbox"/>	Agricultural biotechnology
A 0 8 1 0 9 1 2 0 1	<input type="checkbox"/>	Agricultural economics
A 1 2 1 0 9 1 3 0 8	<input type="checkbox"/>	Agricultural engineering
A 1 6 2 0 1 0 3 0 4	<input type="checkbox"/>	Agricultural management
A 2 0 1 0 9 9 9 0 1	<input type="checkbox"/>	Agriculture
		Agrometeorology
		Animal production
		Aquaculture
A 3 6 1 0 9 0 2 0 1	<input type="checkbox"/>	Crop and pasture production (including rice)
A 4 0 1 0 9 0 7 0 1	<input type="checkbox"/>	Fisheries
A 4 4 1 0 9 0 8 0 1	<input type="checkbox"/>	Food sciences and technology
A 4 8 1 0 9 0 6 0 1	<input type="checkbox"/>	Forestry sciences
A 5 2 1 0 9 9 9 0 1	<input type="checkbox"/>	Game ranching and farming

1. Tick "RIMS Code" applicable to publication

Only for publications qualify for subsidy according to the stipulated criteria of DHET
Please ask the "author" for the correct RIMS (HYBRID) code.

CESM and RIMS Classification Codes

Save Classification Section

Classification Codes

CESM Current CESM & RIMS Codes added *Add *Remove

*CodeValue	*Name	*All
0 1	01 - Agriculture, Agricultural Operations and Related Sciences	<input type="checkbox"/>

RIMS *Add *Remove

*CodeValue	*Name	*All
A 0 4 1 0 9 1 1 0 1	Agricultural biotechnology	<input type="checkbox"/>

Click "Save"

Save

FINALISE SUBMISSION

UFS-018872 - Mrd
Journal Articles

UFS-018872
JOURNALS
Snapshot

JOURNALS

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

JOURNAL ARTICLES

General Information

*Reporting Year (2015)	2015	*Publication Year (2014)	2014
*Is this an accredited journal		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Completed ☒ Submit

1. Click "Completed"
2. Click "Submit"

UFS-018862
JOURNALS
Snapshot

JOURNALS

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

JOURNAL ARTICLES

General Information

*Reporting Year (2015)	2015	*Publication Year (2014)	2014
------------------------	------	--------------------------	------

Completed ☒ Submitted Date: 18-Aug-2014 3:54:14 PM

2. Click "Done"

1. Publication successful captured, completed and submitted

Submission **UFS-018872 - Miss Bernice B Baard** "Type in output title " (Under Development)

[Refresh Route](#) Route Path - **Faculty Admin Approval** [Add New Person to Review Path](#) **Submit**

Step 1	Faculty Admin Approval	Miss Charné CC Vercueil
Step 2	FYI	Miss Bernice B Baard

"Submit" for Faculty Admin Approval

SUPPORTING DOCUMENT

NB: A hardcopy of the publication must be submitted to the Faculty Research Co-ordinator/Directorate: Research Development for all publications qualifying for subsidy according to the stipulated criteria from DHET.

Test2 - History (Bloemfontein Campus)

Document/Form	Type	Status
JOURNAL ARTICLES		Completed

Click "Add" to "upload" publication

Add Components - Windows Internet Explorer

Upload Upload Close

Upload new document

Name:

