

## SENATE PUBLICATIONS COMMITTEE

### APPLICATION TO PUBLISH A MANUSCRIPT WITH UNISA PRESS

The application form is obtainable from Sharon Boshoff [boshosm@unisa.ac.za](mailto:boshosm@unisa.ac.za)

#### GUIDELINES FOR AUTHORS/EDITORS

UNISA Press was established in 1957 and has grown over decades to become a dynamic and increasingly self-sustaining publishing house of the University of South Africa. The Press advances significant current research and disseminates relevant knowledge in Africa and abroad, via its reputable international partners, thus serving the academic and scholarly community at large.

Unisa Press is the largest scholarly publisher on the African continent to combine a vigorous books and journals publishing programme with a wide range of subjects.

As a university press, UNISA Press bases its publishing decisions on peer review, taking into account market viability. To this end, it is assisted in its work by the Senate Publications Committee (Refer to item 8 below). The main function of the Senate Publications Committee is to uphold the importance of peer review, scholarly rigour and artistic merit.

The types of publications considered by UNISA Press are

- works of original research and scholarship
- textbooks
- creative works
- ad hoc publications (special projects)
- journals

These may be commissioned by UNISA Press or co-published with a partner press.

No work can be accepted for publication by Unisa Press without first having been approved by the Senate Publications Committee. Academic work has to conform to our published requirements and a well-established structure. A manuscript of acceptable academic standard should at least

- deal with a significant problem
- be creative
- contain an appropriate background or literature review
- be written in a clear, readable manner
- contain sound and fitting analyses
- contain conclusions and/or policy implications derived from the findings
- promote a free, open exchange of ideas
- show proof of original work and represent a decided contribution to the knowledge of and insight into the subject
- show an understanding of different modes of inquiry.

A submission may not be sent to other publishers for their consideration while it is being reviewed or once it has been accepted.

#### APPLICATION TO PUBLISH AND SUBMISSION DATE

1. An application form, obtainable from Unisa Press, must be completed and submitted electronically to [boshosm@unisa.ac.za](mailto:boshosm@unisa.ac.za)

2. Such an application will be considered by the Senate Publications Committee with a view to possible publication.
3. Applications will be considered with due regard to available funds and to the publishing schedule of Unisa Press.
4. Precise and complete information must be supplied on the application form. Should there be more than one author/editor, this should be clearly indicated, as should the name of the author who will act as the contact person.
5. An author/editor is required to furnish a date on which he/she agrees to submit the manuscript to Unisa Press. A request for an extension of time will be considered by the Senate Publications Committee for a maximum of two periods of three months each after which the Committee will decide whether such an author/editor should submit an application for reconsideration for publication. Authors/editors should ensure that they set themselves realistic dates with which it will be possible to comply.
6. **Please note** – Unisa Press does not encourage the submission of dissertations/theses until they have been revised as book manuscripts. Guidelines for converting a dissertation or thesis to a book manuscript are available from Unisa Press on request. Requests may be submitted to [boshosm@unisa.ac.za](mailto:boshosm@unisa.ac.za)

#### **COPYRIGHT AND PERMISSIONS**

7. The author/editor is responsible for obtaining and submitting written permission to use material on which copyright exists and which the author/editor wishes to include in his/her manuscript. The author/editor is also responsible for any payment or other form of compensation that a copyright holder might require for the privilege of the use of such material.
8. The author/editor must cede full copyright of his/her work to Unisa.
9. In requesting permission, the author/editor is required to give the full title of his/her manuscript, the name of his/her publisher (mentioning that Unisa Press is a scholarly, non-profit press may reduce the permissions fee), and the proposed publication date. Unisa Press asks that an author/editor obtain permission for non-exclusive English-language rights throughout the world. Copies of the permissions should be forwarded to Unisa Press along with the author's/editor's final manuscript. Under no circumstances will a manuscript be released for production until all permissions have been resolved.
10. In South Africa, copyright is for the lifetime of the author + 50 years (70 years in the UK and the USA) calculated from the end of the year in which the author dies. After that, the work is in the public domain. Note, however, that a derivative work such as a translation of a text or a photograph of a painting may be in copyright even though the original work is in the public domain.

#### **PROCEDURE WHEN SUBMITTING A MANUSCRIPT**

11. Should there be any changes to the language and/or the title of the proposed manuscript after the application has been submitted and accepted, you are kindly requested to inform the Head, Unisa Press, *in writing* and without delay.
12. If a work is intended to be a prescribed work for university students after publication, it is essential that the final manuscript be submitted to Unisa Press *at least* seven months before the book is required as a prescribed work.
13. An author/editor is responsible for reading and approving the translation of his/her manuscript before it is submitted to Unisa Press. Remuneration for translation of the work will be paid only once the translation has been approved.
14. It is the author's responsibility, prior to submission of the final manuscript, to retain a copy of the manuscript for his/her own use.

