

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



REVISED GUIDELINES ON SCHOLARLY PUBLISHING

AUGUST 2023

FOREWORD

Mbeya University of Science and Technology (MUST) has an obligation to contribute to the national social and economic development through provision of training, research, consultancy and other allied services to the community. MUST is recognized as one of the most capable research institutions in Tanzania with relevant skills, requisite research and teaching facilities and the mandate to generate new knowledge through research. Despite its competent human and physical resources, MUST is confronted with a number of challenges including: Access to and availability of funding for its various programmes and effective utilisation of the available human and physical resources to optimize research impact at national and international levels. To address these, the University with the support of the Higher Education Economic Transformation (HEET) Project revised the Guidelines on Scholarly Publishing formulated in 2020 as a rule of thumb that policies and guidelines are revised after every three years. The revision of the Guidelines serves as a blueprint for all research executed by research stakeholders.

The current revision has taken into consideration the changes in the National Research Priorities, MUST Research Agenda, MUST Corporate Strategic Plan, MUST Research Policy and Guidelines and overall University transformation. Through HEET Project support, the major revisions include criteria for scrutinizing scholarly publications and recognized database for MUST publications. The University will continue to be proactive in the process of aligning with national development objectives, direction and processes. By so doing, it is hoped that the University will significantly improve its research landscape and thereby play its role in ensuring that Tanzania keeps pace with the global revolution in knowledge production, exchange and utilization. Furthermore, the University will continue to retain its place as one of the most prestigious research institutions in Africa and an attractive site for research and development that provides enormous opportunities for researchers and innovators in science and technology. Henceforth, MUST will not only be a pace-setter in producing breakthrough

knowledge, but also instrumental in disseminating new knowledge to the consumers/community, and providing training for future researchers.

Prof. Aloys N. Mvuma

Vice Chancellor

Mbeya University of Science and Technology

LIST OF ABBREVIATIONS AND ACRONYMS

ACM	Association for Computing Machinery
AHCI	Arts and Humanities Citation Index
AJOL	African Journals Online
APC	Article Process Charges
CI	Citation Index
CITT	Centre for Innovation and Technology Transfer
CPCI-S	Conference Proceedings Citation Index Science
DOAJ	Directory of Open Access Journals
DOI	Digital Object Identifier
DPSRP	Directorate of Postgraduate Studies, Research, and Publications
DVC-ARC	Deputy Vice Chancellor Academic, Research, and Consultancy
EI	Engineering Index
e-ISSN	Electronic International Standard Serial Number
ESCI	Emerging Sources Citation Index
FTC	Full Technician Certificate
ICU	Internalization and Convocation Unit
IEEE	Institute of Electrical and Electronics Engineering
IF	Impact Factor
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
MIST	Mbeya Institute of Science and Technology
MTC	Mbeya Technical College
MUST	Mbeya University of Science and Technology
OA	Open Access
SCI	Science Citation Index
SCIE	Science Citation Index Expanded
SSCI	Social Sciences Citation Index
TCU	Tanzania Commission for Universities
WIPO	World Intellectual Property Organization

DEFINITION OF KEY TERMS AND CONCEPTS

(a) Credible Journals

Credible journal is a journal assessed based on key factors including: indexing; publishing history, peer-review and impact factor.

(b) Local Journals

A journal is considered local if it publishes only case studies of a limited area of study. Local journals are sometimes called national journals based on the level of circulation and composition of the editorial board.

(c) International Journals

An international journal is a journal that has wider acceptance, indexed in a reputable database and with an international composition of editorial board members.

(d) Peer Reviewed Journals

A Peer reviewed journal is a journal evaluated by one or more scholarly people of similar competence to the producers of the work (peers). It constitutes a form of self-regulation by qualified members of a profession within the relevant field.

(e) Referred Journals

Referred journals are journals from which many references are drawn on related articles published by other journals with outstanding citation indices.

(f) Recognized Journals

A Recognized Journal refers to a journal that is widely acknowledged and respected by international academicians, approving its mission as expected by the international standards.