Location: **Browse...**

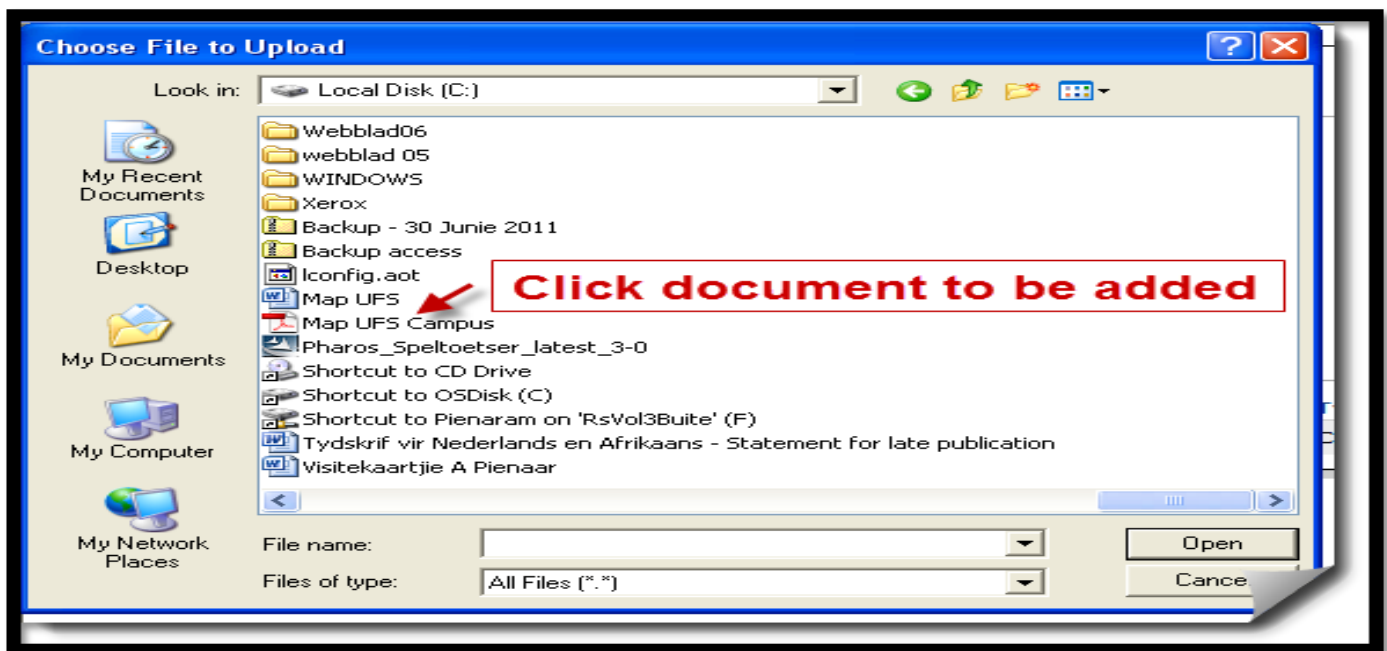
Category: Audio / Video Clip

Folder:

