






THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
PROCEDURE FOR DESIGN (CUEA/DVC ADM/PUD/02)	DIRECTOR OF PUBLICATIONS
	NO. OF APPENDICES:
	(ONE) A
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ADMINISTRATION
SIGNATURE	
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the offices of the DVC Administration and Director of Publications. 	

Revision	00		Date
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0.2 RECORD OF CHANGES

No	Date	Details of Changes		Authorization
		Page	Clause/sub clause	Title
1	19 June 2011	3	6.0 Inclusion of a note on work instruction”	Director, Publications
2	19 June 2011		7.1 Inclusion of appendix A	Director, Publication

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.


1.0 PURPOSE: This procedure sets out the steps to be followed in designing works submitted to CUEA PRESS.

2.0 SCOPE: The procedure shall apply to all works submitted to CUEA PRESS for design.

3.0 DEFINITIONS:

3.1 Page Layout: This is used to describe the way text and images/graphics are distributed

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on a page.

3.2 Dummy: This is an imitation or copy of how the final work of design will look like.

3.3 CUEA: (The) Catholic University of Eastern Africa

4.0 REFERENCES: This procedure makes reference to the following:

4.1 Layout Style Guide

5.0 RESPONSIBILITY: The Director of Publications shall ensure that this procedure is implemented well and appropriately revised to enhance quality of designed works.

6.0 METHOD

6.1 The Designer shall receive edited manuscript from the Editor.

6.2 The Designer shall study the work and advise the Director of Publications whether it is to be outsourced or done internally. This shall be done within two (2) working days of receiving the manuscript.

6.2.1 If the work is to be outsourced, the Designer shall propose to the Director of Publications at least two (2) freelance designers within the same period, i.e. two (2) days.

6.2.2.1 Where the work is outsourced, it will be the responsibility of the Designer to follow up on timeliness (as stipulated in the contract) as well as ensuring compliance with the standards of CUEA PRESS on design.

6.2.2.2 Upon satisfactory completion of the work, the Designer shall submit the dummy to the Editor.

6.2.2 Where the work is to be done internally, the Designer shall produce a dummy within a stipulated period and submit to the Editor.


6.3 For works that require no editing, i.e. only design and/or printing, the Designer shall embark on layout upon receiving instructions from the Director of Publications and after confirming that the client has duly filled the Order Form.

6.4 The Designer shall present the dummy to the client for checking and approval and submit it for printing.

Note: Any urgent work shall be done as per the work instruction PUD/SoP/WI/01

7. APPENDICES

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7.1 APPENDIX A:

Appendix A: Work Instruction for Handling Emergency Jobs



CUEA PRESS

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WORK INSTRUCTION FOR HANDLING EMERGENCY JOBS

I. Definition of Emergency Jobs

Emergency works are jobs that are needed urgently by customers but which are not scheduled on the publishing work sheet. These jobs usually require that other works in progress are stopped to have them done.

II. Procedure for Submitting Emergency Jobs


1. The Director of Publications shall receive the work from the customer and have it recorded on the ORDER FORM. The submission shall be accompanied by a letter or email explaining why the work is urgent.

i) Form: The work shall be submitted in a readable file format in soft copy (email attachment or flash disc). To ensure that Internet down-times do not lead to delays, customers are encouraged to submit a hard (printed) copy as well.

Where the customer is in doubt about the type of file format to use when submitting the work, he/she should consult the Department on telephone extensions 2233 and 2391.

ii) Completeness: It is the responsibility of the customer to ensure that the work submitted is complete in both fact and content. Where this requirement is not fulfilled, the Department shall not embark on the work and shall, instead, return it to the customer. Responsibility for, and consequences of, delays that may be occasioned by the customer's failure to submit complete work shall be borne by the customer.

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2. Upon receiving the work, the Director of Publications shall approve it after consultation with the relevant section (Editorial/Design/Printing) with regard to the time frame and technicalities involved.
- III.** The work shall then be undertaken according to the specifications provided by the customer on the ORDER FORM.

PUD /SoP/WI/01

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