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CHAPTER ONE

BACKGROUND INFORMATION OF THE UNIVERSITY

1.1 Introduction

The history of Mbeya University of Science and Technology (MUST) dates back to 1986 when Mbeya Technical College (MTC) was established by the Government of Tanzania for the purpose of training full technicians at certificate level (Full Technician Certificate - FTC) under the Russia - Tanzania Training Support. The College existed up to mid-2005 offering programmes in the fields of architecture, electrical engineering, civil engineering and mechanical engineering. In July 2005, MTC was transformed into a multi-disciplinary Mbeya Institute of Science and Technology (MIST) through the National Council for Technical Education (Mbeya Institute of Science and Technology) Establishment Order, 2004.

The transformation was a Government move towards strengthening the College to become a fully-fledged University. Mbeya Institute of Science and Technology registered a number of achievements including restructuring of FTC programmes to ordinary diploma programmes and introduction of bachelor programmes which eventually lead to expansion of students' enrolment. Following these achievements, on 29th March 2012 after being issued with a Provisional Licence by Tanzania Commission for Universities (TCU), the Institute was transformed to a fully-fledged University namely Mbeya University of Science and Technology (MUST). The University was granted the Mbeya University of Science and Technology Charter, 2013 on 20th August 2013.

MUST endeavours to lead in science and technology, become a centre of excellence for academics, research and consultancy and put itself in a position where research results improve livelihoods in the society. Development of professional skills in science, engineering and social sciences related fields goes hand in hand with conducting research and consultancy together with the production of credible publications.

1.2 MUST Vision

The Vision of Mbeya University of Science and Technology is to become the leading centre of excellence for knowledge, skills and applied education in science and technology.

1.3 MUST Mission

The Mission of Mbeya University of Science and Technology is to develop academically, technologically and socially competent students, staff and other stakeholders who will be responsive to the broader needs and challenges of the society specified by:

- (a) Facilitating appropriate tuition, practical training and support according to the needs of students and other customers;
- (b) Encouraging staff commitment to quality education and services including research, consultancy and innovation;
- (c) Fostering lifelong learning, honesty and responsibility;
- (d) Promoting an environment conducive to human development; and
- (e) Promoting effective entrepreneurship and usage of appropriate technology that meet national and international needs and standards through skills and practical oriented training, research and consultancy.

1.4 Situational Analysis

Research plays a crucial role in science, technology and socio-economic development of any society. It leads to the improvement of the quality of people's lives by increasing life expectancy, enhancing agricultural productivity in critical productive sectors of the economy for improved livelihoods and food security. Moreover, it can also lead to development of technologies that would improve people's lives. The contribution of research in development is inevitable. At the institutional level, research can bring about product innovations and improvement, improved performance in product marketing and increased service efficiency and effectiveness. It is apparent that well-targeted and good quality research which addresses

societal challenges is needed to inform policy and decision-making processes for sustainable development.

Currently, MUST academic staff members are involved in research and consultancy activities in various fields. Due to the increasing involvement in research and consultancy among MUST academic staff members, there is a need to disseminate the findings in scholarly journals. Publication is one of the most important aspects for academic development. Promotion from one level to another in the academic hierarchy depends to a large extent on the number and quality of publications. However, not every publication can be suitable for promotion; but scholarly publications are preferred.

Due to increasing publishing houses, emerging research fields and technology, the revised guidelines for scholarly publishing could take care of research results dissemination and consultancy activities in acceptable journals at national and international level, and link scholarly publications and academic promotion.

1.5 Justification for Scholarly Publishing Guidelines

There has been a mushrooming of online and local journals all over the world. Within the country, various institutes, universities and colleges have established their own journals for local authorship. These journals accept manuscripts from neighbouring institutions including MUST. However, the quality of some of these journals is questionable. Some of the editorial boards of emerging institutions' journals comprise of local junior members who lack experience and credibility.

Worldwide, there are numerous online/open access journals which publish papers at a low cost. Many of them have convincing names such as "International," "Universal," "Academic" etc. These names attract some authors to send manuscripts for publication. However, close scrutiny reveals that some of them are of poor quality in terms of editorial boards and content of published articles. In order to ensure that MUST academic staff members publish in scholarly journals that meet international standards, it is inevitable to have guidelines in place.

CHAPTER TWO

INFORMATION ON GUIDELINES FOR SCHOLARLY PUBLISHING

2.1 Introduction

This part presents the Vision, Mission, Goal, Objectives, Philosophy and Scope of the Guidelines on Scholarly Publishing.