Click "Browse" to add document on your Computer

Add Components

Form Name	Type	Add
Upload Hard Copy	Conditional Use	<input type="checkbox"/>



Upload

1. Type in "Name of document"

2. Click "Upload"

4. Click "Close"

3. Select "Publication Copy"

Name of document you have added

Upload new document

Name: Type in Name of article

Location: Name of document

Category: Publication Copy

Folder

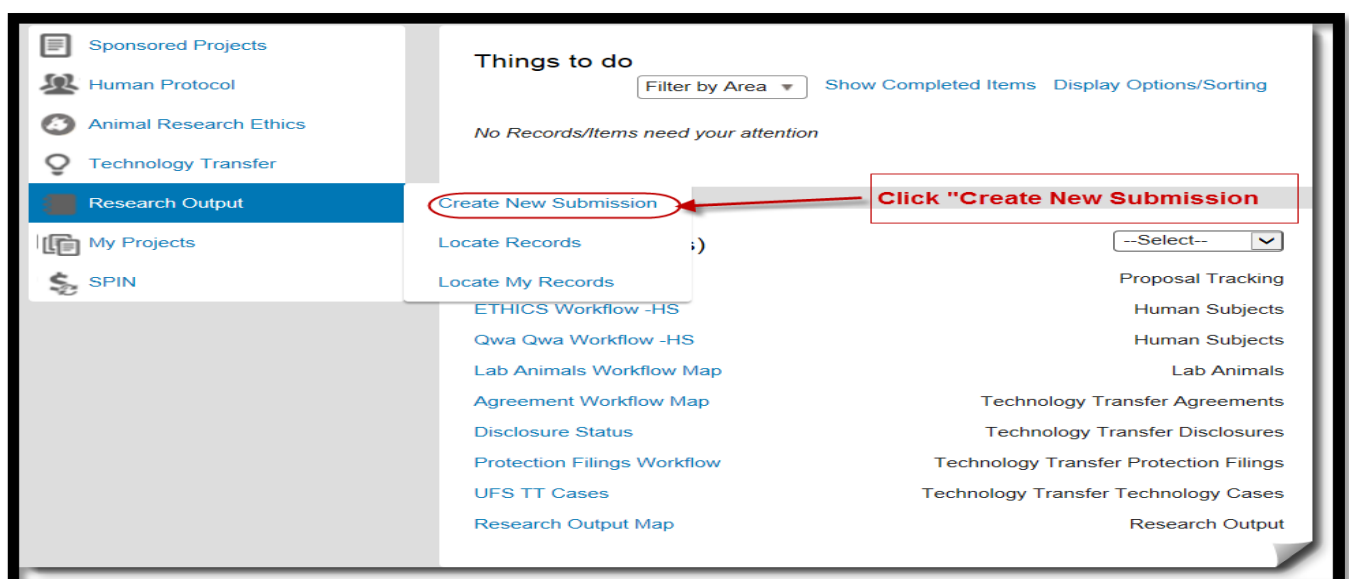
Add Components

Form Name	Type
Upload Hard Copy	Conditional Use

Upload

Close

3. COPY FROM EXISTING PUBLICATION



Close

Create From Existing Browse for Submission

Publication Number to copy: Continue 2. Click "Continue"

New Number: 1. Type in publication number you want to copy "ufs-1234567"

* The new submission will include the same e-form package and submission data as the original submission, and can subsequently be modified without affecting the original record. The e-form package in the copy will need to be marked completed and submitted through the appropriate routing process.

Submissions - Windows Internet Explorer

Done Back Save Help Support Show Test

1. Please write the "Research Output number" on hard copy. Research Output
UFS-023108

Document/Form Add	Type	Status
JOURNAL ARTICLES		Incomplete (Mandatory Form)

2. Click on "JOURNAL"

Do the required changes in E-form. Save/Complete/Submit/Done

UFSoyen Jour

UFS-018862 JOURNALS JOURNALS

2. Click "Done"

Completed ☒ Submitted Date: 18-Aug-2014 3:54:14 PM

1. Publication successful captured, completed and submitted

JOURNAL ARTICLES

General Information

*Reporting Year (2015)	2015	*Publication Year (2014)	2014
------------------------	------	--------------------------	------

4. NON-ACCREDITED JOURNAL

Follow the same steps as per page 4 with difference:

UFS-023116 - Mrs Anna-Marie A Pienaar

Journal Articles

UFS-023116 JOURNALS

JOURNALS

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

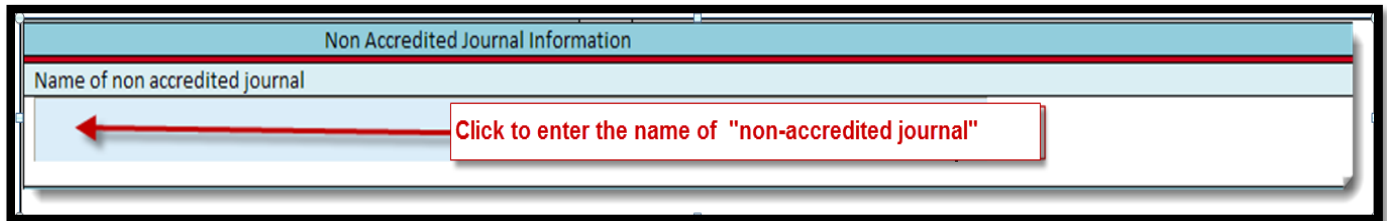
JOURNAL ARTICLES

General Information

*Report Year (2016)	2016	*Publication Year (2015)	2015
*Is this an accredited journal		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Click "No"

