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TERTIARY EDUCATION TRUST FUND

GUIDELINES FOR HIGHER EDUCATION BOOK DEVELOPMENT

Second Edition

March 2020

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ABBREVIATIONS

AGM	-	Annual General Meeting
APC	-	Academic Publishing Centre
BDC	-	Book Development Committee
BOT	-	Board of Trustees
CCC	-	Central Coordinating Committee of TAG
HEI	-	Higher Education Institutions
ICT	-	Information and Communication Technology
NCCE	-	National Commission for Colleges of Education
NBTE	-	National Board for Technical Education
NUC	-	National Universities Commission
TAG	-	Technical Advisory Group
TEI	-	Tertiary Educational Institutions
APB	-	Academic Publishing Board
TETFund	-	Tertiary Education Trust Fund

FOREWORD

The Tertiary Education Trust Fund (TETFund) has the mandate to establish and nurture Higher Education Book Development Project in Nigeria. Book scarcity has reached a crisis proportion in the country as evident not only in the quantity of books available, but also in the quality of locally produced books. Given the seriousness of the paucity of reading and learning materials in Nigeria's higher educational institutions, TETFund Book Development Project is designed to reactivate and nurture research and the publication of academic books and journals in hard and e-forms in Nigerian higher educational institutions, thereby empowering tertiary institutions in Nigeria to benefit from and contribute to knowledge production nationally and globally. Advancement in science and technology, especially ICT and the influence of globalization have profoundly transformed the context, form and scope of knowledge production that Nigerian higher educational institutions should be assisted to fully participate in and contribute to the global system of generating and disseminating knowledge. To facilitate the implementation of the Book Development Project, the Board of Trustees of TETFund set up the Technical Advisory Group (TAG) whose mandate included collaboratively working with the Fund in fine tuning the Book Development Blue Print Document into a Strategic Working Document that clearly spells out the administrative procedures, frameworks and guidelines for effective Book Development interventions in Tertiary Education Institutions in the country and reviewing the document(s) whenever the need arises. TETFund Book Development Fund intervenes in the three key areas of publication of academic books and the conversion of high quality theses into books; support for Professional Association Journals; and establishment and sustainability of Academic Publishing Centres (APCs).

The First Edition of the Guidelines for Higher Education Book Development was produced and presented to the public on 5th August 2010. The document guided the activities of TAG and the Book Development Project between September 2009 and December 2015. Tremendous achievements were made during the period in advancing the Book Development Project including the production of twenty textbooks in various disciplines including eight from PhD theses from Nigerian universities converted into textbooks, the construction of seven APCs in seven Nigerian universities, one in each of the six geo-political zones and in Abuja, and financial support to 61 Professional Association Journals to improve their quality, web visibility and impact.

The need to build on these achievements taking into account recent developments in the global production and dissemination of knowledge necessitated the revision of the Guidelines by TAG that has culminated in this new document, the Guidelines for Higher Education Book Development, Second Edition, March 2020. The document provides

detailed information on the implementation of the Book Development Project including:

(i)   Requirements, modalities and guidelines for conversion of high quality PhD theses into books

(ii)   Guidelines to authors for preparation and submission of manuscripts for publication as books including the TETFund Style Manual and the fine processes of publishing leading to the production of e-publishable as well as camera-ready manuscripts.

(iii)   Requirements for TETFund financial support to Professional Association journals, the procedures for accessing the funds and capacity building for Editors and Assistants.

(iv)   Completing the construction, equipping, management structure, sustainability and functions of Academic Publishing Centres (APCs).

(v)   Capacity building for staff of APCs to enhance the production of quality books, journals, monographs and other specialized reading materials and facilitate e-publishing.

The TETFund Guidelines for Higher Education Book Development Second Edition, March 2020 is an invaluable, well-written, reader-friendly and comprehensive document that captures the whole essence of TETFund Book Development Project.

Prof. Suleiman E. Bogoro
Executive Secretary, TETFund

TETFUND TECHNICAL ADVISORY GROUP:
A BRIEF HIGHLIGHT OF ACTIVITIES AND ACCOMPLISHMENTS

Members of the then Education Trust Fund (ETF) Technical Advisory Group (TAG) on ETF Book Development Intervention Programme in Tertiary Education Institutions (TEIs) were appointed on 9th September 2009 with Professor Abubakar Rasheed, Vice-Chancellor of Bayero University, Kano as Chairman. TAG's responsibilities as outlined in the appointment letters of members signed by the ETF Executive Secretary, Professor Mahmood Yakubu, were:

(i) Advising the Fund on all matters relating to book development in the country in general and Tertiary Education Institutions in particular through ETF Book Development Committee (BDC).

(ii) Identifying for the Fund various areas and fields of Book Development that require funding by ETF.

(iii) Concluding and guiding the Fund on copyright matters issues, etc for appropriate publication of books that are essential to Nigeria's tertiary education sector.

(iv) Proposing ways and means of **encouraging the writing of** (indigenous) **books and reviving printing presses.**

(v) Collaboratively working with the Fund in fine tuning the ETF Book Development Blue Print Document into a Strategic Working Document (SWD) that clearly spells out the administrative procedures, frameworks and guidelines for effective Book Development interventions in Tertiary Education Institutions in the country and **reviewing** the document(s) whenever the need arises.

(vi) Generating specific innovative book development intervention project types to be implemented in TEIs in the country and for show-casing Nigerian excellence in global knowledge market among comity of nations.

(vii) Developing intervention projects Implementation and Action Plans with respect to Book Development Intervention programmes in TEIs to enable proper execution.

(viii) Performing any other Book Development activities and related tasks as at when called upon to do so by the Fund through ETF BD Committee.

The first interactive meeting of TAG took place on 10th September 2009 at the Zuma Hall of Rockview Hotel (Annex), Abuja and the meeting was attended by members of the ETF Board of Trustees led by the Chairman, Dr. Musa Babayo (Talban Katagum), the ETF Management led by the Executive Secretary, Prof. Mahmoud Yakubu, and other stakeholders. The Blueprint document entitled "Higher Education Book Development Fund and the Mandate of ETF" presented by Dr. Hafiz Abubakar, Chairman, ETF Book Development Committee, was extensively discussed, critiqued, elaborated upon, fine-tuned and ultimately adopted as the working document of TAG that operated as three Sub-Committees namely Book Publication Sub-Committee, Journal Publication Sub-Committee and the Academic Publishing Centres Sub-Committee. A carefully constituted 17-member Central Coordinating Committee (CCC) ensured orderly, systematic and consistent implementation of the activities of TAG. The membership of the CCC was as follows:

i. Prof. Abubakar Rasheed – Chairman
ii. Prof. O. Charles Aworh (Convener, Book Publication Sub-Committee) – Member
iii. Prof. Tanimu Abubakar (Convener, Academic Publishing Centres Sub-Committee) – Member
iv. Prof. L. S. Bilbis (Convener, Journal Publication Sub-Committee) – Member

v.	Dr. Hamid Bobboyi (North East)	– Member
vi.	Prof. Muhammad Y. Bello (North West)	– Member/Rapporteur
vii.	Prof. John Illah (North Central)	– Member
viii.	Prof. Chike Anibeze (South East)	– Member
ix.	Prof. Mary Kolawole (South West)	– Member
x.	Dr. Solomon N. Enyidah (South South)	– Member
xi.	Dr. Nasir F. Isa (ASUU)	– Member
xii.	Mohammed Ali Kabir (ASUP)	– Member
xiii.	Mohammed Auwal Ibrahim (COEASU)	– Member
xiv.	Mr. Rotimi Oyekanmi (Media)	– Member
xv.	Mrs. Miriam Menkiti (Media)	– Member
xvi.	Mal. Mahmud Jega (Media)	– Member
xvii.	Alh. A. B. Lawan	– Member/Assistant Rapporteur

The Education Support Services headed by Mrs. D. C. Okere (Director) and later Barrister Ifiok Ukim (Director) served as Secretariat for TAG and provided excellent administrative support that enabled TAG carry out its mandate.

TETFund Book Development Fund Technical Advisory Group (BDF/TAG)
Meeting of 24th-25th June, 2014 at Chelsea Hotel, Abuja.

The activities of TAG under the leadership of Professor Abubakar Rasheed spanned the period 10th September 2009 to 3rd December 2015 when the last meeting was held on 02-03 December 2015 at Ajuji Greenwich Hotel, Abuja. Major accomplishments included:

1. Development of the Education Trust Fund Style Manual for ETF Supported Publications.
2. Publication of the Education Trust Fund Guidelines for Higher Education Book Development which was presented to the public on 5th August 2010 at a ceremony held at the National Universities Commission (NUC) Auditorium, Abuja. The event was attended by many dignitaries including Prof. Ruqayyatu Ahmed Rufa'i, Honourable Minister of Education of the Federal Republic of Nigeria, Professor Oladapo O. Afolabi, Permanent Secretary, Federal

Ministry of Education, Dr. Musa Babayo (Talban Katagum), Chairman, ETF Board of Trustees, Prof. Mahmood Yakubu, ETF Executive Secretary, Prof. Julius Okojie, NUC Executive Secretary, Dr. Hafiz Abubakar, Member ETF Board of Trustees and Chairman, ETF Book Development Committee, Vice-Chancellors of Nigerian universities, Presidents of Professional Associations whose journals received ETF support and other stakeholders.

3. Support for sixty-one (61) professional association journals that were awarded grants of N5 million each to improve their quality, web visibility and impact. Twenty (20) journals accessed and utilized the whole N5 million, twenty-three (23) journals accessed N4 million and eighteen (18) journals accessed N2.5 million.

4. Publishing of twenty textbooks in various disciplines including eight from PhD theses from Nigerian universities converted into textbooks. These textbooks were presented to the public on 13th November 2014 at a ceremony held at Nigerian Air Force (NAF) Conference Centre Abuja. The event was attended by many dignitaries including Mallam Ibrahim Shekarau, Honourable Minister of Education of the Federal Republic of Nigeria, Dr. Musa Babayo (Talban Katagum), Chairman, TETFund Board of Trustees, Professor Suleiman E. Bogoro, TETFund Executive Secretary, Prof. Patricia Donli, Member, TETFund Board of Trustees and Chairperson, TETFund Book Development Committee, Vice-Chancellors of Nigerian universities and other stakeholders. Copies of the books were distributed free of charge to all tertiary institutions in Nigeria. The list of the twenty textbooks and the authors is presented below:

S/N	Title of Book	Author
1.	Asthma in Africa	Profs. A. A. Awotedu & E. M. Irusen (Editors), Internal Medicine and Pulmonology, Walter Sisulu University, Mthatha, South Africa
2.	Mechanics and Strength of Deformable Materials	Prof. O. A. Bamiro, Department of Mechanical Engineering, University of Ibadan
3.	Modern Business Communication in English	Prof. O. A. Ofuani and F. N. Ofuani (Editors), Department of Business Communication, University of Benin
4.	Introduction to Manufacturing Technology	Prof. A. O. Akii Ibhadode, Department of Production Engineering, University of Benin
5.	Pharmacokinetics: Principles and Applications	Prof. F. A. Ogunbona, C. O. Onyeji, O. O. Bolaji & A. Adedoyin, Department of Pharmaceutical Chemistry, Obafemi Awolowo University, Ile-Ife
6.	Lesser-Known Nigerian Fruits and Vegetables: Post-harvest Handling, Utilization and Nutritional Value	Prof. O. C. Aworh, Department of Food Technology, University of Ibadan
7.	Foundations of Mathematical Analysis	Prof. C. E. Chidume & C. O. Chidume, Mathematics Institute, African University of Science and Technology, Abuja

S/N	Title of Book	Author
8.	History of the Spread of Islam in the Niger-Benue Confluence Area: Igalaland, Ebiraland and Lokoja (1900-1960)	Prof. Ahmed Rufai Mohammed, Department of History, Bayero University, Kano
9.	Perspectives on African Studies: A Multidisciplinary Approach	Prof. Mary E. Kolawole, Department of Languages and Literary Studies, Kwara State University, Malete, Ilorin
10	Applicable Functional Analysis	Prof. C. E. Chidume, Mathematics Institute, African University of Science and Technology, Abuja
11	Venture Creation and Growth	Profs. M. S. Sagagi, S. Anyanwu & Drs. S. Aliu & O. Abimbola (Editors), Bayero University, Kano
12	African Dermatology Consult	Dr. Shehu M. Yusuf, Department of Dermatology, College of Medicine, Bayero University, Kano
13	The Revolutionary Character in the African Novel	Dr. Sophia Akhuemonkhan, Department of English and Literature, University of Benin
14.	The Use of Pesticides in the Preservation of Smoke-Dried Fish in Nigeria: Some Health Implications	Dr. O. J. Abolagba, Department of Fisheries, University of Benin
15.	Spatial Analysis of Gasoline Consumption in Nigeria	Dr. Yingigba Chioma Jaja, Department of Geography, University of Ibadan
16.	Non-Conventional Animal Protein Feedstuffs for the Culture of Catfish	Dr. O. A. Sogbesan, Department of Zoology, University of Ibadan
17.	Corporate Culture and Organizational Effectiveness: A Study of the Banking Industry in Nigeria	Dr. Edwinah Amah, Department of Management, University of Port Harcourt
18.	A History of Tuareg Migration from Niger Republic to Sokoto Metropolis: 1900-1985	Dr. Mohammed Kwaire, Department of History, Usumanu Dan Fodiyo University, Sokoto
19.	A History of Executive-Legislative Relations 1914-2007	Dr. P. I. Ukase, Department of History, Benue State University, Makurdi
20.	A Remote Sensing and GIS Based Land Suitability Assessment for Crop Production in Nigeria	Dr. M. L. Rilwani, Department of Geography and Regional Planning, University of Benin

