Date: ________________

Dear __________________

**Requesting for proof of peer review process**

A member of our academic staff, Professor/Dr/Mr/Ms ____________________________

has a book/chapter(s) in a book/conference proceeding as follows:

______________________________ 201 ____

In South Africa subsidy for institutions is distributed by the Department of Higher Education and Training on the basis of an institution’s research outputs. In order for a book/chapter(s) in a book/conference proceeding to qualify as subsidizable research outputs, the university has to submit proof that the book/chapter(s) in a book/conference proceeding underwent a rigorous peer-review process. This has to be in the form of a statement by, or letter from, the Publishers explaining the peer-review process, eg. the book/each chapter/each paper was sent to expert reviewers in the field for comment and suggestion before inclusion in the book' — or whatever the process was.

I wonder if you would be able to provide us with such a statement/letter — on a letterhead? It is particularly important in a case where the author is also an editor, so it has to be clear that the editors were not reviewers.

I would really appreciate anything you might be able to do in this regard.

Kind regards,

______________________________

Dr Robin Drennan
Director: Research Development