

THE OPEN UNIVERSITY OF TANZANIA



**PUBLISHING AND
PRINTING POLICY
AND OPERATIONAL
PROCEDURES**

September, 2018

The Open University of Tanzania



PUBLISHING AND PRINTING POLICY AND OPERATIONAL PROCEDURES

**OFFICE OF THE DEPUTY VICE
CHANCELLOR (ACADEMIC)**

September, 2018

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FOREWORD

The Open University of Tanzania (OUT) is obliged to contribute to Tanzania's social and economic development. The driving force behind the expected economic development and industrial growth is through scientific advances and technological innovations. OUT has and continues to participate in the national development process through its research agenda which falls within its areas of competency. Academic publication activities and dissemination of research results are among of the core functions of any university. It is within this context that, the first OUT Publishing and Printing Policy has been developed to guide publishing and printing activities. In addition, there is need of having a strong policy which defines, guides, administer, supervise and control all publication, printing and dissemination processes.



Apart from all this role and responsibility of the university, OUT has been lacking a publishing and printing policy that guides all operational and management of the university publications and printing activities. Lack of a formal policy affects decisions regarding publications including the process of receiving manuscripts, type of manuscript, language, review and editing, selling and the procedure of royalties to authors. Keeping this challenge unsolved will affect the international legacy of the Open University of Tanzania.

Moreover, the University has a number of research journals that are well recognized locally and internationally. Likewise, the university has many learning and teaching materials written by academic staff and part time academics. All these documents need a policy to guide their publishing and printing operation and management. The Publishing and Printing policy will, therefore, guide OUT researchers and other stakeholders when formulating and undertaking publishing, printing and publication activities at the University. It is our hope that researchers, policy makers, planners and funding agencies will find this document a valuable

source of information and indeed a reference material whenever one wants to engage or support publishing and printing activities at The Open University of Tanzania.

Last but not least I would like to note that extensive work has gone into formulating this policy. The effort of stakeholders from different institutions such as TATAKI at UDSM, the University of Dodoma, Mzumbe University, Oxford University Press, Centre for Educational Development in Health (CEDHA) Arusha, Mkuki na Nyota Publishers among others and members of academic staff at OUT representatives from the private sector are highly appreciated. The University management expresses its gratitude to the special taskforce coordinated by the Directorate of Research, Publication and Postgraduate Studies which has worked tirelessly, and all those who have directly or indirectly contributed to the successful completion of this work.

Prof. Elifas T. Bisanda
Vice Chancellor

Dar es Salaam
September, 2018

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The preparation of this policy review was only possible through hard work and dedication of the core team, consisting of Prof. M. M. Mulokozi (UDSM), Dr. H. Jilala, Dr. M. Hans (UDSM), Dr. P. Ngatuni, Dr. F. Mohamed, and Mr. E. Kaimuki-lwa under the guidance of Prof. E. Kigadye (Director of Research and Publications). I wish to acknowledge the team's effort and its willingness to work beyond official hours. No words can express our gratitude to the Management of The Open University of Tanzania and various stakeholders, who in one way or the other, gave suggestions and ideas that helped to shape this policy.



It is my hope that this Publishing and Printing Policy will help OUT to move to the next level of guaranteeing the general public, about the competitiveness, value for money, fitness for purpose and high level of goodness of open and distance learning endeavours of The Open University of Tanzania. The Publishing and Printing Policy document will therefore guide OUT researchers and other collaborators when formulating and undertaking publishing, printing and distribution of publications at the University. It is our hope that researchers, policy makers and funding agencies will find this document a valuable source of information and indeed a reference material whenever one wants to engage or support publishing and printing activities at The Open University of Tanzania. I would like to assure users of this policy that the policy is not static and will, therefore, stand to be reviewed and further improved in the future in response to emerging stakeholders demands.

Finally, I acknowledge the support and commitment as well as guidance of the approving organs including university management committee, RPPC, the Senate and finally the University Council.

Prof. Deus D. Ngaruko
Deputy Vice Chancellor (Academics)

Dar es Salaam
September 2018

EXECUTIVE SUMMARY

The Open University of Tanzania (OUT) is a public higher learning institution which was established by an Act of Parliament No. 17 of 1992. The Act became operational on 1st March, 1993 by publication of Government Notice No. 55 in the Official Government Gazette. The University started its operation in 1994. The Act No. 17 of 1992 was later replaced with a new Universities Act No. 7 of 2005. Since 2007, the University has been operating under the OUT Charter and Rules (2007), in line with the new Universities Act No. 7 of 2005.

This policy document is set to provide guiding and operational procedures on publishing and printing activities at OUT. The policy is divided into four chapters. Chapter one presents background information that describes the University profile and the rationale for the policy by explaining the delivery mode of the University as an open and online learning institution which delivers its education through blended mode. This implies that there is a need of having multimedia teaching and learning materials to facilitate the learning process. The chapter also highlights the fact that the University has over 10,000 active students who are spread throughout the country and abroad. Having both printed and online materials will facilitate the learning process and hence increase students' enrolment and completion rates.

Furthermore, the chapter explains that there is a decline of publishing and printing industry in Tanzania which results to shortage of quality publishing avenues for university academic staff and other authors from the general public. There is also low income generation through university and staff publications, thus establishment of publishing house and printing unit could greatly enhance the University revenue. The chapter also presents the main objective of this policy as to establish publishing house and printing unit at OUT. Again, Publication Capacity, Opportunities and Challenges are summarised in this chapter.

