

R I M S

(Research Information Management System)



TRAINING MANUAL

RESEARCH OUTPUTS

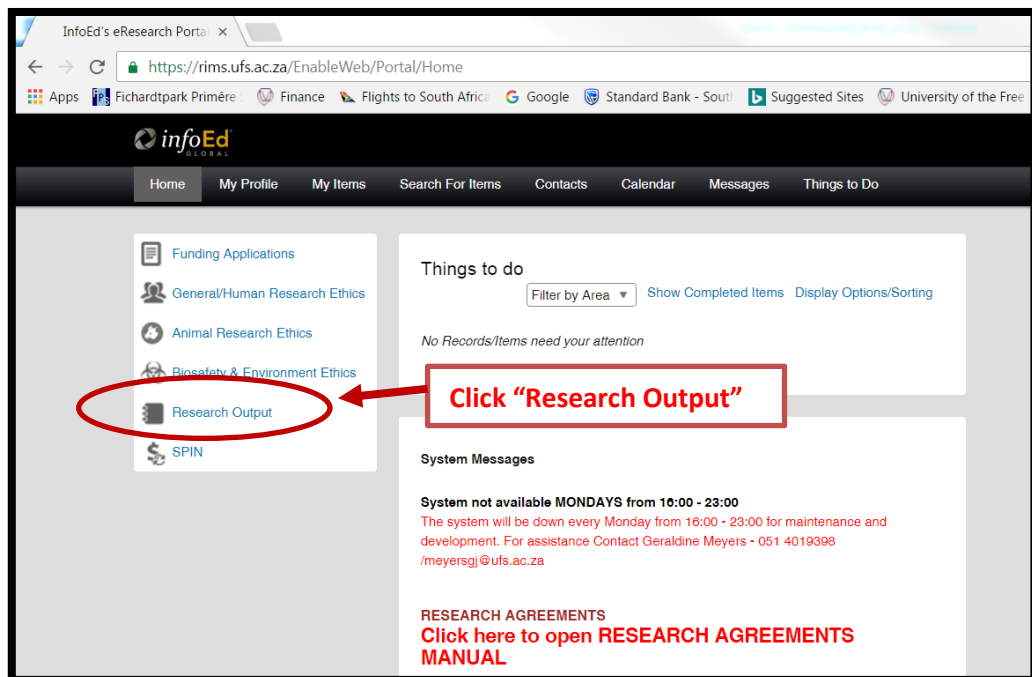
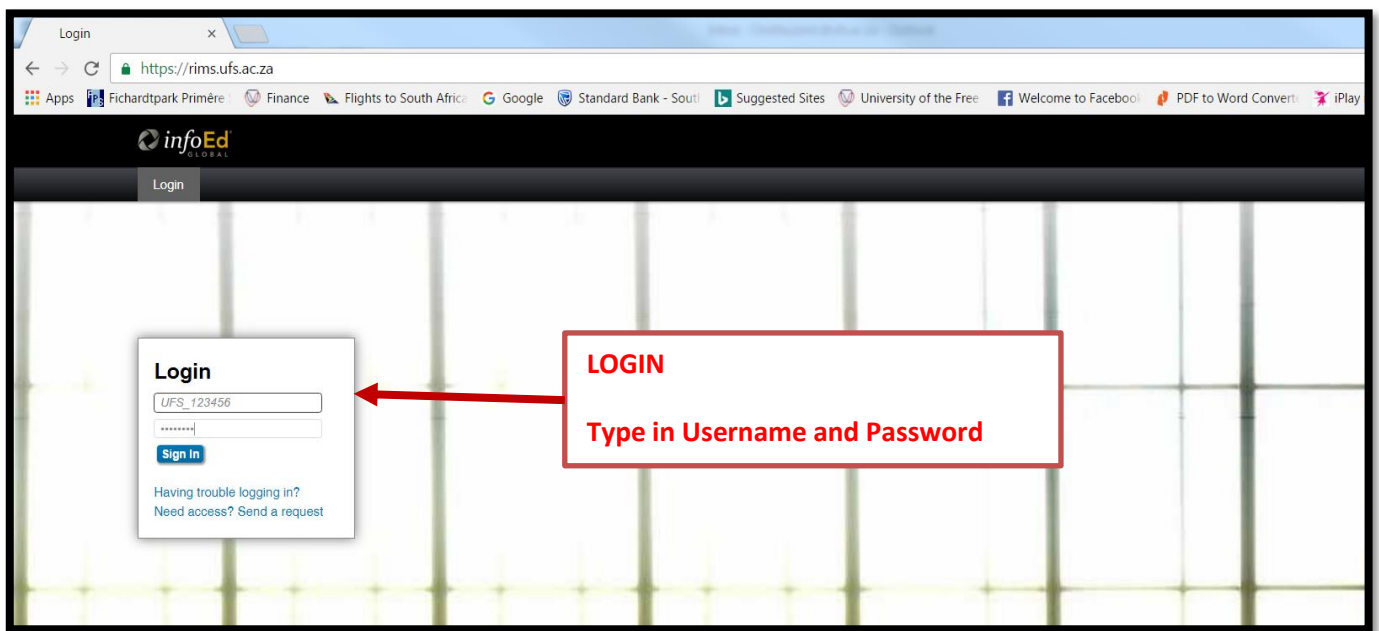
Publications Dated 2018

