

# UNAM PRESS POLICY

# UNAM PRESS

## POLICY

<b>Custodian</b>	Pro Vice-Chancellor: Research, Innovation & Development
<b>Responsible division</b>	UNAM Press Unit within the Centre for Research and Publications
<b>Contact officer</b>	The Publisher: UNAM Press
<b>Status</b>	Under Review
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<b>Approval Date</b>	25 September 2018
<b>Effective Date</b>	Date of approval
<b>Resolution Number</b>	SEN/18/650/26
<b>Review cycle</b>	Every 5 years or earlier if required
<b>Related legislation, policies and regulations</b>	
<b>Legislation and/or other regulatory obligations</b>	<b>Organizational policies, procedures, guidelines and regulations</b>
<ul style="list-style-type: none"> <li>• The University of Namibia Act (Act No. 18 of 1992)</li> <li>• Research, Science and Technology Act, 2004 (Act no. 23 of 2004)</li> <li>• Namibia Library and Information Service Act no. 4 of 2000</li> <li>• Copyright and Neighbouring Rights Protection Act, 1994 (Act No. 6 of 1994)</li> <li>• National Programme on Research, Science, Technology and Innovation (NCRST 2014/15 to 2017/18)</li> <li>• Research Science and Technology Regulations No. 208 of 2011</li> </ul>	<ul style="list-style-type: none"> <li>• Delegation of Authority Policy and Framework</li> <li>• UNAM Scholarly Communications Policy</li> <li>• UNAM Research Ethics Policy</li> <li>• UNAM Research Policy</li> <li>• Guidelines and Regulations for Research</li> <li>• Policy on Academic Integrity</li> <li>• Code of Conduct and Ethics Disciplinary Policy and Procedures</li> <li>• UNAM Library Collection Development Policy</li> </ul>

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## 1. ACRONYMS AND ABBREVIATIONS

Acronym/ Abbreviation	Explanation
COPE	Committee on Publication Ethics
CRP	Centre for Research and Publication
URPC	University Research and Publications Committee
PVC: RID	Pro Vice Chancellor: Research, Innovation and Development
UNAM	University of Namibia
UNAM Press	University of Namibia Press
UPEB	UNAM Press Editorial Board
VC	Vice Chancellor

## 2. DEFINITIONS

Term / Acronym	Definition
<b>Author</b>	The person who writes the text to be published.
<b>Author's Contract</b>	The legally binding Agreement in which the University of Namibia offers to publish the author's work, and the author agrees to give the University the right to publish.
<b>Copy-editing</b>	The final editorial check before design and layout.
<b>Copyright</b>	The intellectual property right to the contents of a work.
<b>Disseminate</b>	To spread widely.
<b>Manuscript</b>	A finished text intended for publication.
<b>Peer review</b>	Academic evaluation of manuscripts by other qualified scholars in the field, preferably carried out through the 'double blind' process where the identity of the reviewer and of the author is anonymous.
<b>Proof-reading</b>	The final checking of the printer's proofed manuscript before printing.
<b>Publications</b>	Books, textbooks, scholarly books, monographs, journals, articles in a journal, chapters in a book, literary and artistic creations such as novels or poetry collections, including print editions and online publications, those distributed free and those for sale.
<b>Publishing</b>	Management of the whole process of developing a publication from concept or manuscript to printed or online publication, including editorial development of the manuscript, copy- editing, design, illustrations, cover, printing, launch, marketing, distribution and sales.
<b>Royalty</b>	A payment to an author based on a percentage of net income received from the sales of the author's publication as agreed in the author's contract.
<b>Typesetting</b>	Preparing the manuscript for printing by designing and organising the pages.
<b>UNAM Press</b>	The University of Namibia Press is the University's publishing unit.

### **3. INTRODUCTION**

The University of Namibia Press (UNAM Press) is the University's dedicated publishing unit which acts as a catalyst for intellectual discourse through scholarly publication on topics related to Namibia and the Southern African region. The Press provides opportunities for UNAM researchers to publish their work and raises the profile of the University. This policy regulates and governs UNAM Press, and defines its objectives, scope, accountability, publishing strategy, practice and procedures.

### **4. POLICY OBJECTIVES**

- 4.1 To regulate the publication and dissemination of critical, scholarly works of excellence on Namibia and Southern Africa through books, journals and the electronic media, for national and international audiences.
- 4.2 To provide a framework for supporting the core functions of the University, reflecting its strengths and extending its influence within Namibia and beyond its borders.
- 4.3 To provide a framework for the preservation, development and articulation of national values and culture through the publication and promotion of Namibian indigenous knowledge, history, art, languages, science and technology.

### **5. SCOPE**

This policy applies to:

- 5.1 All staff members and students.
- 5.2 All authors and editors outside the University of Namibia with whom UNAM Press interacts.

### **6. ACCOUNTABILITY AND RESPONSIBILITY**

As a unit within CRP, UNAM Press is accountable vertically to the Director: Centre for Research and Publication, to the Pro Vice-Chancellor: Research, Innovation and Development and the Vice-Chancellor following the structure of the Delegation of Authority Policy and Framework 2018. Horizontally, UNAM Press is accountable through the URPC and Senate to the university as a whole. Specific responsibilities concerning publishing are listed below:

- 6.1 The Vice Chancellor (VC) is responsible for signing all UNAM Press contracts.
- 6.2 The Pro Vice Chancellor: Research, Innovation and Development (PVC: RID) is responsible for guiding and approving UNAM Press activities.
- 6.3 The Director of the Centre for Research and Publications (CRP) oversees the activities of the Press and, as an ex-officio member of the UNAM Press Editorial Board, is responsible for attending Editorial Board meetings.
- 6.4 The Legal Department is responsible for scrutinising agreements to be signed by the VC.
- 6.5 The University Research and Publications Committee (URPC) is responsible for appointing editorial boards and sub-committees and is accountable to Senate.
- 6.6 The UNAM Press Editorial Board (UPEB) is responsible for guiding the publishing strategy, ensuring high academic standards in UNAM Press publications, and approving or rejecting manuscripts. The Editorial Board is accountable to the URPC.
- 6.7 The Publisher is the operational head of UNAM Press and, as an ex-officio member of the UNAM Press Editorial Board, is responsible for attending Editorial Board meetings.

## **7. POLICY STATEMENT**

- 7.1 UNAM Press shall publish works on topics related to Namibia and the Southern African region, reflecting the strengths of the University and the best scholarship in and on Namibia and the region.
- 7.2 UNAM Press shall maintain good publishing standards complying with the Guidelines on Good Publication Practice (2000) published by the Committee on Publication Ethics (COPE) concerning study design and ethical approval, data analysis, authorship, conflicts of interest, peer review, redundant publication, plagiarism, duties of editors, media relations, advertising and dealing with misconduct to maintain a high standard of professional publication which is acceptable internationally.
- 7.3 UNAM Press shall publish manuscripts of the following types in English or indigenous languages: scholarly books, monographs, textbooks, scholarly journals, literary works, artistic works, biographies and autobiographies.
- 7.4 UNAM Press shall publish all internationally accredited UNAM journals.
- 7.5 The UNAM Press publishing process shall include evaluation of manuscripts or proposals submitted; working with authors to develop capacity and improve manuscripts; a strictly confidential double blind peer review process; approval or rejection by the Editorial Board; copy-editing with authors approving changes; marketing and distribution in Namibia, the Southern African region and internationally, and archiving manuscripts and proofs.
- 7.6 Income from the sales of UNAM Press books shall be put into an accumulative revolving fund for the payment of royalties to authors and to invest in further publications for sustainable development of the Press.
- 7.7 UNAM Press may recruit expertise such as copy-editing and design from freelance professionals.
- 7.8 UNAM Press shall cover costs associated with developing, reviewing and copy-editing a manuscript for publication.
- 7.9 UNAM Press may seek additional financial resources to fund publications.
- 7.10 Copyright shall belong to the author or as specified in the Author's Agreement.
- 7.11 UNAM Press shall establish partnerships with other university presses, research institutions and scholarly publishers to collaborate, network, and co-publish.

## **8. SANCTIONS**

- 8.1 Staff members and students who breach or violate the content of this policy and its associated Rules and Regulations will be subject to disciplinary action specified in terms of the Code of Conduct and Ethics Disciplinary Policy and Procedures of UNAM.

## **9. PROCEDURES**

UNAM Press has developed clear procedures and guidelines for authors, the editorial assessment and peer review of manuscripts, design and production, printing, marketing, distribution and sales. The following frameworks, guidelines, and procedures are listed as addenda:

- 9.1 UNAM Press Publishing Process [information sheet]
- 9.2 UNAM Press Book Proposal Form
- 9.3 UNAM Press Instructions to Authors
- 9.4 UNAM Press Instructions to Editors
- 9.5 UNAM Press Reviewer's Agreement template
- 9.6 UNAM Press Author Agreement template
- 9.7 UNAM Press Copy-editor's Agreement template and brief
- 9.8 UNAM Press Designer's Agreement template
- 9.9 UNAM Press Typesetter's Agreement template
- 9.10 UNAM Press Template for Printing Specifications
- 9.11 UNAM Press Financial Procedures 2017 – royalties
- 9.12 UNAM Press Financial Procedures 2017 – VAT

## ADDENDUM 9.1

### THE PUBLISHING PROCESS

UNAM Press engages critically with content and language, design and technology, to ensure that its publications are of high academic, editorial, and production quality.

When you submit your proposal to UNAM Press, you will be asked to provide us with information on the purpose of your book, its intended audience, how it compares with or relates to other books in the same area, and for more information about yourself and any co-authors. This will assist the Editorial Board in making a decision on whether or not to publish your book. If we decide to publish it, this information will also help us to effectively market and sell your book.