Chapter two presents policy statements, strategies and operational procedures. Central to the chapter are policies and procedures for: Securing manuscript/projects for publication, Editing the manuscript, Printing press, Electronic publishing, Marketing and dissemination and Relation with authors.

Chapter three presents all necessities for the implementation of the policy. The chapter indicates that there shall be a committee specifically to monitor the implementation of the policy. This committee shall be composed of the DVC Academic as a chairperson, all deputy vice chancellors, and all deans and directors. The DRP shall be the secretary to the committee. The terms of references for the committee shall include coordinating the implementation of Publishing and Printing Policy.

Chapter four describes the monitoring and evaluation process of the implementation of the policy.

Prof. Emmanuel S. Kigadye
Director Research and Publications

Dar es Salaam
September 2018

LIST OF ABBREVIATIONS

DCM	Directorate of Communication and Marketing
DRP	Directorate of Research and Publications
DIEMT	Directorate of Information and Educational Management Technologies
HRM	Human Resource Management
OUT	The Open University of Tanzania
PMU	Procurement Management Unit
RPPC	Research Publication and Postgraduate Committee
STC	Secretary to the Council
TATAKI	Taasisi ya Taaluma za Kiswahili

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CHAPTER ONE

BACKGROUND

1.1 Introduction

The Open University of Tanzania (OUT) is dedicated to the advancement of knowledge, fostering learning and understanding in the society. This publishing and Printing Policy thus formalizes the OUT's commitment to the effective stewardship and dissemination of research knowledge internationally and nationally. The policy aim at guiding publication which is one of the core activities of an academic institution which is characterized by creation of knowledge through teaching, research and consultancy services to the public. The Open University of Tanzania Charter of 2007 provides a broad mandate to initiate and conduct basic and applied research for the good of the society. This is particularly in the fields of natural sciences, technology and environmental studies, business management, social sciences, humanities, information and communication technology. In addition to other learning and knowledge generation closely related industrial development, so as to bring the desired social and economic development in Tanzania (OUT, Research Policy, 2017). It is our understanding that applied research can be conducted but if not preserved or disseminated for the public consumption, will never last longer. Therefore, one of the major means of preserving and disseminating research and knowledge to the society is through publications in print and electronic materials.

Apart from generating new knowledge, universities also act as bridge between different fields of study. They play an important role in promoting socio-economic development through improving the quality of people's lives in a number of ways, enhance productivity and develop technologies that simplify people's lives. A country is classified as developed when it is able to provide quality life for her people. It is through publication of research findings and generated new knowledge that universities have a noble role to play in realizing these objectives. It is along

this perspective that The Open University of Tanzania as an institution is supposed to influence the direction and provide leadership in the pursuit of innovative and highly skilled middle income economy.

The Open University of Tanzania draws its publication and printing agenda from various national and international documents. Whereas, at the national level, the publication agenda is drawn from documents such as Tanzania Development Vision 2025; Higher Education and Training Policy 2014; Poverty Reduction Strategy Program (PRSP) (2010 – 2025); Property and Business Formalization Program (PBFP), the National Research Priorities (2015 – 2020) and Publishing and Printing Policy TATAKI, 2017. At the international level, the publication agenda is drawn from the Sustainable Development Goals (SDGs) 2030 among others.

1.2 Rationale for Developing Publishing and Printing Policy

The Open University of introduced the Directorate of Research and Publication in 2016. Thus, made the necessity of formulating the publishing and printing policy. The current policy is set to guide the Directorate to coordinate all matters related to publishing, printing and selling research and academic based products at the university, the nation and the world at large. The policy is an important tool in guiding the university in handling and selling learning and teaching materials, academic text books, academic journals and other publications that are published, printed by the University. The university strategic plan to establish a printing unit also makes it important to have the current policy. Furthermore, the DRP's plans to introduce a bookshop, this underscores a need of having a strong policy which defines, guides, administer, supervise and control publication purchase and sells. The project of publishing, printing and sell of publication products will serve as a source of income generation to the DRP and The University.

Further, it is our understanding that there is a direct relationship between the generation of knowledge, teaching, learning, consultancy, research and publications. However there has been a very low level of alignment between teaching, research and publication. There is also relatively low level of use of publications material by academic and the general community. It is for this reason; the University chose to establish publishing and printing policy to address these challenges. The policy is expected to instil new inspiration and attitudinal change among the academic staff by creating a conducive publishing environment which will stimulate academicians at individual level, departments and faculties to engage meaningfully in the research activities and publishing their findings. Hence, resulting into more publications and promoting teaching and learning to both teachers and students.

Moreover, the University has a number of research journals that are well recognized locally and internationally. Likewise, the university has many learning and teaching materials written by academic staff and part time academics. All these documents need a policy to guide their utilization in terms of incentives to authors.

Last but not least, there has been very low partnership between local communities and private sector with the University faculties and departments in research issues. There is also low-income generation through university and staff publications. It is against this background that OUT publication outputs have persistently remained low. It is within this context, that, the present policy has been developed to overcome the above weakness by accommodating the current University and national needs and demands. The research and publication policy document will, therefore, guide OUT researchers and other collaborators when formulating and undertaking publishing, printing and publication activities at the University. It is our hope that researchers, policy makers, planners and funding agencies will find this document a valuable source of information and indeed a reference material

whenever one wants to engage or support publishing and printing activities at the Open University of Tanzania.

1.3 Objectives of the Policy

1.3.1 General Objective

The general objective of this policy is to provide a framework of conducting and administering publishing, printing and selling of OUT publications.

