




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR EDITING CUEA/DVC ADM/PUD/01	DIRECTOR OF PUBLICATIONS
	NO. OF APPENDICES:
	(THREE) (A-C)

AUTHORIZATION


This Standard Operating Procedure is issued under the authority of:

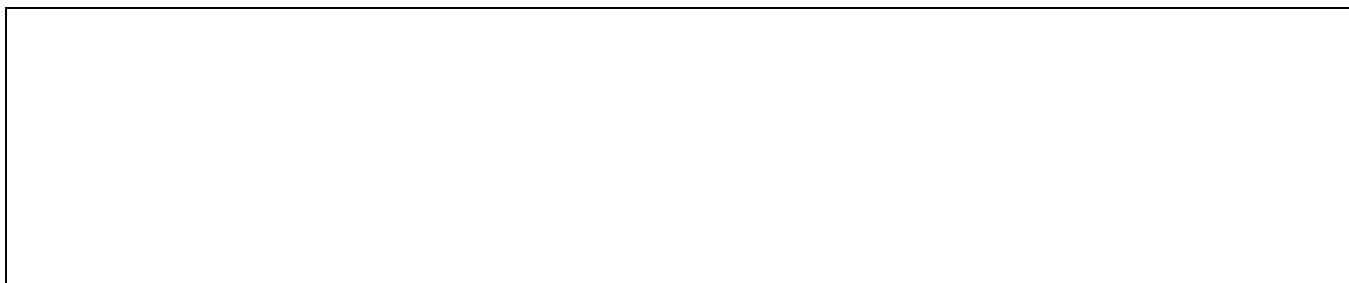
TITLE	DEPUTY VICE CHANCELLOR ADMINISTRATION
SIGNATURE	
DATE.	23 February 2011
ISSUE DATE.	23 March 2011
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED

NOTE:

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.

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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1	19 May 2011	3	6.3 (reference to form)	Director, Publications
2	19 May 2011	4	6.3.3(reference to form)	Director, Publications
3	09 June 2011	6	7.0 (inclusion of work instruction)	Director, Publication
4	09 June 2011	4	6.8 (Note on work instruction)	Director, Publication

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0.3 Distribution / Circulation

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

1.0 **Purpose:** This procedure aims to ensure that the editorial process at CUEA PRESS is undertaken in a predictable manner so as to safeguard quality and efficiency.

2.0 **Scope:** This procedure will be applied to all manuscripts submitted to CUEA PRESS.

3.0 **References:** This procedure makes reference to:

- 3.1. University Publishing Policy
- 3.2. Editorial Consultancy Contract
- 3.3. Editorial Publishing Schedule

4.0 Terms and Definitions

- 4.1. Manuscript: This is a piece of written work (book, module, journal article, etc) submitted for editing.
- 4.2. Dummy: This refers to an imitation of a book/module/journal. It shows how the final work will look like after layout and design


5.0 Responsibility:

The Director of Publications has the sole responsibility to ensure that the procedure is implemented to the satisfaction of clients.

6.0 Method:


- 6.1. The Editor shall receive manuscript from Director of Publications and take all subsequent decisions in line with the University Publishing Policy.

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- 6.2. The Editor shall, within 7 working days, study the manuscript and advise the Director of Publications on whether it should be edited internally or be outsourced.
- 6.3. If it is to be done internally, the work shall be scheduled on the Editorial Publishing Schedule (CUEA/DVC ADM/PUD/01/fm1) and edited in accordance with the Editorial Style Guide.
- 6.3.1. If the manuscript is to be outsourced, the Editor shall present to the Director of Publications at least two (2) names of Contract Editors for hiring. This shall be done within two (2) days of completion of manuscript review in 6.2.
- 6.3.2. The Editor shall submit the manuscript in both hard and soft copy to the Contract Editor within two (2) days of the Director's approval.
- 6.3.3. Subject to contract terms as stipulated in the Editorial Services Contract (CUEA/DVC ADM/PUD/01/fm2), the Editor shall follow up on timeliness and receive edited manuscript from Contract Editor and review it for correctness and completeness within fourteen (14) working days.
- 6.4. The Editor shall submit the edited manuscript to the author(s) for checking and approval. This shall be undertaken within a reasonable stipulated period as determined by the Editor in consultation with the author(s).
- 6.5. The Editor shall receive approved manuscript from the author(s) and submit the same to the Designer for layout.
- 6.6. The Editor shall receive from the Designer a dummy and shall, within 5 working days, review it for correctness and completeness.
- 6.7. The Editor shall present the dummy to the author(s) for checking and approval for printing. This shall be undertaken within a reasonable stipulated period as determined by the Editor in consultation with the author(s).