#### Book Proposal

Your book proposal and sample chapters will first be assessed by our Publisher and members of the UNAM Press Editorial Board. An initial decision will be taken on whether it fits in with our publishing programme and we will inform you of our response.

If the Editorial Board is interested in your proposal, we will request the full manuscript or discuss with you when you expect the manuscript to be finalized and submitted. UNAM Press requests the right of first refusal when the full manuscript is submitted. We ask the author not to submit the manuscript or any version thereof to other publishers while the manuscript is in the UNAM Press publishing process.

Authors and Editors from within and outside the University are subject to the measures for dealing with misconduct and sanctions outlined in the Guidelines on Good Publication Practice developed by COPE and published in 2000. Sanctions for misconduct include formal rejection or withdrawal of the manuscript and refusal to accept future submissions from the individual or group for a stated period.

UNAM Press covers certain costs associated with assessing and reviewing a manuscript for publication, and should an author wish to withdraw a manuscript after the unit has spent said costs, the author is liable for reimbursing UNAM Press.

#### Peer Review

If the manuscript meets our expectations, the Editorial Board will give the go-ahead to send it to two peer-reviewers for external assessment. This is a double-blind peer review process. You will be sent the reviews when they come in and asked for your response. The Editorial Board will then discuss the reviews, and decide whether or not to publish your work.

Peer reviews add significantly to the value of all manuscripts, both in terms of recommendations for improving them further, and in endorsing their academic standard. Most of our books undergo some revision after peer review.

If the Editorial Board decides to approve your manuscript for publication, a contract will be offered to you, outlining the author's and publishers' respective rights and responsibilities, and the royalties that will be due to you **(the standard payment is 10% of net sales)**. Peer-reviewers' comments must then be dealt with; your revisions finalized; a production schedule set out; and the final manuscript approved and sent for copy-editing.

## **Copy-editing**

This is the final editorial preparation of the text before printing. It includes checks for structure and logical sequence of argument, repetition, ambiguity, heading levels, consistency, spelling, marking up illustrations, checking references and bibliographical citations, etc.

The main aim of copy-editing is to make the author's meaning clear to the reader. The copy-editor is 'the reader's advocate and the author's ambassador'.<sup>1</sup>

The copy-edited manuscript will be sent to you, for you to check and to answer any queries. It will then be sent to the designer and printer. You may be asked to write an index, in which case guidelines will be sent to you.

## **Design, production, and printing**

You will be sent sample pages showing the design before the book is typeset and laid out, plus a print of the front cover design, the back cover text describing the book, and the text to be used about you as the author. Page proofs will be sent for you to go through once the book is typeset and laid out. This is the final check before printing.

## **Marketing and distribution**

On publication, your book will be marketed and distributed in Namibia and the Southern African region, and internationally through the African Books Collective (ABC). ABC is owned by a collective of African publishers. It markets, distributes and sells books published in Africa to the rest of the world. Its representatives attend African Studies conferences in the UK, Europe, USA and Africa. ABC offers direct online sales and print-on-demand orders through Lightning Source printers in the USA, Europe, and now Australia. Through ABC, our books have a widespread online presence and reach individuals, institutions, and university libraries, particularly in North America.

## **Contact details**

UNAM Press, Private Bag 13301, Windhoek, Namibia  
[www.unam.edu.na/unam-press](http://www.unam.edu.na/unam-press) [unampress@unam.na](mailto:unampress@unam.na)

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<sup>1</sup> Judith Butcher, Caroline Drake and Maureen Leach (2006). *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders* (Fourth edn), Cambridge, Cambridge University Press, p.1.

## ADDENDUM 9.2

### BOOK PROPOSAL FORM

This information is important for us in evaluating your proposed book. Please complete the document in as much detail as possible.

In the submission process, we do not generally consider full manuscripts upfront. Initially we require a proposal, which is put before the UNAM Press Editorial Board. Should the Editorial Board find that your proposal fits our publishing programme, we will request your full manuscript.

UNAM Press is an academic publisher. **Please note** that we do not publish certain categories including children's books, cookbooks and motivational or self-help books. Theses and dissertations will only be considered after they have been reworked into a book manuscript suitable for a wider academic or general audience.

Ensure that the chapters and manuscript you submit adhere to the guidelines provided in the Instructions to authors document before submission.

By submitting this form you confirm that your manuscript is based on your own original research and you have not plagiarised any published source.

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1. **Date:**

2. **Author(s)/Editor(s) name (as you wish it to appear on the book):**

3. **Contact details**

Correspondence address	Residential address	Tel (w): _____ Mobile: _____ Email: _____
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4. **Authors biography (not more than 150 words)**

5. **Proposed title of the book:**

**6. Description of the book. What is the book about?**

Please provide a brief synopsis of your book detailing the rationale behind the book and the main themes and objectives.

**7. Length**

- Estimated number of A4 pages: \_\_\_\_\_
- Estimated number of words (including notes, appendices and bibliography): \_\_\_\_\_
- For poems, total number of poems in collection: \_\_\_\_\_

**8. Research the work is based on for example, primary or secondary data, field research, interviews etc.**

**9. Expected date of completion of manuscript:**

10. **Special features (e.g. black and white or colour illustrations / maps / tables / graphs):** Please indicate if these are original or, if copyrighted, whether written permission to use them has been granted.

11. **Market** (the intended readership):

Is it intended for researchers / postgraduates / undergraduates / special interest groups e.g. professional groups, scholarly societies, or other organisations that would have a particular interest in your book? Please be specific e.g. if intended for postgraduates mention the specific field of study, give the names of professional societies and organisations etc.

- What area of studies would this book fall into (e.g. development studies, linguistics, history, physics, art)

- What **specific university courses** might use the book as a core text? **Please state the course title and the University name, e.g. Introduction to History – University of Namibia**

- Explain why the book is important:

12. **List any similar books and how your book will differ from the competition:**

**13. Grants or subsidies available for research or publication costs (click in box):**

NO

YES (please list)

--

**14. Indicate whether sections of the book have been published (e.g. journal article, book chapter, etc.):** Please indicate if you have permission from the original publisher to re-publish.

--

**15. Please list your three latest publications (Book, book chapter or journal article)**

Title	Publication type	Year

**16. Where did you hear about UNAM Press?** \_\_\_\_\_

**Please attach the following documents when returning this form:**

- **Two** sample chapters or 6 poems for poetry submissions
- List of chapters (table of contents) and description of each chapter
- List of contributing authors and short biography (± 150 words), if applicable.

**Send to:**

UNAM Press, University of Namibia  
E-mail: [unampress@unam.na](mailto:unampress@unam.na)  
Tel: (061) 206 4714

## ADDENDUM 9.3

### INSTRUCTIONS TO AUTHORS

#### Author duties

The Author must:

1. Ensure that his/her chapter is written in the agreed format.
2. Keep to the agreed schedule and meet deadlines.
3. Double check for errors before submitting.
4. Guarantee the work is original – DO NOT PLAGIARISE.

#### Copyright and Permissions

Please get permission if you have used material from another author's published work, and give us proof of this permission.

#### Elements of the Manuscript

Overview of your chapter manuscript:

Your chapter must have:

1. Chapter heading and author name
2. Introduction
3. Main text – with sub headings (only three different levels), illustrations, tables and figures
4. Summary/Conclusion
5. Acknowledgements (if appropriate)
6. References
7. List of abbreviations/acronyms with their written-out equivalents (NB in text, always write out an abbreviation in words the first time with the abbreviation in brackets after the name).
8. List of words/phrases for the index

#### Text

Text in MSWord, 1.5 line spacing, Times New Roman 12, set default for UK Spelling.

1. Only use one space after a full stop.
2. Use numbered points rather than bullets.
3. Use single **quotation marks** for quotes and double quotation marks for a quote within a quote, e.g. Smith wrote 'Democracy was "by the people, for the people"'.  
NB: In MSWord, double quotation marks are used for single quotes and single quotation marks are used for double quotes.
4. Where **quotations** are longer than 40 words, indent the quote both sides with a line space above and below.
5. Write out **numbers** one to ten, but after ten, use number, i.e. 11, 12... etc. Mark thousands with a comma, e.g. N\$1,000 instead of a space.

#### Language use:

1. Pay attention to correct punctuation, capitalisation, spelling, errors in word usage and grammar.
2. Avoid the passive voice, and where possible rephrase in the **active voice**, e.g. Instead of "The data is shown in Table 1", re-phrase to: "Table 1 shows the data".
3. For clarity, please use 'I', or 'We' rather than 'The present author...'
4. Do not use the same words several times in one sentence; use the Thesaurus under "Review" in MSWord to find synonyms easily.

## Photographs and Illustrations (plan for black and white only)

1. High resolution copies of photographs in **jpeg** or **tiff** format. Mark each photograph clearly with its number, e.g. Fig. 1.1 (i.e. Chapter 1, Figure 1)
2. Clearly indicate where the illustrations should appear in the text with a note e.g. [place Figure 1 here].
3. Captions starting 'Figure 1.1' appear **below** the figure with credits in curved brackets at end.
4. Figures **must** be referred to in the appropriate place in the text, i.e (Fig. 1.1).
5. Make graphs simple and elegant. Submit in text and as separate files.

## Tables

1. Keep tables simple and elegant with fine lines.
2. Clearly indicate where the table should appear in the text with a note e.g. [place Table 1.1 here], (i.e. Chapter 1, Table 1)
3. Captions starting Table 1.1 appear **above** the table.
4. Tables **must** be referred to in the appropriate place in text, i.e. 'Table 1.1 shows...'.  
5. Notes and sources should be below table
6. List information in tables in meaningful order, or alphabetically.
7. Align numbers on decimal point or right-align; left-align text.

## References

1. Place the list of references **used in the text** at the end of your chapter.
2. **Consistency** is most important: use the same reference style for each entry and pay attention to punctuation.
3. Provide the following for each reference: Book author (last name, initials). Date of publication. Title. Place of publication: Publisher.

