

Guidelines for manuscript submissions

FROM RECORDS TO PUBLICATION
A Guide to Academic Authorship

BY

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Theme and Subthemes

Theme: The Publication Journey in Academic Authorship

The book shall contain 6 Sections described as follows:

1. Epistemology, Theoretical and Contextual Foundations
2. Records, Information Sources and Resources
3. Bibliographic Record and Documentary Heritage
4. Legal and Ethical Aspects in Academic writing
5. Managing the Publication Process
6. Secondary services for Academic Writing

Description of the Subthemes

Section 1: Epistemology, Theoretical and Contextual Foundations of Academic Writing: Academic Writing as an art and science; and as a function borrows from different disciplines. Precise placement of academic writing in relevant sectors like literacy and reading culture, education, library and information science, communication, research and development, social science and technology shall be explored. This section shall explore the global developments/trends, establish gaps in the book industry, and define the conceptual and contextual framework of the book production process from records to book production output in academic writing. In that aspect, the section will feature the understanding of the basic concepts/terms in academic writing, delineating the characteristics, organization, and operations of different types and publications that form scholarly and non-fiction works.

Section 2: Records, Information Sources and Resources: No publication is worthy of being called a publication if it does not provide appropriate sources of information. This section shall explain the position of memory institutions (libraries, archives and museums) in supporting research, writing and book production. The section shall start by exhibiting different forms and formats of records and sources that provide data and information, the where and how to access documents and information resources as a source of data for academic writing. Exploration of primary and secondary sources of research data as an input to the writing and publication process shall be done. In principle, the role of libraries, archives and museums in academic writing (e.g. repository management, open-source collection management in scholarly publications) shall be included in various chapters. In particular, a review of specific publications information and reference service resources to aid writing (including research reports) shall be exposed.

Section 3: Bibliographic Record and Documentary Heritage: An author requires the ability to navigate bibliographic records (institutional, national and international). Accessing records and sharing bibliographic information is crucial to developing an influential publication. This section exposes the use of authority lists, access points, indexing, and other metadata, including the use of OPAC, software and systems for managing bibliographic records. Universal bibliographic control and national

bibliographies, including ISBN, ISSN and international and national union catalogue, shall be explored. Aspects of Legal deposit and the role of legal deposit center for documentary heritage shall be covered.

Section 4: Legal and Ethical aspects in Academic writing: This section shall expose the global, regional, and national frameworks to guide academic writing. In particular, conceptual and practical legislation, international protocols and agreements, frameworks on intellectual property rights addressing copyrights, author-publisher related support services like collective management, security and piracy controls and bilateral trade and service agreements in the book industry shall be explored. The section shall also feature works on professional and occupational codes of conduct and ethics, including quality assurance protocols and procedures in accessing government information. A demonstration of the use of citation and referencing styles and bibliographic management software in aiding referencing and strategies for plagiarism protection shall be featured in this section.

Section 5: Managing the Publication Process: There are several responsibilities, from conceptualizing book ideas to developing manuscripts to the print/electronic output. Managing publication and review processes requires clear envisioning, planning for a writing program and personal self-management. This chapter shall explore various functions and expectations in academic writing: mentorship, teamwork, editing, peer-reviewing, co-authorship, and contractual relationship in managing the writing process, balancing the economics (earning) and social benefits of academic authorship and managing the protocols in the book reviews, submission process, and digital management system shall be explored. In addition, innovative technological ideas in the mark-up, layout and typographical designs, and publishing platforms of different types of academic works (journals, monographs, textbooks, etc.) are discussed.

Section 6: Secondary services for Academic Writing: This section exposes different media or activities that go along with and support academic writing. Whereas it may be quite easy to write a book or any publication, its quality and full utilization depend much on quality access to reliable works. The use of journal-indexing and abstracting services and other retrieval services like digests and other tertiary services have become crucial in determining the measure of publication index. Further, this section shall address models in disseminating scholarly products demonstrating the importance of services like bibliometrics and web metrics, citation index, public and policy briefs, book and author expositions and related services.

Target Group: This book shall be used as a reference book for course units related to communication and technical writing, publishing and academic writing. In particular, it shall be a core resource in Library and Information Science (LIS), Records and Archives Management and Publishing and Book Trade at various institutions in subjects of Communication and Technical Writing, Scholarly publishing. This handbook is helpful to researchers who want to engage in academic writing in managing their publication process. The book shall guide prospective authors, practitioners and authors in managing their publication process.