TETFUND ASSISTED TEXT BOOKS

CORPORATE CULTURE AND ORGANIZATIONAL EFFECTIVENESS

Edwinah Amah

Supported by: tetfund

THE USE OF PESTICIDES IN THE PRESERVATION OF SMOKE-DRIED FISH IN NIGERIA
SOME HEALTH IMPLICATIONS

Okhumen J. Abolagba

Supported by: tetfund

FOUNDATIONS OF MATHEMATICAL ANALYSIS

Charles E. Chidume
Chukwudi O. Chidume

Supported by: tetfund

AFRICAN DERMATOLOGY

Shehu M. Yusuf

Supported by: tetfund

A REMOTE SENSING AND GIS BASED LAND SUITABILITY ASSESSMENT FOR CROP PRODUCTION IN NIGERIA

Momoh Lawal Rilwani

Supported by: tetfund

MODERN BUSINESS COMMUNICATION IN ENGLISH

Edited by
Ogo A. Ofuani
and
Felicia Ngozi Ofuani

Supported by: tetfund

VENTURE CREATION AND GROWTH

Edited by
Murtala S. Sagagi, Sarah Anyanwu, Sola Aliu & Oluremi Abimbola

Supported by: tetfund

A HISTORY OF TUAREG MIGRATION FROM NIGER REPUBLIC TO SOKOTO: 1900-1985

Muhammad Kwaire

Supported by: tetfund

SPATIAL ANALYSIS OF GASOLINE CONSUMPTION IN NIGERIA

Yingigba Chioma Jaja

Supported by: tetfund

HISTORY OF THE SPREAD OF ISLAM IN THE NIGER-BENUE CONFLUENCE AREA: IGALALAND, EBIRALAND AND LOKOJA c.1900 – 1960

Ahmed Rufai Mohammed

Supported by: tetfund

INTRODUCTION TO MANUFACTURING TECHNOLOGY

A. O. Akii Ibhadode

Supported by: tetfund

A HISTORY OF EXECUTIVE-LEGISLATIVE RELATIONS IN NIGERIA 1914 – 2007

Patrick I. Ukase

Supported by: tetfund

NON-CONVENTIONAL ANIMAL PROTEIN FEEDSTUFFS FOR THE CULTURE OF CATFISH

Olukayode A. Sogbesan

Supported by: tetfund

MECHANICS AND STRENGTH OF DEFORMABLE MATERIALS

Olufemi A. Bamiro

Supported by: tetfund

LESSER-KNOWN NIGERIAN FRUITS AND VEGETABLES
Post-Harvest Handling, Utilization and Nutritional Value

Ogugua Charles Aworh

Supported by: tetfund

APPLICABLE FUNCTIONAL ANALYSIS

Charles E. Chidume

Supported by: tetfund

ASTHMA IN AFRICA

Edited By
Abolade A. Awotedu and Elvis M. Irusen

Supported by: tetfund

THE REVOLUTIONARY CHARACTER IN THE AFRICAN NOVEL

Sophia Akhuemokhan

Supported by: tetfund

PERSPECTIVES ON AFRICAN STUDIES
A MULTIDISCIPLINARY APPROACH

Edited By
Mary E. Modupe Kolawole

Supported by: tetfund

PHARMACOKINETICS: PRINCIPLES AND APPLICATIONS

Festus A. Ogunbona
Cyprian O. Onyeji
Oluseye O. Bolaji
Adedayo Adedoyin

Supported by: tetfund

5. Construction of seven Academic Publishing Centres, one in each of the six geo-political zones, and in Abuja at various stages of completion, located as follows:
   (i) University of Lagos (South West)
   (ii) University of Calabar (South South)
   (iii) Nnamdi Azikiwe University, Awka (South East)
   (iv) Modibbo Adama University of Technology, Yola (North East)
   (v) Federal University of Technology, Minna (North Central)
   (vi) Usumanu Dan Fodiyo University, Sokoto (North West)
   (vii) University of Abuja

TAG was reconstituted on 26th July 2019 with Prof. O. Charles Aworh of the University of Ibadan as Chairman and Prof. Umaru Pate of Bayero University, Kano as Vice Chairman. The responsibilities of TAG as outlined in the appointment letters of members signed by the TETFund Executive Secretary, Professor Suleiman Bogoro, are:
   (i) Harvesting doctorate theses and Masters' dissertations from across the beneficiary institutions for possible conversion into books.
   (ii) Screen proposals on manuscripts and theses/dissertations for development into academic textbooks and advising TETFund on fundable manuscripts/theses or dissertations.
   (iii) Screen and advise TETFund on submissions from Professional Associations to support production of journals.
   (iv) Advise the Fund on how to enhance and improve the production of quality academic books, journals and other academic learning materials.
   (v) Advise the Fund on development and sustainability of Academic Publishing Centres (APCs).

The reconstituted TAG was inaugurated on 8th August 2019 at Fraser Suites Hotel, Abuja and commenced work immediately with the establishment of an administrative structure that will ensure an ordered, effective and timely implementation of the activities of TAG and a seamless delivery of its mandate. To this end, the following individuals with vast experience in administration and a track record of dedicated service to Nigerian tertiary education were appointed as Conveners, Secretary of TAG and Rapporteurs:
   (i) Prof. John Sani Illah, University of Jos – Convener, Book Publication Sub-Committee
   (ii) Prof. Riskuwa A. Shehu, OON, Usumanu Dan Fodiyo University, Sokoto – Convener, Academic Publishing Centres Sub-Committee
   (iii) Prof. Henrietta Ene-Obong, University of Calabar – Convener, Journal Publication Sub-Committee
   (iv) Prof. M. I. Umar-Buratai, Ahmadu Bello University, Zaria – Secretary of TAG
   (v) Prof. Nazifi A. Darma, University of Abuja – Rapporteur, Book Publication Sub-Committee
   (vi) Prof. M. A. Bamikole, University of Benin – Co-Rapporteur, Book Publication Sub-Committee
   (vii) Prof. A. S. Kovo, Federal University of Technology, Minna – Rapporteur, Academic Publishing Centres Sub-Committee
   (viii) Prof. O. J. Babayemi, University of Ibadan – Rapporteur, Journal Publication Sub-Committee

The Education Support Services first headed by Dr. Salihu G. Bakari (Ag. Director) and then by Mr. Kolapo Okunlola (Ag. Director) serves as Secretariat to TAG and has been providing excellent administrative support.

TAG has met four times between August 2019 and March 2020 and has carried out several major activities including:

1. Revision and development of new Action Plans for the implementation of its responsibilities in the next two years.

2. Assessment of 256 PhD theses written by Nigerian academics sponsored by TETFund under the Academic Staff Training Development Project for possible conversion into books.

3. Evaluation of ten manuscripts submitted for consideration for publication as books.

4. Nomination of 91 experienced, reputable and accomplished Nigerian professors to serve as Coordinating Editors and lead the writing of multi-authored basic textbooks by Nigerian professors for Nigerian tertiary institutions in 43 critical subject areas identified from need assessment.

5. Visits to the seven APCs in the six geo-political zones and Abuja from 18-21 September and 19 November 2019 to evaluate their state and assess the progress made in the implementation of the project since inception. A comprehensive 66-page report that includes photographs provides details on the state of the seven APCs located at University of Lagos, University of Calabar, Nnamdi Azikiwe University, Awka, Modibbo Adama University of Technology, Yola, Federal University of Technology, Minna, Usumanu Dan Fodiyo University, Sokoto and University of Abuja. Detailed recommendations were made in the report on the completion, management and sustainability of the APCs.

6. Nation-wide visits to professional association journals supported by TETFund in October to November, 2019. A major outcome of the visits is a comprehensive database of all the 61 professional association journals supported by TETFund including their location within the six geo-political zones and Abuja; names, addresses, telephone numbers and email of the current Presidents of the associations; names and ranks of current Editors-in-Chief of the journals, their addresses, telephone numbers and email; ISSN identification, year of establishment, number of volumes produced to date and frequency of production per annum; availability of active website and website address; names, contact addresses, telephone numbers and email of their current Distribution Managers and their marketing and distribution strategies; evidence of peer-review mechanism, abstracting/indexing evidence from reputable agencies; evidence of institutional/geographical spread of contributing articles and authors; evidence of editorial policy; and amount of monetary support received from TETFund.

7. Evaluation of eight new applications from professional associations for financial support from TETFund for their journals. Seven of these that met the requirements were recommended for a grant of N5million each from TETFund to improve the quality, web visibility and impact of the journals.

8. Revision and publication of the Second Edition of the Guidelines for Higher Education Book Development.

Prof. Ogugua Charles Aworh
Chairman, TETFund Technical Advisory Group

CURRENT MEMBERS
TETFUND TECHNICAL ADVISORY GROUP (TAG)

S/No.	NOMINEES	INSTITUTIONS	TITLE
1	Prof. Suleiman Elias Bogoro	Tertiary Education Trust Fund	Executive Secretary
2	Prof. O. Charles Aworh	University of Ibadan	Chairman
3	Prof. Umaru Pate	Bayero University, Kano	Vice Chairman
4	Prof. John Sani Illah	University of Jos	Convener, Book Publication Sub-Committee
5	Prof. Riskuwa A. Shehu	Usumanu Dan Fodiyo University, Sokoto	Convener, Academic Publication Centers Sub-Committee
6	Prof. Henrietta Ene-Obong	University of Calabar	Convener, Journal Publication Sub-Committee
7	Prof. M. I. Umar-Buratai	Ahmadu Bello University, Zaria	Secretary
8	Prof. Nazifi A. Darma	University of Abuja	Rapporteur, Book Publication Sub-Committee
9	Prof. M. A. Bamikole	University of Benin	Co-Rapporteur, Book Publication Sub-Committee
10	Prof. A. S. Kovo	Federal University of Technology, Minna	Rapporteur, Academic Publication Centres Sub-Committee
11	Prof. O. J. Babayemi	University of Ibadan	Rapporteur, Journal Publication Sub-Committee
12	Prof. David W. Bwala	University of Maiduguri	Member
13	Prof. A. A. Anyebe	Ahmadu Bello University, Zaria	Member
14	Prof. Ibrahim Dankasa Kwari	University of Maiduguri, Borno	Member
15	Prof. M. B. T. Umar	University of Jos	Member
16	Prof. Sunday Adeyemi Adewuyi	Ahmadu Bello University, Zaria	Member
17	Prof. Nuhu Samaila Kadai	Abubakar Tafawa Balewa University, Bauchi	Member
18	Prof. Umar Usman Pateh	Ahmadu Bello University, Zaria	Member
19	Prof. Aisha I. Ahmed	University of Maiduguri, Borno	Member
20	Prof. Santaya Larit Kela	Federal University, Kashere	Member
21	Prof. Bakari Adamu	Ahmadu Bello University, Zaria	Member
22	Prof. Bobboi Umar	Modibbo Adama University of Technology, Yola	Member
23	Prof. Amina Abubakar Bashir	Federal University, Dutse	Member
24	Prof. D. C. J. Dakas, SAN	University of Jos	Member
25	Prof. Ali Yusuf Zoaka	University of Abuja	Member
26	Prof. Balarabe Abubakar Jakada	Yusuf Maitama Sule University, Kano	Member
27	Prof. Nasiru Maiturare	Ibrahim Badamasi Babangida University, Lapai	Member

S/No.	NOMINEES	INSTITUTION	TITLE
28	Prof. B. B. M. Dewu	Ahmadu Bello University, Zaria	Member
29	Prof. D. J. Adeyemo	Ahmadu Bello University, Zaria	Member
30	Prof. Fatima B. J. Sawa	Federal College of Horticulture Dadin Kowa,Gombe	Member
31	Prof. Zacharys A. Gundu	Ahmadu Bello University, Zaria	Member
32	Prof. Saminu Ibrahim	Abubakar Tafawa Balewa University, Bauchi	Member
33	Prof. Paul Amaza	University of Jos	Member
34	Prof. A. C. Okonkwo	University of Uyo	Member
35	Prof. O. Benson Osadolor	University of Benin	Member
36	Prof. Rotgak Gofwen	University of Jos	Member
37	Prof. B. O. Esonu	Federal University of Technology, Owerri	Member
38	Prof. Ali A. Jigam	Federal University of Technology, Minna	Member
39	Prof. Ladi S. Adamu	Ahmadu Bello University, Zaria	Member
40	Prof. Georgina Njideka Odaibo	University of Ibadan	Member
41	Prof. Ovi Abayeh	University of Port-Harcourt	Member
42	Prof. T. A. Adegbola	Federal University, Oye-Ekiti	Member
43	Prof. Nelson Ochekpe	University of Jos	Member
44	Prof Olu Obafemi, NNOM	University of Ilorin	Member
45	Prof. Enobong Ikpeme	University of Uyo	Member
46	Prof. E. O. Ekanem	Federal University, Otuoke	Member
47	Prof. Tanko Ishaya	University of Jos	Member
48	Prof. Biodun Sulyman Alabi	University of Ilorin	Member
49	Prof. John Kolo Alhassan	Federal University of Technology, Minna	Member
50	Prof. Ernest Aiyedun	University of Abuja	Member
51	Prof. Babajide Alo	University of Lagos	Member
52	Prof. Hauwa Imam	University of Abuja	Member
53	Prof. M. A. Maisamari	University of Abuja	Member
54	Prof. Martin A. C. Aghaji	University of Nigeria, Nsukka	Member
55	Prof. Shettima A. Saidu	Federal University, Gashua	Member
56	Prof. Ahmad Abdulhameed	Abubakar Tafawa Balewa University, Bauchi	Member
57	Prof. Segun Olugbenga Adedeji	University of Ibadan	Member
58	Prof. Ayodeji Emmanuel Oluleye	University of Ibadan	Member
59	Prof. Lateef Salawu	Obafemi Awolowo University, Ile-ife.	Member