RE-READ YOUR WORK AND CHECK FOR TYPOGRAPHICAL ERRORS.

## **ADDENDUM 9.4**

### **INSTRUCTIONS TO EDITORS**

#### **1. Introduction**

Editor(s) of a multi-authored book are responsible for conceptualising the book and making sure that it is not just a collection of disparate chapters by different authors. The book will need to have a clear scope and direction, and be a coherent whole.

The Editors are also responsible for ensuring that the submission of the manuscript meets the required standards and criteria as stipulated in this instruction sheet.

The Editors are the liaison between the Publisher and contributing authors. The Publisher should not have to follow up with individual chapter authors.

The Editor must:

- ensure that each chapter submitted is written in the correct format before the full manuscript is submitted.
- ensure that contributors adhere to the agreed upon schedule and meet deadlines. Failure to meet deadlines can lead to delays in the publication of the manuscript
- provide the publisher with a complete list of contributors, their affiliation and up to date contact information. Make sure that the spelling of names is correct and consistent, in the table of content, list of contributors and the chapter title page.

Please note that as the editor of the publication, if the contributing author has not prepared his/her chapter accordingly you will have to make the necessary changes yourself. UNAM Press will return the chapter and accept it only once it meets the requirements.

#### **2. Elements of the Manuscript**

Order the manuscript as follows:

##### **2.1 Front Matter:**

This is the material that comes before the main text.

Title page:	contains full title of the book including any subtitles and the names of the editors
Copyright Page:	will be provided by UNAM Press
Dedication:	if so desired; a page set aside for someone particularly special to the book
Table of Contents:	list all chapters and back matter with page numbers as they appear in the book
List of contributors:	list in alphabetical order by surname. Each contributing author must provide a short biography (100 word limit)
Foreword:	if desired; usually written by someone respected in the discipline <i>other</i> than the author/editor; it endorses the book, and can be useful in marketing the book. It tells readers why they should read it.
Preface:	written by the author/editor about the book; how and why it came to be written

Acknowledgements: if appropriate; lists people who have materially helped authors or inspired them

List of abbreviations: compile a list if abbreviations if many are used. (Always write out an abbreviation in words the first time with the abbreviation in brackets after the name).

## 2.2 Main Text:

This is the main body of the book. It contains the individual chapters including headings, sub-headings, illustrations, tables and figures

Introduction: the first chapter introduces the content of the book, usually by highlighting the individual chapters, or presenting themes and providing historical background and methodology

Chapters: All Chapters must be formatted in MSWord, 1.5 line spacing, Times New Roman 12 UK Spelling should be used throughout. Determine the average chapter length that authors should adhere to.

## 2.3 References

Please indicate the reference system you are using and remember that **consistency** is most important. A reference list should be placed at the end of its chapter for multi-authored publications or at the end of the book for single-authored publications. Please ensure that all references in the reference list or notes also appear in the text. The focus of a reference list is to provide the interested reader with all the information s/he needs to find easily a specific publication/website/archival document, &c.

## 2.4 Back Matter:

This is the material that comes after the main text. This can include appendices, a glossary and an index (all optional).

Index: If an index is required, please mark all entries and sub entries in your Word document using the "Index" function in Word or consult us for advice.

***Please ensure that each chapter follows the instructions listed in the 'Instructions to Authors' document to meet UNAM Press requirements and to ensure that copy-editing is as efficient and timely as possible.***

## ADDENDUM 9.5 REVIEWER'S AGREEMENT TEMPLATE

### REVIEWER'S AGREEMENT

This is an agreement between

**UNAM Press (client)**

And

**[insert reviewer name] (Reviewer)**

for the purpose of a double blind peer review report of

**[insert manuscript title]**

#### 1. BRIEF

The UNAM Press publishing programme is guided by the Senate Committee for Research and Publications and an Editorial Board, which works with the UNAM Press unit to implement policy and approve or reject publication proposals and manuscripts.

Manuscripts submitted to UNAM Press go through a professional publishing process. If the manuscript meets our expectations, the Editorial Board will give the go-ahead to send it to two peer-reviewers for external assessment. This is a double-blind peer review process.

Peer reviews add significantly to the value of all manuscripts, both in terms of recommendations for improving them further, and in endorsing their academic standard. Most of our books undergo some revision after peer review. The review process is ***strictly confidential*** and evaluators are requested to refrain from contacting the author(s) or any outside person as regards to the work.

Before you agree to review a manuscript please consider the following:

- Do you have enough time to write a review within the timeframe given?
- Does the subject matter of the manuscript you have been asked to review match your expertise?

We ask reviewers to write **a report of no less than 1000-1500 words**. Attached to this agreement are appendices to provide more information on the manuscript (appendix 1) and a peer review guide (appendix 2) with questions to help you complete the report.

#### 2. DURATION

The work is to be produced during the period **[insert duration period]**.

The reviewer must provide the evaluation report by **[insert deadline]**.

UNAM Press reserves the right to quote from the review report for inclusion into the blurb, or for publicity of the publication under review.

The UNAM Press publishing programme is guided by the UNAM Press Policy and the UNAM Press Editorial Board, which works with the UNAM Press unit to implement policy and approve or reject publication proposals and manuscripts.

Please return this agreement and review report to:

UNAM Press | University of Namibia | Private Bag 13301 | Windhoek | Tel: (061) 206 4714 |  
E-mail: [jkinahan@unam.na](mailto:jkinahan@unam.na)

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UNAM Press Publisher

---

Reviewer's signature

---

Date

<b>ABOUT THE MANUSCRIPT</b>
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**Title:** Ozongombe mOmbazu yOvaherero va Kaoko (Cattle in Ovaherero Cultural Context in Kaoko (Namibia))

**Discipline:** Otjiherero literature, animal science

**Length:** 121 pages (11672 words)

**Font:** Times New Roman

**Font Size:** 12

**Line Spacing:** 1.15

**Description of the book:**

The purpose of this book is to introduce the reader, cattle lover and unseasoned enthusiast to some of the Otjiherero vernacular names for variety of cattle coat colours and patterns, and in so doing cultivate in the reader a love and appreciation for our indigenous cattle breeds.

Furthermore, the authors hope to encourage the conservation and enhancement of indigenous names given to the variety of cattle colours and patterns, thus preserving and enriching the Namibian languages through documenting the fast eroding oral traditions and expressions.

The book is also aimed at bringing the pride back into the Namibian people and in particular Otjiherero speaking cattle farmers who are farming or have been farming with indigenous cattle, especially the Nguni breed cattle.

All the vernacular names in this book have been collected from a group of informants who reside in the Kunene Region. The book will list vernacular names in two Otjiherero dialects spoken in Namibia, OtjiHerero and OtjiHimba.

## **Peer Review Guide**

Please give your comments about ways in which the manuscript might be further developed and improved. Some explanation and support for your comments will give the author insight into the process. Include positive criticism that the author can use to revise the manuscript, and structure your report in such a manner that the author can work on the recommended points. If you suspect plagiarism in any form on the author's part, please inform UNAM Press. However, accusations of plagiarism must be justified.

Use the questions below to help you structure your report.

### **Factual content**

Is the manuscript's theme interesting?

Does it refer to and reflect on existing academic studies on the subject?

Are the references used up to date?

Does the manuscript in your opinion include something new?

Is the structure of the manuscript good? Consider the title, numbering and the different sections; is there an effective introduction with stated aims, a logical progression of argument and a conclusion?

Does the manuscript form a coherent whole?

Are there logical links between sections and chapters?

Are the interpretations / conclusions of the study validated?

What kind of readership would be interested in the manuscript?

### **Presentation**

Is the text explicit and well written?

Would shortening of the manuscript bring any benefit?

Are figures and tables essential, clear and well presented? Are they numbered sequentially?

Is the use of references consistent and correct?

### **Remarks**

What are the manuscript's weaknesses?

What else would you like to say about the manuscript?

If the manuscript is not publishable as it stands, would you recommend that it be reworked as a journal article, text book or other format?

### **RECOMMENDATION**

Please indicate whether the manuscript is:

**(a)** Acceptable in the present form    **(b)** Minor changes required    **(c)** Substantial changes required

**ADDENDUM 9.6**  
**AUTHOR AGREEMENT TEMPLATE**

**PUBLISHING AGREEMENT**

between

The University of Namibia



(Hereinafter referred to as the “Publisher”)

and

**[Insert name of author]**

(Hereinafter referred to as the “Author”)

## THE PARTIES AGREE AS FOLLOWS:

### 1 PARTIES

#### 1.1 UNIVERSITY OF NAMIBIA

#### 1.2 [insert name of author]

### 2 INTERPRETATION AND DEFINITIONS

#### 2.1 In this Agreement –

2.1.1 clause headings and subheadings are for reference purposes but may be used in aid of the interpretation of the provision in question;

2.1.2 a 'person' shall include –

2.1.2.1 any local authority council;

2.1.2.2 any company incorporated or registered as such under any law; or

2.1.2.3 any body of persons corporate or unincorporated;

2.1.3 unless the context otherwise indicates –

2.1.3.1 words importing the masculine gender shall include the female gender; and

2.1.3.2 words in the singular shall include the plural, and words in the plural shall include the singular.

2.2 In this Agreement, unless the context clearly indicates a contrary intention, the following words and expressions bear the meanings assigned to them below and cognate expressions bear corresponding meanings –

2.2.1 '**Agreement**' means this Agreement and any annexes and schedules thereto;

2.2.2 '**Author**' means the writer and compiler of the Work;

2.2.3 '**Business Day**' means any day other than a Saturday, Sunday or any other day appointed by or under the authority of a law of the Republic of Namibia as a public holiday;

2.2.4 '**Copyright Act**' means the *Copyright and Neighbouring Rights Protection Act* of 1994;

2.2.5 '**Month**' means a calendar month.

