





The Catholic University of Eastern Africa


TITLE	AUTHOR
PROCEDURE FOR PUBLISHING JOURNALS (CUEA/DVC ACD/PUD/01)	DIRECTOR OF PUBLICATIONS
	NO. OF APPENDICES:
	2 (TWO) (A-B)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ACADEMIC
SIGNATURE	
DATE	23 March 2011
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NOTE: 1. Write amendments on the page provided (Clause 0.2). 2. Controlled copies of this document will be in the DVC Academic and Director of Publication's office.	

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

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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	6.1 (reference to forms)	Director, Publications

0.3 Distribution / Circulation

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

1.0 Purpose

This procedure sets out guidelines for publishing quality journals in CUEA.

2.0 Scope

This procedure shall apply to faculties, institutes, schools, centres and constituent colleges and other scholarly contributors.

3.0 References

- 3.1 Publishing Policy
- 3.2 EAJHS Publishing Guidelines
- 3.3 ACS Guidelines for Contributors
- 3.4 CUEA Quality Management Manual

4.0 TERMS AND DEFINITIONS

- 4.1 EAJHS - Eastern Africa Journal of Humanities and Sciences
- 4.2 ACS – African Christian Studies
- 4.3 ACUHIAM – Association of Catholic Universities and Institutes of Higher learning in Africa and Madagascar
- 4.4 FEDB - Faculty Editorial Boards


5.0 Principal Responsibilities

The DVC Academic shall ensure that this procedure is implemented.

6.0 Method

- 6.1 The chairpersons of the respective FEDB shall invite contributors to submit articles for publications in the various journals and inform them of the guidelines for writing

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articles in specific journals (CUEA/DVC ACD/PUD/01/fm1, CUEA/DVC ACD/PUD/01/fm2).

- 6.2 The contributors shall submit to the respective FEDBs three hard and one soft copy of their articles.
- 6.2 The chairpersons of FEDB shall convene a meeting of the board not later than 10 working days from the date of receipt of manuscripts and appoint at least three peer reviewers for each article.
- 6.3 The FEDB shall ensure that the reviewers adhere to the guidelines for respective faculty journals.
- 6.4. The reviewers shall submit their reports to the chairpersons of FEDBs not later than 21 days from the date of the receipt of articles.
 - 6.4.1 If the evaluators return a positive verdict, the article shall be published.
 - 6.4.2 If the article is accepted with corrections, it shall be returned to the author for revision and re-submission.
 - 6.4.3 If the article is rejected, it shall be sent back to the author(s) with reasons for the rejection.
- 6.5 The chairpersons of the respective FEDBs shall submit the approved articles to CUEA PRESS for publication.

7.0 Appendices

- 7.1 Appendix A: ACS Guidelines for Contributors
- 7.2 Appendix B: Article Evaluation Form

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**APPENDIX A:
GUIDELINES FOR CONTRIBUTORS
Eastern Africa Journal of Humanities & Sciences (EAJHS)**

The Eastern Africa Journal of Humanities and Sciences invites manuscripts that are academic in nature, and which reflect on high degree of original research.

1. Submission of Manuscript

Manuscripts for publications should be sent to the Editor (c/o The Department of Research, The Catholic University of Eastern Africa, P O Box 62157, Nairobi – Kenya; Tel: 254-2-891601-6; Fax: 254-2-891084; Email: eajhs@cuea.edu Articles not submitted by e-mail should be on diskette in Ms Word format, accompanied by four (4) hard copies.

2. Originality

The manuscripts must be original material which has not been published or submitted for publication elsewhere.

3. Reference Citations

Manuscripts should follow the style in the 5th edition of the American Psychological Association Manual (2001). Footnotes should be avoided.

a) Direct Quotations of Source

Provide the author, year and specific page citation in text and a complete reference in the reference list.

Thus

In the text

(Were, 1998, p 160)

Were (1998) found that “female students perform better in humanities than male students” (p.172

At the End of the Article

Were, P. J. (1998). *Girls and Science Education*. Nairobi: New Kemit Publishers.

Where there are more than one publication for the same author, show the difference by adding a, b, c, d. etc.


b) In the narrative

Cite the name of the author and year of publication, e.g. Okoko (2001). If the name of the author appears as part of the narrative, cite only the year of publication in parentheses, e.g. Okoko (2001) conducted as study ...

4. Type Format

Manuscripts should be formatted to the following specification.

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Paper size:A4

Font type: Times New Roman

Font size: 12 point

Paragraphs: Justified, doubled-spaced (except tables)

Margins: Top and bottom – 1 inch; left and right 1½

5. Length

The manuscript, including all references, tables and figures, should not exceed 20 pages.