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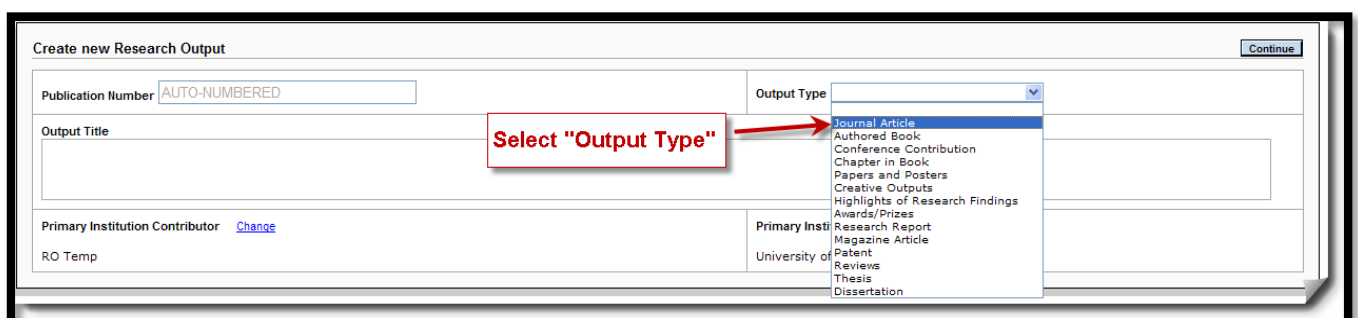
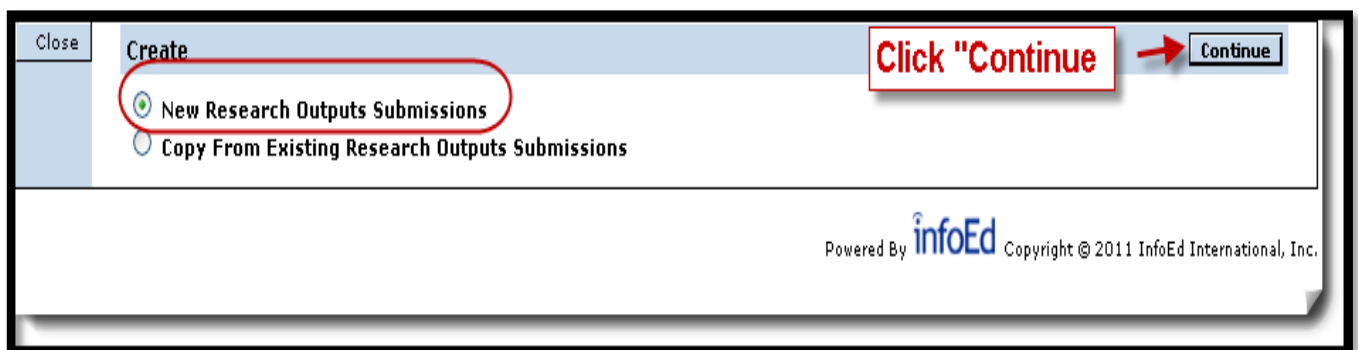
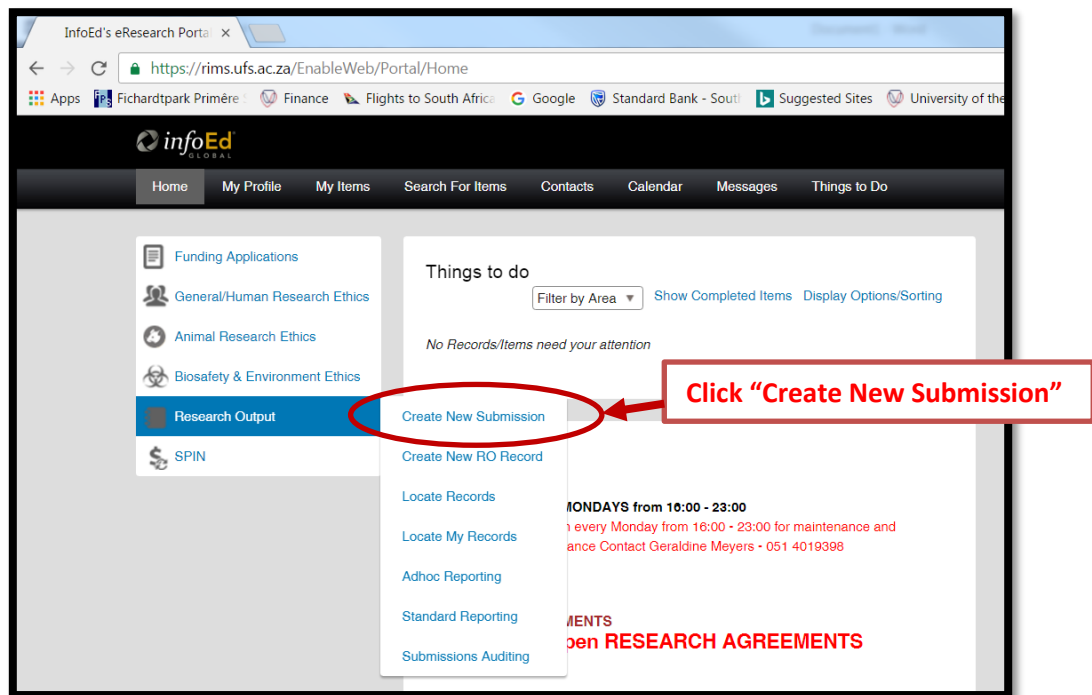
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1. LOGIN TO RIMS