2.2.6 '**Net receipts**' means actual income received by the Publisher from sales of the Work (that is, less VAT and booksellers' discounts).

2.2.7 '**Parties**' means collectively the Publisher and the Author and '**Party**' means either of them, as the case may be;

2.2.8 '**Publication Date**' means the date on which the Work will be published;

2.2.9 '**Publisher**' means the University of Namibia;

2.2.10 '**Revised Edition**' means a substantial modification of the Work, including but not limited to, rewriting, reorganising, and adding additional material;

2.2.11 '**Royalties**' means the payments made by the Publisher to the Author for the utilisation of the Work;

- 2.2.12 **'Signature Date'** means the date of signature of this Agreement by the Party last signing;
- 2.2.13 **'Subsidiary Rights'** means further rights to the Work, granted by the Author;
- 2.2.14 **'UNAM Press'** means the UNAM Press publishing unit established by the University of Namibia;
- 2.2.15 **'Work'** means literary work including the manuscript thereof, written by the Author –
- 2.2.15.1 novels, stories and poetical works;
  - 2.2.15.2 dramatic works, stage directions, cinematograph film scenarios and broadcasting scripts;
  - 2.2.15.3 textbooks, treatises, histories, biographies, essays and articles;
  - 2.2.15.4 encyclopaedias and dictionaries
- 2.2.16 **'Year'** means a calendar year.
- 2.3 Any substantive provision conferring rights or imposing obligations on any Party in this interpretation and definitions clause shall be given effect to as if it were a substantive provision in the body of the Agreement.
- 2.4 A reference to any statutory enactment shall be construed as a reference to that enactment as at the Signature Date, and as amended.
- 2.5 This Agreement incorporates, if applicable, the appendices, which appendices shall have the same force and effect as if set out in the body of this Agreement. In this Agreement, the word **'Agreement'** refers to this Agreement and the words **'clause'** or **'clauses'** and **'annexe'** or **'annexes'** refer to clauses of and appendices to this Agreement.
- 2.6 When any particular number of days is prescribed for the doing of an act or for any other purpose in terms of this Agreement, the same shall be reckoned exclusively of the first and inclusively of the last day, unless the day shall happen to fall on a Saturday, Sunday or any other day appointed by or under the authority of Namibian law as a public holiday, in which case the time shall be reckoned exclusively of the first business day and exclusively also of every such Saturday, Sunday or Public holiday.

### 3 RIGHT TO PUBLISH

- 3.1 The Author grants to the Publisher, for 10 years from the Signature Date, the exclusive right to print, publish, distribute, sell and license the rights to any and all editions and/or formats including electronic versions, of a edition of the Work titled **'[insert title of book]'** in whole or in part throughout the world.
- 3.2 For the purpose of this Agreement 'electronic versions' mean online and digital reproduction and display of the verbatim text and illustrations of the Work or excerpts thereof.
- 3.3 The Author may not sell copies of the Work or part thereof other than those procured through the Publisher during the period of the Agreement.

## **4 DELIVERY OF THE WORK**

The Author shall deliver to the Publisher a manuscript of the authentic and original Work for publishing.

## **5 AUTHOR'S WARRANTIES AND INDEMNITY**

5.1 The Author warrants to the Publisher that:

5.1.1. The Author is owner of the rights granted in this Agreement, and that the Author has not assigned, pledged or otherwise encumbered these rights and has the right to enter into this Agreement.

5.1.2 the Work is original except for material for which written third party permission and consent has been obtained and that the Work has not been previously published and is not in the public domain and does not infringe upon or violate any copyright, trademark or trade secret; and that statements in the Work asserted as facts are true or based upon generally accepted research practices;

5.1.1 to the best of the Author's knowledge, the Work contains no material that is defamatory and in violation of any right of privacy or publicity, or harmful so as to subject the Publisher to liability to any third party or otherwise contrary to law.

5.2 The Author shall indemnify and hold the Publisher and its distributors and licensees harmless against all liability, including expenses and reasonable legal practitioner's fees from any claim finally sustained against the Publisher resulting from a breach by the Author of the foregoing warranties. Each party will give prompt notice to the other if any claim is made and the Author will cooperate with the Publisher, who will direct the defence thereof. Pending any settlement, final resolution or clear abandonment of the claim, the Publisher may engage a legal practitioner of its choice and may withhold, in a reasonable amount, sums due to the Author under this or any other Agreement between the Parties. The provisions of this clause shall survive termination of this Agreement.

## **6 QUOTED MATERIAL**

Where the written consent of a copyright holder is required for the use of material obtained from other copyrighted works, the Author shall obtain such consent at his own expense and file such consent with the Publisher at the time the work is delivered.

## **7 RESPONSIBILITIES OF THE PUBLISHER**

The Publisher undertakes to print or cause to be printed and to publish the Work with due diligence, to a good professional standard, within 12 (twelve) months from the Signature Date, in accordance with the terms and conditions of this Agreement, unless it is prevented from doing so by force majeure.

## **8 EDITORIAL DEVELOPMENT, PAGE PROOFS AND DESIGN**

- 8.1 In as far as the Work is of a scholarly nature, the Author will follow the scholarly style standard established by the Publisher.
- 8.2 After the Work has been accepted by the Publisher, no material changes will be made without the Author's approval. The Publisher undertakes, however, to copy-edit the Work in accordance with its standards of punctuation, spelling, capitalisation, referencing and usage, etc. The Publisher shall send the copy-edited Work to the Author for approval and the Author shall make any revision and corrections and return same within 3 (three) weeks of receipt.
- 8.3 The Author undertakes to check and correct page proofs free of charge and to return them to the Publisher within 10 (ten) days of receiving them. The Author further agrees that if his corrections and/or alterations to such proofs, with the exception of printers errors, exceed 10% of the Publisher's original cost, then such cost will be deducted from any sums which may become due to him under the terms of this Agreement.
- 8.4 The general management of the design, production, publication, promotion, pricing, reprinting and sale of the Work shall be left to the discretion of the Publisher, but the Publisher undertakes to consult the Author over the format, the design and cover of the Work, and the description of the Work in publicity materials.

## **9 COPYRIGHT / ACKNOWLEDGEMENT OF THE AUTHOR**

- 9.1 The copyright in this Work shall be vested in the Author, and the copyright notice to be printed in every published copy of the Work shall be in the name of the Author.
- 9.2 The Publisher shall include the name of the Author with due prominence on the title page, cover and jacket (if any) of every copy of the Work issued by the Publisher, and in all publicity material for the Work, and shall use its best endeavours to ensure that a similar undertaking is made in respect of any editions of the Work licensed by them.
- 9.3 Any textual, design or illustrative material prepared for the Work by the Publisher at its expense may be copyrighted as the Publisher deems appropriate.
- 9.4 If the Author has a website, he may use the Preface and up to one-tenth of the rest of the final, approved, version of the Work as promotional material on the website. The Author's website must include a link to the Publisher's website, [www.unam.edu.na/unam-press](http://www.unam.edu.na/unam-press)

## **10 ROYALTIES AND COMPLIMENTARY COPIES**

- 10.1 The Publisher undertakes to provide 3 (three) **[number may be negotiated at the Publisher's discretion]** free copies of the first impression of the Work to the

Author. The Author is also entitled to purchase further copies of the Work from the Publisher at a 30% (thirty per cent) discount from the recommended Namibian retail price excluding VAT.

10.2 The Publisher agrees to pay a royalty of 10% (ten per cent) of the net receipts (the amounts actually received by the Publisher from the sales of the Work) to the Author.

10.3 The Author agrees that Royalties referred to in this Agreement will be paid into the following account:

Account Name:

Bank:

Branch:

Branch Code:

Account Number:

The Author reserves the right to change the banking details for payment of Royalties at any time. In the event that the Author decides to change the banking details, adequate notice in writing must be given to the Publisher.

10.4 The Publisher undertakes to report to the Author by end February each year, on the number of copies of the Work sold during the previous calendar year.

10.5 Payment of Royalties will be made within 60 (sixty) days after reporting.

10.6 The Author shall be entitled, on a written request to the Publisher, to examine the books of account of the Publisher insofar as they relate to the sales of the Work of the Author.

10.7 All sums of money due to the Author under this Agreement shall be paid to the Author, and the valid receipt of the said funds shall be a good and valid discharge of all such indebtedness.

10.8 No Royalties shall be paid on print or digital copies sold to the Author, distributed for review, advertising, publicity, or sales promotion, sold at or below the cost of publishing, or damaged or destroyed.

## **11 SUBSIDIARY RIGHTS**

11.1 The Author grants to the Publisher, for the period and territory set out in Clause 3, the exclusive right to license the subsidiary rights mentioned in Clause 11.2 to third parties. As a consideration thereof, the Publisher undertakes to pay to the Author 50% (fifty per cent) of all net amounts received by the Publisher from third parties for the following subsidiary rights:

11.1.1 periodical or newspaper publications prior to publication of the Work;

11.1.2 periodical or newspaper publications following publication of the Work, including syndication rights;

11.1.3 permissions, including publication of portions of the Work in anthologies;

11.1.4 condensations and abridgements;

11.1.5 book club publication;

- 11.1.6 publication of editions for premium special use or for direct sale to consumers;
- 11.1.7 publication outside Namibia;
- 11.1.8 paperback reprint editions;
- 11.1.9 hardcover reprint editions;
- 11.1.10 audio recordings of all or parts of the Work or adaptations of the Work;
- 11.1.11 the right to record and transmit and display the Work, or  
parts of the work, by any means or otherwise, in the form in  
which the Work is published by  
the Publisher, including the right to include the Work or quotations from  
the Work in information storage and retrieval systems and databases and  
in multimedia products;
- 11.1.12 the right to produce and distribute multimedia products adapted from the Work;
- 11.1.13 non-exclusive public reading rights, including the right to authorise the  
reading or parts of the Work on radio or television (it being understood  
that the Publisher may grant such rights for publicity purposes without  
charge and without payment to the Author);
- 11.1.14 the right to produce and distribute a film adapted from the Work;
- 11.2 The Author agrees that any amounts due to him for the subsidiary rights referred  
to in this agreement will be paid into the account specified in Clause 10.3. The  
Author reserves the right to change this arrangement for payment of Royalties at  
any time. In the event that the Author decides to change these arrangements,  
adequate notice must be given to the Publisher.
- 11.3 Braille, large-type and other editions may be donated to any non-profit making  
organisation, recognised by or under the authority of law, representing visually  
challenged persons, for the use of its members;
- 11.4 If the Publisher desires to exercise any of the rights described above (as opposed  
to licensing them to third parties), other than those rights for which Royalty rates  
are already provided, the Author and the Publisher shall negotiate in good faith  
the Royalties payable thereon.