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6.8. The Editor shall receive approved dummy from the author(s) and shall submit the same to the Director within five (5) working days.

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


7.0 Appendices

7.1 Appendix A: Work Instruction for Handling Emergency Jobs

7.2 Appendix B: Editorial Publishing Schedule

7.3 Appendix C: Editorial Services Contract

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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.

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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.

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 /SoPs/WI/01.

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Appendix B: Editorial Publishing Schedule

Job ID	Job Title & Client	Date Received	Comments	Start Date	Submitted to author/client (First Edit)	Date Returned	Comments & Action(s)	Completion date (Author approved) Submitted for design
FM1-1								
FM1-2								
FM1-3								
FM1-4								

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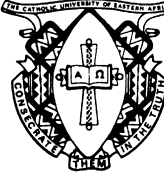
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FM1-5								
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Appendix C: **CONTRACT FOR EDITORIAL SERVICES**

	<h1 style="color: #C8513E;">CUEA PRESS</h1> <p style="color: #C8513E;">The Catholic University of Eastern Africa</p> <p style="color: #C8513E;">P.O. Box 62157-00200 City Square, Nairobi-KENYA P.O. Box 4002, 30100 Eldoret-KENYA</p> <p style="color: #C8513E;">Tel: +254-20-2525811-5 +254-53-2061218</p> <p style="color: #C8513E;">Email: publications@cuea.edu, publicationsgaba@cuea.edu</p>
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CONTRACT FOR EDITORIAL SERVICES

I. General Information	
Title of Consultancy:	Editing services in English
Type of Contract:	Fixed Term
Title(s) of work:
Duration of the assignment:
Duty station:	N/A
Supervisor:	University Editor
Date of Issue:
Closing Date:
III. Scope of Work	
The Contract Editor will, within ten (10) working days:	
a) Copy-edit and proof read the manuscript in both hard and soft copies; taking care to highlight editorial changes in both formats in a legible manner. Red ink	

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for the hard copy and bold/underline for the soft copy are the recommended editorial highlighters.

b) Undertake substantive editing of the manuscript; taking care that the key ideas are not changed or revised substantially and that the original meanings are retained.

c) Submit a comprehensive Editorial Report detailing the strengths and weaknesses of the work, as well as specific proposals on revisions necessary to enhance the quality of the work.

Note: Language usage, grammar and spelling should follow the CUEA Editorial Manual and Style Guide.

IV. Monitoring and Progress Controls

- a) The Contract Editor reports to the University Editor.
- b) The University Editor will provide hard and soft copy formats to the Contract Editor in Ms Word format.
- c) The Contract Editor will return an edited/proofread document within the agreed timeframe. If, for good reason(s) the assignment cannot be completed within the agreed time, the Contract Editor will provide a written explanation, which shall include a request for reasonable additional time.
- d) The Contract Editor will attach to the Editorial Report [see IIIc above] an invoice/payment claim, listing the number of pages edited and the amount due in Kenya Shillings.


V. Final Product/Deliverable

The deliverables are:

- a) Copy-edited/proofread manuscript in hard and soft copies [Ms Word or other agreed format(s)].
- b) Editorial Report

VI: Review/Approval

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The University Editor will give approval on the deliverables upon receipt. Where, in the opinion of the University Editor, the delivered work is unsatisfactory, a decision will be made on whether a) the Contract Editor is asked to redo the work, or b) the work is withdrawn.

VII: Qualifications

- a) At least a University degree in Communications/Publishing
- b) Fluency in English.
- c) At least two (2) years of experience as an Editor.
- d) Experience with higher education institutions preferred.

VIII: Additional Information

This is a **non-staff contract**. The individual engaged under this contract serves in his/her individual capacity; not as a representative of an institution, corporate body or other authority external to CUEA. The person shall not be considered a staff of CUEA and is thus not entitled to any privileges/benefits other than the one-off payment agreed upon at the time of signing this contract.

Note: The contract amount covers post-contractual work which the Contract Editor may be asked to perform, e.g. corrections/revisions arising out of his/her Editorial Report.

CONTRACT AMOUNT (in Kenya Shillings):

Signed:


For CUEA PRESS

Contract Editor (name & signature)

Director of Publications

Contract Editor

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