



# Kenyatta University

Division of Research, Innovation and Outreach

*Transforming Higher Education...Enhancing Lives*



## POLICY ON **DEVELOPMENT AND OPERATIONALIZATION** OF SCHOOL RESEARCH JOURNALS

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2017 - 2021



Kenyatta University

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OPERATIONALIZATION  
OF SCHOOL RESEARCH JOURNALS**

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# University Fundamental Statements

## *Vision Statement*

The Vision of Kenyatta University is to be a dynamic, inclusive and competitive centre of excellence in teaching, learning, research and service to humanity.

## *Mission Statement*

The Mission of Kenyatta University is to provide quality education and training, promote scholarship, service, innovation and creativity and inculcate moral values for sustainable individual and societal development.

## *Identity Statement*

Kenyatta University is a community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society.

## *Core Values*

Truth, Creativity, Excellence, Self Reliance, Innovation, Equal Opportunity, Corporate Governance, Institutional Culture, Competitiveness, Academic Freedom and Respect for Diversity

## *Philosophy Statement*

Sensitivity and responsiveness to societal needs and the right of every person to knowledge.

# Table of Contents

University Fundamental Statements.....	i
1. Introduction.....	1
2. Policy Goal.....	2
3. Scope.....	2
4. Custodian of School Journals.....	2
5. Editorial Board.....	3
6. Advisory Board.....	3
7. Number of Journal Issues to be published.....	3
8. ISSN.....	3
9. Kenyatta University Press.....	3
10. Printing Costs.....	3
11. Author Guidelines.....	3
12. Peer Review Process.....	4
13. Monitoring and Evaluation.....	4
14. Review of the Policy.....	4

# 1. Introduction

*Kenyatta University identifies itself as a community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society. Committed to this identity statement and in a bid to enhance quality research and scholarship, the University wishes to streamline the establishment and operationalization of all journals house in different schools in the university.*

Research is about sharing ones findings with others so that they can benefit from the new knowledge that has been discovered. Kenyatta University encourages members of staff to publish their work to:

- i. Share the results of our research with others
- ii. Allow colleagues to criticize our research, therefore potentially giving it validity
- iii. Use it as a basis for future research
- iv. Gain recognition in a particular sphere, or establish ownership of an idea or principle
- v. Attain one's own sense of achievement and satisfaction
- vi. Enhance promotion prospects.

## 2. Policy Goal

The aim of this policy is to support research by regulating the establishment and operationalization of research journals by various schools in the university.

## 3. Scope

This policy applies to all schools and departments in the University.

## 4. Custodian of School Journals

All school journals will be domiciled in the office of the dean of the school.

## 5. Editorial Board

The editorial board shall comprise of members of high academic integrity from both within and outside Kenyatta University. The board shall comprise of an Editor-in-Chief, Associate Editor and five members. At least three members of the Editorial Board shall be non-Kenyatta University members of staff. Gender balance must be observed when constituting the board. Proposed members of the board complete with their CV's will be considered and approved by the University Management before they commence their duties as board members. It is important to include people with a wide but similar range of subject interests. Members of the Editorial Board shall not be paid for their services.

## 6. Advisory Board

Advisory board members can be a huge source of inspiration and advice in the development and operationalization of a journal. Schools shall be required to propose names of members of their journal's advisory board for consideration and approval by University Management. The term of the members of the advisory board shall be graduated to ensure continuity.

## 7. Number of Journal Issues to be published

A school or number of schools shall be allowed to publish a maximum of two journal issues per calendar year.

## 8. ISSN

It shall be the responsibility of the dean of the school to have their journals have an International Standard Serial Number (ISSN) and are indexed to ensure authenticity

## 9. Kenyatta University Press

All journals shall be published by the Kenyatta University Press. Electronic versions of the journal shall also be posted on the university website.

## 10. Printing Costs

The printing cost for the journals shall be catered for by the University through the University research fund subject to approval by University Management and availability of funds. Further, manuscript processing fee paid by authors shall also be used to defray some of the publication costs.

## 11. Author Guidelines

Authors shall be allowed to submit only one manuscript per journal issue. At least half of the papers to be published should be from non-Kenyatta University members of staff and should have a global reach. Members of the advisory board shall not be eligible to publish in the journals where they serve as board members. All school journals must have clear author guidelines which include and are not limited to:

- a. Publication fee and how and where to remit it
- b. Number of manuscripts an author can submit to a journal series
- c. Format Requirements
- d. Guidelines for Standard Sections
  - i. Title
  - ii. Authors and Affiliations
  - iii. Abstract

- iv. Introduction
- v. Materials and Methods
- vi. Results, Discussion, and Conclusions
- vii. Acknowledgments
- viii. References
- ix. Figure Legends
- x. Supporting Information Captions
- xi. Data Reporting Guidelines
- xii. Accession Numbers
- xiii. Striking Images
- xiv. Tables

## 12. Peer Review Process

Peer review is fundamental to the scientific publication process and the dissemination of sound science. Peer reviewers are experts chosen by editors to provide written assessment of the strengths and weaknesses of written research, with the aim of improving the reporting of research and identifying the most appropriate and highest quality material for the journal. Regular reviewers selected for the journal should be required to meet minimum standards (as determined and promulgated by each journal) regarding their background in original research, publication of articles, formal training, and previous critical appraisal of manuscripts. Peer reviewers should be experts in the scientific topic addressed in the articles they review, and should be selected for their objectivity and scientific knowledge. Individuals who do not have such expertise should not be reviewers. Schools shall be required to have a clear peer review process for all manuscripts submitted to the school journal.

## 13. Monitoring and Evaluation

The operationalization and effectiveness of the school journals will be monitored periodically through surveys as well as analysis of the trend and nature of research manuscripts published. The Division for Research, Innovation and Outreach shall undertake the task of Monitoring and Evaluation.

## 14. Review and Policy

This policy is subject to review from time to time to incorporate emerging issues and feedback from monitoring and evaluation.



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