## **12 REVISED EDITION**

- 12.1 If the Publisher determines that a revision of the Work is desirable, the Publisher  
shall request the Author to prepare the Revised Edition and the Author shall  
advise the Publisher within 30 (thirty) days of receipt of such notice whether he  
will prepare the Revised Edition.
- 12.1 If the Author does elect to prepare the Revised Edition, he shall prepare and  
deliver a manuscript for the Revised Edition within 6 (six) months following the  
date on which the Publisher notified him that it wishes to publish a Revised  
Edition.
- 12.2 If the Author does not agree to prepare the Revised Edition, the Publisher shall  
have the right to arrange with a third party for the preparation of the Revised  
Edition, the final text of which shall be subject to the approval of the Author.

12.3 The provisions of this Agreement, including Royalty terms, shall apply to each successive Revised Edition. However if a third party prepares a Revised Edition, the fee incurred will be deducted from the Royalties due to the Author.

### **13 REMAINDERS**

If, after a period of 5 (five) years from the date of first publication, the Publisher deems that the Work no longer has a remunerative sale value, the Publisher may dispose of any copies remaining on hand as a remainder or overstock and sell part or the whole of such remainder at a reduced price. In lieu of Royalties, the Publisher shall pay to the Author 5 (five) per cent of the net monies received from the sale of remainder copies that are sold above cost. The Author shall have the option of purchasing remainder copies at remainder prices.

### **14 TERMINATION**

14.1 If the Publisher does not publish the Work within 12 (twelve) months from the Signature Date of this Agreement for reasons other than delays by the Author in delivering the complete manuscript or returning the copy-edited manuscript or page proofs to the Publisher, or the Author's failure to comply with requests made by the Publisher's legal practitioner, or delays caused by circumstances beyond the Publisher's control, and if the Publisher at any time thereafter receives written notice from the Author demanding publication, the Publisher shall either publish the Work within 6 (six) months of its receipt of such written demand or revert in writing to the Author all rights to the Work granted to the Publisher in this Agreement.

14.2 If the Work is out of print and the Publisher receives from the Author a written request for a reversion of rights, the Publisher shall within sixty (60) days of its receipt of such request, do one of the following:

14.2.1 announce that it will reissue an edition of the Work within 12 (twelve) months from the date of the request; or

14.2.2 enter into a licence providing for the publication of an edition of the Work within 12 (twelve) months from the date of the license; or

14.2.3 revert in writing to the Author the rights granted to the Publisher in this Agreement.

14.3 If the Publisher announces that it will reissue an edition of the Work but has not reissued an edition within 12 (twelve) months after its receipt of a request for reversion, the rights shall on such date automatically revert to the Author.

### **15 FORCE MAJEURE**

The failure of the Publisher to publish or reissue the Work shall not be a breach of this Agreement or give rise to any right of termination or reversion of rights if such failure is caused by war, restrictions of governmental agencies, labour disputes, strikes, inability to obtain materials necessary for the manufacture of the Work or any other

reason beyond the Publisher's control. In the event of a delay from such cause, the publication or reissue shall be postponed for a period of time reasonably related to such cause.

## **16 GENERAL PROVISION**

- 16.1 This Agreement constitutes the whole of the Agreement between the Parties hereto relating to the matters dealt with in this Agreement and save to the extent otherwise provided herein no undertaking, representation, term or condition relating to the subject matter of this Agreement not incorporated in this Agreement shall be binding on any of the Parties.
- 16.2 No variation of any term of this Agreement is valid or binding unless reduced to writing and signed by the parties.
- 16.3 No waiver of a term of this Agreement is binding unless the waiver is reduced to writing and signed by the party granting the waiver.
- 16.4 Any consent required to be given by any Party in terms of this Agreement will not be unreasonably withheld or delayed.
- 16.5 The invalidity of a term of this Agreement may not render the whole Agreement unenforceable.
- 16.6 Each Party undertakes to exercise utmost good faith in the carrying out of this Agreement.

## **17 COSTS**

Each Party shall bear its own costs of or incidental to the drafting, preparation and negotiating of this Agreement.

## **18 DOMICILIA AND NOTICES**

18.1 The parties choose as their *domicilia citandi et executandi* in terms of this Agreement and in respect of notices or other documents or communications of whatsoever nature (collectively "Notice"), the following addresses:

### **18.1.1 The Publisher**

University of Namibia  
340 Mandume Ndemufayo  
Avenue Pioneers Park,  
WINDHOEK  
Tel.: +264 61 2064714  
Email: unampress@unam.na

### **18.1.2 The Author**

**[name and address of author]**

Mobile tel:

Email:

- 18.2 Any notice or communication required or permitted to be given in terms of this Agreement is valid only if reduced to writing, but it shall be competent to give notice by facsimile.
- 18.3 Any Party may by notice in writing inform the other Party of any change of that Party's *domicilium citandi et executandi* and such notice is effective at the expiration of three (3) business days after receipt of such notice.
- 18.4 Any notice referred to in the preceding sub clause –
- 18.4.1 delivered by hand to a responsible person during ordinary business hours (07.30-16.30) on a Business Day at its *domicilium citandi et executandi* shall be deemed to have been received on the day of delivery; or
  - 18.4.2 sent by facsimile or email to a Party's chosen facsimile number or email address shall be deemed to have been received on the first Business Day following the date of transmission (unless the contrary is proven), provided that such notice given by facsimile or email is telephonically confirmed by the parties during ordinary business hours on the same day;
  - 18.4.3 sent from within Namibia by pre-paid registered post in a correctly addressed envelope to a Party at its chosen *domicilium citandi et executandi* shall be deemed to have been received not earlier than 7 (seven) business days after its posting (unless the contrary is proved); or
  - 18.4.4 sent from outside Namibia by pre-paid courier in a correctly addressed envelope to a Party at its chosen *domicilium citandi et executandi* shall be deemed to have been received not earlier than 14 (fourteen) business days after its despatch (unless the contrary is proved).
  - 18.4.5 Notwithstanding anything to the contrary herein contained, a written notice is valid as long as it has been received by the other party through a mode of communication even if not provided for by this Agreement.

## **19 ARBITRATION**

- 19.1 Save in respect of those provisions of this Agreement which provide for their own remedies, any dispute arising from or in connection with this Agreement shall be resolved by arbitration provided that no arbitration shall be commenced and the Author or the Publisher shall not be found in breach of this Agreement unless the Author or the Publisher, as the case may be, has given to the other a written notice identifying the breach and affording the other Party an opportunity of removing the cause of the breach within 14 (fourteen) days.
- 19.2 Such arbitration shall be conducted in accordance with the following provisions:
- 19.2.1 the arbitration shall be held in Windhoek;
  - 19.2.2 there shall be one arbitrator, who shall:
    - 19.2.2.1 if the matter is primarily a legal matter, be an impartial legal practitioner of not less than 10 (ten) years standing;
    - 19.2.2.2 if the matter is primarily an accounting or financial matter, be an

- impartial auditor of not less than 10 (ten) years standing;
- 19.2.2.3 in the case of any other matter, any suitably qualified independent person;
- 19.2.3 failing agreement on the arbitrator within 5 (five) business days of the arbitration being demanded, either Party shall, depending on the nature of the dispute, be entitled to require the appointment of an arbitrator by the Director of the Law Society of Namibia (in the event of a matter referred to in 19.2.2.1 or 19.2.2.3) or the President of the Institute of Chartered Accountants of Namibia (ICAN) (in the event of a matter referred to in 19.2.2.2);
- 19.2.4 The arbitration shall be conducted in accordance with any law governing the conduct of arbitration in Namibia. The arbitrator may adopt any procedure that may facilitate the expeditious discharge of his or her functions provided that such procedure shall be designed to have the result (if practical) of the arbitration being completed within 60 (sixty) business days after it was demanded;
- 19.2.5 The arbitrator shall be entitled to dispense with the rules of procedure on discovery, to the extent that he or she deems this necessary so as not to delay the expeditious conclusion of the proceedings, but he or she shall observe the rules of evidence.
- 19.3 The arbitrator must give reasons for his or her award in writing and such award shall be final and binding on the Parties. The arbitration award becomes an order of any competent court on filing of such award in such court by any Party. The arbitrator may grant default judgement if a Party fails or refuses to follow any procedure determined by the arbitrator as necessary for the conduct of the arbitration or fails to appear at the arbitration hearing after receiving due notice to appear at such hearing.
- 19.4 The Parties shall keep the evidence in the arbitration proceedings confidential, and also any decision or award made by the arbitrator, unless otherwise mutually agreed to between them.
- 19.5 The provisions on arbitration in this agreement remain effective, notwithstanding the cancellation or termination of this Agreement.

## **20 APPLICABLE LAW**

This Agreement is subject to the laws of the Republic of Namibia.