TO CHANGE THE PRIMARY INSTITUTION CONTRIBUTOR SEE PAGE 3

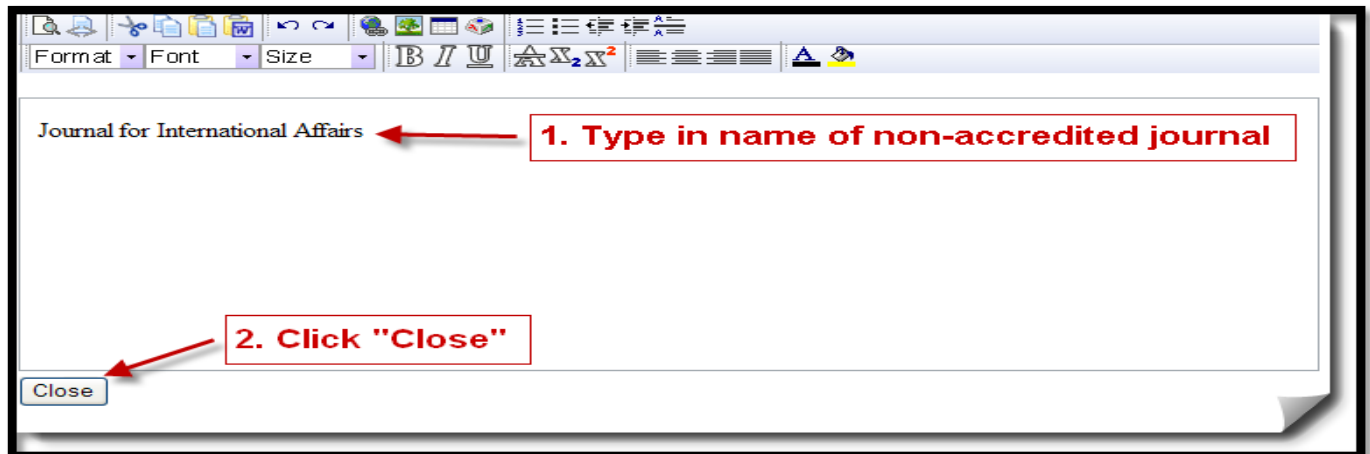
EDIT E-FORM



Non Accredited Journal Information

Name of non accredited journal

Click to enter the name of "non-accredited journal"

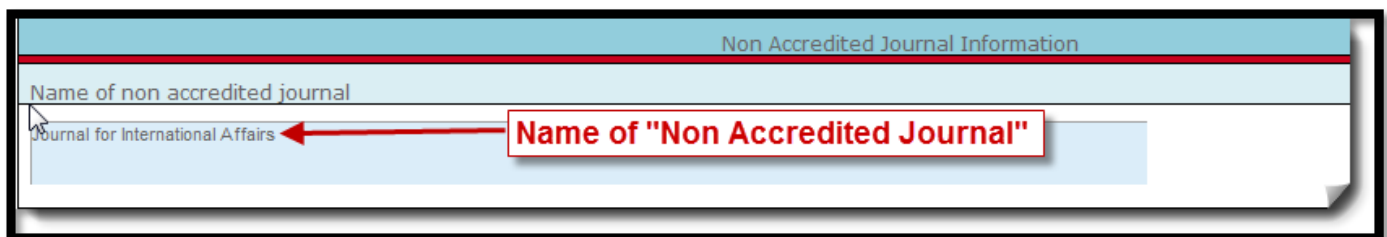


Journal for International Affairs

1. Type in name of non-accredited journal

2. Click "Close"

Close



Non Accredited Journal Information

Name of non accredited journal

Journal for International Affairs

Name of "Non Accredited Journal"

To complete see page 7 – 20 (adding contributors, keywords and CESM codes)