S/No.	NOMINEES	INSTITUTION	TITLE
60	Prof. Saleh Mohmmed Sir	Federal University, Kashere	Member
61	Prof. Nuhu Ali	University of Maiduguri	Member
62	Prof. Yaqub A. Geidam	University of Maiduguri	Member
63	Prof. Yusuf M. Yusuf	University of Maiduguri	Member
64	Prof. Ezzeldin Mukhtar Abdurrahman	Ahmadu Bello University, Zaria	Member
65	Prof. Sani Abba Aliyu	Ahmadu Bello University, Zaria	Member
66	Prof. Essien Enefiok	University of Uyo	Member
67	Prof. E. A. Adebowale	Institute of Agricultural Research & Training, Moor Plantation, Ibadan	Member
68	Prof. Muhammed Muttaka Usman	ASUU (Ahmadu Bello University, Zaria)	Member
69	Prof. Joseph Abayomi Olagunju	ASUU (Lagos State University, Lagos)	Member
70	Prof. Emmanuel Nnamdi Ejike	Federal University of Technology, Owerri.	Member
71	Prof. Jibrila Dahiru Amin	University of Maiduguri	Member
72	Prof. Victor Adetula	University of Jos.	Member
73	Usman Y. Dutse	ASUP (Federal Polytechnic, Bauchi)	Member
74	Dr. Emmanuel N. Asagha	COEASU (Federal College of Education, Obudu)	Member
75	Chris Maiyaki	National Universities Commission (NUC)	Member
76	Dr. Mas'ud Elelu	National Board for Technical Education (NBTE)	Member
77	Dr. Umar Adamu Kwami	National Commission for Colleges of Education (NCCE)	Member
78	Dr. Salihu G. Bakari	Director Research & Development/Centers of Excellence Department, TETFund	Member
79	Mr. S. K. Okunlola	Ag. Director Education Support Services Department, TETFund	Member
80	Mr. Muhammad S. Sulaiman	Ag. Head Academic Staff Training & Development Department, TETFund	Member

BEING A SPEECH DELIVERED BY
THE EXECUTIVE SECRETARY OF TERTIARY EDUCATION TRUST FUND (TETFund)
PROFESSOR SULEIMAN ELIAS BOGORO
AT THE INAUGURATION OF THE TECHNICAL ADVISORY GROUP (TAG) ON BOOK DEVELOPMENT FUND HELD AT FRASER SUITES ABUJA
ON 8TH AUGUST 2019

Protocol

It is with great pleasure that I warmly welcome you to this inauguration of the Technical Advisory Group on Book Development Fund. Your choice as members of this group is based on your track record of meritorious contribution to the development of tertiary education in the Country through academic excellence. Your appointment into this group is another call to serve our Nation at the apex of intellectual engagement.

2. We are all aware that there is critical paucity of indigenously produced tertiary level textbooks and related academic publications in the Nation's tertiary education institutions. It is equally worrisome that the quality of most academic publications in our Country leaves much to be desired. To combat this downward trend head-on, the Book Development Fund Intervention was deliberately created by the Fund with the aim of restoring the culture of research and high quality academic publishing within the higher education sub-sector.

3.   It is expected that nurturing the culture of quality authorship and the production of indigenous books will not only ensure the availability of relevant books in diverse subject areas that take cognizance of our local environment and sensitivities, it would also safeguard national pride. While it is true that foreign books are helpful, an indigenous book industry is needed to provide opportunities for the Nation's writers, thinkers and artists.

4. The gross insufficiency of standard tertiary level literature in our libraries and bookshops further underscore the urgent need to come up with targeted strategies to encourage production of textbooks for our tertiary education institutions.

5. Inspired by the need to ensure adequate production and supply of locally developed academic texts and in line with the mandate of the Fund as defined by its enabling law, a seed grant of N2billion was approved by the Board of Trustees (BoT) for Book Development Fund, which is being utilized centrally for the development of manuscripts into textbooks. Subsequently, an additional sum of ₦**2,950,000,000.00** was added to the seed grant, making a total of ₦**4,950,000,000.00**.

6. The Book Development Fund intervenes in three interrelated areas namely: (1) Development and Publication of Academic Books as well as conversion of high quality

theses into books; (2) Support for Professional Associations Journals; and (3) establishment and sustainability of Academic Publishing Centres (APCs).

7. The construction of seven (7) Academic Publishing Centres (APCs) in at least one University in each of the six (6) geo-political zones and the Federal Capital Territory with the aim of reviving quality academic publishing in tertiary institutions. The centres are to be fully equipped and staffed to provide all necessary prepress support for the production of quality manuscripts and conversion of manuscripts into books. Out of the seven (7) APCs that have been established across the six (6) geo-political zones and the Federal Capital, four (4) centres are completed and have been commissioned, and other centres are at various stages of completion. They are to be completed and commissioned by the end of 2019. It is expected that this soon-to-be inaugurated TAG will advise the Fund appropriately on the sustainability of the APCs, institutional arrangement for their management, among other guidelines.

8. The Technical Advisory Group (TAG)

To facilitate effective implementation of the Higher Education Book Development programme, the Technical Advisory Group (TAG) was constituted in 2010. The Fund was and is still worried with the diminishing quality of manuscripts coming from Beneficiary Institutions for funding and TAG has a daunting task of turning things around by ensuring the harvest and publication of high quality tertiary level texts, especially for our Tertiary Education Institutions. The expectation of the Fund is that senior academics should be able to produce exceptional quality manuscripts for the Academia as well as to serve as mentors to young and midcareer academics. They should be challenged to take advantage of funding opportunity from the Fund for this purpose. The Technical Advisory Group has the following as its Terms of Reference (ToR):

a. Harvest doctorate theses and masters' dissertations from across Beneficiary Institutions for possible conversion into books;

b. Screen proposals on manuscripts and theses/dissertations for development into academic textbooks and advising TETFund on fundable manuscripts/theses or dissertations;

c. Screen and advise TETFund on submissions from professional associations to support production of learned Journals;

d. Recommend reviewers for screened manuscripts and theses/dissertations for engagement by TETFund for technical assessment of the manuscripts / theses / dissertations;

e. Advise the Fund on how to enhance and improve the production of quality academic books, journals and other academic learning materials;

f. Review materials for journal publication from relevant professional bodies;

g. Ensure the establishment and proper functioning of the Academic Publishing Centres (APCs) via the three Sub-Committees.

9. Technical Advisory Group being inaugurated today comprises of eminent and a wide range of professionals, drawn from within the Academia and some relevant stakeholders. We are very confident that given the high quality and range of expertise and experience of its members, the Higher Education Book Development programme will record a remarkable success. The anticipated success of this intervention, through the faithful stewardship of TAG will directly complement the many efforts the Fund has been putting in place, especially our steady refocusing on content-based interventions as well as Research & Development, which is universally acknowledged as the driver of national advancement.

10. As your appointment letters indicate, your service in the Committee is for two years, with a possibility for renewal, subject to satisfactory performance.

11. Your appointment as TAG members is no doubt a clarion call to serve our Nation in one of its critical areas of need and I believe you will give your best with a high sense of patriotism. We expect commitment from all of you in the course of your assignment, and I have no doubt that you will seek to exceed our expectations.

12. On this note, Mr. Chairman, Vice Chairman and Members, I have the singular honour and privilege to inaugurate you as Chairman, Vice-Chairman and Members of the Technical Advisory Group of the Higher Education Book Development Fund this day, Thursday, 8th August, 2019.

13. Thank you and I wish you God's guidance in the discharge of this onerous assignment.
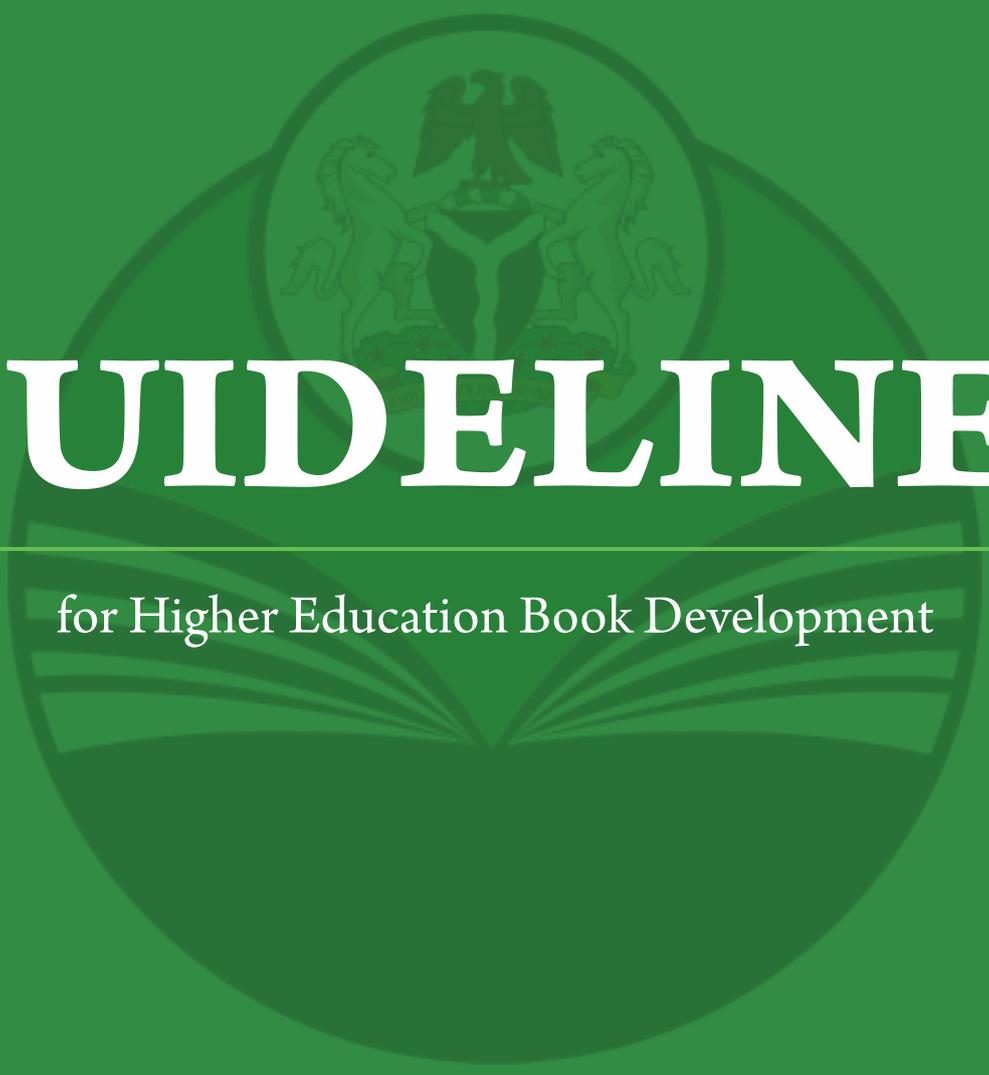
GUIDELINES

for Higher Education Book Development

BACKGROUND TO THE BOOK PROJECT

1.1   Introduction

The Tertiary Education Trust Fund (TETFund) is, among other duties, mandated by Section 7(1)(e) of the Education Tax Act 2004 LFN Cap. E4 (which consolidated No. 7 of 1993 as amended by Act No. 40 of 1998) to establish a Higher Education Book Fund. However, due to limited resources and competing needs, adequate attention has not been paid to this mandate over the years. The persistent scarcity of quality books, journals and other reading materials in higher educational institutions entails that necessary steps must be taken to address the problems. In order to do this, TETFund made a submission to the Federal Government for the sum of Two Billion Naira (N2.0b) for Higher Education Book Development Project to take off in 2009. The Federal Government graciously approved the submission. To actualize the project, the TETFund BOT established a BDC. The Committee and the Management of TETFund produced a draft working document for the project.

1.2   Mission of the Project

Given the seriousness of the paucity of reading and learning materials in Nigeria's higher educational institutions, the TETFund intervention is designed as a package of unique, targeted actions, activities and events that will restore research and academic publishing within the higher education sector. In this context, the current book development initiative is different from previous ones. Whereas, in the past efforts were geared towards book procurement, the present initiative is aimed at encouraging the production and use of internally produced books and journals.

It is expected that nurturing the culture of authorship and the production of indigenous books in Nigeria will safeguard national pride as well as ensure the availability of relevant books that grow out of the local environment and reflect familiar realities and experiences. It is one way of motivating students to read and to foster sustainability in book development. While it is true that foreign books are helpful, the development of an indigenous book industry is needed to provide opportunities for the nation's writers, thinkers and artists.

1.3   Justification

There are serious difficulties in book development for higher educational institutions in Nigeria. Book scarcity has reached a crisis proportion as evident not only in the quantity of books available, but also in the quality of books produced locally. This national crisis

can be attributed to the general socio-economic challenges in the country and a number of other developments within the tertiary educational system since the 1980's.

The absence of current literature in the libraries of our institutions also implies that both lecturers and students are unable to follow developments in their disciplines and to stay at the frontiers of new knowledge. Consequently, they have had to resort to recycling old books and lecture notes, and using unsubstantiated reports in newspapers and on radio and television stations. Advancement in Science and Technology, especially ICT, and the influence of globalization has profoundly transformed the context, form and scope of knowledge-production and Nigerian higher educational institutions should be assisted to participate in, and contribute fully to, the global system of generating and disseminating knowledge. The uniqueness of the current intervention lies in the fact that through it, TETFund will assist higher educational institutions to harness the use of ICT and to restore and sustain the capacity for academic publishing.

1.4   Aims and Objectives of the Project

The resuscitation of quality research and capacity for academic publishing in Nigeria's higher educational institutions is the core of the TETFund Book Development Project. The project is designed to reactivate and nurture research and the publication of academic books and journals in hard and e-forms, thereby empowering tertiary institutions to benefit from, and contribute to, knowledge production nationally and globally. The specific objectives of the project include the following:

(i)   To create the capacity and provide outlets for the production of quality academic manuscripts, using state of the art facilities, inside the higher institutions of learning;

(ii)   To design, construct and equip model APCs in selected institutions and link their activities to selected University Printing Press(es) which will act as publishers for the project. However, in cases where printing presses have been provided for APCs, strategies should be developed to ensure that they are primarily utilized for the production of academic books.