SIGNED at \_\_\_\_\_ on \_\_\_\_\_ 2019

For and on behalf of the **UNIVERSITY OF NAMIBIA:**

Signature
Name of Signatory
Designation of Signatory VICE CHANCELLOR

SIGNED at \_\_\_\_\_ on \_\_\_\_\_ 2019

For and on behalf of the **AUTHOR:**

Signature
Name of Signatory
Designation of Signatory AUTHOR

SIGNED at \_\_\_\_\_ on \_\_\_\_\_ 2019

Signature
Name of Signatory
Designation of Signatory WITNESS

## UNIVERSITY OF NAMIBIA

### UNAM Press

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#### COPY-EDITOR'S AGREEMENT

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1. Manuscript title:	
2. Date of receipt of manuscript:	
3. Copy Editor's Name:	

#### 4 Editorial Tasks (listed in full in the Copy-editor's brief)

- 4.1 Copy-editing for grammar, spelling and punctuation
- 4.2 Stylistic editing (clarifying meaning, eliminating jargon, polishing language; line-by-line editing for smoothness and clarity while maintaining author's voice and style)
- 4.3 Checking and standardizing references
- 4.4 Checking formatting; figures and tables

Please note that the manuscript must be edited using the track changes function. The copy-editor will edit and then send manuscript to the Editorial and Production Manager (EPM) for approval. The EPM will either accept or reject changes and answer any of the copy-editor's queries, through liaison with the author(s) and then return the manuscript to the copy-editor. The copy-editor will then incorporate those changes or corrections into the manuscript and clean the copy of editorial markings. **The copy editors brief is attached hereto.**

Copy-Editors are requested to refrain from contacting the author(s) or any outside person as regards the work.

#### 5 REPORT

- 5.1 Submit chapter one with a style sheet listing conventions regarding additional decisions made on spelling, formatting and language use based on the UNAM Press copy-editor's brief.
- 5.2 Submit 50% of chapters with:
  - a. your copy-edited text Track changes, comments and queries visible as a record of what you have done,
  - b. a second copy with changes accepted in the text (to make for easier reading) but with comments and queries for the author's attention left in balloons in the right-hand margin,
- 5.3 any **additional queries** you may have for the author(s) at this stage
- 5.4 On completion of the copy-edited manuscript please submit an **updated style sheet** listing conventions regarding additional decisions made on spelling, formatting and language use

(include conventions from all of the chapters) and a list of names and places. This list is essential to assist the proof reader.

## **6 DEADLINES** (as agreed upon with Editorial and Production Manager)

- 6.1 Submission of Chapter one and style sheet \_\_\_\_\_
- 6.2 Submission of 50% of chapters \_\_\_\_\_
- 6.3 Submission of complete copy-edited manuscript and updated style sheet \_\_\_\_\_

## **7 PAYMENT**

Payment will be made in two instalments at an agreed upon schedule with the copy-editor and publisher. This agreement and first invoice (50% of total agreed fee) should be returned to the Publisher by the agreed date, upon which the first invoice will be paid out. The final invoice should be presented with the complete edited manuscript.

The UNAM Press publishing programme is guided by the UNAM Press Policy and the UNAM Press Editorial Board, which works with the UNAM Press unit to implement policy and approve or reject publication proposals and manuscripts.

Please return this agreement

to; The Publisher  
UNAM Press  
University of  
Namibia Private Bag  
13301 Windhoek  
Tel: (061) 206 4668  
E-mail: jkinahan@unam.na

\_\_\_\_\_  
Copy-Editor's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
UNAM Press Publisher's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Director: CRP

\_\_\_\_\_  
Date:

# UNIVERSITY OF NAMIBIA

## UNAM Press

### COPY-EDITOR'S BRIEF

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**TO:**

**FROM:** UNAM Press Editorial and Production

**Manager CC:** UNAM Press Publisher

**DATE:**

**SUBJECT:** COPY-EDITOR'S BRIEF: *Name of book*

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Dear

Thank you for your interest in working with UNAM Press and agreeing to copy-edit *Name of book*.

Below is a stylesheet including detailed information on the manuscript. Please adhere to the style outlined and should you have any questions do not hesitate to contact us. If, in the course of copy-editing, you find it necessary to develop additional conventions, please make a note of these as well as keeping a spelling checklist to show use of capitals, hyphenated words, italicised words, and scientific names of plants to make sure spelling is consistent throughout the book. This will also help with proof-reading. Please remember the role of the copy-editor is to be 'the reader's advocate and the author's ambassador'<sup>1</sup>

**NB:** If the author has used another author's published work, s/he should have signed an undertaking that s/he has permission to use it from the author concerned.

#### STYLESHEET

**Working title:** *Name of book*

**Running title:** Name of author (left hand side); shortened chapter title (right hand side)  
10 pt Times New Roman

**Format:** Size is either 240 x 170 mm or (140 x 210 mm  
(autobiographies) Full justification; indent 1<sup>st</sup> line of paragraphs

**Language:** English; please correct punctuation, capitalisation, grammar, typographical errors, spelling, errors in word usage and grammar.

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<sup>1</sup> Judith Butcher, Caroline Drake and Maureen Leach (2006). Butcher's copy-editing: The Cambridge Handbook for Editor, Copy-editors and Proofreaders (Fourth edn), Cambridge, Cambridge University Press, p. 1.

- Spelling:** UK English; see list below for words which must have -ise endings even if author is using the -ize spelling.  
NB: spelling of the following:  
People: Aawambo; Aakwanyama and Aandonga; Ovaherero; Ovahimba  
Language: Oshiwambo  
Place: Owambo, Owamboland  
Adjective: oshiwambo, e.g. oshiwambo baskets
- Dash-hyphen:** Use hyphens in complex adjectives to improve sense and ambiguity, e.g. rain-fed crops, high-value tourism, etc.  
Use an 'en dash' between numbers, e.g. 5–10 mm, and dates, e.g. 1963–67, EXCEPT for page numbers in references (thus following APA style)  
Use 'en dash' words to distinguish sense, e.g. human–wildlife conflict, Kwando–Linyanti–Chobe system, etc.  
Use an 'en dash' as a sentence break (with a space on either side).
- Dictionary:** Concise Oxford; or state your preference and stick to one dictionary
- Length:** Approx. *n* of manuscript A4 pages; specify line spacing, font size and *n* of words
- Figures:** Number by chapter and figure, e.g. for chapter 1, Figure 1.1, 1.2, 1.3  
Caption must be appropriate for the figure, appear below the figure in a different font or font size, and be followed by a full stop.  
Figures must be referred to in text in the appropriate place; text references to figures should be: "(Figure 1.1)", or : "...see Figure 1.1...".  
Credits appear below the caption in curved brackets.
- Colour:** Colour printing being expensive, has to be used sparingly; sometimes it is more effective in graphs to distinguish different parameters than for colour photographs.
- Photos:** Numbered as figures.  
Photographer should be credited in brackets at end of caption.  
Compile a wish list of photographs.
- Tables:** Consistent, simple style throughout.  
Number tables by chapter, e.g. for chapter 2, Table 2.1, 2.2, 2.3, etc. Captions should be above tables; follow with a full stop.  
Notes and sources should be below table (smaller font).  
Tables must be referred to in text in the appropriate place.  
Leave appendices and long tables at the ends of chapters, but suggest places in text where appropriate by inserting **[insert Table 1.1 here]**.  
Information listed in tables should be in meaningful order, or alphabetically.  
Align numbers on decimal point or right-align.  
Left-align text.
- Text boxes:** Make sure these are useful and necessary; or include information into text.
- Bullet points:** Use numbers rather than bullets for lists.

**Listed points:** Standardise.

Use numbers rather than bullets for lists.

Insert a line space before and after the list.

If text in list is a few sentences long for some or all points, then these need a line space between each numbered point. See guidelines below.

Lists of short items (without main verbs) should be introduced by a full sentence and have the following features:

1. introductory colon
2. line space before and after
3. no initial capitals
4. no punctuation (very short items) or comma after each item
5. a full stop at the end.

Where each item completes the introductory sentence, you should:

1. begin with the introductory colon;
2. insert a line before the list and after;
3. label each item with the appropriate bullet, number or letter;
4. end each item with a semicolon;
5. close with a full stop.

If all items are complete statements without a grammatical link to the introductory sentence, proceed as follows:

1. introduce the list with a colon;
2. insert a line before the list and after;
3. label each item with the appropriate bullet, number or letter;
4. start each item with a lowercase letter;
5. end each one with a semicolon;
6. put a full stop at the end.

If any one item consists of several complete sentences, announce the list with a complete sentence and continue as indicated below:

1. Introduce the list with a colon.
2. Insert a line before the list and after.
3. Label each item with the appropriate bullet, number or letter.
4. Begin each item with a capital letter.
5. End each statement with a full stop. This allows several sentences to be included under a single item without throwing punctuation into confusion.

**Fonts:**

Use Roman, bold and italics for typesetter to retain.