5. CHAPTER IN BOOKS/AUTHORED BOOKS/ CONFERENCE CONTRIBUTIONS

TO CHANGE THE PRIMARY INSTITUTION CONTRIBUTOR SEE PAGE 3

Submissions - Windows Internet Explorer

Test Chapter in book

Done Back Save Help Support Show Mrs Anna-Marie A Pienaar - Research Development (Bloemfontein Campus)

Document/Form	Add	Type	Status	(Mandatory)
CHAPTERS IN BOOKS			Incomplete	

Click "Chapter in books"

EDIT E-FORM

CHAPTERS IN BOOKS

General Information

*Report Year (2015) 2015 *Publication Year (2014) 2014

Chapters in Books Information

Title of chapter in book

Type in Chapter of book

Title of book

Type in Title of Book

Complete all the fields

Click "Set" and select publishers. If publisher is not on system send "Name of publisher" and address to Maricel van Rooyen. She will add and let you know when the publisher name is added on the system

Total pages claimed: Starting page (12) - end page(32) + 1 = 21

*Edition (1st Edition) 1st Edition

*Place of publication (Bloemfontein)

*Publisher SUN Press

*Total pages in book 234

*Starting page of pages claimed 12

*ISBN 234-235-234323

*Country (South Africa) South Africa

*Total pages claimed 21

*End page of pages claimed 32

Set Clear

SAVE

Editors

Last Name	First Name	Affiliation	Sequence
Van Rooyen	J		1
De Wet	C		2

1. Enter "Last & First Name.
2. Add
3. Check "Sequence"

SAVE

To complete see page 7 – 20 (adding contributors, keywords & classification codes)

Evidence of peer review attached to hard copy:

What evidence of peer review do you have? (Remember to attach documentation ticked):

- ☐ Blank (None Selected)
- ☐ In the Book
- ☐ Letter & Peer Review process from Publisher
- ☐ Letter from Editor & Review Reports
- ☐ Letter/Email from Editor
- ☐ Letter/Email from Editor & Publisher
- ☒ Letter/Email from Publisher
- ☐ Publisher's Statement
- ☐ Review Report

Click "Evidence of peer review" attached to hard copy submitted to DRD

6. CAPTURE REVIEWED JOURNALS/BOOKS/CHAPTER IN BOOKS

Sponsored Projects

Human Protocol

Animal Research Ethics

Technology Transfer

Research Output

My Projects

SPIN

Things to do

Filter by Area Show Completed Items Display Options/Sorting

No Records/Items need your attention

Click "Research Output"

Workflow Chart(s)

--Select--

UFS Internal Funding

ETHICS Workflow -HS

Qwa Qwa Workflow -HS

Lab Animals Workflow Map

Agreement Workflow Map

Disclosure Status

Protection Filings Workflow

UFS TT Cases

Research Output Map

Proposal Tracking

Human Subjects

Human Subjects

Lab Animals

Technology Transfer Agreements

Technology Transfer Disclosures

Technology Transfer Protection Filings

Technology Transfer Technology Cases

Research Output

Close

Create

Click "Continue"

Continue

☒ New Research Outputs Submissions

☐ Copy From Existing Research Outputs Submissions

Powered By infoEd Copyright © 2011 InfoEd International, Inc.

Create new Research Output Continue

Publication Number Output Type

Output Title

Primary Institution Contributor [Change](#) Primary Institution Department [Change](#)

RO Temp University of the Free State

Click on "v" to select "Output type"

Create new Research Output Continue

Publication Number Output Type

Output Title

Primary Institution Contributor [Change](#) Mrs Anna-Marie A Pienaar Primary Institution Department [Change](#) Research Development (Bloemfontein Campus)

Select "Reviews"

Journal Article
 Authored Book
 Conference Contribution
 Chapter in Book
 Papers and Posters
 Creative Outputs
 Highlights of Research Findings
 Awards/Prizes
 Research Report
 Magazine Article
 Patent
 Reviews
 Thesis
 Dissertation
 Copyright

Select "Reviews"

Create new Research Output Continue

Publication Number Output Type

Output Title

Primary Institution Contributor [Change](#) Mrs Anna-Marie A Pienaar Primary Institution Department [Change](#) Research Development (Bloemfontein Campus)

1. Complete "Output Title" and "Change" Primary contributor". See page 3 of "Training Manual"

2. Click "Continue"

2. Click "Continue"

1. Complete "Output Title" and "Change" Primary contributor". See page 3 of "Training Manual"

Done Back Save Help Support Show Tests

Add

Research Output
UFS-023124

No Forms have been associated with this submission.