(iii)   To restore and enhance the capacity of Nigerian tertiary educational institutions and professional bodies to produce and circulate quality academic books, journals and other learning materials;

(iv)   To coordinate and integrate existing skills and resources in and outside the institutions, for more effective academic publishing; and

(v)   To strengthen the institutional capacity for quality assurance and control in academic publishing through capacity building activities, training and linkages.

1.5   Technical Advisory Group

To facilitate the implementation of the Book Development Project, the BOT set up TAG with membership drawn from universities (with each of the six geo-political zones adequately represented); NUC; NBTE; NCCE; the Academic Staff Unions of Universities, Polytechnics and Colleges of Education; representatives of the print and broadcast media and publishers. In its capacity as a working group, TAG was mandated to:

(i)   Examine critically the draft working document on Book Development Project in higher educational institutions developed by the Book Development Committee of the BOT and produce a blueprint on how best to resuscitate book production in Nigerian higher educational institutions;

(ii)   Identify key areas around which TETFund's intervention will revolve and develop the procedures, guidelines and mechanisms for actualizing them; and

(iii)   Work with the Fund to develop an Action Plan for the Book Development Project and participate in its implementation and monitoring.

After a series of meetings of TAG and its Sub-Committees, and extensive consultation with the Management of TETFund and other stakeholders, a number of key areas of intervention for the Book Development Project were identified. TAG also produced Implementation and Action Plans for these key areas. The plans were further streamlined by the BDC and the BOT taking into account the budgetary allocation for the project and other pertinent factors.

For the purpose of emphasis, the TETFund Book Development Fund is not for direct disbursement to institutions or direct support solicited by individuals or groups for publication of their manuscripts. Rather, the intention is to revolutionize scholarly publications in three inter-related ways: books, journals, and the culture of publishing as described below.

1.6   Areas of Intervention

The three areas of intervention for the Book Development Project to be executed are as follows:

Production of Books

The First phase of the present intervention is directed at the production of basic textbooks written by Nigerian academics for universities, polytechnics and colleges of education and specialized books in various subject areas. The book production component will accomplish the publication of books from theses already positively

assessed by the NUC in the last few years; books from theses that have not been submitted to NUC for assessment; specialized books in various subject areas; and basic textbooks in the specialized disciplines of Medicine and Pharmacy, Engineering and Technology, Arts, Social and Management Sciences, Education, Agriculture, Physical and Life Sciences, Law, Veterinary Medicine and General Studies. Twenty (20) books covering various disciplines from Medicine, Pharmacy, Engineering and Agriculture to the Arts and Humanities produced under the first phase of the intervention were presented to the Nigerian public in Abuja on 13th November, 2014 and have been distributed free to all Nigerian public tertiary education institutions.

Support for Academic Journals

In the context of the normal, proper and smooth functioning of institutions of higher learning, high quality academic journals are essential, for journals are one of the essential tools for the dissemination of knowledge and confer prestige on institutions and academic societies. In the 1960s and 1970s, Nigerian Universities had vibrant and highly credible journals. At the moment, however, Nigerian tertiary educational institutions and academic societies cannot boast of good, peer-reviewed journals.

In fact, the preponderance of poor quality journals has been recognized by regulatory agencies (NUC, NBTE and NCCE) and this is affecting particularly the global ranking of Nigerian Universities. The sub-standard nature of the journals is due to, among other factors, low technical capacity of the editors, poor culture of research and insufficient funding.

In the first phase of this intervention, the target is to extend support to carefully selected journals. These include journals ranked highly by the NUC, active journals of professional/academic societies/associations as well as the reactivation of moribund journals of academic societies. Stakeholders in Nigeria's higher education may remember that since 2009 TETFund has been extending grants directly in support of institution-based journals. This specific interventions, is therefore, an additional support for academic journals in Nigeria.

The successful implementation of the action plan with respect to supporting academic journals will especially improve the global ranking of Nigerian Universities. This is to be achieved through web visibility of the journals as well as indexing and abstracting of their contents. To this end, sixty one (61) association journals have received support and six (6) of them are to become part of the globally recognized Elsevier journals on account of improvement in their quality and visibility due to the TETFund support.

Revitalizing Academic Publishing

Although there are printing presses in some Nigerian universities, the TETFund intervention is directed towards developing the capacity for publishing through the Academic Publishing Centres. This focus is necessitated by the following considerations:

(i)   Due to their current status as incorporated limited liability outfits, many of the University publishing houses operate outside the mandate of TETFund's intervention. It is therefore more appropriate for TETFund intervention to focus on strengthening the capacity for publishing in higher educational institutions;

(ii)   The University publishing houses were designed on the model of the Cambridge and Oxford University Press to undertake scholarly, research-based publishing and they excelled in this. However, beginning from the 1980s, University Press became more concerned with commercial and sundry printing. Consequently, academics had to look for publishing outfits elsewhere. This factor is partly responsible for the scarcity of quality materials as well as the decrease in the capacity for research and publication;

(iii)   Also the University Press as currently constituted is incapable of performing the dual functions of academic publishing and printing. Hence, most University Press now tend to be oriented towards commercial printing to the detriment of the more expensive and more demanding, yet more rewarding, enterprise of academic publishing;

(iv)   The APCs are therefore deemed as the appropriate intervention mechanisms that can dramatically change the fortune of tertiary educational institutions in the generation and dissemination of knowledge in the 21st century. In the first phase of this intervention, seven APCs are being established in at least one University in each of the six geo-political zones and the Federal Capital Territory, Abuja.

2

PRODUCTION OF BOOKS

2.1 Justification

The scarcity of good quality textbooks is a major factor constraining effective teaching and learning in Nigeria's tertiary institutions. The promotion of indigenous authorship and the resuscitation of local publishing of books are critical instruments in addressing the dearth of textbooks, including basic texts and specialized textbooks, in various disciplines in Nigeria's higher educational institutions. The following guidelines are meant to acquaint stakeholders, including authors, with the TETFund Book Development procedures and assist them in the preparation and submission of quality manuscripts.

2.2 Book Publication Sub-Committee

2.2.1 Terms of Reference

A Book Publication Sub-Committee whose membership is drawn from TAG shall be responsible for editorial matters relating to the publication of books. The Book Publication Sub-Committee shall comprise of a Convener and members. The Terms of Reference of the Book Publication Sub-Committee are as follows:

(i) To receive assessed theses from NUC and re-evaluate them to determine their suitability for publication as books;

(ii) To receive theses from Universities and determine their suitability for further professional evaluation;

(iii) To identify suitable assessors who are to determine the quality of the theses received from universities;

(iv) To re-evaluate the assessed theses from universities and determine their suitability for publication as books;

(v) To recommend selected theses for publication as books;

(vi) To receive manuscripts in specialized subject areas and evaluate them for further processing;

(vii) To identify authors for writing of manuscripts for basic textbooks in Medicine and Pharmacy, Engineering and Technology, Arts, Social and Management Sciences, Education, Agriculture, Physical Sciences, Life Sciences, Law, Veterinary Medicine, and General Studies;

(viii) To brief authors on guidelines for preparation of manuscripts;

(ix) To identify experts for peer review of selected manuscripts;

(x) To recommend selected manuscripts for publication as books;

(xi)   To ensure that all manuscripts conform to TETFund Style manual before they are sent for publication; and

(xii)   To submit periodic progress reports to the CCC.

2.2.2 Responsibility of the Book Publication Sub-Committee

The editorial quality and accuracy of the content is the responsibility of the Book Publication Committee. The publisher is responsible only for technical editing of the text. To this end, submission of manuscripts by authors in electronic form is mandatory.

2.3   Guidelines for Submitting Book Proposals

2.3.1 Publication of Theses

(a)   Doctoral theses assessed by NUC

(i)   Theses assessed by NUC that score 70% and above will be collected;

(ii)   The collected theses will be re-evaluated to determine their suitability for publication by identified experts;

(iii)   Theses considered suitable for publication will be selected to be restructured, revised and updated by the authors;

(iv)   The theses will then be subjected to further editing by APCs; and

(v)   One thousand copies of each thesis converted into books will then be published by APCs.

(b)   Doctoral theses assessed by the Universities

(i)   TETFund will send out advertisement to sensitize Universities on the initiative;

(ii)   TETFund will ask the Universities to set up assessment committees to determine theses suitable for publication as books;

(iii)   TAG members will visit the Universities to evaluate progress on assessment of theses;

(iv)   TAG members will visit the Universities (follow up) to retrieve the theses that scored 70% and above;

(v)   TAG will identify expert assessors for the various theses collected from the Universities;

(vi)   The identified expert assessors will re-evaluate the theses;

(vii)   The theses finally accepted will be restructured, updated and revised for publication by the authors;

(viii)   The theses will then be subjected to editing by APCs; and

(ix)   One thousand copies of each thesis converted into books will be published by APCs.

(c) Doctoral theses from TETFund Academic Staff Training Development Project

(i)   Theses sponsored by TETFund under the Academic Staff Training

Development Project will be collected;

(ii)   The collected theses will be re-evaluated to determine their suitability for publication by identified experts;

(iii)   Theses considered suitable for publication will be selected to be restructured, revised and updated by the authors;

(iv)   The theses will then be subjected to further editing by APCs; and

(v)   One thousand copies of each thesis converted into books will then be published by APCs.

2.4   Guidelines for Authors

2.4.1   General

The submission of a manuscript implies that it has not been previously published in full and is not being considered for publication elsewhere. Manuscripts must be prepared electronically as this facilitates processing. Authors should use Microsoft Word for preparing their manuscripts and are required to submit one hard copy and an electronic copy. It is the author's responsibility to ensure that manuscripts are written in good English that is clear, comprehensible, and with no ambiguities. Manuscripts will be subjected to a peer review mechanism to ensure high quality. Manuscripts that do not meet the requirements will not be accepted.

2.4.2   TETFund Style Manual

All manuscripts must conform to the TETFund Style Manual to be eligible for consideration by the Book Publication Sub-Committee and publication under the TETFund Higher Education Book Development Project and all authors and editors are expected to be familiar with the contents of the manual. The summary of the format given below is only meant to serve as a quick guide while the entire manual is produced at the end of this publication.

2.4.3   Format

Manuscripts will normally have the following components: Title, Authors, Affiliations, Table of Contents, Preface, Main Text in distinct chapters, References/Bibliography, Illustrations (graphics, tables, charts, photographs, etc.), Acknowledgements, Appendices and Index. Manuscripts must be word-processed, single spaced including tables, references and figure legends with ample margins all around (approximately 2.5cm). Times New Roman 12 points should be used.

(a)   **Title**
The title should be precise and cover the contents.

(b) **Main Text**

Formatting of the chapters should be kept simple and consistent including styling of headings and the use of italics, symbols and special characters. All figures and tables must be mentioned in the text (parenthetically within a sentence). Each page must carry a header that includes the chapter author's last name and a footer that includes the page number.

(c) **Figures and Tables**

The use of graphics, tables, charts, photographs etc. is strongly encouraged to enhance the value of the manuscript. These should be numbered in Arabic numerals in the same sequence as discussed in the text. Tables and figures should be numbered separately starting with 1 (Figure 1, Figure 2, etc; Table 1, Table 2, etc.). Figures and tables will normally require a credit line (source) unless they are based entirely on original data and have not been previously published. Table title and figure legend should be included and all abbreviations defined. Figure legends should not be placed below or within an Artwork; rather, all figure legends should be gathered at the end of each chapter. A separate file should be created for each figure. Images should be delivered at sizes and resolutions that ensure good reproduction. Colour images may be converted to black-and-white before printing and may suffer loss of quality.

(d) **Reference, Bibliography, Source line**

References should be cited in the text in accordance with the internationally accepted practice for the concerned discipline. Such international standards as APA, Chicago, MLA, etc. should be used as adopted by the discipline. All cited references are to be listed in the reference section at the end of each chapter. Complete information should be provided for each reference, bibliography and source line. The following referencing styles could be used in listing references as applicable:

(i) *Periodicals and Journals:* Author's names should be listed in inverted style (Last name followed by first initials); full article title; journal (standard abbreviation); year of publication; volume number; issue number (in parenthesis); inclusive pages (or "in press" if not yet published);

(ii) *Books:* Authors' names should be listed in inverted style (Last name followed by first initials); full chapter title where appropriate; book title; edition number; all book editors if applicable (inverted style) followed by "Ed." or "Eds."; publisher city; state/country; four digit year of publication; inclusive pages of the chapter if applicable;

(iii)   *Meetings or Conferences Proceedings:* Authors' names should be listed in inverted style (last name followed by first initials). Title of presentation. In: Title of collected work, name of Meeting or Proceedings; location of Meeting; Date of meeting; Editors; Publisher: Place of Publication; Year; inclusive pagination.

(iv)   *Government Publications:* Authors' names should be listed in inverted style (last name followed by first initials). Document title; Government Publication number; Publishing agency: Place of Publication; Year; inclusive pagination;

(v)   *Patents:* Patent owners' names should be listed in inverted style (Last name followed by first initials). Title of patent. Patent number; Date; and

(vi)   *Electronic Publication:* The URL and date accessed should be included.

(e)   Acknowledgements
Individuals, organizations or institutions that provide valuable assistance in the development of the manuscript should be acknowledged.

(f)   Permissions
Obtaining written permissions and paying fees to re-use previously copyrighted materials are the responsibilities of the authors. All written permissions should be submitted along with the manuscripts.

2.4.4 Submission Checklist
Authors should ensure that the following are submitted:
* Title page with contact information including email address(es);
* Preface;
* Main text;
* Figure / graphic legends;
* All tables, Figures, Equations or Chemical Structures;
* References;
* Contributors' Agreement signed by all authors (where applicable); and
* Letters of Permission.