URL FOR RIMS: <https://rims.ufs.ac.za>  **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

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 past any info from another document please change the format in this field. Highlight the the title and use the forming 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
A fresh look at the semiconductor bandgap using constant current data

Primary Institution Contributor [Change](#) Click on "Change" if the contributor is not the same person as the one capturing


RO Temp

Primary Institution Department [Change](#)
University of the Free State



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**

Coertzen Gert  University of the Free State 

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 at oosthuizenL@ufs.ac.za . 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

UNIVERSITY OF THE FREE STATE
SITEIT VAN DIE VREYSTAAT
FUNIVESITHI YA FREISTATA

UFS UV

Reporting & Publication year set as default

JOURNAL ARTICLES

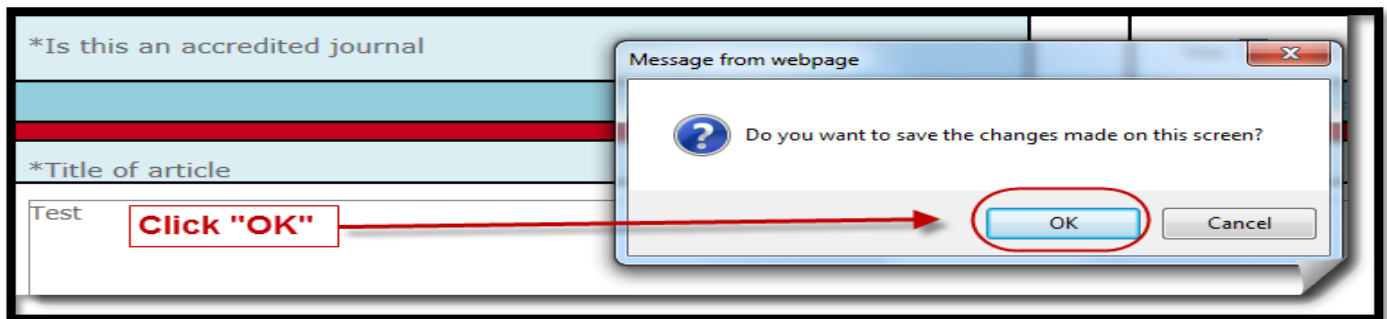
General Information

*Report Year (2019): 2019