2.2 Vision for Scholarly Publishing

To be a University with strong, dynamic, resilient and competitive research outputs both knowledge based and innovation driven.

2.3 Mission for Scholarly Publishing

To develop and publish research findings in credible journals that will increase the outcome and efficiency of research and development (R & D) of academicians, students, researchers and society.

2.4 Goal of Scholarly Publishing

The goal of the scholarly publishing is to enhance sustainable socio-economic development of the University and the country at large through R & D.

2.5 The Objectives of Scholarly Publishing

2.5.1 Main Objective

The main objective of this document is to guide scholarly publications in journals, bulletins, proceedings, book chapters and books.

2.5.2 Specific Objectives of Scholarly Publishing

- (a) Facilitate basic and applied research activities;
- (b) Produce an inclusive and comprehensive guideline for research stakeholders;
- (c) Align the research, development and publication efforts with the National Research Priorities, MUST Research Agenda, and MUST Research Policy and Guidelines;

- (d) Improve the effectiveness of research, development, and publication in the University by setting realistic targets for staff promotion;
- (e) Guide the selection of credible journals for publication;
- (f) Create a platform for shaping the direction of research, development and publication, and therefore enhance its contribution to science, technology, and socio-economic development in the nation; and
- (g) Promote the culture of conducting demand-driven research that address the National Research Priorities among research stakeholders.

2.6 Philosophy of Scholarly Publications

The research philosophy accepts research concepts which are relevant, credible and support actions.

2.7 Scope of Scholarly Publishing

The scope of Guidelines on Scholarly Publishing is to guide academic staff, students and research partners in executing research activities of particular interest and of relevance in line with applicable MUST Policies and Guidelines.

CHAPTER THREE

SCHOLARLY PUBLICATIONS

3.1 Essence

The outputs of quality research are quality scholarly publications in reputable/credible journals with a national or international outlook. With regard to this aspect, these Guidelines provide some insights on different aspects of scholarly publication.

3.2 Credible Journals

Credibility exists only when you make an evaluation of a person, object, or piece of information. Certain qualities exist to help lay the basis for a journal to be considered credible. Credibility has something to do with believability of the journal in terms of content, format, quality and the composition of editorial board. In its simplest form, credibility is the persuasive nature of the medium/journal. Thus, if a journal is believable, it is also considered credible.

There are two key elements that contribute to credibility evaluation, namely: trustworthiness and expertise. Trustworthiness is defined in the terms well-intentioned and unbiased and expertise in the terms of perceived knowledge, skill and experience. In this context, a high level of credibility incorporates both a high level of trustworthiness, rigorous review process and expertise. Hence, a journal cannot be considered credible if it does not entail these concepts.

3.3 Local Versus International Journals

A journal is considered local if it publishes only case studies of a limited area of study. Local journals are sometimes called national journals based on the level of circulation and composition of the editorial board. Even if an article is written by an author from a different country than that of the origin of the journal, it would be recognized as a national journal if it is circulated within the boundaries of origin. On the other hand, if a journal

has contributors specific to a single country but has been subscribed and circulated to different nations with a different composition of the editorial board then it can be termed as an international journal. In this regard, the word ‘international’ has nothing to do with geographical boundaries but with the standing of the specific publication in the international stage in terms of quality, citation counts and inclusion in established international journal databases. In between the local/national and international journals, there may be regional journals where authors from a certain region of the world prefer to publish their work.

3.4 Peer Reviewed Journals

Peer review is the evaluation of work by one or more scholarly people of similar competence to the producers of the work (peers). It constitutes a form of self-regulation by qualified members of a profession within the relevant field. Peer review methods are employed to maintain standards of quality and integrity, improve performance and provide credible publications. In academia, peer review is often used to determine the paper's suitability for publication. Referred materials are publications reviewed by expert readers or reviewers prior to the publication of the material. After reading and evaluating the material, the reviewer informs the publisher if the document should be published or if any changes should be made prior to publication. Referred materials are also referred to as Peer Reviewed.