Chapter Submission

The size of the chapter shall be a maximum of 8-9 pages (4500 to 5000 words). The chapter structure should incorporate the Title of the Chapter, Authors, and Abstract (Chapter summary in 200-300 words), Introduction (Issues to be addressed); Objectives/aim of your chapter and description of the innovation, Key concepts or innovation/Technology or Case Description and Conclusions, Implications/Recommendations; and References. Your introduction should set the scene for the reader; define the issues to be addressed in your chapter and the target audience. Where required, use the demonstrated and local evidence-based illustrations and examples. It is crucial that your introduction provides a good overview and focus for your chapter to ensure that the reader is willing to continue reading. The writer should move from general to specific in writing the chapter. This handbook is a how to do it well. Therefore, efforts should be made to provide step by step procedures, guidelines, challenges and recommendations/implications on the aspects of the book production process in respective chapters.

Format of the Chapter

Title - Arial, 24 pt, Bold, Centered, 54 pt space before, 12 pt. Space after

Author Name – Arial, 12 pt, Centered

Author Address - T Arial, 12 pt, Italic, Centered

Abstract - Arial, 10 pt, Justified, Indent: Left 0.7", Right 0.7", 10 pt space before

Heading 1 - Arial, Bold, 14 pt, 10 pt space before 6pt space after

Heading 2 - Arial, Italic, 12 pt, 12 pt space before 12 pt space after

Font size: 12 Arial, single spacing, 4 Keywords, indicate the word count.

The abstract should not be more than 300 words.

Paragraph 1 - Arial, 12 pt, Justified

Paragraph 2 - Arial, 12 pt, Tabs 0.25"

Caption (to be used for tables and figures) - Arial, Italic, 10 pt, Centered, 6pt space before 6pt after

List Bullet - Arial, 12 pt, Indent: Hanging 0.25", Bulleted, Tabs: 0.25"

List Number - Arial, 12 pt, Indent: Hanging 0.25", Numbered, Tabs: 0.25"

General style

Use single line spacing throughout the document.

Keep all text aligned justified, and only center the chapter title, author's name and affiliation, and captions and legends of illustrations.

Start a new paragraph by indenting it from the left margin, not leaving a line blank, except after a (sub-) heading.

Illustrations (diagrams and tables)

The text should include references to all illustrations.

Number tables and figures consecutively, not section-wise.

Incorporate illustrations as close as possible to the first reference in the text.

Illustrations should be centered on the page, except for tiny figures (max. width 7cm), which may be placed side by side.

Centre figure captions below the figure, table captions above the table.

Do not use illustrations taken from the Internet.

Please try to avoid using images with a black or very dark background.

If you incorporate screen captures, keep in mind that the text may not be legible after reproduction.

The entire manuscript will be reduced to 80% of its original size during the production process.

All tables and illustrations must allow for this in size and quality. Please keep the following points in mind:

- The minimum font size for characters in tables is 10 points, and for lettering in other illustrations, 8 points.
- On maps and other figures where a scale is needed, use bar scales rather than numerical ones (type 1:10,000).

Do not use color in illustrations as they will be printed in black-and-white, significantly reducing the print quality.

Note: All tables and figures should be numbered consecutively (e.g. Table 1, Table 2 or Figure 1, Figure 2 etc.) and not by section numbers. Table captions should be placed above the table, while figure captions should be below the figure (both use caption style). Place tables and figures as close as possible to where they are mentioned in the text and not at the end of your paper. No part of a table or figure should go beyond the typing area, and both should be centered.

Reference Style

References are simply cited with the author/source and year. All sources cited (author, date) in-text must appear in the reference list, and all items in the reference list must be cited in-text. In-text example: (Montes, 2004) or Montes (2004) stated that ...

In the reference, give details of the source. Use the APA (7th ed.) referencing style. E.g.:

Montes, J. (2001). Consumer entertainment software - industry trends. In B. Stanford-Smith & E. Chiozza (Eds.), *E-Work and E-Commerce* (pp. 3-7). IOS Press.

Submission and Inquiries

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