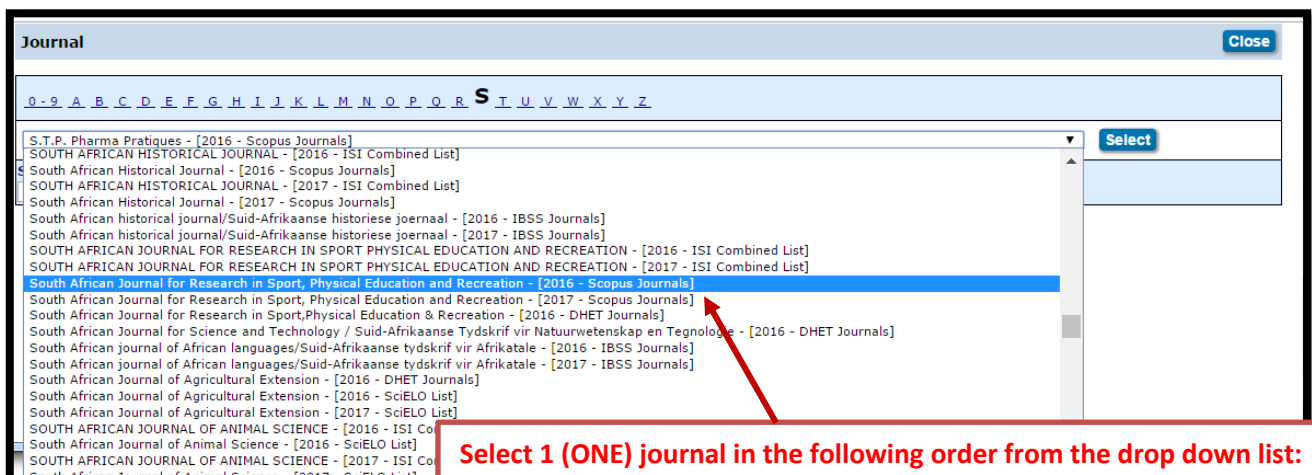
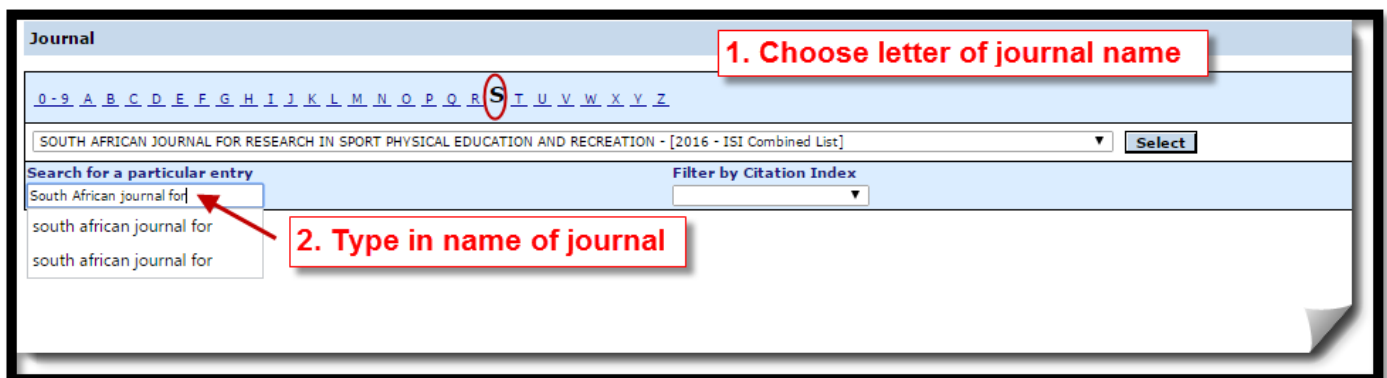
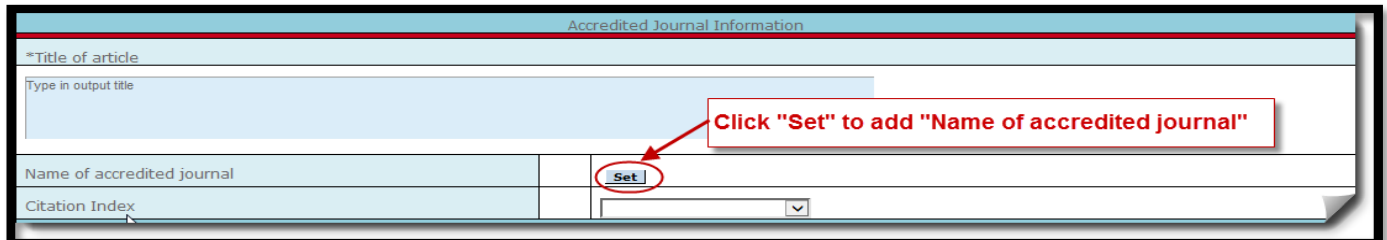
*Publication Year (2018): 2018

*Is this an accredited journal: Yes ☐ No ☒

For late publication (2017 date) change "Publication Year" 2017. 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. 2018 – IS Combined List
 2. 2018 – IBSS Journals
 3. 2018 – Scopus Journals
 4. 2018 – Norwegian List
 5. 2018 – SiELO List
 6. 2018 – DHET Journals

PAGE DETAILS

Complete “Journal Page details” – only numbers NOT ‘/?

| Journal Page Details | | | | | |
|---|----|----------|----|------------------------|------|
| *Volume | 45 | Number | 2 | Month/Session | June |
| *Page From | 5 | *Page to | 10 | *Total Number of Pages | 6 |
| Digital Object Identifier (DOI) Number <i>(Search for DOI Number for Online Journals)</i> | | | | | |

NB: Please remember to “SAVE”. Save button – top, on left side of Eform

UFS-018861 - Miss Bernice B Baard
Journal Articles

UFS-018861 **"SAVE"** JOURNALS

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.