Click "Add" to select required from

Add

Test

Done Back Save Help Support Show

Click "Reviewed Journal Articles"

Document/Form	Type	Status
Reviewed Journal Articles		Incomplete

Ren

Complete E-Form

7. CAPTURE CREATIVE OUTPUTS

See p 27 "CAPTURE REVIEWED JOURNALS/BOOKS/CHAPTER IN BOOKS"

Select "Creative Outputs" and "Continue"

Upload

Upload new document

Name

Location Browse...

Category Audio / Video Clip

Folder

2. Click "Add"

1. Select "Creative Output"

Add Components

Form Name	Type	Add
CREATIVE OUTPUTS - ARCHITECTURE_AT FINAL	Conditional Use	<input type="checkbox"/>
CREATIVE OUTPUTS - DRAMA_AT FINAL	Conditional Use	<input type="checkbox"/>
CREATIVE OUTPUTS - FINE ARTS_AT FINAL	Conditional Use	<input type="checkbox"/>
CREATIVE OUTPUTS - MUSIC_AT FINAL	Conditional Use	<input type="checkbox"/>
CREATIVE OUTPUTS - OTHER_AT FINAL	Conditional Use	<input type="checkbox"/>

Add

8. SEARCH TO VIEW/EDIT/DELETE

QUICK SEARCH: Search a publication number (ufs-28462)

infoEd GLOBAL

V13 Portal Module Admin Welcome Mrs Lelani Oosthuizen Logout

Home My Profile My Items Search For Items Contacts Calendar Messages Things to Do

28462

1. Publication display

Records Found

UFS-028462 Research Output Coertzen, Gerhard - Philosophy (Bloemfontein Campus)
a fresh look at the semiconductor bandgap using constant current data
Default Sponsor Status: Under Development

Showing 1 through 1 of 1 Items Found

Filter by Area Sorting

2. Type in "Last name or Publication number etc and "Search Icon"

Search by Project

infoEd GLOBAL

Home My Profile My Items **Search For Items** Contacts Calendar Messages Things to Do

ETHICS CLEARANCE: Select 'My Human Subjects' from the Menu to apply. -Click here for a link to the Manual-

Sponsored Projects
Human Protocol
Animal Research Ethics
Technology Transfer
Research Output
My Projects
SPIN

My Item(s)

UFS-023130 Research Output Pienaar, Anna-Marie - Research Development (B
Test
Default Sponsor Status: Under Development
Create New Submission
Create New RO Record
Locate Records

Select "Locate" Criteria Close

Clicking on items in each column will select and de-select them

Modules/Areas to search across	Selected Modules/Areas	Available fields to search by	Selected fields
Agreement	Research Output	Project Creation Date	Project Number
Animal Protocol		Project Owner	
Human Protocol		Project Owner Primary Department	
Invention		Project Personnel	
Sponsored Project		Project Personnel Department	
		Project Primary Department	
		Project Sponsor	
		Project Status	
		Project Title	
		Status	

Search

Clicking on items in each column will select and de-select the field.