*Running heads:* 10 pt

*Text:* 12 pt

*Chapter number:* 20 pt, bold

*Chapter heading:* 16 pt, bold

*Heading 1:* 14 pt, bold

*Heading 2:* 12 pt, bold

*Heading 3:* 12 pt, italics

*Reference list heading:* 10 pt,  
**bold** *Questions heading:* 12 pt,  
**bold** *Authors:* 12 pt, **bold**  
*References:* 10 pt; hanging para, 1.27 cm  
*Tables:* 10 pt; column headings, **bold**  
*Table headings:* 12 pt, **bold**; followed by full stop  
*Figure captions:* Arial 10 pt; Figure x.x (only), **bold**; rest, regular

- Italics:** Quotes at beginning of chapters; Latin names; foreign language words that are not yet accepted into English language.
- Roman:** Roman for **cf.** and **e.g.** and **i.e.** and **et al.** and **sic.**
- Brackets:** Use square brackets for a comment (or vol/no. reference) within curved brackets.
- Quotation marks:** Please use proper, curly quotation marks for a serif font such as Times New Roman (sometimes Word inserts default 'skinny' ones); use British system where single quotation marks are used, double within a quote.
- Quotations:** Where quotations are longer than 40 words, indent both sides as a displayed extract with a line space above and below.  
 Use indents to display quotes, not italics.
- Formatting:** Please do basic formatting for hierarchy of headings; tables; references &c for consistency. Final design will be done by the printer.  
 Multiple line spacing: 1.15  
 First line paragraph line indent (1.27pt), except following headings, lists, figures, tables, etc.  
 Left and right justification  
 Apply basic formatting for hierarchy of headings, tables, references, etc. consistently.
- Chapter heading:** Only chapter number appears at the start of each chapter, plus the title, i.e. delete the word 'chapter' from the heading.
- Headings:** Identify different levels of headings and subheadings, either with comments (e.g. "Heading 1") or use Word heading styles. We prefer using '[Heading level 1]' inserted in the text on a line above the actual heading, e.g.  
**[Heading level 1]**  
 The Ethnobotany of Caprivi.
- Abstract:** Indent the heading 'Abstract' and the text of the abstract both left and right; Roman and font size same as text.
- Key words:** Indent, all bold, font size same as normal text.
- References:** The University of Namibia prefers the **APA referencing system**.  
 We have a guide to the APA system which can be made available for your use.  
 A useful quick guide can be found at: <http://www.bibme.org/citation-guide/apa/>  
 Alternatively, authors may use the **Harvard system**, but as there are different versions of this, please consult us for guidance.

**Citations:** Follow APA guide in citing refs; special attention on listing of authors where they are numerous.  
For Harvard, follow our guide in citing references.  
For multiple references, list chronologically, e.g. (Shipanga, 2001; Boois, 2014)

**Dates and numbers:**

Write numbers 1 to 10 full out, i.e. one, two..., but 15, 23, etc., except if followed by a unit of measure expressed as a symbol, e.g. 2 m  
Numbers in a range should be parallel in structure, e.g. from 3,750,000 to 4,000,000 (not 3,750,000 to 4 million); 14, previously 9 (not 14, previously nine)  
Numbers should be expressed in full to prevent confusion, e.g. it increased from 2 million to 3 million (not it increased from 2 to 3 million)  
Spell out fractions, unless with numbers, e.g. two thirds of the population, two-thirds full  
Mark thousands with a comma, e.g. N\$1,000.  
Use a decimal point (not comma).  
Numbers with fractions are best expressed as decimals.  
Use slash (/) for seasons or non-calendar year, rather than a dash, and use last two numbers to denote year, e.g. 2006/07  
Use a dash for other periods of time, e.g. 2012/13–2016/17 or 1945–50  
20 September 2004 (no 'th', 'st', etc.)

**Units of measure:**

Insert space between number and abbreviation, e.g. 5 km; 10.1 kg, 2 mm, 3 °C, etc., but 10% (closed up).

**Abbreviations and acronyms:**

Define on first use in each chapter.  
Standardise between chapters.  
Compiles a list of abbreviations and acronyms used.

**Capitalisation:**

Use only where necessary  
Use for proper nouns, e.g. names of dams, rivers, mountains, titles of acts, reports, etc.  
Orange River, but Orange River valley  
Molopo River and Nossob River, but Molopo and Nossob rivers  
However, Lakes Otjikoto and Oponono, and Sections 30(1) and 54(6) of the legislation  
Namibian Government and Government of Namibia (caps when linked), but 'the government released a press statement' (no cap when not linked); likewise, 'the river flows westwards'; the basin is enormous; etc.  
Compass points capitalised, e.g. 20° South  
Do not use caps (title case) in headings, except for the first word and any other 'usually capitalised' word.  
Do not use caps for common names of plants, mammals, birds, etc., except for proper nouns, for example, crimson-breasted shrike, Cape wagtail, Burchell's starling  
20th Century

*Capitalisation and acronyms:*

Only capitalise the full version of an acronym, if it is a proper noun, for example:

- SADC = Southern African Development Community
- SEA = strategic environmental assessment
- EIA = environmental impact assessment, but
- NEIA = Neckartal Environmental Impact Assessment

### Comments for authors:

General, starting with positive comments

List what author must do

Specific comments at relevant point in doc; highlight text in question

### TECHNICAL INSTRUCTIONS

We require an on-line edit; we request:

1. your copy-edited text with Track changes, comments and queries visible as a record of what you have done, AND
2. a second copy with changes accepted in the text (to make for easier reading) but with comments and queries for the author's attention in balloons in the right-hand margin. The authors need to approve changes but we request that the copy-editor does not communicate directly with the author but instead through the Publisher.

Save the document as follows: Title of Manuscript\_Date\_Your Initials, e.g.  
Indigenous Knowledge\_01-10-2014\_CR

### DEADLINE

#### Date

### Mandatory –ise endings:

Even if the author uses –ize, the following words take the –ise ending:

advertise	disfranchise	mispraise
advise	disguise	mortise
affranchise	emprise	practise
apprise (inform)	enfranchise	precise
arise	enterprise	premise
Braise	excise	prise (open)
chastise	exercise	reprise
circumcise	expertise	revise
comprise	franchise	seise (legal term)
compromise	guise	supervise
concise	improvise	surmise
demise	incise	surprise
despise	merchandise	televisé
devise	misadvise	treatise

The following should be spelt -yse, not -yze:

analyse

dialyse

hydrolyse

catalyse

electrolyse

paralyse

Contact the Editorial and Production Manager Ms Mutaleni Nadimi at [mnadimi@unam.na](mailto:mnadimi@unam.na) or telephone +264 61 206 4764 for any queries.

## **ADDENDUM 9.8**

### **DESIGNER'S AGREEMENT TEMPLATE**

#### **COVER DESIGNER'S AGREEMENT**

This is an agreement between

**UNAM Press [client]**

And

\_\_\_\_\_ **[designer/artist]**

for the purpose of designing and creating a book cover.

#### **1. BRIEF**

##### **Summary of the book:**

e.g. The publication is an Otjiherero book titled **Otuzo twOvaherero**. This book about the patri-clans (called *otuzo*) tackles an aspect in the Otjiherero language and folklore which has hitherto not been presented in written form, although all praises of homesteads are already known. The book attempts to preserve and document this intangible heritage which is in the form of oral traditions and expressions before they disappear. Secondly, the book is aimed at bringing pride back to the Ovaherero people and in particular patrilineages or homesteads that were displaced by the Ovaherero-German war of 1904-1907.

##### **Instructions:**

There is a concept artwork for the cover (herewith attached). The artwork is a picture of an Otjiherero/Himba man sitting at the Holy fire speaking to the ancestors. There is a fence in the background with the opening of the fence directly opposite the Holy fire. We will need this image to be reproduced so that it works with the overall layout. The cover will need creative design regarding the fonts, lettering, colour and background to make the cover striking. The designer is also welcome to suggest alternative design elements e.g. illustration, composition, texture, patterning, spacing, contrast etc.

##### **Front Cover and Spine must include:**

- The cover image
- The title: *Otuzo twOvaherero*
- Author's name: Ngungaa Hangara

##### **Spine - Must include:**

- The title: *Otuzo twOvaherero*
- Author's name: Ngungaa Hangara
- Publisher's logo: (will be provided)

**Back Cover - Must include:**

- Text : attached hereto
- Author photo and bio (will be provided)
- ISBN 978-99916-42-38-3 with generated bar code

The format of the book is portrait, **[insert book dimensions]**

**2. DURATION**

The work is to be produced during the period **[date] to [date]**.

**3. PAYMENT**

Payment will be made in full upon completion of the work. An invoice should be presented with the completed final design.

The following remuneration is agreed upon:

Item	Units	Cost (N\$)	Total (N\$)
Concept illustration			
Final Design			
Total			

**BANK DETAILS**

Bank	
Branch	
Branch code	
Account name	
Account number	

The designer must provide a **final design [pdf and InDesign/Photoshop files]** by **[insert date]**.

It is a fundamental term of this agreement that UNAM Press is the owner of all rights (including copyright) in the Work (which includes: all designs, art work and text, delivered under this agreement).

The UNAM Press publishing programme is guided by the UNAM Press Policy and the UNAM Press Editorial Board, which works with the UNAM Press unit to implement policy and approve or reject publication proposals and manuscripts.

Please return this agreement to:

UNAM Press  
University of Namibia  
Private Bag 13301  
Windhoek  
Tel: (061) 206 4714  
E-mail: [fmotinga@unam.na](mailto:fmotinga@unam.na)

---

UNAM Press

---

Designer's signature

---

Date

## ADDENDUM 9.9

### TYPESETTER'S AGREEMENT TEMPLATE

#### TYPESETTER'S AGREEMENT

This is an agreement between

**UNAM Press**

And

**[NAME OF TYPESETTING DESIGNER]**

for the purpose of typesetting the book manuscript

**[TITLE OF BOOK]**

#### Summary of the book:

e.g. The publication is an Otjiherero book about the patriclans (called *otuzo*), which tackles an aspect in the Otjiherero language and folklore which has hitherto not been presented in written form, although all praises of homesteads are already known. The book attempts to preserve and document this intangible heritage which is in the form of oral traditions and expressions before they disappear.

#### Instructions:

We require three page design concepts showing different fonts and lay-out, with the typesetting to be done according to the final lay-out chosen. The final pdf must include the front and back cover and spine, and be completely ready for to go to print.

#### Further instructions:

e.g. The typesetting for this Otjiherero publication cannot be checked in- house as we do not have the required language competency; we therefore require that you allow time for UNAM Press to have the author check the final pdf and request corrections if necessary.

The work is to be produced during the period **(date) to (date)**.

#### PAYMENT

Payment will be made in full upon completion of the work. An invoice should be presented.