Applied Linguistics 2014, 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

DOI number on an article.

If a DOI number is present on an article it needs to be submitted on the e-Form

INTERNAL AND EXTERNAL CONTRIBUTORS

Sequence of contributors needs to be the same as it appears on an article.

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, oosthuizenL@ufs.ac.za . 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 | First | Department | Weighting | Roles | Security | Sequence | Remove |
|----------------------------------|----------------|--------------|---------|------------------------------|-----------|-------|----------|----------|--------|
| <input checked="" type="radio"/> | Baard, Bernice | Baard | Bernice | Hebrew (Bloemfontein Campus) | 100 | | | 1 | |

External

Add External

| Name | Published as | 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.

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

N Kita, Kabangi KPG - UFS_2012076507 - Research Development (Bloemfontein Campus)

Naude, Charl CJ - UFS_2009031820 - Research Development (Bloemfontein Campus)

Naude, Daniel DF - UFS_0868105 - Centre for Accounting (Bloemfontein Campus)

Naude, Danielle D - UFS_2012047235 - Surgery (Bloemfontein Campus)

Naude, Elizabeth EB - UFS_2010133375 - Research Development (Bloemfontein Campus)

Naude, Francois FE - UFS_2013180175 - Research Development (Bloemfontein Campus)

Naude, Francois FP - UFS_2012039216 - Research Development (Bloemfontein Campus)

Naude, Frans FSJ - UFS_2009032158 - Research Development (Bloemfontein Campus)

Naude, Hanlea H - UFS_2015149095 - Research Development (Bloemfontein Campus)

Naude, Hannelie H - UFS_2005074857 - Research Development (Bloemfontein Campus)

Naude, Helena HC - UFS_0856213 - UFS-Marketing (Bloemfontein Campus)

Naude, Helette H - UFS_2005099714 - Research Development (Bloemfontein Campus)

Naude, Jacobus JA - UFS_0026831 - Hebrew (Bloemfontein Campus)

Naude, Jacobus JA - UFS_0026831 - Classical and Near Eastern Stu

Naude, Jacobus JA - UFS_0026831 - Greek Latin and

Naude, Johanna JC - UFS_0862726 - Business Management

Naude, Johanna JP - UFS_2012110272 - Research Development

Naude, Johannes JH - UFS_2013104407 - Research Development

Naude, Johannes JJ - UFS_2012081333 - Research Development

Naude, Juan-Ben J - UFS_2005077652 - Research Development

Naude, Kim KL - UFS_2006053736 - Research Development (Bloemfontein Campus)

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

Personnel

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 ▼ **Select**

Search for a particular entry Naude, J x Filter by Position ▼ Filter by Institution 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, oosthuizenL@ufs.ac.za . 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

2. Check "Sequence"

Contributors Detail

Internal 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 | |

External 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 (Manual) | Roles | Security | Sequence | Remove | |
| | | Last | First | | | | | | | |
| <input checked="" type="radio"/> | Oberholzer, Marsha | Oberholzer | Marsha | Optometry | 50 | | | 1 | | |
| <input type="radio"/> | Louw, Wynand | Louw | Wynand | Anatomical Pathology | 50 | | | 2 | | |

Click to add "External Contributor" →

| External | | | | | | Add External |
|----------|--------------|-------|-------------|----------|--------|--------------|
| Name | Published as | | Institution | Sequence | Remove | |
| | Last | First | | | | |

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 (Manual) | Roles | Security | Sequence | Remove | |
| | | Last | First | | | | | | | |
| <input checked="" type="radio"/> | Baard, Bernice | Baard | Bernice | Hebrew (Bloemfontein Campus) | 50 | | | 1 | | |

External contributor and Institution added

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

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 | <input type="text"/> | MI | <input type="text"/> |
| First Name | <input type="text"/> | Suffix | <input type="text"/> |
| Last Name | <input type="text"/> | Phone | <input type="text"/> |
| Title | <input type="text"/> | Fax | <input type="text"/> |
| Address | <input type="text"/> | Email | <input type="text"/> |
| | <input type="text"/> | Entity/Sponsor | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |
| City | <input type="text"/> | | <input type="text"/> |
| Province | <input type="text"/> | | <input type="text"/> |
| Post Code | <input type="text"/> | | <input type="text"/> |
| Mail Stop Code | <input type="text"/> | | <input type="text"/> |
| Country | <input type="text"/> | | <input type="text"/> |

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

Select Entity/S

Select Entity

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

UFS Internal Funding (Cluster Funding)
 Universidad de Cordoba(*)
 Universit Pierre et Marie Curie(*)
 University of Belgrade(*)
 University of Bristol(*)
 University of Cape Town (*)
 University of Fort Hare (*)
 University of Georgia(*)
 University of Ghent (*)
 University of Guelph(*)
 University of Guyot Hall(*)
 University of Johannesburg(*)
 University of L'Aquila(*)
 University of Limpopo(*)
 University of Miami Miller School of Medicine(*)