Test

Done Back Save Help Support Show

Document/Form	Type	Status
JOURNAL ARTICLES		Incomplete

Click "Journal Article" to open E-form

9. PRINT E-FORM

UFS-010221

Chapters in Books

Snapshot

Click on "Snapshot"

Chapters in Books

Completed ☒

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIBESITHI YA
FREISTATA

CHAPTERS IN BOOKS

General Information

*Reporting Year	2012	*Publication Year	2011
-----------------	------	-------------------	------

Chapters in Books Information

Title of chapter in book

Indigenous societies and cultural globalization

Title of book

Africanization of education: television drama and indigeneous societies

*Edition (1st Edition)	1st Edition	*ISBN	978-3-639-25760-1
---------------------------	-------------	-------	-------------------

*Place of publication (Bloemfontein)	Bloemfontein	*Country (South Africa)	South Africa
---	--------------	----------------------------	--------------

*Publisher	Sun Media		
------------	-----------	--	--

*Total pages in book	432	* Total pages claimed	36
----------------------	-----	-----------------------	----

*Starting page of pages claimed	45	*End page of pages claimed	80
---------------------------------	----	----------------------------	----

[Save](#)

*Editors


Last Name	First Name	Affiliation	Sequence	
Ekeanyanwu	N		1	
Okeke	C		2	

Chapters in Book - Snapshot

Page	Include
Chapters in Books	<input checked="" type="checkbox"/> (All)

Continue

Chapters in Books



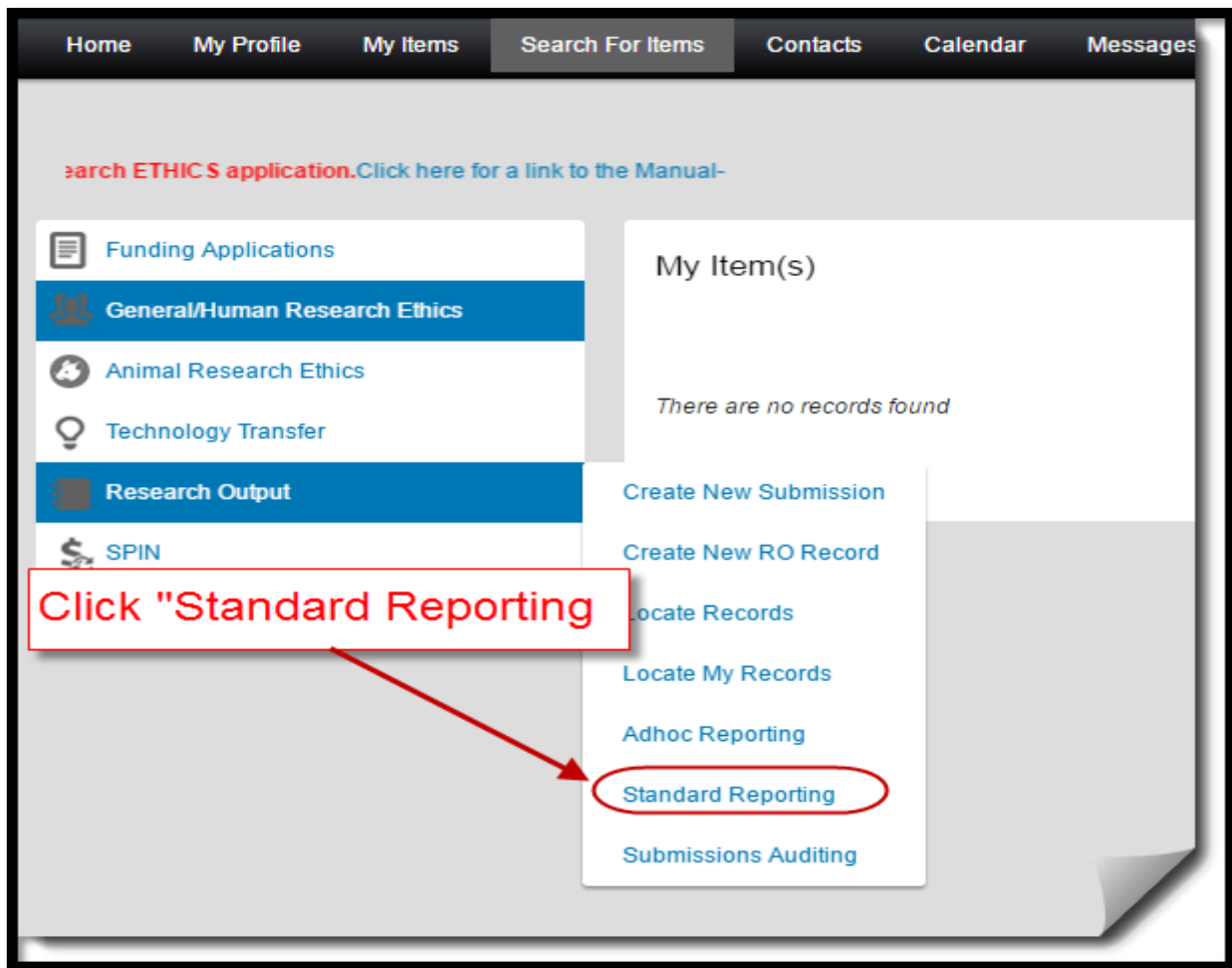
UNIVERSITY OF THE
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YUNIVESITHI YA
FREISTATA