2.4.5 Submission Deadlines
The Book Publication Sub-Committee will provide strict deadlines for submission of manuscripts ensuring that sufficient time is provided for:
(i)   The reviewing/editing process to be carried out by the Book Publication Sub-Committee; and

(ii)   The revision to be carried out by the author and re-submission to the Book Publication Sub-Committee in order to meet the Publisher's deadline. Book Publication Sub-Committee takes the issue of meeting deadlines very seriously. Any manuscript submitted after the announced deadline shall not be considered and the Committee shall not enter into any correspondence on the matter.

2.4.6 Acknowledgement of TETFund

All manuscripts published under the TETFund Book Development Project must have the TETFund logo and the imprint "TETFund-supported Publication" conspicuously shown on their front and back covers.

3

CHAPTER THREE

SUPPORT FOR ACADEMIC JOURNALS

3.1   Justification

The contemporary assessment of research is increasingly based on contributions published in journals circulated world-wide. The circulation of such journals leads to visibility and cross-referencing of articles published in them. The relatively poor visibility of Nigerian journals, and their irregular production and circulation due to lack of funding have negatively affected research output. Consequently, TETFund decided to support Nigerian professional/association-based journals to attain international standards.

3.2   Implementation Procedure

The Journal Publication Sub-Committee, consisting of a Convener and members is set up to:

    (i)   Identify and evaluate journals of associations/societies for support;

    (ii)   Scrutinize all relevant and/or legal information relating to the publication of the journals identified;

    (iii)   Establish the professional/technical support required to raise the quality of journals in line with international standards in scholarly publishing and recommend such journals for appropriate intervention;

    (iv)   Initiate and facilitate short-term intensive training for key editorial members in order to improve their skills and competence in scholarly publishing;

    (v)   Recommend to the TETFund the acquisition and distribution of copies of journals published under the project to libraries of tertiary institutions;

    (vi)   Monitor the utilization of funds provided by TETFund in line with set guidelines;

    (vii)   Carry out any other function(s) that may be assigned to it by TETFund; and

    (viii) Prepare and submit periodic reports of its activities to the CCC.

3.3   Selection of Journals

Journals to be selected for support must meet the following criteria:

    (i)   They must be sponsored/anchored by an academic/professional association or society based in a tertiary institution;

    (ii)   Should have been in existence for a number of years. Two recent issues of

such journals should be tendered for inspection by TETFund;

(iii)   Must have identifiable Editorial Boards;

(iv)   Must present evidence of qualifications and affiliations of its Editorial Board members;

(v)   Must be registered as a serial with ISSN identification;

(vi)   Should submit evidence of peer review mechanism/process;

(vii)   Must provide evidence of abstraction/indexing;

(viii)   Should be consistent in style of presentation/publication;

(ix)   Must present evidence of possessing editorial policy; and

(x)   Must show evidence of institutional spread of contributing articles and authors.

3.4   Procedure for Accessing Funds

(a)   The journals selected for the intervention shall qualify for the release of funds upon satisfying the following criteria:

(i)   Submit a budget with detailed work plan and clear justification;

(ii)   Submit minutes of the last two AGMs;

(iii)   Submit evidence of possessing a dedicated Bank Account;

(b)   The release of the funds shall be in three (3) tranches of 50%, 30% and 20%. To access the balance of funds at any stage, there shall be:

(i)   A progress report to be submitted along with current issue of the journal;

(ii)   Evidence of web visibility; and

(iii)   Evidence of initiating abstracting/indexing by reputable agencies.

(c)   In this intervention, there is a provision for TETFund to purchase copies of journals so published for distribution to the National Library of Nigeria and all public tertiary educational institutions in the country. However, for any journal to be purchased and attract continuous TETFund patronage, it should meet the standard and specifications in the following areas:

(i)   Content: theme, relevance and scope;

(ii)   Format: consistency in documentation and citations;

(iii)   Style: standard font sizes;

(iv)   Design: page layout, size and margin;

(v)   Production: paper quality, colour separation and paper grammage

(vi)   Finishing.

(d)   The journal should also have:

(i)   Consistent style of presentation;

    (ii)   Evidence of completion of abstracting/indexing processes;

    (iii)   Evidence of initiation of viable marketing and distribution plan; and

    (iv)   Improved technical quality.

3.5   Capacity Building for Journal Editors and Assistants

In this phase, the intervention shall also provide for capacity-building workshops for the editors and assistant editors of learned society journals in the following areas:

    (i)   Academic journal editorial processes;

    (ii)   Layout, design styles and techniques for production of academic journals;

    (iii)   Editing and proof-reading;

    (iv)   Refereeing and peer review process;

    (v)   Journal registration, indexing and abstracting services;

    (vi)   Building the Editorial Board;

    (vii)   Documentation styles for academic journals

    (viii) Online journal editing and publishing; and

    (ix)   Marketing and distribution of academic journals.

REVITALIZING ACADEMIC PUBLISHING

4.1 Justification

Given the limitation of resources needed to transform existing University publishing houses and manage them, the TETFund intervention is targeted at creating the capacity for academic publishing through the establishment of APCs with the state of the art facilities located in the tertiary institutions. It is envisaged that when in place, these centres will enhance the production of quality books, journals, monographs and other specialized reading materials as well as facilitate e-publishing of books and journals. As a restorative measure, the TETFund intervention entails the creation of the capacity for the publishing of quality academic manuscripts/papers into books and journals. Due to the fact that many of the tertiary institutions have some printing capabilities, the TETFund intervention is specifically targeted at enhancing the capacity for publishing academic materials in the context of the complex system of knowledge production.

The APC is unique in design and novel in its capabilities. Unlike any of the existing publishing houses, the one storey building is a fully integrated facility incorporating ICT section, e-publishing unit, editorial suite, a library, exhibition room, training/meeting facilities, photocopy/reproduction unit, archives, adequate storage space and the usual office for technical staff and general services. Except in cases where printing presses have already been procured, the APCs should normally not be engaged in the mechanical aspect of printing but should confine themselves to the fine processes of publishing (Editorial work such as assessment of manuscript(s), proofreading, layout, cover design, etc.) leading to the production of e-publishable as well as camera-ready manuscripts. The machine stage service should be outsourced to a carefully selected printer with modern ICT based facility for quality of text, images and illustrations.

4.2 Academic Publishing Sub-Committee

For the smooth and effective implementation of this intervention, an Academic Publishing Centres Sub-Committee consisting of a Convener and members is set up with the following Terms of Reference:

(i) Co-ordinate actions leading to the establishment of Academic Publishing Boards/Committees in targeted institutions;

(ii) Liaise with targeted institutions on the appointment of APC Director and other relevant staff;

(iii) Inspect and verify with a view to ascertaining the suitability of plots of land for the construction of APCs;

(iv)   Monitor progress made in the construction of APCs as well as the installation of equipment to ensure their timely commissioning and take off;

(v)   Organize and report fully on the training components of the APCs as detailed in the approved action plan;

(vi)   Monitor compliance with the TETFund Guidelines on Book Development Intervention by the APCs and report same to TETFund through the CCC;

(vii)   Undertake any other duties/tasks necessary for the smooth and effective running of the APCs as may be arranged from time to time by CCC; and

(viii)   Submit periodic progress reports to CCC.

4.3   Management of the Academic Publishing Centres (APCs)

(a)   There shall be a Committee of Heads of Beneficiary HEIs of the APC which will handle governance and policy matters affecting the APCs.

(b)   The Committee of Heads of beneficiary HEIs shall establish an Academic Publishing Board (APB) as a technical body charged with the management of the publishing activities of the APCs. Membership of the APB shall include:

(i)   Chairman who shall be the Vice-Chancellor of the host institution or his representative who must be a Professor.

(ii)   Director who shall be the Chief Executive of the APC and Secretary to the Board. The Director shall be a senior academic in the host institution with the requisite competence in academic publishing.

(iii)   Coordinators of Subject-area Committees (not more than five in number) who shall be appointed by the Committee of beneficiary HEIs from the following suggested Subject-areas:
- Agriculture
- Legal and Administrative Studies
- Basic Sciences
- Education
- Engineering Sciences and Environmental Studies
- Humanities and Social Sciences
- Medical and Pharmaceutical Sciences
- Veterinary Medicine and Animal Sciences
- Management Sciences and Accounting
- Information and Communication Technology

(iv)   One (1) Managing Director of a University Press selected from any of the

beneficiary HEIs.

(v)   One (1) Director of Research and Development or the equivalent.

(vi)   One (1) Dean of Postgraduate School

(vii)   One (1) University Librarian

(viii) One (1) Director of ICT.

(c)   The constituted Board and staffing of each centre are to be verified by TETFund through inspection visitations.

(d)   TETFund shall provide specialized training for staff of the APCs at regular intervals.

(e)   Other guidelines that apply to the establishment of the APCs include:

(i)   TETFund shall provide an annual grant to APCs. The amount and duration of such support shall be determined by the BOT upon the recommendation of TAG.

(ii)   The APCs shall account for funds allocated to them at the end of each year to TETFund to qualify for subsequent allocations.

(iii)   The benefitting HEIs shall set up separate dedicated accounts for their APCs with a reputable commercial bank.

(iv)   The equipment provided under the APC's intervention shall be taken on charge, inscribed and utilized strictly for the activities of the Centres.

(v)   Editorial Board meetings of the APCs shall hold at least once every quarter, with minutes kept and copied to all the beneficiary HEIs and TETFund.

(vi)   TETFund shall undertake supervisory visitations to benefiting HEIs to ensure efficient management of the APCs.

(vii)   Members of the APB shall have a renewable tenure of 2 years.

(viii) The APCs shall enter into any beneficial relationship with University Presses in the area of printing, use of imprint, marketing and related matters.

The organogram of the APC is presented in Figure 1.
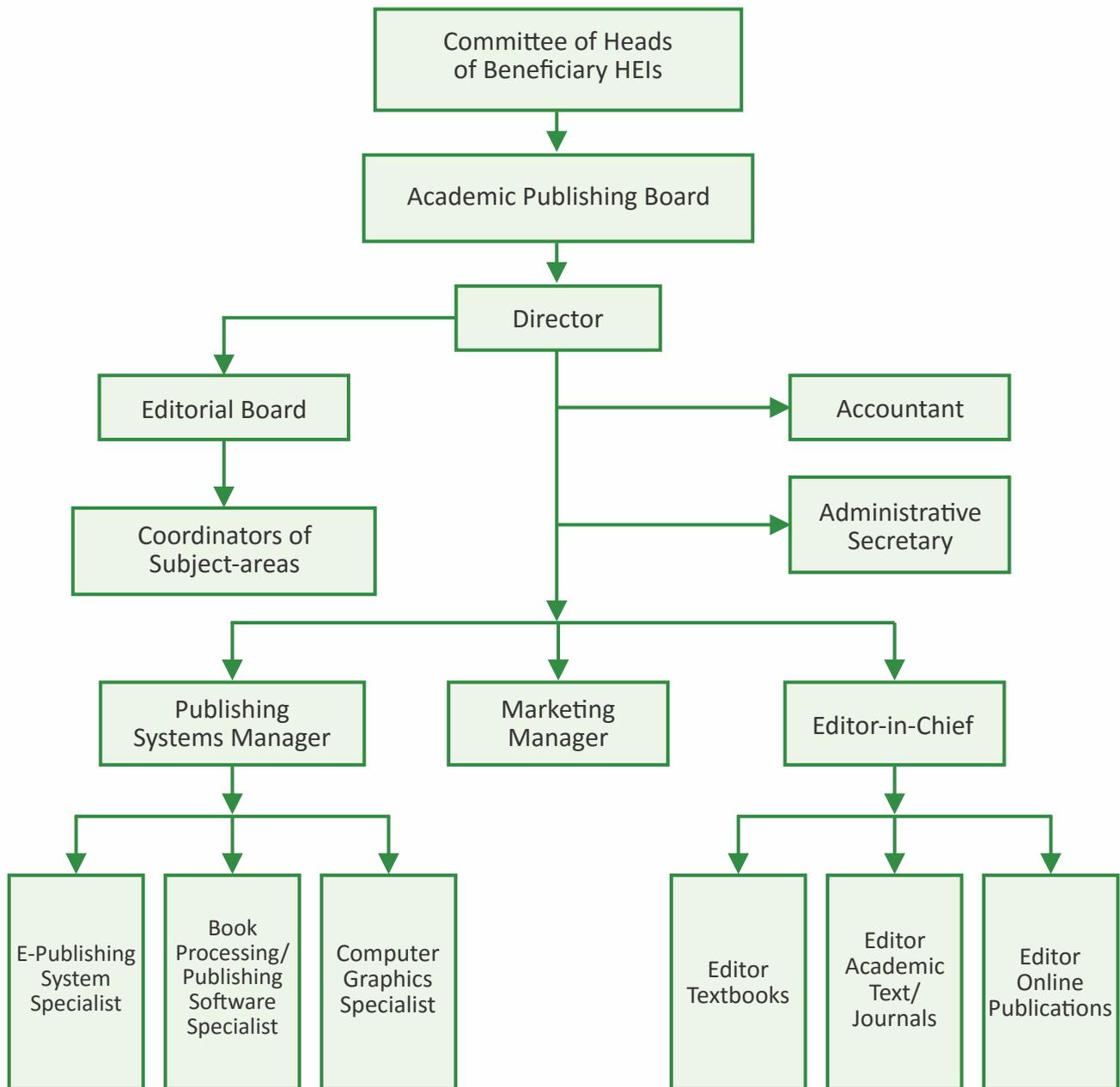
Figure 1. Organogram of the APC

4.4   Functions of APCs

The duties of the APC shall amongst others comprise of the following:

(i)   Coordinate academic publishing activities for educational institutions within designated zones;

(ii)   Receive and process manuscripts for publication;

(iii)   Ensure quality assurance and control for published materials

(iv)   Ensure conformity with the TETFund Guidelines on Book Development and TETFund Style Manual;

(v)   Maintain effective liaison with University Presses;

(vi)   Restore and energize peer review mechanisms with respect to academic publishing in HEIs; and

(vii) Ensure compliance with intellectual property rights.

