



The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR PUBLISHING JOURNALS (CUEA/DVC ACD/DOR/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
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 DVC Academic, Director of Research and Director of Publication's office.

0. CONTENTS AND RECORD OF CHANGES

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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 the form)	DoR

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant function 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 TERMS AND DEFINITIONS

- 3.1 EAJHS - Eastern Africa Journal of Humanities and Sciences
- 3.2 ACS – African Christian Studies
- 3.3 ACUHIAM – Association of Catholic Universities and Institutes of Higher learning in Africa and Madagascar
- 3.4 FEDB - Faculty Editorial Boards
- 3.5 CUEA- Catholic University of Eastern Africa

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- 3.6 DVC - Deputy Vice Chancellor
- 3.7 ACD- Academic

4.0 References

- 4.1 Publishing Policy
- 4.2 EAJHS Publishing Guidelines
- 4.3 ACS Guidelines for Contributors
- 4.4 CUEA Quality Management Manual


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 articles in specific journals (CUEA/DVC ACD/PUD/01/fm01; Appendix B).
- 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 and evaluation forms for respective journal shall be used.
- 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.

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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: EAJHS Guidelines for Contributors

7.2 Appendix B: ACS Guidelines for Contributors

7.2 Appendix C: 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 ...

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4. Type 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

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.

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**APPENDIX C
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											

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No	Features	Scores (0-10)									
	(c) Conclusions are brought together and not stated too early (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										

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

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Suggestions for improvement:

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Assessor's Name:

Signature: **Date:**

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