6. Abstract

Each manuscript should be preceded by an abstract of up to 200 words on a separate page.

7. Copyrights


Authors of articles are responsible for obtaining written permission to reproduce copyrighted material in their manuscripts.

8. No reproduction of any articles should be made without the permission of the publishers.

9. The inclusion of an article in the Eastern Africa Journal of Humanities and Sciences does not indicate approval by the editors of the views expressed in it.

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

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APPENDIX A Guidelines for Contributors

AFRICAN CHRISTIAN STUDIES Quarterly Journal of the Faculty of Theology The Catholic University of Eastern Africa

Guidelines for Contributors

- Submission of Manuscript:** Manuscripts for publication should be sent to the University Editor, CUEA PRESS, The Catholic University of Eastern Africa, P. O. Box 62157, Nairobi–Kenya; Tel: 254-20-89161-6; Fax: 254-20-89 10 84; E-mail: publications@cuea.edu. Articles not submitted by e-mail should be on flash disc in Ms Word format, accompanied by a printed copy.
- Originality:** The manuscripts must be original material which has not been published or submitted for publication elsewhere.
- Typing Format:** Manuscripts should be formatted to the following specification:
Paper size: A4
Font type: Times New Roman
Font size: 12 point
Paragraphs: Justified, doubled-spaced (except tables)
Margins: top and bottom – 1 inch; left and right - 1½ inches
- Length:** The manuscript, including all endnotes and bibliography, should be between 20 (minimum) and 25 pages (maximum).
- Abstract:** Each manuscript should be accompanied by an abstract of not more than 100 words at the end of the article, before the endnotes.
- Citations:** Manuscripts should follow the Turabian bibliography-style of citation.

a) *Endnotes*


Show that you have used a source by placing a superscript number at the end of the sentence in which you refer to it. For example:

She observes that, “traditional approaches to conflict management stress restorative justice over punishment.”¹

Cite the source in a correspondingly numbered endnote; provide information about the author, title, and facts of publication plus relevant page numbers. The format for endnotes is as follows:

1. Bukeka, Jane, *Conflict Management in Traditional Africa: Concepts and Practices* (Ibadan: Rikino Publishers Ltd, 2001), 167.

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If you cite the same source again, you can shorten subsequent notes, for instance:

7. Jane, *Conflict Management*, 212-217.

b) Bibliographic citation

At the end of the manuscript, list every source cited in a bibliography. You can also list sources consulted but not cited. Bibliographic entries contain all the information in the endnotes but in a different format, e.g.:

Jane, Bukeka, *Conflict Management in Traditional Africa: Concepts and Practices*. Ibadan: Rikino Publishers Ltd, 2001.

c) Edited books

For a book with an editor instead of an author, cite as follows in the endnote:

6. Paul Ike, ed., *Principles for Peace and Justice Work* (Nairobi: Sharp Publishers, 2005), 119.

In bibliography, cite it as follows:

Ike, Paul, ed. *Principles for Peace and Justice Work*, Nairobi: Sharp Publishers, 2005.

d) Multiple authors

In the endnote, put first author's first and last names, and second author's first and last name, followed by publication facts, e.g.

13. Peter Jones and Kimani Waweru, *Keeping the Promise: Politics and the Common Good* (Chicago: Whittle Publishing House, 2003), 321.

In the bibliography, cite thus:

Jones, Peter, and Waweru, Kimani. *Keeping the Promise: Politics and the Common Good*. Chicago: Whittle Publishing House, 2003.


e) Edition number

The endnote citation for reflecting an edition is as follows:

8. Henry Mapesa, *The Right Attitude: Strategies for Conscience Formation*, 3rd ed. (Kampala: Busoga Books, 2002), 84.

The bibliographic entry should read:

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Mapesa, Henry. *The Right Attitude: Strategies for Conscience Formation*. 3rd ed. Kampala: Busoga Books, 2002.

f) *Chapter in an edited book*
The endnote should appear thus:

23. Ronald Kigera, “Negotiating Meaning: Making the Most of Intertextual Readings,” in *Messages, Meaning and Influence*, ed. Leonard Obura (Kisumu: Lolwe Press, 2007), 91.

The format for the bibliographic entry is:

Kigera, Ronald, “Negotiating Meaning: Making the Most of Intertextual Readings,” in *Messages, Meaning and Influence*, edited by Leonard Obura, 119-203. Kisumu: Lolwe Press, 2007.

g) *Journal Articles*
Journal article in print:

The endnote citation takes the format below:

4. Greg Thomas, “The Paschal Mystery and Its Meaning Today,” *Journal of Religion* 21, no. 3 (September 2006): 512.

The bibliographic entry reads:

Thomas, Greg. “The Paschal Mystery and Its Meaning Today,” *Journal of Religion* 21, no. 3 (September 2006): 512-543.