The Academic Publishing Centre, sponsored by TETFund
at the University of Lagos (UNILAG), Akoka, Yaba - Lagos.

The Academic Publishing Centre, sponsored by TETFund
at the Federal University of Technology, Minna.

The Academic Publishing Centre, sponsored by TETFund
at the University of Calabar.

The Academic Publishing Centre, sponsored by TETFund
at the Moddibo Adama University of Tecnology, Yola, Adamawa State.
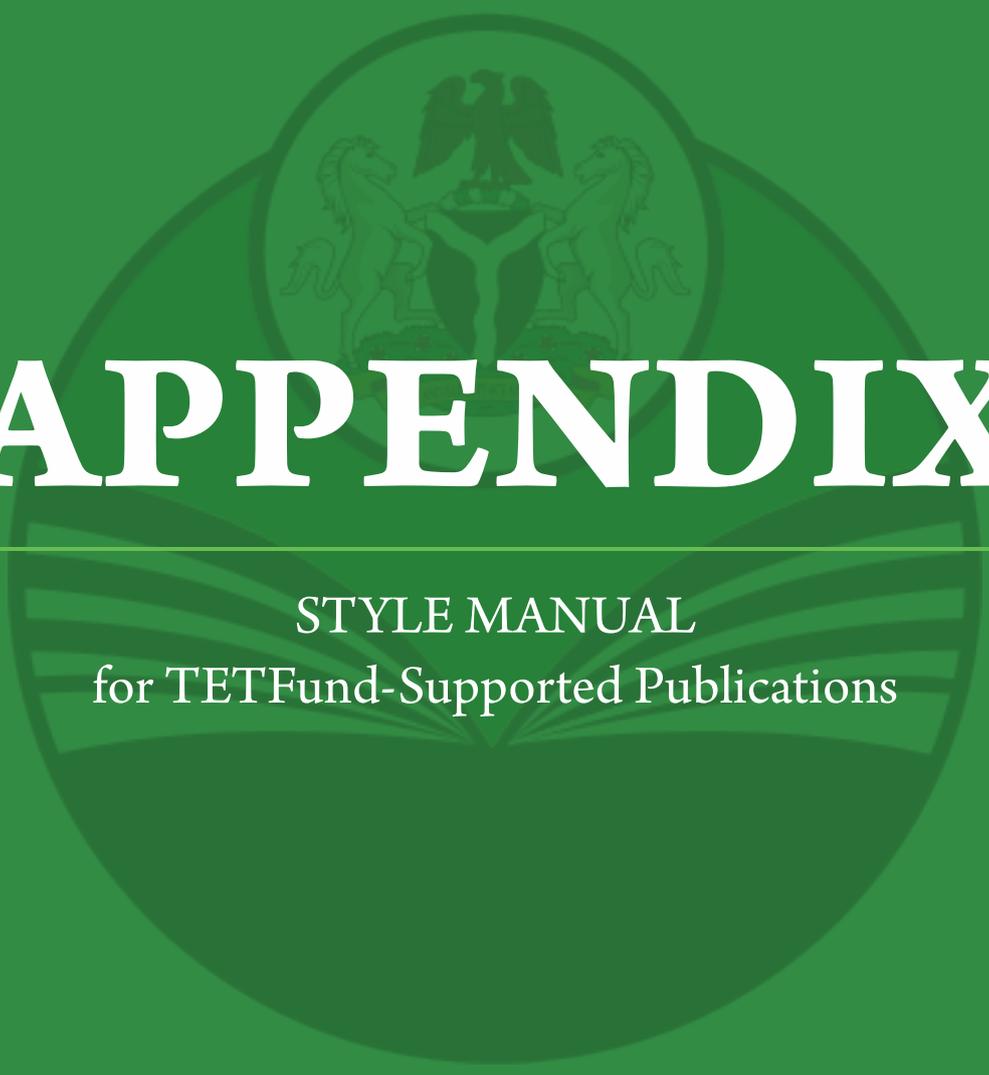
APPENDIX

STYLE MANUAL
for TETFund-Supported Publications

INTRODUCTION

1.1   Background

A Style Manual refers to a set of rules adopted to bring uniformity and consistency to materials published by a publisher, a printer, or such other body. Even though the Tertiary Education Trust Fund (TETFund) is not, and does not intend to be a publisher or printer, it considers it important to create a style manual that will give uniformity and consistency to all manuscripts to be published as books under its Book Development Project. Thus, publications associated with the TETFund Book Development Project intervention are expected to bear a particular character and meet the standards outlined in its style manual. In this context, the style manual is intended to guide all authors, printers, publishers and Academic Publishing Centres on the structure, form and style that all books to be produced under the TETFund Book Development Project should assume.

In this revised edition of the manual, guidance is provided for book formats, manuscripts preparation, general points of style, punctuation, spelling, numbering, illustrations, indexes, copyright, documentation styles and the conversion of a thesis into a book. These and the entire Manual will be subjected to continuous review and updating in the light of new development and experiences.

1.2   Justification for the Manual

The allocation of funds for the TETFund Book Development Project in 2009, the development of a prioritized Action Plan and Implementation Strategies for the Project, and the central position of book publication in the project entail the creation of a style Manual. Further justifications for this are outlined below.

(i)   The TETFund Book Development Project is new in the history of higher education in Nigeria. Consequently, a style manual is needed to provide guidance to all stakeholders;

(ii)   The Style Manual is intended to standardize all TETFund- supported publications and, thereby, confer seriousness and authoritativeness. The Manual is an arbiter in matters of form, style and content;

(iii)   The manual is also designed to achieve greater uniformity in the intellectual outputs of Academic Publishing Centres and the printers and publishers of TETFund-supported publications; and

(iv)   The Manual is intended to fill existing gaps with respect to book writing and publication in Nigeria's higher educational institutions.

1.3   Acknowledgements

This edition of the TETFund Style Manual has liberally drawn from the following authorities on style manual and/or house rules:

(a) *APA Manual*, 6th Edition, Copyright American Psychological Association, 2010.

(b) *PhD Guidelines: Transforming Your Thesis into a Book,* An online resource of Ashgate Publishing Limited, www.ashgate.com

(c) *Proposal Guidelines for Humanities Authors*, An online resource of Ashgate Publishing Limited, www.ashgate.com

(d) *Specification for preparation of Camera-Ready Copy*, Copyright Ashgate Publishing Limited, 1992.

(e) *The Chicago Manual of Style*, 14th Edition, Copyright University of Chicago, 1993.

(f) *The Manual of Scientific Style*, Copyright Elsevier, 2009.

(g) *The Oxford Guide to Style*, Copyright Oxford University Press, 2002

THE BOOK MAKE-UP

THE PARTS OF A BOOK

2.1   General

A book is composed of three main parts; the front matter or preliminaries; the text and the back matter or end matter. Each of these parts contains certain items which are presents in a given order. In general, the front matter serves as a guide to the contents and nature of the book, while the back matter provides reference material. The text proper contains everything necessary for a reader to understand the author's presentation or argument. Together, the items under the three components combine to form a published book, though it is rare for any book to include all the items under its cover. This section deals with the following items of the book make-up:

2.2   Front Matter

Front matter is any material that precedes the text proper. It is the part of the book which provides basic information about the book for bibliographic and commercial purposes. It also prepares readers for what to expect. Front matter items are usually paginated in lower Roman numerals rather than Arabic numbers. There are no rigid rules about the arrangement of the front matter, but in this edition of TETFund's Style Manual, the following order is recommended:

(i)   **Half Title:** The half title page is typically placed on the first recto (page i) after the figleaf. It contains only the main title of the volume, not the series title, subtitle, or author's or publisher's name;

(ii)   **Title Page:** The title page which is the full title page, as distinct from half title page, is on the first recto after the half-page (page ii);

(iii)   **Title Page Verso or Colophon:** This page is also called full title verso; 'imprint' or copyright page. It usually carries information such as the history of the publication, publishers imprint, publication data, notices on copyright, edition and impression, cataloguing data (ISBN) and printer's name and address. For all TETFund-supported publications, the verso or colophon should also carry the TETFund Logo and the imprint "TETFund-Supported Publication".

(iv)   **Dedication:** Dedication is an expression of affiliation or indebtedness. This is a matter within the discretion of the author in terms of who a dedication is made to

and its phrasing. In the TETFund Style, dedication should be explicitly made using the word DEDICATION itself as a title in the page to be followed by To-so and so .. etc where the person to whom the dedication is made is dead, life dates may be given in bracket e.g "To Pa John (1900 -2000). However, where a contributed volume is published under this intervention, dedication should not be provided by the editors.

(v) **Epigraph**

The epigraph is commonly regarded as an important or pertinent quotation which may be used at the beginning of a book or the opening chapter or papers in contributed volumes. In the TETFund Style, where a dedication is made, the epigraph shall be put on a new recto page (p. vii). The source of the quotation in an epigraph should be on the line following it on the right side and parenthesis should not be used.

(vi) **Foreword**

The "Foreword" shall be a concise write-up about the book and it should be written by another person other than the author or editor of a book. The name (and possibly position and address) of the writer shall be given at the end of the foreword. The foreword should also be listed in the contents.

(vii) **Preface**

The preface is an 'introductory note' by the author in which the purpose, scope and focus of the book are explained to the reader. The preface can also be used to highlight the contributions of others. In relation to contributed volumes, the preface can be used by editors to articulate pertinent issues relating to that edition. Where a book is published in editions, the preface shall be numbered in tandem with the publication to which it refers e.g "Preface to the 5th" or paperback or students edition, etc.

(viii) **Acknowledgements**

The TETFund Style provides for acknowledgements which can be divided into:

(i)   those recognizing academic assistance or indebtedness to source material; and

(ii)   those listing copyright materials used in the work. This is also a legal obligation and the TETFund Style requires that letters of permission be accordingly obtained with regards to copyright materials used.

(ix)   Contents

The content is a list that records the title and beginning page number of every separately-titled section in a book in the sequence in which it appears. In the TETFund Style, this portion of the book shall be called 'Contents' and not "List of contents" or Table of Content'. Contents may also list preliminary aspects of a book or chapter. The wording, punctuation and capitalization in the edited part of the book and the content must be consistent. Furthermore, all wordings and style (e.g. Italics, Hyphen and Capitals e.t.c) in the contents shall be consistent with the versions in the edited script. In contributed or edited publications, the names of individual authors should be given, and should be consistent with those names that appear on individual articles.

(x)   List of Illustrations

The list of illustrations enables the reader to locate all figures, plates, maps, etc in the work, and it should be presented under the title 'Illustrations'. In the TETFund Style all items appearing under 'illustrations', should be numbered consecutively in one sequence. It is advisable to include the sources of the illustration and acknowledgement of copyright in the list.

(xi)   List of Tables

This list is usually, titled 'Tables' but is entered in the contents as List of Tables. In the book itself, the List of Tables comes after 'Contents' or where available the 'List of Illustrations'.

(xii)   List of Abbreviations and Symbols

The list of abbreviations and symbols should contain all items that will be of use to the reader. However, the use of abbreviations and symbols vary from work to work, depending on the knowledge and experience of the reader. Common place abbreviations such as UK, AD, etc need not be included. In the TETFund Style, the list of abbreviations and symbols should be arranged alphabetically and be put in italics and in uppercase (capital letters). Where the abbreviation or symbols are used in the text or in the notes, the list should appear in the front of the book between Contents and Acknowledgements

(xiii)   List of Contributors

This is a register of contributors in a given book which can be divided into (i) a simple nominal roll of names or (ii) more in- depth entries on contributors usually titled 'Notes on Contributors'. In the TETFund Style, the 'Notes' shall be

arranged in alphabetical order showing contributors' places of work, position and profiles.

(xiv) **Introduction**

In the style, all materials relevant to a book, or to the understanding of its content, shall be presented in the "Introduction". The Introduction is distinct from 'Preface' or "Acknowledgements" because it relates thematically and structurally to the subject-matter of the book. This kind of introduction is relatively short and relevant to the text but it should be paginated in roman numerals. However, where the 'Introduction' is very long and more discursive of the subject matter of the main text, it should be paginated along with the main text in Arabic numerals.

2.3   Text

The 'Text' is, or refers, to the main body or the ideas in the book. This part of the book contains necessary data, analysis, arguments, illustrations, conclusions, etc. marshalled by the author to address the subject matter of the book. Normally, this is sub-divided into chapters, sections and sub-sections for ease of presentation and comprehension. Where extensive preliminaries or auxiliaries are used in a book, a second half-title, identical to the one discussed earlier (placed on page I of the book) may be used at the beginning of the text.

2.4   Numbered paragraph

Many works such as textbooks, especially those that need to be upgraded regularly, have numbered paragraphs e.g. 1.1,1.2,1.3, etc. set at the margins or at the beginning of headings. Numbered paragraphs afford better accuracy in cross-referencing, indexes and supplements. In the TETFund Style, it is desirable, especially for textbooks, to assign numbers to each section of the text that deals with a different point or concept.

2.5   Conclusion, Epilogue, Afterword

Conclusion summarizes the work's findings. When used, it is normally the final chapter of the main text and it is so numbered. An "epilogue" is shorter than the conclusion, so also "afterword" even though it may be written by somebody other than the author.

2.6   Back Matter

Back Matter' is also called 'Endmatter' and it provides supplementary data/information that follow the main text such as 'endnotes', 'appendix', glossary, bibliography, etc. Although back matter is paginated in sequence with the main text, it falls outside the main thrust, argument and organization of the text. In the TETFund Style, backmatter deals

with the following:

(i)   Endnotes

Where endnotes are used, they are placed in the first section of the end matter after the main text. Endnotes are meant to supplement footnotes and they are presented in a font one size less than the one used in the main text;

(ii)   Appendix

Appendices must contain a set of information directly related to but which cannot be incorporated into the main body of the text. They are sometimes called annexes and contain copies of subsidiary materials like questionnaires, correspondence, legal documents, etc. Appendices should not be confused with raw data but rather be carefully limited to materials that aid the understanding of the text;

(iii)   Bibliography

(a)   The bibliography is a component of the referencing system in a book which should contain all sources cited in the book, those not necessarily cited but which are of great importance to the book and those of great interest to the reader. This is called plain or straightforward bibliography. In the TETFund Style, bibliography should be divided into sections on the basis of the source materials used e.g. Section A: primary sources, Section B, secondary sources, etc.

