


The Catholic University of Eastern Africa

	AUTHOR
PROCEDURE FOR PUBLICATION IN AFRICAN CHRISTIAN STUDIES (CUEA/DVC-ACD/THEO/02)	EDITOR of AFRICAN CHRISTIAN STUDIES
	NO. OF APPENDICES:
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEAN – FACULTY OF THEOLOGY
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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 Dean Faculty of Theology office 	

0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date	02 – Feb 2011
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0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization <i>Title</i>
		<i>Page</i>	<i>Clause/subclause</i>	

0.3 Distribution / Circulation

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

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1.0 PURPOSE

The purpose of this procedure is to ensure that articles published in African Christian Studies (ACS) are of high academic and scientific standards.

2.0 SCOPE

This procedure covers all the manuscripts submitted for publication in ACS.

3.0 TERMS AND DEFINITIONS

3.1 Definition of terms used:

For the purposes of this procedure the following terms shall apply:


- 3.1.1 Editor – Chairperson of the Editorial Board of ACS
- 3.1.2 Editing – Putting the text of the manuscript in grammatically correct English form
- 3.1.3 Designing – Setting the text in the form in which it is going to appear in the issue of ACS
- 3.1.4 Review – To assess the manuscript from the point of view of content, argumentation and presentation
- 3.1.5 ACS – African Christian Studies

4.0 REFERENCES

The procedure makes reference to the document indicated below:

- 4.1 Sapientia Christiana
- 4.2 Ex Corde Ecclesiae
- 4.3 Faculty of Theology: Programme of Studies – Ecclesiastical/canonical degrees

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4.4 Guidelines for Contributors


5. PRINCIPAL RESPONSIBILITIES

The Dean shall be responsible for the adequacy and effective implementation of this procedure.

6.0 METHOD

- 6.1 The author shall submit his/her manuscript to the Publications Department.
- 6.2 The Publications Department shall send the received manuscript to the Editor within one day.
- 6.3 The Editor shall quickly assess it to see whether it deserves attention in view of publishing in the African Christian Studies within two days.
 - 6.3.1 If the manuscript is not worthy of consideration, it is returned to the author.
 - 6.3.2 If the manuscript is worthy of consideration, the Editor shall send it, within two days, to a member of the editorial board qualified in the given area for reviewing.
- 6.4 The member who has reviewed the manuscript shall give his/her opinion on whether the manuscript can be published with or without major modifications and return it to the Editor within thirty days.
 - 6.4.1 If the manuscript does not need major modifications, the Editor shall immediately send it to the Publications Department for text editing which shall be done within two weeks.
 - 6.4.2 If the manuscript needs modifications, it is returned to the author with suggested modifications for correction which shall be made within two weeks and re-submitted to the Publications Department.
- 6.5 The Publications Department shall immediately send the modified manuscript to the Editor for consideration.

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- 6.5.1 If the Editor is satisfied, he shall send the manuscript to the Publications Department for designing within two weeks.
- 6.5.2. If the Editor is not satisfied with the text he shall send it back to the Publications Department with suggested corrections.
- 6.6. The Editor shall sign and send the designed manuscript to the Publications Department for printing
- 6.7 The Publications Department shall send the printed text for binding.
- 6.8. The Publications Department shall immediately send copies of the issue to the subscribers and contributors upon receipt from the binder.
- 6.9. The records of all the activities shall be maintained.

7.0 APPENDICES

7.1 FLOWCHART (OPTIONAL)

Not applicable

8. ASSOCIATED DOCUMENTS

8.1 QMP-01, CUEA/VC/DQA/01, Procedure for Control of Documents.

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