





The Catholic University of Eastern Africa


TITLE	AUTHOR
PROCEDURE FOR PUBLISHING COURSE TEXTS AND MODULES (CUEA/DVC ACD/PUD/02)	DIRECTOR OF PUBLICATIONS
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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, HoDs and the Examination Officer's office	

0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization
		Page	Clause/subclause	Title
1	19 June 2011	5	6. Inclusion of note on handling emergency jobs	Director, Publications
2	19 June 2011	6	7.1 Inclusion of work instructions	Director, Publications

0.3 Distribution / Circulation

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

1.0 Purpose

This procedure outlines the steps taken to ensure that the publishing of academic materials at CUEA is undertaken in a manner that meets the highest quality.

2.0 Scope

This procedure shall apply to the publishing of *course texts* and *modules* by faculties and institutes/schools of the University.

3.0 References

This procedure refers to the following:

- 3.1 University Publishing Policy
- 3.2 Guidelines for Book Evaluation
- 3.3 Guidelines for Module Evaluation
- 3.4 CUEA Quality Management Manual
- 3.5 ISO 9001:2008 Standard


4.0 Terms and Definitions

In this procedure, the following terms and definitions shall apply:

4.1. Manuscript: This is a book or module submitted for evaluation and/or editing.

4.2. Commissioned manuscript: This is a book or module whose writing is initiated by CUEA PRESS, a faculty or institute/school based on a predetermined need in a specific academic area in CUEA and/or the wider higher education sector in Kenya, the AMECEA region and beyond.

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4.3. Unsolicited manuscript: It refers to a book or module whose writing is a result of individual or group initiative.

4.4. Course text: This is a piece of written work that accords comprehensive treatment to an academic subject e.g. Missiology, Governance in Africa: Traditional and Contemporary Perspectives, Information Literacy, Peace Education, and Business Research Methods.

4.5. Module: This refers to an academic writing based on a particular course/unit offered by respective faculties and institutes/schools of CUEA. Current examples are Christian Ethics, Communication Skills, Subject Methods Chemistry, and Educational Administration.

4.6 Blind peer review: This refers to the process of evaluating a manuscript to determine its suitability for publishing based on certain predetermined parameters. The “blind” aspect means that the evaluators must not be privy to the identity of the author(s) whose work they are reviewing.


4.7 DVC: Deputy Vice Chancellor

4.5 FEDB: Faculty Editorial Board

5.0 Principal Responsibilities

The Director of Publications shall be responsible for ensuring that this procedure is implemented to the satisfaction of all the players involved.


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6.0 Method

- 6.1. The Dean of Faculty or Director of Institute/School shall receive from an individual author/lecturer or group of authors/lecturers, a spiral bound copy of a commissioned or unsolicited manuscript. The submission shall include:
 - 6.1.1. A formal letter addressed to the Dean of Faculty or Director of Institute requesting publication of the work.
 - 6.1.2. Book Submission Form or Module Submission Form (Appendix A, Appendix B) as the case may be.
- 6.2. The Dean of Faculty or Director of Institute/School shall forward the manuscript and accompanying Form to the chairperson of the respective FEDB within five (5) working days.
- 6.3. The chairperson of FEDB shall convene a meeting of the board not later than twenty-one (21) days from the date of receiving the manuscript.
- 6.4. The meeting shall appoint at least three (3) persons who are experts in the subject area to undertake “blind peer review” of the manuscript and advice on its suitability for publishing. In conducting the evaluation, FEDB shall adhere to *Guidelines for Book Evaluation* or *Guidelines for Module Evaluation* as the case may be.
- 6.4. The chairperson of FEDB shall communicate in writing the results of the evaluation to the relevant Dean of Faculty or Director of Institute/School. The communication shall include full reports of the evaluators (plus their names and addresses). This shall be done within five (5) working days after completion of the evaluation process.
 - 6.4.1. If FEDB returns a positive verdict, i.e. that the manuscript is suitable for publishing, the Dean of Faculty or Director of Institute/School concerned shall, within five (5) days of receiving communication from FEDB, submit a spiral bound copy of the manuscript and a letter of approval for publishing to the DVC Academic. The author(s) shall be notified of FEDB’s decision and of the subsequent forwarding of his/her/their work to the DVC Academic.
 - 6.4.2. If FEDB returns a “NO” verdict, i.e. that the work is unsuitable for publishing, the Dean of Faculty or Director of Institute/School concerned shall communicate the decision to the author(s). He/she shall provide a “blind”

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evaluation report to the author(s) and advise him/her/they to revise the work and re-submit it for evaluation.

- 6.4.4 If the author(s) of a rejected manuscript are dissatisfied with the evaluation, they shall appeal to the respective Dean of Faculty or Director of Institute/School within ten (10) days of receiving his/her communication of FEDB's decision.
- 6.5 The Dean of Faculty or Director of Institute/School shall study the appeal and either approve or reject it.
- 6.5.1 If the appeal is rejected, the Dean/Director shall inform the author(s) of his/her decision in writing not later than five (5) days after receiving the appeal.
- 6.5.2 If the Dean of Faculty or Director of Institute/School approves the appeal, he/she shall submit three (3) spiral bound copies of the manuscript to the Director of Publications for a second evaluation in line with the University Publishing Policy.
- 6.6 Upon receipt of the results of the second evaluation from the Director of Publications, the Dean of Faculty or Director of Institute/School shall communicate the same in writing to the author(s) within five (5) working days.
- 6.7 Results of the second evaluation shall be final and will not be subject to further appeal.
- 6.8 Upon receiving communication from the respective Dean of Faculty or Director of Institute/Director that a particular work is suitable for publishing, the DVC Academic shall, within five (5) working days, write to the Director of Publications, asking him/her to initiate publication of the manuscript in question.
- 6.9 The Director of Publications shall acknowledge receipt of the manuscript from the DVC Academic and initiate publishing of the work in line with the University Publishing Policy.

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

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7.0. Appendices

7.1. Appendix A: Work Instruction for Handling Emergency Jobs



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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

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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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