1.3.2 Specific Objective

The specific objectives of the publishing and printing policy include the following:

- i) To guide the University in enhancing the institutions publications capacity,
- ii) To provide a reference frame for sourcing of publishing and printing funds and sharing resources,
- iii) To set a guiding principle to facilitate effective coordination and regular monitoring and evaluation system of publishing, printing and sell of publication products at different levels,
- iv) To set a philosophy of integrating teaching, and research and publications in the learning process,
- v) To provide guidelines for motivating academic member of staff to engaged in publishing and innovations,
- vi) To set guidelines with respect to the role of OUT in defining and implementing the national publishing and printing agenda in collaboration with other national and international stakeholders,
- vii) To provide a framework of capturing a wider range of stakeholders in supporting publishing and printing activities at OUT; including the involvement of industry and business community, public and private institutions, Community Based Organizations, local government authorities and development partners,
- viii) To provide a comprehensive and standardized framework for conducting research and disseminating research findings and operational procedures.

1.4 Publication Capacity, Opportunities and Challenges

1.4.1 Publication Capacity

The Open University has a highly trained manpower in education, natural and social sciences, business studies, agricultural sciences, natural resources and environment management sciences as well as law research. It has more than 350 academic staff, more than 50 ICT technicians, about 2,000 postgraduate students and about 10,000 undergraduate students. In addition OUT has a well laid down infrastructure (library, ICT etc.) capable to facilitate publishing, printing and sell activities. In addition, it has OUT Research Bulletin, which provides summary of all research and teaching work done as a quick publications reference. In addition, research output by academic staff and student's thesis and dissertations can be published as text books and become beneficial references for teaching and learning activities. Study materials available at Open University are good reference for student in Tanzania and abroad. These can, therefore, be published and sold at profit. Furthermore, OUT operates in 29 regional centers spread all over the country and abroad (Rwanda, Kenya, Namibia, Uganda and Malawi). In this respect, OUT is capable of attracting and winning publishing grants and development support from a number of local, national and international agencies. OUT Regional Centres can also be used as stores and selling point of the publication materials. This makes publishing, printing and selling of books, journal and other materials a promising additional source of funds for running the university.

1.4.2 Opportunities

There is a high demand for knowledge, skills and information on learning and research activities by different sectors. Additionally, OUT being a unique institution of higher learning in the region that offers its programs through open and distance learning is better placed for providing ODL-related publications. This policy aimed at utilizing this strength in enabling the university to fulfil one of its core objectives – researching and disseminating research findings in publication.

1.4.3 Challenges

There are several challenges which the University has to grapple with. Some of the challenges include the fierce competition for publishing and printing projects with other universities, government institutions and private companies. There is also inadequate publication funding, client and facilities to promote publishing and printing activities. These could result in inadequate human resource base (both in quality and quantity) for the development and management of technological change. Last but not least, there is still a low level of faculties/department's involvement in publishing. This policy document therefore, aims at providing a guide on how to address some of these challenges so as to increase the participation of the University in the national development effort.

Mission

To guide the publishing, printing and distribution of high quality and affordable publications nationally and internationally; also to promote a culture of reading, writing and publishing among young scholars and adults in the society.

Vision

To be a leading, recognized and reliable publisher and printer of educational and social materials worldwide.

General Objectives of the Publication and Printing Policy

To administer production and distribution of books, journal and other publications materials by observing standards, quality and procedures; to promote reading, writing and publishing skills and knowledge to academic staff, students and the entire society.

Specific objective of the Publishing and Printing Policy

The specific objectives of this policy are to set guideline for:

- i) Submitting and receiving manuscript which needs to be published or printed
- ii) Editing the received manuscript to accommodate and observe the relevance of the content, proper use of the language in terms of standard language and grammar

- iii) Publishing and printing books, journal, brochures, notebooks, calendar, and other publication materials
Advertising and publicizing OUT publications
- iv) Distributing and selling OUT publications in reasonable price to the society.
- v) Setting principles and procedure for paying authors and selling OUT publications,
- vi) Setting principles and procedures for publishing and printing materials Enhancing, promoting and developing knowledge and skills of study material writing to meet the needs of open and distance learning at the university and the society at large.
- vii) Disseminating knowledge generated by research conducted by OUT staff to the widest possible audience
- viii) Helping researchers to disseminate research to achieve the greatest impact.
- ix) Raise the profile of OUT research outputs through depositing published material in online research and publication data bases
- x) To manage information about its research outputs effectively, both for internal management and external research assessment.
- xi) Facilitate long term storage and preservation of the research outputs.

In a nutshell, this policy provides a direction on the publication process, from the preparation to access. The University values the right of authors and contributors to decide on the best avenue for the publication of their research findings while encouraging publication in an open and accessible way and ensuring funder requirements are met.

CHAPTER TWO

PUBLICATION POLICY AND OPERATION PROCEDURES

2.1 Introduction

This chapter consists of guidelines and operational procedures on publishing and printing activities at OUT. The policy role is to assist the University and staff to be in line with the regulations, mission and vision of the University in all aspects of the publication process. The guidelines commit implementers (administrators, researchers, authors, clients and sponsors), to ensure that publishing, printing and selling of the publications meets and satisfy both the university and national needs.

2.2 Policy Issues, Statements and Procedures

2.2.1 Publication Coordination

The Open University has no clear coordination structure of publication at level of departments and faculty. Consequently, publications output of individual and those co-authored are not clearly visible to the University and the society. Therefore, there is a need of having a strong coordination system that will coordinate, promote, link and manage academic publication activities at OUT. Such a system will require capacity to handle the entire publication processes (planning, training, writing, selling, budgeting and publication of research).