The following remuneration is agreed upon:

Item	Units	Cost (N\$)	Total (N\$)
Typesetting <b>(TITLE OF BOOK)</b>	xx pages	N\$xx per page	

## BANK DETAILS

Bank	
Branch	
Branch code	
Account name	
Account number	

The typesetter must complete the typesetting and submit a printer-ready pdf by **[DATE]**.

The UNAM Press publishing programme is guided by the UNAM Press Policy and the UNAM Press Editorial Board, which works with the UNAM Press unit to implement policy and approve or reject publication proposals and manuscripts.

Please return this agreement to:

UNAM Press  
University of Namibia  
Private Bag 13301  
Windhoek  
Tel: (061) 206 4764  
E-mail: mnadimi@unam.na

\_\_\_\_\_  
Typesetter's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UNAM Press Publisher's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Director: CRP

\_\_\_\_\_  
Date:

UNIVERSITY OF NAMIBIA

UNAM Press

TYPESETTER/DESIGNER'S BRIEF

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TO:

FROM:

DATE:

SUBJECT: [BOLD CAPS] REQUEST FOR QUOTE FOR PAGE DESIGN OF [Title of book]

CC:

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INSTRUCTIONS TO DESIGNER/TYPESETTER

**Working title:** [TITLE OF BOOK]

**Running titles:** Name of author (left hand side); shortened chapter title (right hand side)

**Abstract:** Indent the heading 'Abstract' and the text of the abstract both left and right; Roman and font size same as text.

**Key words:** Indent, all bold, font size same as normal text.

**Headings:** Different levels of headings and subheadings have been identified by the copy-editor, either with comments (e.g. "Heading 1") or Word heading styles.  
Only chapter numbers appear at the start of each chapter, with the chapter title, i.e. the word 'chapter' does not appear.

**Formatting:** Basic formatting has been done by the copy-editor for hierarchy of headings; tables; references for consistency. Final design is to be done by the designer/typesetter.

**Figures:** No textwrap around figures. Copy-editor has indicated points of insertion in the text. Original figures are submitted separately.

Designer, please use the same style through the book for all graphs.

**Tables:** The typesetter is to re-format tables in a style consistent through each chapter. Copy-editor has indicated points of insertion in the text where appropriate; some long tables and/or appendices are left at the end of a chapter.

**References:** come at the end of each chapter. References have been formatted for the APA system; please indent turnovers (i.e. 2<sup>nd</sup> and 3<sup>rd</sup> lines).

**Format:** Size of book; margins

**Preface:** State convention not to italicize local place, product and plant names.  
Reviewer would like to be mentioned in the acknowledgements.

**Introduction:** Should include a statement that questions for further work appear at the end of each chapter, some directed to undergraduates, some to trainee teachers to enhance the pedagogic usefulness of the book.

**About the authors:** This comes right at the end of the book and presents the biographies.

**ADDENDUM 9.10**  
**TEMPLATE REQUEST FOR PRINTING**

**REQUEST FOR QUOTATION**

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**FROM:**

**TO:**

**DATE:**

**SUBJECT: Request for Quote: Printing of [Title of book]**

---

**Summary of book:**

e.g. We would like a quotation for the design, layout and printing of this book. The book is written mainly in Otjiherero with some English text. Consideration to be given to Otjiherero letters with special marks.

Title: Otuzo twOvaherero

Format: 210 x 140 mm **or** 234 x 155 mm **or** 240 x 170 mm

Extent: **xxx** manuscript pages + 4 cover pages

Text: printed in black throughout

Paper: 90 gsm bond white

Cover: 230 gsm Sulphate/coated Board, 4 process colours, matt aqueous varnish front only

Binding: Thread sewn in sections with soft cover drawn on

Quantity: Please quote for **100, 500 and 750**

Transport: Please quote transport costs.

Delivery to UNAM Press, University of Namibia, 340 Mandume Ndemufayo Avenue,  
Pioneers Park, Windhoek, Namibia

UNAM Press to provide print ready PDF file and cover design file

## **PRINTERS**

### **John Meinert Printing (Pty) Ltd.**

Ulrike Sievers  
Managing Director  
E: [ulrike@johnmeinert.com](mailto:ulrike@johnmeinert.com)  
T: 061 225 411  
F: 061 224 843  
17 David Hosea Meroro Rd  
Snyman Circle  
Windhoek

### **Solitaire Press (Pty) Ltd.**

Nancy Fernandes  
Marketing Manager  
E: [nancy@solitaire.com.na](mailto:nancy@solitaire.com.na)  
T: 061 311 330  
F: 061 225 452  
16 – 20 Brahman Street  
Northern Industrial Area  
Windhoek

### **Typoprint (Pty) Ltd.**

Willi Helmut Peter  
Consultant  
E: [willi.peter@vulkanstamps.com](mailto:willi.peter@vulkanstamps.com)  
T: 061 228 749 / 228 777  
F: 061 221 401  
4 Kepler Street (Marconi Street)  
Southern Industrial Area  
Windhoek

### **CTP Printers**

Zelmarie Snowdon  
Sales Executive  
E: [zelmaries@ctpprinters.co.za](mailto:zelmaries@ctpprinters.co.za)  
T: +27 +21 929 6200  
F: +27 +21 939 5055  
Cape Town

### **Times Offset (Malaysia) Sdn Bhd**

Arlene Gippert  
Senior Sales Manager, International  
E: [arlenegippert@tpg.com.my](mailto:arlenegippert@tpg.com.my)  
T: 27 (0) 21 789 2865  
M: + 27 (0) 83 412 4972  
Offices in Cape Town, Printing done in Malaysia

## ADDENDUM 9.11

### FINANCIAL PROCEDURES 2017 – ROYALTIES

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#### FINANCIAL PROCEDURES – PAYMENT OF ROYALTIES

1. Before UNAM Press publishes a manuscript, an Author Agreement is signed by both the author and the Vice Chancellor of the University. In this legal contract, the University formally undertakes to pay the author 10% of the net annual sales of their books each year (Section 10 of Author Agreement).
2. The Publisher (UNAM Press) keeps records of the sales of the book through the year.
3. The Publisher (UNAM Press) undertakes to report to the author by 31 January each year, on the number of copies of the book sold during the previous calendar year.
4. The author is entitled, on a written request to the Publisher, to examine the books of account as they relate to the sales of his/her book.
5. Payment of royalties must be made within 60 days after reporting.
6. There are three different procedures for **payment of royalties**:
  - 6.1 Payments of royalties to authors who are **UNAM staff members**. These payments go through the UNAM payroll.
    - 6.1.1 Request authors to fill in a fixed term contract and submit a copy of their ID.
    - 6.1.2 Request payment of royalties through Human Resources with memorandum of motivation to be signed by hierarchy following UNAM template for this; submit copy of author agreement and summary of sales.
    - 6.1.3 Request author to fill in claim form for the royalty amount.
  - 6.2 Payments of royalties to authors who are **not staff but who live in Namibia**.
    - 6.2.1 Request the author to fill in a Supplier Registration form to be uploaded onto the finance system. This has to be done only once.
    - 6.2.2 Send a summary of sales to the author with a request for the author to submit an invoice to UNAM (send a simple invoice template with provision for author's banking details).
    - 6.2.3 Payment will be made directly into the author's bank account via EFT (Electronic Fund Transfer).
  - 6.3 Payments of royalties to authors who **live outside Namibia (foreign payment)**. There is a 10% withholding tax on these payments (see the Namibia Tax Reference and Rate Card June 2017).
    - 6.3.1 Send a summary of sales with 10% withholding tax subtracted to the author with a request for the author to submit an invoice to UNAM (send a simple invoice template with provision for author's banking details).
    - 6.3.2 Submit the author's invoice with the summary of sales, copy of author agreement and request for payment to UNAM Foreign creditors.
    - 6.3.3 Foreign creditors send a request for payment to the bank.

Edited by Sophia Nashima, Assistant Bursar, 13 December 2017

## ADDENDUM 9.12

### FINANCIAL PROCEDURES 2017 – VAT

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#### FINANCIAL PROCEDURES – PAYMENT OF VAT

##### **1. Sales to distributors, Van Schaik Campus Book Store and Namibia Book Market:**

1.1 Books are delivered to the distributor with a delivery note listing:

- (a) Recommended Retail Price
- (b) Discount
- (c) Quantity
- (d) VAT
- (e) Net value

1.2 UNAM Press records these books as *on consignment*.

1.3 The Distributor submits a monthly sales reports showing:

- (a) Discounted price
- (b) Quantity sold
- (c) VAT
- (d) Total amount due to UNAM Press

1.4 The Distributor sends a Purchase Order to UNAM Press (with the monthly sales report) indicating their intention to pay for books sold.

1.5 The University Finance Debtors Department issues invoices on this amount.

1.6 The University Finance Creditors Department pays the VAT to the Receiver of Revenue.

1.7 The Distributor pays the invoiced amount by the end of the month in which they receive the invoice.

1.8 Books are recorded as *sold* on the author's royalty records.

##### **2 Sales at the UNAM Press office:**

2.1 Issue a Proforma invoice (see template) showing

- (a) Book Title and number of copies required
- (b) Price excluding VAT
- (c) VAT
- (d) Price including VAT

2.2 Send customer to UNAM cashier. Cashier takes payment and issues a UNAM receipt. Customer brings receipt to UNAM Press to exchange for the book. There are no refunds and the book must be collected the same day.

##### **2 Sales at book launch, book fairs and off campus.**

2.1 Use the same process as above, but issue a Proforma invoice as an invoice, with UNAM Press stamp.

2.2 As soon as possible after event, take cash to UNAM cashier with Proforma invoices to indicate amounts received so that VAT can be paid by Finance.

Discussed with the Bursar December 2017; edited by Sophia Nashima, Assistant Bursar, 13 December 2017; and Priscilla Kangootui 19 March 2018.