Filter By

Search for a particular entry

* Indicates Entity
 ** Indicates Scheme

Add New Close

Select

1. Click "U" to search for "University of Bristol"

2. Click "University of Bristol".

3. Click "Select"

Contact - New

Salutation

First Name

Last Name

MI

Suffix

Use Profile and Close

Click "Use Profile and Close"

Contacts

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

Foster, G D - University of Bristol

Select

Search for a particular entry

Filter By

foster,

Click "Select" to add as "External contributor"

External

"External contributor" added

| Name | Published as | First | Institution | Sequence | Remove |
|-------------|--------------|-------|-----------------------|----------|--------|
| Foster, G D | Foster | G D | University of Bristol | 2 | |

Add External

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

| External | | | | | |
|---------------|--------------|-------------|----------|--------|--|
| Name | Published as | Institution | Sequence | Remove | |
| | Last | First | | | |
| Other Details | | | | | |

Click "Add External" → 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

G A B C D E F 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 Close

Local intranet | Protected Mode: Off

Contact - New

1. Fill in the fields as indicated

Use Profile and Close

Salutation

First Name D P

Last Name Green

Title

Address

MI

Suffix

Phone

Fax

Email

Entity/Sponsor **Set**

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

Select Entity/Sponsor 1. Click "E" for "External Institution/Organisation" 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 "External contributor" affiliation not available added Add External

| 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 | | | | |
|---------------|------|-------------|----------|--------|
| Published as | | Institution | Sequence | Remove |
| Name | Last | | | |
| 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 MI Suffix

Last Name Shipman R

Title

Address

City

Province

Post Code

Mail Stop Code

Country U.S.A.

Home Phone

Work Phone

Mobile Phone

Fax

Email

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

Entity Name

Entity Abbreviation

Address

City

State/Province

Post Code

Country

1. Fill in the institutions name and information available

2. Save
3. Close

Contact - New Save Close

Salutation

First Name MI

Last Name Suffix

Title

Home Phone

Address

Work Phone

Mobile Phone

Fax

Email

City

Province

Post Code

Mail Stop Code

Country Entity/Sponsor [Set](#)

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 | <input type="text" value="Foster"/> | <input type="text" value="G D"/> | University of Bristol | 2 | Remove |
| Green, D P | <input type="text" value="Green"/> | <input type="text" value="D P"/> | External Institution / Organisation | 3 | Remove |
| Shipman, R | <input type="text" value="Shipman"/> | <input type="text" value="R"/> | Kenyatta University | 4 | Remove |

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. Click "select"

4. Highlight

3. Click "Go"

2. Type "Bacteriology"

1. Select letter of Keyword

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**

Search: **GO**

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

Selected Keywords

(☐ All)

☐ Bacteriology
☐ Bahrain

Keywords added

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

Save **Close**

Remove

Keywords

Bacteriology
Bahrain
Grapes

Set **Clear**

"Keywords" added

ABSTRACT

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

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

IMPACT FACTOR (IF) OF A JOURNAL

| | |
|---|-------------|
| Abstract | <div></div> |
| Impact Factor (URL link for the Web of Science List) http://jcr.incites.thomsonreuters.com/JCRJournalHomeAction.action | |
| OR open the link for the SJR Scimgo Ranking Journal List https://www.scimagojr.com/journalrank.php?country=GB&type=j | |
| <input type="text" value="0"/> 00.000 | <div></div> |

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 CESH code.

[Save Classification Section](#)

Click "Select Codes from Hierarchy" to add CESH Code

Classification Codes

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

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

RIMS [Select Codes from Hierarchy](#) or

**No records found*

CESH Current **1. Tick "CESH code"**

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 |
| | | Agrometereology |
| | | 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 |
|------------------------|------|--------------------------|------|