Policy Objective

To guide the coordination of publication activities at the University in order to increase the output, quality and visibility.

P1: Policy Statement

The University shall have a clear publication coordination structures at different levels.

Policy Strategies

- i) To link the Directorate of Research and Publication, faculties with departments.

- ii) To ensure the availability of clear reporting relationships between different coordinating units.

Operational Procedures

The Open University of Tanzania will:

- i) Establish a strong and competent publication coordination committee at both the department and faculty levels.
- ii) Establish a clear reporting structure of publication activities at all levels (departmental, faculties and at institutional levels).
- iii) Put in place guiding mechanisms in the operationalisation of the committees.

2.2.2 Publication Culture

Majority of academician lack a culture of reading, writing and publishing scholarly work. This leads to low publication output and visibility of OUT. In order to develop an institutional culture of publication at OUT, there is a need to build an organization culture where publication should become a prolific and dominant feature among academics. Consequently, OUT envisage build a culture that promotes publications productivity that will enhance its reputation as a research university and its contribution to national development through research.

Policy Objective

To guide and promote a culture of reading, writing and publishing among OUT academic staff and students.

P2: Policy Statement

The University shall encourage and promote academic staff to read, write and publish their research findings, teaching materials and academic text books.

Strategy

To have clear mechanisms on promoting publication culture at the University.

Operational Procedures

The Open University of Tanzania will:

- i) Allocate significant resources for training and supporting on academic writing.
- ii) Establish collaborative research teamwork and collegiality among department/faculty members.
- iii) Incorporate research and publications targets in the Annual Staff Appraisal System (OPRAS).
- iv) Introduce publication writing skills short courses and mentoring support to junior staff.
- v) Introduce competitive publication grants from internally generated funds.
- vi) Grant leave to academic staff to write books and learning and teaching materials.
- vii) Provide timely promotion to staff who have published their research articles/reports/books in scholarly media and have met the required criteria.
- viii) Award a certificate of recognition to staff who are actively engaging in research and publication.
- ix) Introduce attractive incentives to staff with innovations that lead to patents and creation of new enterprises or products.

2.2.3 Publication Ethics

Ethics in publications need to be seriously observed to maintain the integrity of the profession. Ethics also needs to be closely observed to maintain intellectual honesty, confidentiality, acceptability of research results, conflict of interest, observation and avoiding offending respondents.

Policy Objective

To provide guidelines that ensures that all University academic documents are published and disseminated as per acceptable ethical standards.

P3: Policy Statement

The Open University of Tanzania shall ensure that all publications fall under international publication ethics and conform to accepted ethical standards.

Policy Strategy

To put in place clear guidelines on publishing within ethical standards.

Operational Procedures

The Open University of Tanzania will:

- i) Establish an ethical review board in order to minimize bureaucracy in publication ethical clearance.
- ii) Ensure authors obtain ethical approval before publication of their documents
- iii) Ensure all manual script are well edited and proofread before publications
- iv) Ensure authors write in accordance with the acceptable ethical stands (such as avoiding plagiarism, cheating, data fabrication and data falsification.
- v) Ensure author abide by scholarly publication ethics (such as peer review systems, predatory journals and other ethical issues).

2.2.4 Publishing Resources

Scarcity and unavailability have restricted academic staff to publish and print. Currently there is no grant to enable academic staff to publish their research findings, teaching and learning materials and books on their area of expertise. Experience reveals that publication has never been attractive to the majority of staff due to high cost of publishing and printing by the private organs. Therefore, there is a need to build a capacity in writing and publishing, are to develop capacity of accessing resources on publication projects and funds.

Policy Objective

To provide guidelines that ensure that the University has resources needed to support publishing, printing, selling and purchase of research materials.

P4: Policy statement

The University shall ensure that more funds are sourced from the government, research foundations and NGOs to support publishing and printing activities.

Policy strategy

Put in place mechanisms that will enable the University to bid for and get funds for publishing and printing activities. Ensure that the University's internal funds for publication are allocated to those areas of interest to the University and the nation as a whole.

Operational Procedures

The Open University of Tanzania will:

- i) Allocate adequate funds to support publication activities.
- ii) Continue to fund small scale publishing research projects conducted by OUT staff and their publication.
- iii) Introduce a competitive book writing fund for medium scale publication projects to be applied by OUT staff.
- iv) Monitor all expenditure related to publishing, printing and sell activities.
- v) Identify areas that need more funding to support publishing, printing and sell activities.

2.2.5 Publishing Support Environment

Conducive publication environment is very crucial for researchers and institutions to achieve their reading, writing and publishing ambition. Conducive publishing environment include the availability of publication fund, equipment and facilities, writing and publication training, writing skills training and workshop, libraries and resources. At the Open University of Tanzania, such kind of environment has been lacking. Publishing and printing of teaching and learning materials has been particularly affected by the fact that the University has not been able to develop its own printing unit. The current use of publishing facilities of other institutions by the staff and students of OUT does not encourage publication to flourish.

Policy Objective

To provide guidelines that ensure the University has the necessary infrastructure for supporting publishing and printing activities.

P5: Policy Statement

The University shall ensure a conducive publishing environment so that academic staff and students can conduct and publish their research outcome, books, teaching and learning materials and journal papers.

Strategy

Ensure the availability of indicators for conducive publishing environment.

