

8.4. ACADEMIC MANUSCRIPTS INTO BOOKS

The main objective of this intervention is to support scholars in beneficiary institutions with small grants to be used to convert their manuscripts into books.

A. ELIGIBILITY

For any manuscript to be eligible for support under this intervention;

- i.** It must be tertiary level text;
- ii.** Written by a staff (or a group of staff) of beneficiary institutions;
- iii.** Where contributors are from different institutions, the Lead Author's institution should be the one to forward the manuscript for funding; and
- iv.** Be submitted to, and accepted by, an academic publishing house for the purpose of publishing.

B. THE PROCESS

- i.** Manuscripts accepted by academic publishers should be submitted to the Fund via the beneficiary institution together with
 - a.** Reports of reviewers (editors);
 - b.** Notice of acceptance from the publisher;
 - c.** Publisher's bill on an official invoice addressed to the beneficiary institution;
 - d.** Recommendation note by the beneficiary institution; and
 - e.** Resume(s) of the author(s).
- ii.** After the internal vetting, disbursement would be made to the beneficiary institution in single tranche;
- iii.** Payments to the publishers should be made directly by the beneficiary institution;
- iv.** The published books should be received by the beneficiary institution;
- v.** As part of the retirement of the intervention, the following should be submitted to the Fund;
 - a.** Ten (10) copies of the book;
 - b.** Evidence of legal deposit with National Library; and
 - c.** Evidence of payment to the publishers.
- vi.** The Fund shall be acknowledged as the sponsor of the publication.

NOTE

Beneficiary institutions are expected to optimize the use of the fund bearing in mind the necessity to make high quality print as well as promoting texts in disciplines with shortages and/or expensive texts.