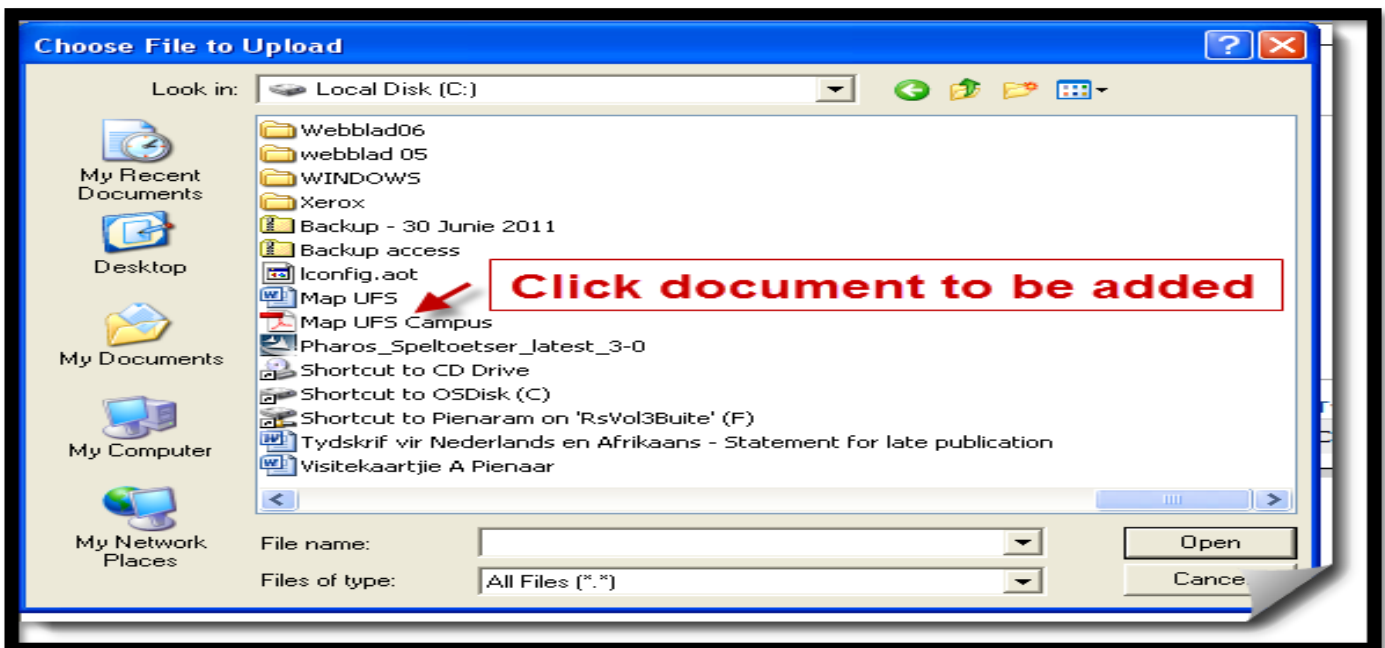
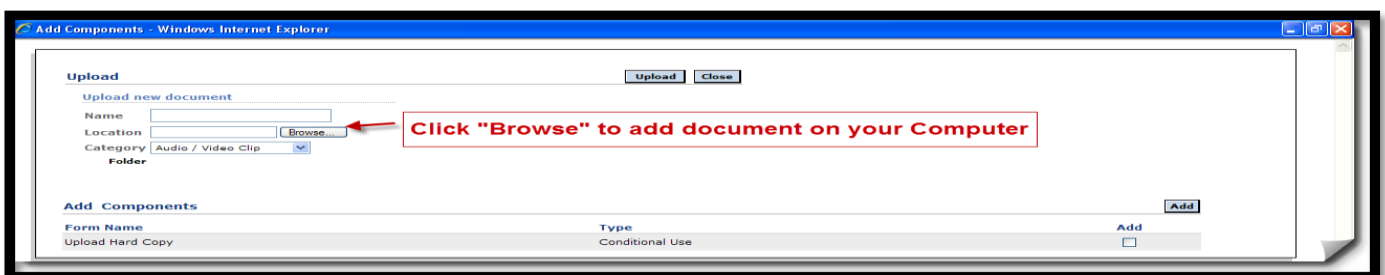
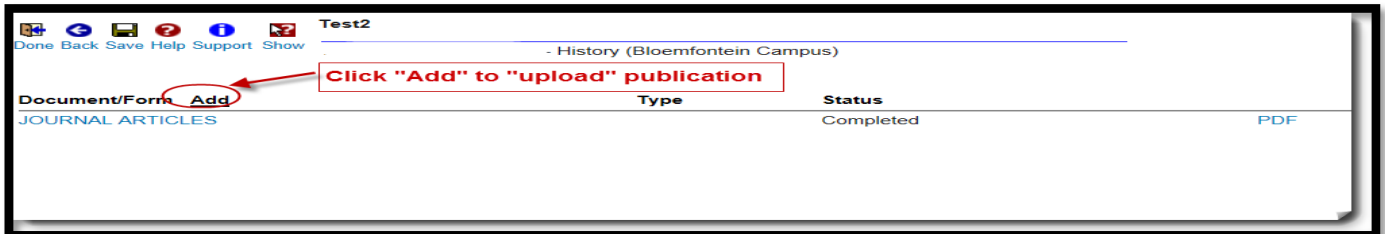
Completed ☒ Submitted Date: 18-Aug-2014 3:54:14 PM

2. Click "Done"

1. Publication successful captured, completed and submitted

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.