Operational Procedures

The Open University of Tanzania will:

- i) Work towards the establishment of printing unit. This shall include the maintenance of equipment and accessories support of the purchase of basic consumables. (ii)
- ii) Facilitate the acquisition of publishing fund for academic staff by collaborating with other institutions.
- iii) Providing publishing support services that include the provision and continuous improvement of modern management information systems and facilitate access to international literature and databases.
- iv) Provide basic financial management support and training to publication coordinator as well as personnel in key publication administrative units.
- v) Provide the necessary infrastructure like office spaces and publication and printing facilities to enable publishing and printing activities.
- vi) Train academic staff and students on how to carry publishing and printing activities.
- vii) Mentor junior academic staff on publication related matters.
- viii) Provide publishing and printing equipment and facilities.
- ix) Provide library resources and other supporting publication materials.
- x) Provide funds to support dissemination of research findings.

2.2.6 Sharing of Research Resources

Conducting research and disseminating results require substantial resources investments in core facilities that provide access to advanced cutting-edge technologies, expert consultation, and other services to scientific investigators. The facilities offer a number of services, ranging from systematic analysis and data processing, using specialized instrumentation, to access and expert advice on experimental design and evaluation needs. Thus, it is important that faculties and departments at the Open University of Tanzania avoid duplication of research resources.

Policy Objective

To provide guidelines on how best the publication resources can be shared within the University.

P6: Policy Statement

The University shall create transparency in the allocation, utilization and sharing of publishing, printing and sell resources. Strategy has a constantly updated data base of all publication resources and their uses.

Strategy

Operational Procedures

The Open University of Tanzania shall:

- i) Appoint a person to deal with matters related to publication, printing and selling of resources.
- ii) Prepare guidelines for utilizing all publications facilities which are within the University.
- iii) Issue a timetable to indicate date and time on how each facility will be used by different researchers/departments.
- iv) Purchase all publications resource facility centrally.

2.2.7 Publication and Dissemination of Research Findings

Research publication output at OUT is not satisfactory. This is clearly revealed by the low number of publications produced by academic staff in a year. OUT is eager to make its research output visible and accessible in order to enhance its reputation in the

research community. In that case, OUT must build strategies to increase the publication output among its academic staff.

Policy Objective

To guide academic staff to publish and disseminate research findings through scholarly articles, books, public media and policy briefs.

P7: Policy Statement

The University shall support academic staff to publish and present research findings in national and international conferences and professional forums.

Policy Strategy

To have clear mechanisms of promoting research publication and communicating the findings at the University.

Operational Procedures

The University will:

- i) Provide funds to support researchers to present their research findings in the national and international conferences/professional forums to enhance publishing.
- ii) Invest in publication, writing skills training courses and workshops.
- iii) Train staff on repackaging of research results in forms of posters, brochures, books, study materials, papers etc.
- iv) Establish discipline specific faculty journals and encourage staff to use local based journals to disseminate research outcomes.
- v) Establish a reward system (financial and promotion) for staff who excel in publishing.
- vi) Support publishing mentoring initiatives; establish writing clubs and academic writing course for junior staff.
- vii) Establish an OUT-publication exhibition week for staff to display and communicate their books, papers and university journal.

2.2.8 Publication Information and Communication Technologies

The Open University of Tanzania needs to continuously invest in ICT publication in order to facilitate development of innovative ICTs for online teaching and learning and management technologies. Historically, the aim of the Institute of Educational Technology (IET) which later on became the Institute of Educational and Management Technologies (IEMT) was to perform a technical backstopping role for distance teaching and learning. With time, the global changes have necessitated integration of teaching and learning with management issues. Particularly in ODL, integration of instructional and management technologies for staff and student is unavoidable. However, experience has shown that more emphasis has been on the management side and less emphasis on teaching and learning. We would wish to have an IEMT that takes teaching and learning as the major focus when researching, writing, designing and promoting new technologies.

Policy Objective

Ensure reliable and research-based means environment for open and online learning at the University.

P8: Policy Statement

The Open University of Tanzania shall strengthen its ICT research activities for promotion of reliable and innovative means of offering open and online learning.

Strategy

Operational Procedures

The Open University of Tanzania will:

- i) Put in place a dependable and reliable ICT infrastructure at OUT Headquarters as well as in Regional Centers.
- ii) Develop skills in ICT among writers and learners to enable them utilize ICT facilities for publication information effectively.
- iii) Encourage OUT staff and students in the use of ICT in teaching, learning, research and innovation activities.

- iv) Ensure human resource skills and competence for effective ICT utilization is enhanced.
- v) Set up a mechanism that ensures affordability of ICT usage for publication purpose.
- vi) Strongly encourage and facilitate sharing of ICT resources.

2.2.9 Integration of Research and Teaching

Integrating new knowledge created through research with teaching has become an important area that needs prompt attention due to the growing emphasis on student learning activities, quality assurance procedures and research funding mechanisms in higher education system. The link between research and teaching is not automatic. Thus, it needs to be formally created at the University in order to achieve a productive relationship between research activities by University staff and teaching duties.

Policy Objective

To retain a core commitment to research-based teaching and enhancing scholarship through clearly linking research, professional practice, teaching and publishing.

P9: Policy statement

The University shall encourage and reward an academic staff who is committed to research-based teaching and through clearly linking research, professional practice, teaching and publishing.

Strategy

Have a clear mechanism of increasing skills of staff to teach, do research and publish.

Operational Procedure

The Open University of Tanzania will:

- i) Emphasize the construction of knowledge by students rather than imparting knowledge by instructors.
- ii) Encourage publication of graduate theses and dissertations in professional journals.

- iii) Consolidate research and publication matters as one of their major functions.
- iv) Ensure teaching-research links are central to policies on promotion and reward.

