UTAFITI FOUNDATION RESEARCH AND DOCUMENTATION CENTRE

QUALITY, SPEED AND ACCURACY

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UF PUBLISHING GUIDE

House-Style Book Manuscript Editing Guidelines

Style: All texts must be in 1.5 line spacing, including preliminary pages. Text should be fully justified on paper size: A4, with normal margins of 1 inch all round. All fonts should be in Times New Roman with Size=12, unless it requires otherwise for the case of large charts/tables/figures.

Language: British English will be used throughout the manuscript names, terms, and abbreviations in the whole book correctly spelt (British/UK Spelling).

Tables and Figures: Each table should have a caption placed at the top while figures will have captions at the bottom of the figure. The source can be added after the caption (Optional). Numbering of tables should be consecutive from the first to the last chapter using Arabic numerals and the same for figures (e.g., Table 1, 2, 3 and Figure 1, 2, 3 etc.).

References: The APA latest (refer to APA 7th Edition Manual) citation is highly recommended unless another is advised by the editorial board given the academic discipline of the book. All references used in text should be included in the reference section and those not used should be omitted from the list. The reference should include both published and unpublished works. References should be listed alphabetically except in the numbered system of sequential citation.

Back Matter: After the last chapter; an appendix, a glossary, and/or an index can be included besides the Reference list.

UF Book Layout

1. Cover Page (Cover Designed using the UF House-style)
2. Title Page
3. Copyright page
4. Dedication
5. Acknowledgement (optional)
6. Contents (Should include all chapters numbered consecutively throughout the book, use Arabic numerals e.g., Chapter 1, Chapter 2, etc.
7. Abbreviation/acronyms (If the manuscript contains a large number of terms and abbreviations, a list of abbreviations or a glossary is advised.
8. Foreword –usually written by an authority on the subject and serves as a recommendation of the book. The name of the foreword's contributor is given at the end of the foreword.
9. Preface (about the book, why the book, the audience, organization of the book, or the selection of contributors).
10. Body –Introduction (The introduction should appear as the first chapter of the book; Consecutive chapters should be arranged dependent on the book content while maintaining flow. In case the book includes such subjects as historical background, definitions, or methodology – these should appear in second or third chapter as long as it is before the chapters with findings. Note that for thesis-based books, some sections that are included in a thesis may not necessarily be in the book e.g., Research Questions, Objectives, conceptual framework while study significance can be modified to be the relevance of the book at the end of chapter 1.
11. Final chapter – Summary/Conclusions and Recommendations
12. Appendices (Optional)
13. Index. The author(s) MUST provide at least 10 key words per chapter.

Formal Style and Text Formatting

Checking of all professionally edited manuscripts will be checked by the UF senior editor for formal UF style. Utafiti Foundation follows a particular standard with regard to content presentation and academic discipline in which the book belongs.

MAIN DIFERENCES BETWEEN A THESIS & A BOOK

	A typical thesis	A good scholarly book
Form	Often book-like	Book
Length	Often a lower limit, but not always an upper limit	Limited by market forces
Author	Student	Writer (with obligations to readers)
Author purpose	To prove competence and academic credentials	To communicate ideas
Readership	Panel of examiners	Colleagues and anyone else interested in the subject
Readership purpose	To examine student	Learning
Scholarship	Exposition required	Absorbed and built on
Scholarship role	To demonstrate knowledgeability	To frame discourse
Treatment of subject	Often highly technical and very detailed	Avoids unnecessary technical detail
Language	Often obscure, abstract and heavy on jargon	Clear with judicious use of technical terms where needed
Structure	Structured	Organic unity, narrative thread
Narrative flow	Orderly exposition but argument not built; often excessive signposting	Builds argument, linking chapters with subtlety; has pace and momentum
Methodology	Detailed description required	Description only if and when relevant
Referencing	Often far more than strictly necessary	Only what is necessary
Evaluation –before& after	Feedback from supervisor; final assessment by panel of examiners Publisher's commercial assessment, peer-review process and editorial input- after Formal defense.	Publisher's commercial assessment, peer-review process and editorial input. Peer reactions in journals and other external forums

Adapted from (*From Thesis to Book) by* J. Frank Dobie (1980)