Upload

Upload new document

Name

Location

Category

Folder

1. Type in "Name of document"

2. Click "Upload"

3. Select "Publication Copy"

4. Click "Close"

Name of document you have added

Add Components

| Form Name | Type |
|------------------|-----------------|
| Upload Hard Copy | Conditional Use |

After supporting documentation has been uploaded, submit the output for approval.

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](#)

Step 1 **Faculty Admin Approval** Miss Charné CC Vercueil

Step 2 **FYI** Miss Bernice B Baard

"Submit" for Faculty Admin Approval

3. 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
Snapshot

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)

4. 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

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

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

*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

SAVE

*Editors

Last Name First Name Affiliation Sequence

Van Rooyen J

De Wet C

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

5. 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 Click "Search for Items"

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-

Research Output

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 Animal Protocol Human Protocol Invention Sponsored Project | Research Output | Project Creation Date Project Owner Project Owner Primary Department Project Personnel Project Personnel Department Project Primary Department Project Sponsor Project Status Project Title Status | Project Number <input type="text"/> <div>< ></div> |

Search

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

Test

Done Back Save Help Support Show

| Document/Form | Add | Type | Status |
|----------------------------------|-----|------|------------|
| JOURNAL ARTICLES | | | Incomplete |

Click "Journal Article" to open E-form

6. 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
YUNIVESITHI 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 indigeous 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 <input type="button" value="Up"/> <input type="button" value="Down"/> |
| Okeke | C | | 2 <input type="button" value="Up"/> <input type="button" value="Down"/> |

2. Click "Continue"

Chapters in Book - Snapshot

Page

[Chapters in Books](#)

1. Tick "Include All"

Include (☒ All)
☒

Continue

Click "Print"

Chapters in Books

Print

Completed ☐

UNIVERSITY OF THE
FREE STATE
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VRYSTAAT
YUNIVESITHI YA
FREISTATA

UFS
UV

| 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 | | | |

7. RUN REPORTS

The screenshot shows a web application interface with a dark navigation bar at the top containing links: Home, My Profile, My Items, Search For Items, Contacts, Calendar, and Messages. Below the navigation bar, there is a light gray banner with the text "Search ETHICS application. Click here for a link to the Manual-". On the left side, there is a vertical menu with icons and labels: Funding Applications, General/Human Research Ethics, Animal Research Ethics, Technology Transfer, Research Output, and SPIN. The "Research Output" item is highlighted with a blue background. To the right of the menu, there is a white box titled "My Item(s)" which contains the text "There are no records found". Below the menu, a red-bordered box contains the text "Click 'Standard Reporting'" with a red arrow pointing to the "Standard Reporting" option in a dropdown menu. The dropdown menu is open, showing several options: Create New Submission, Create New RO Record, Locate Records, Locate My Records, Adhoc Reporting, Standard Reporting (which is circled in red), and Submissions Auditing.

Home My Profile My Items Search For Items Contacts Calendar Messages

Search ETHICS application. Click here for a link to the Manual-

Funding Applications

General/Human Research Ethics

Animal Research Ethics

Technology Transfer

Research Output

SPIN

My Item(s)

There are no records found

Create New Submission

Create New RO Record

Locate Records

Locate My Records

Adhoc Reporting

Standard Reporting

Submissions Auditing

Click "Standard Reporting"

Standard Reports

System Delivered Reports

[Consolidated Bibliography](#)
[DHET - Authored Book](#)
[DHET - Chapter in Book](#)
[DHET - Conference Contribution](#)
[DHET - Journal Article](#)

Institutional Reports

[Faculty Academic Planning 2018](#)
[Faculty Economic & Management Sciences 2018](#)
[Faculty Education 2018](#)
[Faculty Health Sciences 2018](#)
[Faculty Humanities 2018](#)
[Faculty Institutional Affairs 2018](#)
[Faculty Natural & Agricultural Sciences 2018](#)
[Faculty of Law 2018](#)
[Faculty of Theology 2018](#)
[Faculty School of Open Learning 2018](#)
[Faculty Top Management 2018](#)

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

Reporting Tool Results

Economic & Manangement - 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 |

8. 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 | |
| Humanities | Charne Vercueil |
| Law | Coreen Jooste |
| Natural and Agricultural Sciences | Liesl van der Westhuizen |
| School of Open Learning/South Campus | Nelia Oosthuyzen |
| Theology | Ronel Ellis |
| Top Management and Supporting divisions | Lelani Oosthuizen |

Contact details:

Mrs Lelani Oosthuizen

Johannes Brill Building 110

Telephone: 401-3027

E-mail: oosthuizenL@ufs.ac.za

DIRECTORATE: RESEARCH DEVELOPMENT