CHAPTER THREE

PUBLISHING, PRINTING AND SELLING

3.1 Introduction

This chapter presents guidelines, direction and operational procedure of publishing, printing and sells operation activities. The guidelines commit implementers (administrators, researchers, authors, clients and sponsors), to ensure that publishing, printing and sell of publication address both the national needs and the academic requirements at OUT. Specifically, the guidelines and directions pertain to: publishing, printing, purchase and sell.

3.2 Policy Issues, Statements and Procedures

3.2.1 Policy Issue

Procedure of submitting and receiving manuscript for publishing or printing.

Policy Objective

P10: Policy Statement

The process of submitting and receiving manuscript from the author who wish to publish or print with OUT will commence by the author submitting his/her manuscript to the Director of Research and Publication, who will assign it to the Coordinator of publication for action and procedures. The expected manuscript will be of five kinds:

- i) Manuscript from an individual author, institution, organization or company
- ii) The Directorate can request an individual or a group of people to write a manuscript a specific theme or area of interest and submit it for publishing or printing.
- iii) Government institution, private institution, company, or any other authorities can submit a request of writing and publishing anything of interest manuscript developed from conference presentations or competitions organized by the directorate, department or faculty and any other organ can be submitted for publication

- iv) Teaching and learning materials shall be submitted for publishing or printing

The process of received manuscript shall:

Policy objective

Strategies

- a) Manuscript shall be in the form of written documents or written form with graphics and will be published with OUT business logo
- b) all manuscript submitted shall be charged accordingly and payment shall be effected immediately to allow editing, publishing and printing procedures
- c) manuscript shall be submitted in a form of hard copy as well as soft copy
- d) Manuscript evaluation shall be done by two identified expertise of a particular discipline and the evaluator. They will be paid according to recommendation of the coordinator of publications and approved by the Director.
- e) The coordinator shall ensure that the submitted manuscripts meets accepted University standards
- f) The Publication coordinator shall present the manuscript to the publication committee for review and approval for publishing or printing (the committee shall observe: the standard of language, content, new knowledge contribution, and its acceptability in the world business market
- g) If the received manuscript meets expected OUT publishing standards, it shall follow all process and procedure of publishing and printing such as, signing agreements and contracts, before publication or printing.
- h) The manuscript received by the OUT are expected to be of high quality and should have standard language, rich content, critical thinking and new knowledge
- i) The main language of OUT publication shall be Kiswahili and English. However, in special agreement with the owner of the manuscript, OUT can publish the manuscript in any language after being edited by language expert and

approved it in formal writing that the manuscript has standard required by OUT publication.

- j) Special form of manuscript submission and receiving shall be prepared by coordinator of publication and to shall be approved by publication committee.

Operational Procedures

The University shall:

- i) introduce, register and authorize a publishing and printing unit set to be established at Biafra building Kinondoni Centre
- ii) Register OUT Publishing or Printing Unit with all relevant authorities to acquire SBN number.
- iii) purchase or hire printing equipment and facilities to enable publication activities to be done within the university community services and income generating project
- iv) Market, advertise and publicize all OUT publications nationally and internationally.
- v) Ensure all OUT publications are internationally recognized and maintain reliability of quality services and high standard of publishing and printing product.
- vi) To encourage authors from different areas to publish with OUT and accept manuscript in Kiswahili, English or other approved languages for publications.
- vii) Allocate fund for publishing and printing
- viii) Establish book shop and store
- ix) Enhance online book business.

3.2.2 Policy issue

Policy Objective

To edit the received manuscript so that the language is standard content is rich and logical. The DRP shall observe all identified procedures of receiving manuscript and paper/articles for publishing and printing them as books or journal.

P11: Policy Statement

To edit all received manuscripts to ensure that all manuscripts meet of standard language, requirement format and style; and meet principles and procedure of the university publications.

Strategy

Operational Procedures

The University shall:

- i) Ensure that the editorial team under the supervision of chief editor shall ensure that all manuscript are edited, type settled, proof read and meet standards for publishing.
- ii) Ensure that the office of the coordinator of publication shall prepare guideline which provides instruction and guidance on the format and style of writing accredited for publishing principles of the University and it will be submitted to the research and publication committee for officially approval. This guideline book shall be branded as the *OUT In-house Style of Writing*.
- iii) Ensure that he directorate through the coordinator of publications shall guarantee the process of appraisal of all received manuscript to observe that credibility in stipulations of quality and standard. Basing on the advice of the Coordinator of publication the manuscript shall be submitted to the publication committee for editing.
- iv) Ensure that the office of chief editor coordinates editing process of all received manuscript for publishing or printing.

The publication committee shall be formed by; the Director of Research and Publication, Coordinator of Publications, Chief Editor, Associates Chief Editor, faculty coordinators of publications and Journal editors. The committee shall assessing the quality and standard of the manuscript before deciding to print or publish it in the OUT Style of Writing. The manual script can: be accepted without any amendment, accepted with adjustments or not accepted. Apart from principles and normal editorial requirements, other requirements will be the use of standard language, knowledge contribution to and society development

and its marketability and acceptability in business market. The committee has consent to formulate supplementary requirements without eliminating the requirements identified in this document.

3.2.3 Policy issues

Policy Objective

Publishing of a manuscript shall priorities on two things: duration of submission, when the manuscript was received and how urgent the manuscript is as per the client. The first received manuscript shall be given first priority of consideration for publishing or printing after the completion of editorial process. The department of publication shall corroborate with the department of finance and procurements since publications activities require facilities which are bought by procurement officer and needs accountant. The procurement officer and cashier shall corroborate with the coordinator of publications to prepare quarterly report on publication, printing and sell activities.