Click "Print"

Completed ☐

CHAPTERS IN BOOKS			
General Information			
*Reporting Year	2012	*Publication Year	2011
Chapters in Books Information			
Title of chapter in book			
Indigenous societies and cultural globalization			
Title of book			
Africanization of education: television drama and indigeous societies			

10. RUN REPORTS



Standard Reports

System Delivered Reports

Authored Book
Chapter in Book
Conference Contribution
Consolidated Bibliography
Cross Department Report
Journal Article
Scholarly Edition
Validation Report

Click under "Institutional Reports" a report in your faculty.

Institutional Reports

Economic & Management Science - Status Report - 2016 Public

Reporting Tool Results

Economic & Management - Status report 2016 publications - 1 result
18-Aug-2016 3:08:17 PM

Contributors - Internal Contributor - Sequence	Contributors - Internal Contributor, Name - Full	Contributors - Internal Contributor - Department
1	Westoby Peter P R	Centre for Development Support (Bloemfontein Campus)
1	1	1

Export to Excel

Print/PDF

Click "Export to Excel"

Report Year	Publication Year	Summary- Current Administrative Status	Administration- Report Y/N
2017	2016	Submission Reviewed	
1	1	1	1

11. SUBMISSION OF HARD COPIES FOR PUBLICATIONS

Hard copies of publications that qualifies according to the stipulated criteria of DHET for subsidising to be sent to Faculty Coordinator/Lelani Oosthuizen.

FACULTY	SEND HARD COPIES OF PUBLICATIONS
Economic and Management Sciences	Igna du Plooy
Education	Elsa Bester
Health Sciences	Lizelle de Reuck
Humanities	Charne Vercueil
Law	Christine Konig
Natural and Agricultural Sciences	Liesl van der Westhuizen
School of Open Learning	Hantie Fourie
Theology	Ronel Ellis
South Campus	Nelia Oosthuysen
Top Management and Supporting divisions	Lelani Oosthuizen

ACCREDITED JOURNALS

- A. If all information appear on the first page of the publication. Send a copy/photocopy of the first page of the publication and highlight the following:
- Title of journal
 - Title of article
 - Authors
 - Affiliation
 - Date
 - Volume and issue
- B. All information appear not on the first page of the publication

If the information listed above does not appear on the first page of the article, please attach the relevant pages with the required information.

BOOK/CHAPTER IN BOOK/PROCEEDING

- A hard copy of the book/chapters in book must be supplied to faculty coordinator/ Lelani Oosthuizen together with a printout of the electronic form with information of the publication concerned that was captured in RIMS.
- Peer Review Process from the publishers
- Justification

PROCEEDING

- A hard copy or Photostats of a proceeding must be supplied to faculty coordinator/ Lelani Oosthuizen together with a printout of the electronic form with information of the publication concerned that was captured in RIMS.
- Peer Review Process from the publishers

Contact details:

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Johannes Brill Building 104

Telephone: 401-3047

E-mail: oosthuizenL@ufs.ac.za

DIRECTORATE: RESEARCH DEVELOPMENT