Journal Article Online:

The endnote citation takes the format below:


Joseph Bigirimana, “Effective Youth Ministry in Rural Catholic Parishes,” *Journal of Mission* 37, no. 4 (December 2003), <http://www.journals.allafrica.edu/JoM/076123/05778.htm> (accessed October 2, 2003).

The bibliographic entry should read as follows:

Bigirimana, Joseph. “Effective Youth Ministry in Rural Catholic Parishes.” *Journal of Mission* 37, no. 4 (December 2003).
<http://www.journals.allafrica.edu/JoM/076123/05778.htm> (accessed October 2, 2003).

7. **Copyrights:** Authors are responsible for obtaining written permission to reproduce copyrighted material in their manuscripts.

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8. No reproduction of articles should be done without permission of the publishers.

9. The inclusion of an article in *African Christian Studies* does not mean that the Editorial Board approves of the views expressed therein.

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APPENDIX B

**ARTICLE EVALUATION FORM
EASTERN AFRICA JOURNAL OF HUMANITIES AND SCIENCES**

Criteria for Evaluation of Articles Submitted to the Journal for Publication

Article Title:

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Type of Article: Report of empirical study []
 Theoretical article []
 Methodological article []
 Review article []


No	Features	Scores (0-10)												
		0	1	2	3	4	5	6	7	8	9	10		
1.	Awareness and Identification of Problem													
	(a) (i) Appropriateness and relevance of the topic for subject and level of understanding													
	(ii) Describes the circumstances and reasons that have made him/her choose the topic?													
	(iii) The work is original and important													
	(b) (i) Does the author show that there is a gap in knowledge/will the question asked add to further understanding of the topic?													
	(ii) Does the problem have contemporary significance?													
	(iii) Clarity of the research problem													
	(iv) Specificity and appropriateness of research questions/hypotheses													
	(v) Are the hypotheses testable?													
2.	Intellectual Grasp													
	(a) Grasps the scope and possibilities of the topic													
	(b) There is evidence of a clear distinction between objective and subjective material													
	(c) Conclusions are brought together and not stated too early													

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No	Features	Scores (0-10)									
	(d) Follows up and evaluates alternative lines of argument (e) Demonstrates adequate knowledge of the subject which is broader than the actual topic (f) Demonstrates an explicit theoretical approach (g) Demonstrates full mastery of the topic (h) Connects theory and practice (i) Displays rigor										
3.	Coherence (a) Displays coherence of structure and argument (b) Conclusions are clearly formulated and follow clearly for the data										
4.	Engagement with the Literature (a) Displays comprehensive coverage of the field (b) Successfully critiques established positions/critical use of references (c) Demonstrates up-to-date knowledge of the research in the field. (d) Engages critically with other significant work in the field (e) Identifies contradictions, gaps and inconsistencies in literature review (f) Accurately uses academic conventions in citations.										
5.	Grasp of Methodology (a) The research design is appropriate (b) The sample is representative of the target population (c) The methodological analysis indicates the advantage and justification of the approach adopted (d) Uses several methodologies for triangulation (e) Uses appropriate and complex data analysis procedures										
6.	Presentation (a) The paper is clear, easy to read and presented in appropriate style										

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No	Features	Scores (0-10)										
	(b) Contains few errors of expression											
7.	Originality (a) Pushes the topic into new areas (b) Makes an original contribution to knowledge or understanding of the subject (c) Solves some significant problem and gathers original data (d) Reframes issues (e) Is imaginative in its approach to problems (f) Is creative. Goes beyond its sources to create a new position which critiques existing theoretical positions (g) Uses empirical study to enlarge the theoretical understanding of the subject (h) Opens up neglected areas or takes a new viewpoint on an old problem (i) Shows depth and breadth of scholarship (j) Argues against conventional views (k) Applies established techniques to novel patterns											
8.	Publishability (a) Demonstrates publishable quality (b) Has potential for publication											

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Suggestions for improvement:

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Assessor's Name:

Signature: **Date:**

CUEA DVC ACD/PUD/fm2

Appendix C : Work Instruction

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Appendix C: WORK INSTRUCTION FOR HANDLING EMERGENCY JOBS



CUEA PRESS

The Catholic University of Eastern Africa

P.O. Box 62157-00200 City Square, Nairobi-KENYA

P.O. Box 4002-30100 Eldoret-KENYA

Tel: +254-20-2525811-5 +254-53-2061218

Email: publications@cuea.edu, publicationsgaba@cuea.edu

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 /SoPs/WI/01

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