Procurement officer and coordinator of publication shall corroborate to identify publications and books which are mostly sold and their demand in the market and make sure are reprinted. It is the responsibility of Coordinator to ensure that publications which are not on demands in the market are being involved in the quarterly report for the purpose of advising the director on how to deal with them.

P12: Policy statement

Directorate through Publication Committee shall ensure that all received manuscripts are edited to meet international quality and standards.

Strategy

Operational Procedure

The University shall:

- i) Utilize the university logo as publication business logo for all published and printed materials or online publication.
- ii) To appoint a procurement officer
- iii) To appoint DRP cashier/accountant

- iv) To allocate funds for marketing and publicizing of OUT publications
- v) Ensure all manuscript are edited by allocating funds to facilitate editing process.
- vi) Allocate fund for editing and reviewing procedure.
- vii) Improve quality and visibility of OUT website internationally.

3.2.4 Policy issue

Policy Objective

To advertise publications with the university logo as one of the university services to the public.

P13: Policy Statement

All OUT publications shall employ university logo as a symbol of business for. The logo shall appear in both print and online publication. This shall apply as a strategy to market the university and its activities worldwide.

Strategy

Operational procedure

To ensure all publication such as study materials, books, brochures, and online publications bear OUT publishing logo. To create and register publication business logo.

3.2.5 Policy issues

Policy objectives

To advertise and distribute OUT publications in a reasonable price as one of the community service of the Open University of Tanzania to the society.

P14: Policy statement

The university shall advertise and distribute (by selling) its publications with OUT as part of its university community services for overcoming challenges, problems and scarcity of books, references and educational publications to the society. The distribution will involve hard copy and electronic copy. The

coordinator of the publication shall be responsible for advertising and distributions of university publications.

Strategy

Operational procedure

The University shall:

- i) Market and advertise publishing and printing activities.
- ii) Employ a person responsible for marketing and advertising university publications. The person shall be paid 2% of sells after identifying a new market of the book. The person needs to have better understanding and knowledge of Kiswahili/English language and the ability to advertise, publicize, market and distribute university publication within and outside Tanzania through hard copy and electronic copy.
- iii) Support the DRP to participate in book exhibition within and outside Tanzania for the purpose of advertising, publicizing and searching for market of its publications.
- iv) Support DRP to discover any available opportunity not only for exhibition and advertisement but also to sell OUT publications. Those chances include attending different national and regional ceremony.
- v) Support DRP to organize publication day to market, advertise, exhibit and sell books and journal. This will not only market publications but also the university at large and its products and services.
- vi) DRP shall prepare brochure and advertisement of university publications in the form of digital to simplify its accessibility in different national and international media.
- vii) Find opportunity in television/ radio at least four times a year to continue to advertise its publication services and to market, publicize and advertise available publications.
- viii) Visit schools, university, college and Open University regional center to advertise, publicize and market its publications.
- ix) Provide fund to support the DRP to organize academic conference, training and competitions on writing to market the university and its publications.

- x) Ensure all available study materials are exhibited and sold at bookshop.
- xi) Motivate the DRP staff by rewarding a motivational fund of 2% of book sells after finding or identifying a new market and sells more than 100 copies.

3.2.6 Policy issues

Police objective

Law of offset and procedure

P15: Policy statement

Offset; this is a law which protects the right of authors who write academic work books/materials. According to the present policy, this law does not involve a panel work. The law identifies two kinds of Author's right, these are; the economic right and non economic right. Economic right, states that the author will benefit from their work by receiving royalty in all his/her life span and 50 years after his/her death according to the law. On the other side, non economic right, refers to the right where by the author will be honoured and recognized as the owner of a particular work forever regardless of economic beneficial.

Strategy

Operational Procedure offset

The University shall i) provide a free book/ journal to the author of the book or the author of a paper/article who contributed his/her paper and published by any of OUT journal.

For the first publication, the author will receive 6 books for free. For the second edition, the author will receive 3 copies of his/her book. If the book is written by more than one author, each author will be given 3 copies of the books for free in the first edition. In case of other editions, authors shall receive 2 copies of their books.

An author of the paper will be given 1 copy of a journal which contains his/her paper and 5 copies of his/her own paper. If the paper has more than one author and they don't exceed three, each author will be given 3 copies of their published paper.

Each author of the book or the journal of paper shall get a free book of his/her book or a paper she/he contributed.

3.2.7 Policy issues

Policy Objective

The university shall set a price for books and journal and royalty for book author. The University shall distribute and sell its publications in a reasonable price.

P16: Policy statement

The university shall distribute and sell books, journal and other publication materials to the society especially schools, college and universities. Sells shall involve hard copy and electronic copy. Apart from free copies of books, authors of book shall get royalty in accordance of publishing agreement contract.

The price of all publication materials shall be low and reasonable to allow the majority to access them. However, the price of journal, books and other publications will depends on a capital cost spend for a specific publications. The actual price will be calculated after deducting all publication and printing cost to ensure that the DRP does not in a publication.

Strategies

Operational procedure

The university shall

- i) Provide a support for distributing publication in all OUT regional centers.
- ii) Set price of all published and printed materials based on the cost of production.
- iii) Provide copies of books and journal to authors based on contract and this policy.

3.2.8 Policy issues

Policy Objective

To ensure all procedures of sell and royalty are in time

P17: Policy statement

OUT publications shall be distributed and sold to the society from and through different sources. The procurement officer in association with the publication coordinator on behalf of the DRP shall ensure that all publications are recorded and are well stored and have sufficient stock remaining for sells and exhibitions.