3.5 Referred Journals

Referred journals are journals from which many references are drawn on related articles published by other journals. As a result, referred journals have outstanding citation indices. This implies that referred journals are credible and recognized by many scholars publishing in that particular field and that is why they are frequently cited by many scholars working in related fields of expertise.

3.6 Recognized Journals

Two main levels of recognized journals are relevant with regard to these Guidelines namely; institutionally/nationally recognized journals and

internationally recognized journals. For the purpose of this document, the two levels will be dealt with in detail with specific recommendations for each level in question. However, for a journal to be recognized whether at institutional or international level it must be acknowledged by international academicians, approving its mission as expected by the international standards. It is an appealing journal which has come up with its integrity as a journal.

3.6.1 Attributes for Credible or Recognized Journals

For a journal to be recognized or to be credible, there are gate-keeping attributes and ranking attributes.

(a) Gate-keeping Attributes

The following are the minimum gate-keeping criteria for a journal to be recognized or credible hence worth publishing by MUST staff:

(i) Composition of the Editorial Boards/Advisory Boards

The editorial boards/advisory boards should be composed of senior academicians and experienced professionals holding key positions in their respective disciplines, preferably with some originating from different institutions and countries. Furthermore, the roles of individual board members in managing the journal should be spelt out. These board members should possess a reputable research and publication profile and must be available (one can trace them and communicate with them).

(ii) Circulation of Journals

The journal should be widely circulated and appear in the list of databases of journal publishers. Further, they should have their contents and abstracts available online.

(iii) Frequency of Publications

The journal should be regularly published and should adhere to publication dates as stipulated in their editorial/publication policies. Regular and timely appearance of the journal is a mandatory; yet, the time should be reasonable.

(iv) Clarity in Reviewing Processes

The journal should be peer reviewed by at least one ‘blind’ reviewer and the manuscript reviewing procedures should be clearly articulated to authors in journal editorial policies. The date of receipt, acceptance and publication of an article should be clearly shown on the front page.

(v) Clarity and Adequacy of Instructions to the Authors

The information to contributors/authors regarding manuscript preparation, submission and the rights to their articles should be adequate and precise.

(vi) Authorship Affiliation

Information on author’s affiliation and contact information of corresponding authors including their e-mail and physical addresses have to be provided to encourage communication.

(vii) Type of Authorship

Journals that publish research in multi-disciplinary areas tend to be richer in insight and wider in relevance.

(viii) Subscription Rate of Journals

The journals that provide subscribers with rates for various geographical areas as well as instructions on policies for acquiring missed volumes and back issues.

(ix) Having an ISSN Number

Journals that have an International Standard Serial Number (ISSN/ISBN). ISSN is for journals and ISBN is for books.

(x) Website Content and Status

A Journal that is available online and its website is regularly updated and provides adequate information to both users and authors.

(b) Ranking attributes

In addition to the minimum gate-keeping attributes outlined above, there are other attributes that are commonly used in ranking of journal

publications especially at an international level. These attributes include the following:

(i) Citation Index

A Citation Index is a kind of bibliographic database, an index of citations between publications, allowing the user to easily establish which later documents cite which earlier documents. This was introduced by the Institute for Scientific Information (ISI) for papers published in academic journals, first as the Science Citation Index (SCI), and later as the Social Sciences Citation Index (SSCI) and the Arts and Humanities Citation Index (AHCI). In citation counts, judgments are made on the basis of the number of times in which an average article in a journal is cited by authors of articles in related journals. To measure the total number of citations of any journal (not just those for ISI-indexed journal), Google scholar [<http://scholar.google.com/>] can be used as a source of such citations for scholarly publications.

(ii) Coverage in International Database

Coverage of a journal in a reputable international database can be regarded as an indicator of international quality. Regular indexing in such a database is certainly likely to increase the visibility and thus the impact of articles published in a journal. The stringent criteria used by ISI for journal selection have already been referred to, and the standing of a journal included in the ISI indexes is itself a form of quality assurance at an international level.

(iii) Impact Factor

The impact factor (IF) of an academic journal is a measure reflecting the average number of citations for recent articles published in the journal. It is frequently used as a proxy for the relative importance of a journal within its field, with journals with higher impact factors deemed to be more important than those with lower ones.