15. The Publications Committee determines the order of priority in which approved manuscripts will be published. Unisa Press is, as far as it is practicable, committed to the publishing schedule arising from this order of priority. However, the schedule may be altered as a result of unforeseen circumstances.
16. The professional staff of the publication section of Unisa Press will consult with the author on the design of the cover. The Head, Unisa Press, will take the final decision in this regard.

#### **TECHNICAL REQUIREMENTS WITH WHICH A MANUSCRIPT MUST COMPLY**

17. A (double-spaced) electronic copy of the manuscript which is intended for the appraisal process must be submitted with a minimum of editorial amendments, on or before the promised submission date, to Unisa Press. Confirmation of receipt will be issued by e-mail.
18. Only in exceptional cases will final masters of a manuscript prepared by an author/editor be accepted for publication. Further information regarding the requirements for submitting final masters of a manuscript may be obtained from the Head, Unisa Press.

#### **APPRAISAL PROCESS**

19. Manuscripts which are submitted for publication will be subject to appraisal by anonymous readers. Authors also remain anonymous to readers. Authors will be required to consider the changes recommended by the readers, with a view to amendments, before the Senate Publications Committee will finally consider the manuscript for publication by Unisa Press.
20. While a manuscript which has been appraised and approved for publication awaits its turn to be processed, an author may, with the approval of the Senate Publications Committee, take it back for essential updating and revision. Amendments must be done electronically on disk. The author/editor is required to make the same amendments to any translation of his/her manuscript.
21. Once a manuscript has been provisionally accepted for publication subject to minor or extensive revision, the author is given six months in which to submit a reworked manuscript to Unisa Press. An author may be given an extension on request.
22. If the revised manuscript is not submitted within six months, and if no request for an extension of this date has been agreed to in the interim, the title may be cancelled at the discretion of the Senate Publications Committee.
23. **Please note** – The author/editor of a manuscript is responsible for ensuring that the content of the manuscript is neither plagiarised nor libelous. A manuscript will be turned down immediately when an allegation is proven to have substance.

#### **MEMORANDUM OF AGREEMENT**

24. When, after appraisal, the Senate Publications Committee has finally committed itself to publishing the manuscript, a *contract* is concluded between the author and the University concerning the publication of his/her works. In this it is stipulated, inter alia, that the author cedes copyright in his/her work to Unisa for the duration of the copyright in the work, the sole and exclusive right and licence to print or cause to be printed, to reprint or cause to be reprinted, and to publish and themselves further to license the production and publication of the work or any adaptation or any abridgement of the work or any substantial part of the work, in volume form and in electronic form, in all languages, for the legal term of copyright, throughout the world.
25. Unisa Press works on a cost recovery model. For the purposes of the calculation of the author's compensation, the term – "net receipts" – denotes the balance of the total proceeds from sales of the work and/or an adaptation of it after the deduction of all costs incurred by the publisher in respect of the production of the work (including its composition, subediting, printing, binding, and adaptation), publication, and marketing (including its promotion and release).

26. **Please note** – The production process will commence only once the contract has been signed by all parties concerned.

## **PROOFS**

27. As author's corrections to proofs are costly, the Senate Publications Committee has decided that an author will be responsible for the costs of author's corrections which exceed 10% of the total typesetting costs, and that such an amount will have to be paid by him/her. It is thus extremely important that an author should thoroughly edit his/her manuscript prior to final submission. Should an author still feel hesitant about the quality of the language and style of his/her manuscript, this should be brought to the attention of the Head, Unisa Press, when the manuscript is submitted.
28. It will be the author's responsibility to proofread first proofs and page proofs. The copy editors of Unisa Press will also proofread the manuscript as a control measure. Amendments suggested by an editorial officer may be considered and deliberated by the author before finality is reached.
29. Authors are expected not to cause unnecessary delays when reading proofs. For its part, Unisa Press undertakes to provide its fullest cooperation in meeting the publication schedule.

## **PROMOTION AND PUBLICITY**

30. Unisa Press endeavours to achieve the most effective promotion of a published work. In this regard, the marketing team liaises with the author to ensure that all target areas are exploited.

## **GENERAL**

31. Authors are requested to refrain from contacting or negotiating directly with the companies involved with different aspects of the production of the book.
32. An author whose manuscript is published under supervision of the Senate Publications Committee will receive ten (10) free copies of his/her work after publication. In the case of co-authors, the number of free copies will be determined by the contract. The author(s) may, however, purchase further copies at a discount of 30%.
33. Approximately every six months after the publication of the work an author will receive an author's report specifying sales and other complimentary copies issued during that period. When, at a later date, a royalty is due according to Unisa policy (after recovery of all expenses by Unisa), the author's report will also contain details of all royalties owing. These reports are audited before being forwarded to the author(s).