Strategies

Operational procedure

The University shall

- i) Introduce a book and publication store. The university shall introduce a book shop at HQ or Biafra - Kinondoni Center.
- ii) Appoint or employ a DRP accountant for selling books, journal and publications.
- iii) appoint or employ a responsible person for book and publication store keeping.

3.2.9 Policy issues

Policy Objective

DRP shall moderate a price of its publication

P18: Policy statement

- i) If a client purchases 20 copies or more than 20 copies of the same publication at a time, he/she will be given a discount of 20%. If the client purchases 101 copies or more copies of the same publications at once, then the client will be eligible for a discount of 25%.
- ii) Publication which lacks market demand and they are kept in a store for more than 5 years, will be sold for a discount of 40% or by following any other procedure which will be set by the office of DDRP where it is necessary.
- iii) There will be a discount of 10% for each publication during exhibitions, launching, and to OUT University students every two week of the commencement of the new semester of the academic year.

Strategies

Operational procedure

The University shall:

- i) Ensure price for each book, journal and other publication is set and well known.
- ii) Observes all moderated price.
- iii) Count and keep clear record of all books, journal, study materials and other publication which fall under diminish.
- iv) Identify all books which are not in demand.
- v) Attend book exhibitions, academic and educational events nationally and international to publicize and sell OUT publication.
- vi) Organize books launching events and publications events to market and publicize OUT and academic staff publications

3.2.10 Policy issues

Policy objective

The author of books will be eligible for Royalty payment according to the law

P19: Policy statement

The payment of royalty will be done once a year and in one payment, each author will be paid his right based on the signed and agreed contract. A low payment is 7 % and the highest level of payment is 15 % for each copy after deducting all publication costs. Such kind of payment disparity will be based on publication edition and marketability, and will be calculated by the accountant of DRP. Authors of learning and teaching material shall be paid according to their contract that is; the author shall get 40% of the remained balance after calculation of all publication's costs. Furthermore, authors with participation right and comprehensive right will be paid according to their contracts. Strategy.

Operational procedure

The University shall;

- i) Ensure all publishing contracts are visible to both parties.

- ii) Ensure on time payment of royalty to authors at the end of each year.

3.2.11 Policy issues

Policy Objective

The DPR can publish in partnership with other publisher or printer.

P20: Policy statement

After agreement and seeking of law advice from the University, the DRP will engage in partnership publishing business with other publisher or printer so that one work can have two printer or publisher. The work can be any work which had never been published anywhere, or it can be any work which was originally published by another publisher or University. That particular work can be a translated work (whether the University has engaged in translating it from one language to another) or it is a work that the author has requested the DRP to publish it or it was firstly published by DRP and the author wants it to be published with the second publisher.

Strategy

Policy Operational Procedure

For those work which the directorate has published in partnership, the office of director will continue to receive royalty according to the agreement between the DRP and the other publisher or printer. The DRP shall continue to provide royalty to authors according to the agreement. If the work was written by individual staff of the University and or panel members or in association with another person, therefore, the procedure of royalty payment will be followed basing on the contract agreement under the procedure of partnership.

3.2.12 Policy issues

Policy Objective

After seen its productivity, and by involving University lawyer, the DRP will inter in a partnership business to publish or print publication work in partnership with another publisher or printer.

The work involves the one published by DRP and it happen that another publisher shows a need to publish it, or it was originally published by another publisher and DRP wants to publish or print it.

Strategy

Operational Procedure

The university shall;

- i) Ensure law sensitization to both parties.
- ii) Provide law advice before signing a contract.
- iii) Identity the productivity and benefit of partnership to the university before agreement. Ensure that publishing or printing partnership protects university's benefit.

3.2.13 Policy issues

Policy objective

Procedure of publishing new edition of a book or new book

P21: Policy statement

DRP as a publisher will produce new edition basing on procedure of producing new editions. New edition will be produced if there is some amendment made on. New edition which have made some improvement or big enhancement made by expertise of the area of specialization. Or there is more new words, vocabularies and terminology which desires to be included in a new edition. All new editions will continue to utilize the University business logo.

Strategy

Operational Procedure

The university;

- i) To administer production new edition according to OUT/DRP publishing procedure
- ii) To allocate fund for new edition.
- iii) To identify market for new edition.

3.2.14 Policy issues

Policy objective

Procedure of republishing or reprinting

Strategy

P22: Policy statement

Republishing or reprinting shall be done if the first publication is over. This is not new edition. Even though, if the first edition had small mistakes, republishing or reprinting books will accommodate all adjustments and amendments made after reviewing and proofreading it and make sure they do not appear.

The period of policy use

The policy of publication, printing and sells is permanent. Although, it will be revised and improved after six years or wherever there is a need or necessity to do so.

Policy objective

Distribution and sell of book, teaching and learning materials and journal.

P23: Policy statement

The university shall advertise and distribute its publication by selling them in reasonable price for the purpose of disseminating and imparting knowledge and information to the society. The processes of searching and identifying big market of books, teaching and learning materials and other publications will go simultaneously with motivational payment to the responsible person. Furthermore, basing on the availability of tender in publications, the university will provide funds basing on the approval of the publication board.

Strategy

Operational Procedure

The university shall;

- i) To set the procedure of payment, selling and publication and printing cost.
- ii) To set procedure of selling OUT publications' material
- iii) To enhance and develop knowledge and skills of study material writing to meet the needs of open and distance learning, the university goals and the society at large.

Chapter four: Scope and application of the policy

Chapter Five: Management and implementation of the policy

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