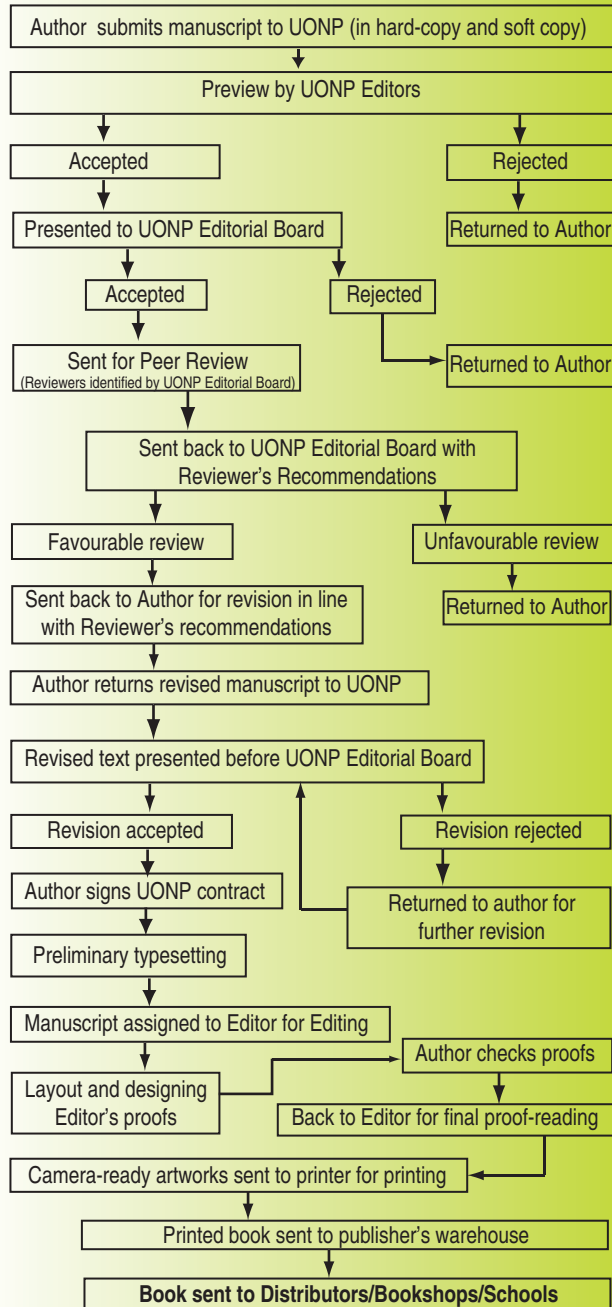


## University of Nairobi Press The Book Publishing Process



## Disclaimer

UONP shall not be held responsible for works submitted for publication that might result into legal proceedings arising from cases of pirated, plagiarized, libellous, seditious, scandalous, and obscene content or such other unlawful matter.

## Communication

UONP believes that effective communication can be used to positively manage change and to ensure prompt delivery of services. In this regard, UONP undertakes to communicate with its customers effectively.

## Feedback

UONP will appreciate feedback from all stakeholders on the services rendered.

## Write to:

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University of Nairobi  
Tel.: 020-318262 Ext 28241

### Deputy Vice Chancellor (AA)

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### Managing Editor

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## University of Nairobi Press (UONP) Service Charter

### VISION

To be a pace setter in scholarly and educational publishing in Africa in furtherance of the mission of the University of Nairobi

### MISSION

The University of Nairobi Press mission is to be a premier academic book publisher in Kenya and Africa, to enhance and encourage research and publication of African scholarship, to promote a global reputation of the University of Nairobi by empowering the scholarly community it serves, and to disseminate African scholarship to the world using modern publishing technology.

## Preamble

The University of Nairobi Press (UONP) supports and promotes University of Nairobi's objectives of discovery, dissemination and preservation of knowledge, and stimulation of intellectual and cultural life by publishing works of the highest quality in association with partners in different parts of the world. In doing so, it adheres to the University's tradition of excellence, innovation and scholarship.

The UONP is a semi-autonomous publishing house fully owned by the University of Nairobi. It was set up as a company limited by guarantee in 1984 to publish relevant and inexpensive course books for use by students and staff of universities and other tertiary level institutions.

## Core Values

The UONP commits itself to live up to the highest ideals of good corporate governance, seeks to be trustworthy, respectful, honest, corruption free, gender sensitive and non-discriminatory; to be socially responsible, to promote and pursue excellence throughout the organisation.

As a consequence, UONP shall:

1. Act with the highest degree of honesty and integrity at all times.
2. Operate to the highest levels of probity, accountability and transparency.
3. Perform to the highest level of competence and professionalism.
4. Promote the virtues of meritocracy and fair play at all times.
5. Create a non-discriminatory and corrupt-free environment.
6. Operate in a manner that communicates responsibility within society.
7. Enhance the spirit of team-work.
8. Institute measures that satisfy all stakeholders.
9. Endeavour to realise the company's Vision and Mission.

## Functions

The UONP's core business is publishing scholarly, academic and school textbooks. UONP is therefore mandated to perform the following publishing functions:

· Editorial · Production · Sales and marketing

### Specifically, the UONP will:

1. Accept for publication: accredited research findings; faculty based scholarly and academic works; primary and secondary schools text book manuscripts guided by the Ministry of Education Science and Technology syllabus; fiction; poetry; and manuscripts for general readership.
2. Test the validity and soundness of scholarship through the peer review process.
3. Subject manuscripts to rigorous editorial process.
4. Give production priority to quality sponsored or subsidised manuscripts.
5. Sell publications through local and regional sales distributors; and internationally through the African Book Collective (ABC) and Michigan University Press (MUP) in Europe and North America respectively.
6. Promote and market our books through bookfairs, exhibitions, media and website: [www.uonbi.ac.ke/press](http://www.uonbi.ac.ke/press).
7. Typeset and design: books, journals, manuals, brochures, cards, magazines, newsletters, annual reports etc at a fee.
8. Undertake consultancy on editorial and publishing issues.

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Please note that UONP is not a printing press.  
We are a PUBLISHING HOUSE and commission  
Printing Services

## Commitments

1. To serve all stakeholders with courtesy, integrity, honesty and professionalism.
2. Respond to correspondence in the shortest time possible.
3. Process manuscripts within a period of two years.
4. Use modern publishing methods and technology.
5. Ensure product availability to consumers.
6. Promote publications through aggressive marketing to ensure maximum returns.

## Obligations

1. Authors should familiarise themselves with the publishing process (chart on page 5).
2. Familiarise themselves with UONP Author's Style Guide.
3. Authors must submit two (2) copies of each manuscript: in hard and soft copy.
4. Authors must provide index, bibliography, illustrations and other artworks.
5. Authors must ensure that they retain the original copy of their manuscript.
6. Fill the Author's Questionnaire to expound specialised information in their works.
7. Authors must read and understand the UONP publishing contract before signing it.
8. Be actively involved in the promotion of their publications to ensure maximum returns.
9. Customers are expected to honour their obligation for services rendered.