(b)   There is, allied to the bibliography earlier described, a 'list of references' or "works cited" which deals with all works actually cited in the work, but presented without sub-divisions.

(c)   There is the select bibliography which is limited to works the author considers important and/or those cited more than twice in the main work.

(iv)   Glossary

The glossary should be a list of important technical and unfamiliar terms used in the text with their explanations and definitions. The glossary must be arranged in alphabetical order. In works which contain ethnographic, anthropological or archival materials, the terms used to describe these should be italicized in the text and then explained in the glossary.

(v)   Index

This is discussed in detail in Section Five.

HOUSE STYLE

3.1 General

The essence of a house style is to bring uniformity and consistency to published materials from a particular source such as a publishing house. Consequently, each publishing house has its own house style, a set of rules that covers book formats, manuscript preparation and editing, rights and permissions, design and typography, composition, printing, binding, general points of style and usage including spelling, abbreviations, punctuation and numbering, illustrations and captions, documentation styles, bibliographic forms and indexes. House styles are often organized in a style sheet, style guide, or style manual for distribution and ease of consultation. They are usually available within an organization, such as a publishing house, but, in some cases, may be more widely distributed or even published as commercial titles such as the Chicago Manual of Style and the Oxford Guide to Style.

3.2 Spelling

The most important consideration for spelling in the preparation of manuscripts is that it must be consistent throughout. The Oxford English Dictionary should be followed for spelling and, when optional, the use of *–ize* endings is preferred to *–ise*; *fertilizer* to *fertiliser, organization* to *organisation, specialize* to *specialise. Acknowledgement* is preferred to *acknowledgment* and *judgement* to *judgment*. However, quotations should be exactly as in the original text, except when translated.

3.3 Punctuation

i. **Comma and Colon**

Commas and colons should be used when they are essential to the sentence. A colon is usually used to introduce a list of items, but must not be used together with a dash.

ii. **Hyphen**

Hyphens should be used sparingly; for example use textbook, tradeoff, mainframe, short term, working class. However, hyphens should be used between double vowels (e.g. re-establish) or where the same consonants end and begin the constituent parts of a compound (e.g. cross-section) or when needed to convey a particular meaning (e.g. re-sign rather than resign).

iii. **Parenthesis**

Parenthesis ( ) is preferred to square brackets [ ] and should always be used except in mathematics, editorial comments on quoted material and footnote references.

iv.   **Full Point**

Full points should be used for personal initials (e.g. E. T. Faki) and for abbreviations (e.g. Prof. for Professor, Fig. for Figure, Eq. for Equation), but should not be used for contractions that end with the final letter of the word (e.g. Mr for Mister, Dr for Doctor, Ltd for Limited). Plurals of abbreviations should not carry full points (e.g. Figs, Eqs). Full points should also not be used after initials of countries or organizations (e.g. UK, USA, FAO, WHO) or in degrees and other qualifications (e.g. OND, NCE, BSc, MSc, PhD) or in abbreviated scientific terms (e.g. DNA, NMR, ORT). A sentence should not begin with an abbreviation.

3.4   Capitalization

Capitals should be used sparingly and should not be used for sub-headings and for captions for tables and figures. Initial capitals should be used for proper names, official titles, trade names, proprietary names and specific parts of the book (e.g. Musa, Managing Director, Nigerian Stock Exchange, Panadol, Chapter 1, Figure 2).

3.5   Italics

Italics should be used sparingly and should be restricted only to foreign words and phrases that are not integrated into the English language and for book titles and periodicals, films and plays, and scientific names of organisms and microorganisms (e.g. *A Basic Text in Tropical Agriculture, Nigerian Medical Journal, Kongi's Harvest, Escherichia coli*). Foreign words that have become familiar through common use should not be italicized (e.g. in situ, et al, via, vice versa).

3.6   Numbers

Arabic numerals should be used in most cases. Roman numerals should only be used when essential (e.g. for a third level with a list after 1, 2, 3 and (a), (b), (c), (i), (ii) (iii)) Numbers that begin a sentence should be spelt out and when below 10 in technical and scientific publications and below 100 in more general writing. Numbers should be used for all series of figures (e.g. 200 books, 100 monographs, 50 journals, 20 conference proceedings and 10 technical reports).

Numbers less than five digits should be closed up with no comma (e.g. 1000, 2345). Numbers with five digits or more should have a comma (e.g. 10,000, 123,456.78). Money should be expressed as ₦2 million, £100, €2000.5 million; but $23,456.17. In using numbers, decimals are preferred to fractions and decimals less than unity should have a zero before the decimal point (e.g. 0.50). Where fractions are essential, as in complex fractional indices, a solidus should be used in running text so that they can be printed on one line *(e.g. 3x (a + b)/2)*.

Ranges of page numbers and other numerical references, except, years should be the shortest possible, without ambiguity (e.g. pp 11-12, pp 21-2, pp 221-9, pp 2246-50). Dates should be written as 29 January 2010 or 27-30 January 2010. Apostrophes should not be used in decade spans (e.g. 1950s, not 1950's). Expressions such as forties and fifties should not be used; rather 1940s and 1950s should be used. Terms such as billion that may have dual meanings should not be used.

3.7   Units
The choice unit is SI units which should be used throughout the publication. If for any reason, imperial units have to be used, the SI equivalent should follow in parentheses. Common imperial units and their SI equivalents are presented in the table below.

Imperial Units	SI (Metric)Units
Linear	
Inch	Millimetre (mm)
Foot	Centimetre (cm)
Yard	Metre (m)
Mile	Kilometre (km)
Volume	
Fluid ounce	Millilitre (ml)
Pint	Litre (l)
Quart	Litre (l)
Gallon	Litre (l)
Bushel	Hectolitre (hl)
Weight	
Ounce	Gram (g)
Pound	Kilogram (kg)
Short ton (2000 lb)	Tonne (t)
Temperature	
Degree Fahrenheit (° F)	Degree Celsius (° C)
Heat	
British thermal unit (BTU)	Calorie (cal) or Joule (J)
Pressure	
Pounds per square inch	kiloPascal (kPa)
Power	
Horsepower	kiloWatt (kW)
Speed	
Feet per second	Metres per second (m/s)
Miles per hour	Kilometres per hour (km/hr)

3.8   Symbols

Symbol for a physical quantity should be differentiated from symbol for a unit. Symbol for a physical quantity is set in italic (e.g. electromotive force, E), whereas symbol for a unit is set in ordinary type (e.g. volt, V). Figures should be used with symbols and there should always be a space between the figure and the symbol (e.g. 10 g, 100 cm). Unit symbols are always in the singular (e.g. 10 kg, not 10 kgs).

All symbols should be defined using a nomenclature as shown below:

Nomenclature

D_0 Pre-exponential factor or moisture diffusivity constant (m^2/s)
D_{eff} Effective moisture diffusivity (m^2/s)
E_a Activation energy (kJ/mol)
k Drying constants
M_0 Initial moisture content $(kg\,H_2O/kg\,dry\,solids)$

3.9   Equations

Mathematical and chemical equations used in each chapter should be numbered and the numbers ranged right.
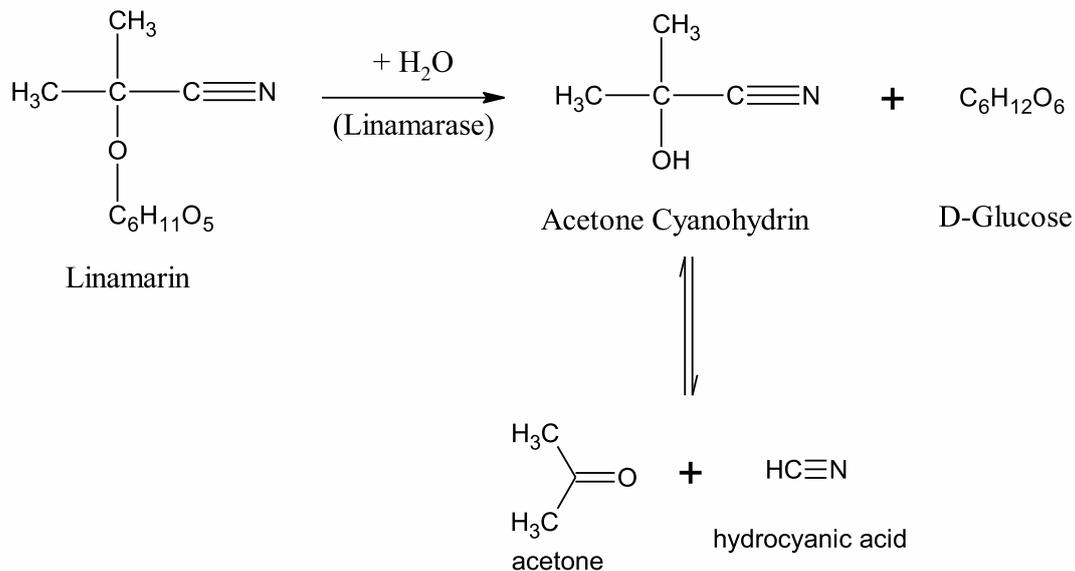
$$\frac{m - m_c}{m_1 - m_c} = \frac{8}{\pi2} \sum_{x-1}^{\infty} \frac{1}{2n-1} exp\left(-(2n-1)^2 \frac{\pi^2 Dt}{4L^2}\right) \tag{1}$$

Eq. (1) can be written as

$$MR = \frac{8}{\pi2} \sum_{x-1}^{\infty} \frac{1}{2n-1} exp\left(-(2n-1)^2 \frac{\pi^2 Dt}{4L^2}\right) \tag{2}$$

3.10   Illustrations

Illustrations should be of high quality for good reproduction. They should be separated from the text and submitted as a separate file. Illustrations produced using a graphics software package, as shown below, may be used directly to produce the final artwork. It should be noted that illustrations prepared using the drawing facility of word-processing package may not be suitable for direct production.
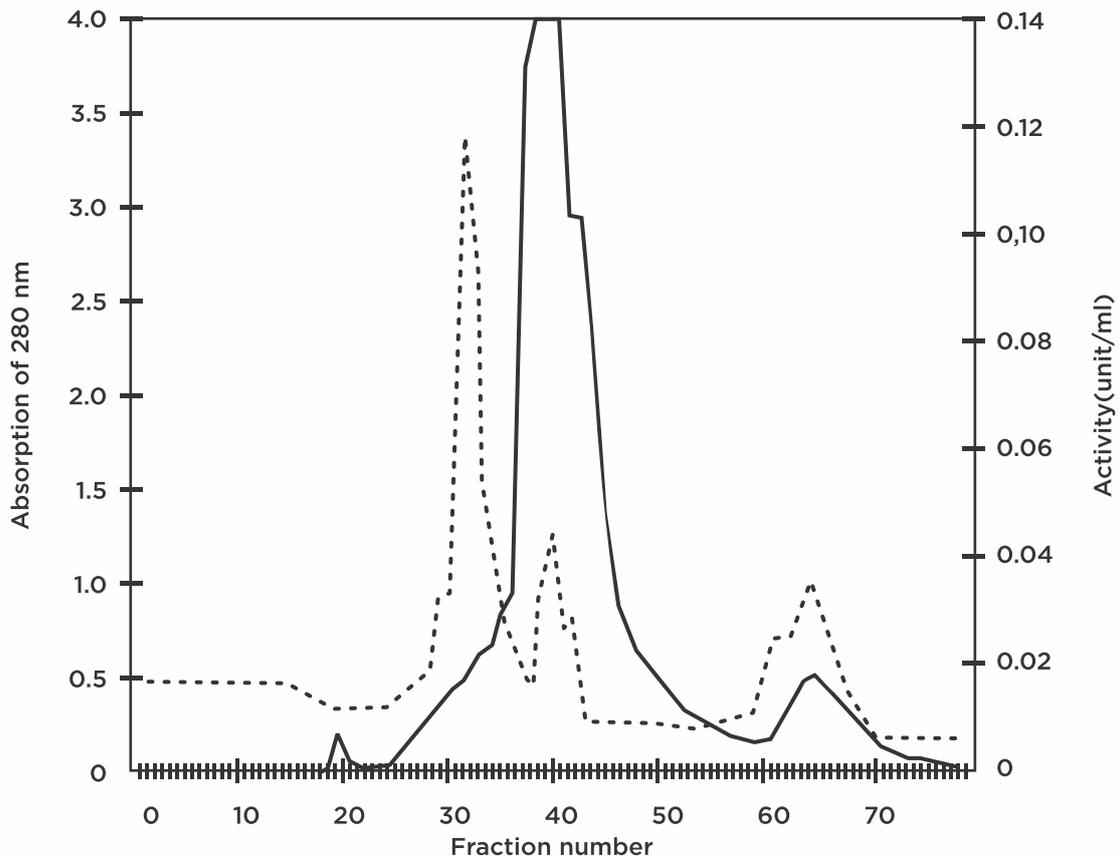
Tables should be created using Word's table function or via the tab key maintaining a consistent typeface, size and spacing.

