


The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR PUBLICATION IN AFRICAN CHRISTIAN STUDIES (DVC ADM /THEO/02)	DEAN, FACULTY OF THEOLOGY
	NO. OF APPENDICES:
	TWO (2) 7.1 – 7.2
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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DATE	16 January 2019
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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 Dean's Office	

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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>
	16-01-2019	All	Complete Review of Procedure	Dean, Theology

0.3 Distribution / Circulation

This quality management procedure is available on CUEA servers for authorized users.


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.

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3.0 REFERENCES

The procedure makes reference to the document indicated below:

- 3.1 Sapientia Christiana
- 3.2 Ex Corde Ecclesiae
- 3.3 Faculty of Theology: Programme of Studies – Ecclesiastical/canonical degrees
- 3.4 Guidelines for Contributors

4.0 DEFINITION OF TERMS

4.1 Definition of terms used:

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

- 4.1.1 Editor – Chairperson of the Editorial Board of ACS
- 4.1.2 Editing – Putting the text of the manuscript in grammatically correct English form
- 4.1.3 Designing – Setting the text in the form in which it is going to appear in the issue of ACS
- 4.1.4 Review – To assess the manuscript from the point of view of content, argumentation and presentation


5.0 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 CUEA Press.
- 6.2 The CUEA Press shall send the received manuscript to the Editor.
- 6.3 The Editor shall quickly assess it to see whether it deserves attention in view of publishing in the African Christian Studies.
 - 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, to a member of the editorial board qualified in the given area for reviewing.

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- 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 CUEA Press 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 CUEA Press.
- 6.5 The CUEA Press shall immediately send the modified manuscript to the Editor for consideration.
- 6.5.1 If the Editor is satisfied, he shall send the manuscript to the CUEA Press for designing within two weeks.
- 6.5.2. If the Editor is not satisfied with the text he shall send it back to the CUEA Press with suggested corrections.
- 6.6 The Editor shall sign and send the designed manuscript to the CUEA Press for printing
- 6.7 The CUEA press shall send the printed text for binding.
- 6.8. The CUEA Press 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.
- 6.10 Records of all the activities shall be maintained.

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7.0 APPENDICES

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Political	<ul style="list-style-type: none"> • Political instability • Political influence on industry
(ii)	Social	Changes in social factors affects the university e.g <ul style="list-style-type: none"> • Value system • Impunity • Unstable societal demands
(iii)	Technological	<ul style="list-style-type: none"> • Technological advancement • Resource and skilled manpower for technology use • Demand for innovation
(iv)	Legal	<ul style="list-style-type: none"> • Dynamic legal infrastructure
(v)	Economical	<ul style="list-style-type: none"> • Inflation • High cost of living
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Culture	Diverse backgrounds
(ii)	Strengths	<ul style="list-style-type: none"> • Availability of articles from scholars for publication • The ACS is a renowned journal
(iii)	Weaknesses	<ul style="list-style-type: none"> • Inadequate financial resource facilitation for publication of the ACS • Lack of accountability of the Subscribers funds • Delays in publications of ACS
(iv)	Opportunities	Conducive environment
(v)	Threats	Withdrawal of articles to be published

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Theological Institutions	Quality publications
(ii)	Theology scholars	Published articles

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7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1.	Lack of publication of ACS	Lack of funds	2	2	4	Medium	Source for donors to assist in publication of ACS
2.	Withdrawal of Subscribers	Lack of submission of published copies	3	3	9	High	Ensure that there is accountability of the subscribers funds
3.	Lack of submission of articles	Delays in publication of ACS	3	3	9	High	Source for funds from donors to facilitate timely publication of ACS

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