Fraction	Volume (ml)	Activity (unit/ml)	Protein (mg/ml)	Specific activity	Total protein (mg)	Total activity
Tetrathionate-stabilized latex	2	23.69	19.90	1.19	39.8	47.36
Pooled fractions from ion exchange:						
Peak 1	35	0.81	0.45	1.80	15.75	28.35
Peak 2	25	0.55	0.09	6.11	2.25	13.75
Pooled fractions from ion exchange:						
Peak 1	10	0.62	0.33	1.88	3.30	17.05
Peak 2	5	0.22	0.013	16.92	0.07	3.25
Peak 3	5	0.26	0.040	6.50	0.20	1.95
Peak 4	5	0.28	0.029	9.66	0.05	2.17

Photographs should preferably be original glossy black and white prints of high quality and good contrast. Photographs cut from books and journals will not be accepted because of poor reproduction quality. Photographs should be identified by light markings on the back using a soft pencil. A pen or hard pencil should not be used otherwise serious damage to the photograph may result that may render it unsuitable for use. Scanned illustrations should be of sufficient quality and size for good reproduction. It should be noted that enlarging a scanned illustration by more than 20 per cent will result in significant loss of quality.

Colour images will lose some contrast and detail when reproduced in black and white. If colour pictures must be used and reproduced in colour, the author should first clear the number of pictures to be used with the Book Publication Sub-Committee and the format in which they should be supplied.

3.11   References, Bibliography, Source Lines

References should be cited in the text in accordance with the internationally accepted practice for the concerned discipline. Such international standards as APA, Chicago, MLA, etc should be used as adopted by the discipline. In this regard, two styles of references are generally used:

(a)   References cited in the text by number only using parenthesis [e.g. (1)] and listed in numerical order in the reference section at the end of each chapter.

(b)   References cited in the text by name of author (e.g. Musa, 1990, Musa and Eyo, 1990 or Musa et al, 1990) and listed in alphabetical order in the reference section at the end of each chapter.

Whichever of the two styles is used, complete information should be provided for each reference, bibliography and source line as shown in the examples below:

Periodicals and Journals: Authors' names should be listed in inverted style (Last name followed by first initials), full article title, journal (standard abbreviation), year of publication, volume number, issue number (in parenthesis), inclusive pages (or "in press" if not yet published).

Example:
Akinrele, I. A., Edwards, C. C. A. An assessment of the nutritive value of a maize-soya mixture, "soya-ogi", as weaning food in Nigeria. *British J. Nutr.*, 1971, 26, 177-185.

Books: Authors' names should be listed in inverted style (last name followed by first initials), full chapter title where appropriate, book title, edition number, all book editors if applicable (inverted style) followed by "Ed.", or "Eds"., publisher, city, state/country, four-digit year of publication, inclusive pages of the chapter if applicable.

Example
Ikime, O. History, *The Historian and The Nation* (The Voice of a Nigerian Historian). Heineman Educational Books, Ibadan, Nigeria, 2006.

Meetings or Conferences: Authors' names should be listed in inverted style (last name followed by first initials). Title of presentation. In Title of Collected Work, Name of Meeting or Proceedings, Location of meeting, Date of meeting, Editors, Publisher, Place of publication, Year, inclusive pagination.

Example

Obanu, Z. A. Upgrading local technology for meat processing. *Proceedings 11th Annual Conference of the Nigerian Institute of Food Science and Technology,* Port Harcourt, Oct 25-29, 1987, Aworh, O. C. Ed., NIFST, Lagos, Nigeria, 1987, 88-110.

Government Publications: Authors' names should be listed in inverted style (last name followed by first initials). Document title, Government publication number, Publishing agency, Place of publication, Year, Inclusive pagination.

Example

CBN. Annual Report and Statement of Accounts for the Year Ended 31st December 2003. Central Bank of Nigeria, Lagos, Nigeria, 2003.

Patents: Patent owners' names should be listed in inverted style (last name followed by first initials). Title of patent. Patent number, Date.

Example

Chukwuka, H. G. *An Improved Cassava Harvesting Device,* P86754, October, 2000.

Electronic Publications: The URL and date accessed should be included.

Example

http://publish.aps.org/abstract/PRD/v61/e010303 (accessed January 2010).

3.12   Permissions

The author must obtain permission to use copyrighted materials from the owner of the copyright. Whenever, a substantial extract is made from a publication, permission from the author or publisher is needed before it can be reproduced. In addition, an acknowledgement will normally be required. Permission is also needed for figures, maps, photographs and other illustrations not produced by the author. Permission letters obtained by the author must be submitted with the manuscript. The author is responsible for any fees to be paid for obtaining permission.

GUIDELINES FOR CONVERTING A THESIS INTO A BOOK

4.1   Introduction

A PhD thesis needs significant reworking before it can be published as a book. The process of rewriting is invariably more difficult and time consuming than authors imagine. This is mainly because there are many differences between a PhD thesis and a book.

Thus, when theses are selected for publication as books under the TETFund Book Project, they need to be re-structured so that the published material reads like a book. The aim of the TETFund intervention is that after the thesis has been transformed into a suitable manuscript for publication, the only clue that the final book was once a thesis should be a statement to that effect in the preface.

4.2   Some Guidelines

In order to achieve the aim stated above, the following guidelines are provided for authors converting selected PhD theses into books. In addition to these specific guidelines, the general guidelines provided in other chapters of this Manual should also be adhered to by the authors. All the matter inserted simply to satisfy the conditions for examination should be eliminated. All the references to 'this thesis' or 'this dissertation' should be removed.

The thesis should be substantially transformed by eliminating or incorporating the contents of many sections, such as the Abstract, Introduction, Methodology, Literature Review, Theoretical Frame work, etc into the primary text. Not all illustrations / tables / diagrams are suitable for book publication.

In particular, it is not necessary to retain all references contained in the thesis, only what was important or useful should be retained. If archival sources have been consulted in the thesis, a catalogue of them arranged by content should be provided. Notes can often be eliminated or trimmed down; it is not necessary to give a source for every fact mentioned.

The interest of the readers should be sustained. While flowery language is neither expected nor always welcome in an academic book, there is no need for all life to be squeezed out of the writing. In particular, personal pronouns could be used instead of

repeating proper nouns. Also unnecessary jargon and terms of art should be avoided – even those established in the particular discipline. Information should not be repeated unless it helps in drawing together disparate threads of an argument. Where possible, cross references should be made in relation to chapter and section than to pages.

The structure and argument of the work should speak for themselves without prior announcement (e.g. 'in Chapter 6 we shall discuss… 'or' Chapter 6 will discuss…'). Frequent self referencing or lengthy recapitulation should be avoided. An introduction should put the subject in context; if there is a conclusion, it should do the same in relation to major findings. Notes should not be cited in the text.

In general, literature review should be cut out, significantly reduced, or incorporated at the appropriate points in the text. In particular, a chapter should not be devoted to literature review. Instead, relevant literature should be cited at appropriate points throughout the text. The bibliography should be conceived as a service to the reader, not as a record of the candidate's researches. The bibliography should not be subdivided into categories, because this makes locating references awkward. However, a division between primary and secondary sources may be acceptable, as the choice of where to look is usually made clear by the reference's type. Provided that the full details have been given in the notes, it is not always mandatory to include works cited separately.

Books in the bibliography should be cited with the place and the date of publication for the original or revised edition (this enables the reader to place them in the history of scholarly debate). It is unnecessary to include a specific edition of a well-known work of literature that is easily available in several editions, unless that particular edition is essential or its page numbers are quoted as the standard form of reference.

Approval of quotes from interviewees will need to be obtained if they were not aware at the time of the interview that their comments would appear in a published format. Alternatively, these quotes could be made anonymous or omitted altogether.

PREPARATION OF CAMERA-READY COPY

5.1 General

The printing of a book involves photographically reproducing each page of the prepared camera- ready copy. From this copy, a photography plate is produced which is then used to print the finished page. The printer's camera is a very sensitive instrument and will pick everything on the page. This is why the preparation or production of a camera-ready manuscript is an important task which requires care and meticulousness.

Since the book will look exactly like the typed page, great care should be taken to ensure that there are no mistakes or blemishes in each of its pages. The layout of the typescript is also very important, because it creates the overall impression of the book when it is opened and enhances its quality. It is therefore important that the typing should be single-spaced; all the words on a line should be correctly aligned; and indentations and spacing at the beginning of chapters and before and after sub-headings should be consistent.

5.2 Preparation of Copy

Covering Note

A covering note should accompany the manuscript and any disciplinary peculiarities affecting style of presentation of data should be explained in the note.

Clean Copy

The copy submitted should always be the clearest version. Typescript must be complete and ideally two hard copies- one for the editor and one for designers-should be submitted.

Size of Paper

Type on A4 paper (210 x 297mm) and only on one side with generous margins on all sides, but on the left in particular. The sheets of papers should not be stapled, bounded or otherwise strung together.

Line Spacing and Font Size

All lines are to be double spaced and fonts be in 12 points using Times New Roman. Text should not be justified. The first line of text should appear below all headings with no

indentation. Italics words in text should be underlined or put in italics proper.

5.3   Maintaining Quality of Copy

Any mistakes should be picked up and corrected during proofreading. Pages with mistakes should be amended and printed out again. Correcting fluid should not be used in making corrections, nor should there be pasting on new lines. All pages should be printed out to the same depth of print. Any unclear pages should be reprinted. Since the camera will reproduce any smudge or finger marks, both paper and camera-ready copy should be handled with clean hands. Camera-ready copy should not be marked in any way.

5.4   Incorporating Illustration

When incorporating illustrations, the first point is to ensure that their size is proportionate to the text. Illustrations should be computer-generated. The reference number and caption should be inserted at the foot of the figure.

5.5   ISBN and ISSN

An International Standard Book Number (ISBN) is assigned to each book by its publisher. The ISBN is a unique identification marker to facilitate ordering. The 10 digit ISBN identifies the country of origin and publisher, etc. Separate ISBN should be issued for each hardcover and soft cover editions of books.

An International Standard Serial Number (ISSN) is issued for all serial publications such as certain monograph series, journals, magazines, and year books. The ISSN should remain the same for each issue of a publication and is printed either on the page containing the copyright notice for the issue or with the instructions for ordering the publication.

5.6   Index

An index records pertinent statement made within the body of the text. The subject matter and purpose of the book determine which statements are pertinent and which are peripheral. An index should be considerably more than an expanded, alphabetical table of contents. It should also be something other than concordance of words and phrases. The index should be a list arranged in the following alphabetical order: title, subject, author and it must be the final element in the work. Where name and subject indexes are used, the name index precedes the subject index. Indexes should be set two columns to a page and in smaller font size than in the text and should contain page references.

Types of Index

Because an index should enable a reader to find every pertinent statement made in a book, it usually includes both proper-name and subject entries. Indexed proper names include not only those of persons and other entities discussed in text or notes, but frequently also those of authorities cited as well as general index (called subject index) of everything else, including names of other persons.

The Indexer

The ideal indexer sees the book as a whole, both in scope and in arbitrary limits; understands the emphasis of the various parts and their relation to the whole; and, perhaps most important of all, clearly pictures potential readers and anticipates their special needs. An indexer must make certain that every pertinent statement in the book has been indexed in such a way that the reader can easily find the information sought. A good indexer must also have sufficient knowledge of both publishing and typesetting practices to be able to present the data in acceptable editorial and typographic form.

The Author as Indexer

Clearly, authors know better than anyone else both the scope and the limits of their work and the nature of the audience to whom the work is addressed. It might be supposed, therefore, that authors are their own ideal indexers, and sometimes this is indeed the case. The best scholarly indexes are probably made by authors who have the ability to be objective about their work, who understand what a good index is, and who, having mastered the craft, know how such an index is achieved. But authors are sometimes so subjective about their work that they are tempted to include in an index even references in milieu-establishing, peripheral statements, and as a result they prepare a concordance rather than an efficient index. Not all authors have mastered the skills or acquired the experience necessary to make a good index.

The Professional Indexer

Professional indexers have the advantages of objectivity and experience in many fields of interest and scholarship. The most valued have mastered the craft of indexing, are familiar with the publisher's style and with standard publishing practices, and are accustomed to timely delivery of their product. For the author who cannot prepare an index, or does not wish to, the professional indexer is the logical choice for the task. In much of what follows in this chapter it is assumed, for purpose of fuller explanation, that the author and the indexer are not the same person.

5.7   Proofreading

The work leading to the production of camera-ready copy includes a final manuscript

check and final proofreading before it is printed. Every point, including references, notes, cross-referencing, dates, page numbers, statistics, etc should be thoroughly checked and rechecked.

The commonly held distinction between editing and proofreading is that editors work on typescripts before they are typeset, the resulting proofs being worked on in turn by proofreaders. While this holds true for the most part, editors currently 'proofread' their copy-correct misspellings and adjust layout- as part of the editing process, and proofreaders can and do make editorial corrections missed by the editor. Moreover, an editor and proofreader may be one and the same person, performing both roles simultaneously, and in electronic dissemination typescript, proofs, and finished work never exist on paper. Even so, the demarcation between the roles of editor and proofreader remains useful, since the expectations and limits of the roles, help define the scope within which each operates.

5.8   The Copy Editor

During the writing process, authors are concerned primarily with writing their text rather than editing it. It is not surprising, therefore that author's (or their typist's) conventions can change through the course of a typescript, which then requires the attention of an impartial and practiced editors. An editor is the only person, apart from the author, to read every word of a text before publication. In this capacity the editor and the author work towards the common aim of preparing a text for publication. This is to ensure consistency; competent use of language, spelling and punctuation; clarity of expression; and a coherent structure for the book. The result should be a well-written text that is easy to read and understand.

5.9   Copyright

Copyright confers the exclusive right to authorize certain acts as copying, publication and adaptation in relation to a work. Copyright protects the original and particular ways in which ideas are expressed but not necessarily the ideas themselves. When a work is to be published, the author normally transfers some or all of his or her rights in the work, by formal written agreement, to the publisher. In exercising its rights to printing and publishing a book, the publisher compensates the author through the payment of a percentage of the sales from each copy sold. This is called royalty. The symbol © and the name of copyright holder and the date of publication must always be prominently displayed on the verso of the title page.

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The author must obtain permission to use copyrighted materials from the owner of the

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