(iv) Publication of Abstracts

Journals should endeavour include multi-lingual journal papers in order to reach readership in other languages. This means that any journal published in any other language other than English should have abstracts in the English language. Exceptions may be to language journals e.g. *Kiswahili Journal* and *Journal of English Language*, etc. which have their levels of specificity.

Generally, these guidelines will be the ones used in the scrutiny. It should be noted however that a journal can lack one or two of the gatekeeping criteria and remain credible and recognized. It is suggested in the Guidelines that in order for a journal to be credible, it has to meet most of the gate keeping criteria. It should also be taken into consideration that most of these criteria apply to book series, bulletins, proceedings and other scholarly publications except some specific criteria which are strictly related to journals and may not apply to books, bulletins and proceedings. These include: Availability in web-based database, impact factor, level of circulation and subscription, submission and clarity of instructions to authors and the review process. Books, bulletins and proceedings may be assessed using such criteria like: possession of ISBN number, peer review, reviewers' publication profile and academic qualifications, publishing organization/institution, qualification and expertise of the author and others of the like.

CHAPTER FOUR

PUBLICATIONS GUIDELINES

4.1 Criteria for Scrutinizing Scholarly Publications

The following are criteria for scrutinizing scholarly publication media.

4.1.1 Criteria for scrutinizing reputable publishers of journals and books

A publisher should be scrutinized using the following criteria:

- (i) Provides a high level of support throughout the publishing process (reviewing, copy editing, designing and printing);
- (ii) Provides full and verifiable address and contact details (i.e., not just a 'web front'). The publisher should have identifiable location including logo, physical address and the publisher's head office;
- (iii) Provides information about author's rights regarding copyright and re-use;
- (iv) The publisher should have a website, which is well designed and written (no grammatical errors and spelling mistakes; no distorted images or images sourced from the Internet). The publisher should provide clear information on the website about its mission. The publisher's website should archive previous publications;
- (v) The publisher should be: A scholarly publisher or academic institution, organization, industry, associations or societies;
- (vi) The publisher should be a member of at least one of the following universal bodies: Committee on Publication Ethics (COPE), Association of University Presses (AUP), International Association of Scientific, Technical and Medical Publishers (STM) and Open Access Scholarly Publishers Association (OASPA);
- (vii) The publisher does not solicit manuscripts through various campaigns. However, the publisher may invite potential authors to contribute book chapters and special issues based on qualifications and professional recognition; and
- (viii) The published materials by the publisher should be indexed by reputable databases.

A reputable publisher should fulfil not less than 70% of the above criteria but must meet criteria number (i) to (v), which is 14% each and the remaining criteria carry 10% each.

4.1.2 Criteria for Scrutinizing Reputable International Journals

An international journal is a scholarly publishing media, which publishes research from international authors. A reputable international journal intended for academic purposes will be scrutinized by using the following criteria:

- (i) *Publishing media:* The journal should be published by publishers meeting the criteria listed in 4.1.1;
- (ii) *Editorial board:* The journal should have a Chief Editor/ Editor-in-Chief/ Academic Editor and an international editorial board as reflected in the names of the editorial board members and their affiliations on their website. At least 25% of members of the editorial board should come from international institutions in different countries. The journal may also include an international advisory board. Editorial board members should be scholars from established universities, the industry or research institutions worldwide with a track record in publishing. The disciplines of editorial board members should correspond to the scope of the journal;
- (iii) *Peer review:* The journal must use a rigorous peer review process for publications which includes: Desk review, content review by experts in the respective field and revisions by the authors as required. The journal must also clearly outline their peer review process on its website and use it for publication purposes;
- (iv) *Indexing:* The journal should be indexed in reputable online databases which index journals publishing peer-reviewed manuscripts. The indexing should be verified from the databases and not on the journal website;
- (v) *Scope:* The journal should have a well-defined scope and publish consistently within its scope;

- (vi) *Regularity*: The journal should publish regularly as defined in its policy (e.g., continuous, monthly, quarterly, biannually or annually);
- (vii) *Identification of publication*: The journal should have an International Standard Serial Number (ISSN) for print or e-ISSN for electronic online publications that can be verified at www.issn.org;
- (viii) *Guidance and permanent information for authors*: The journal should have an up-to-date website with required information that guides authors such as: instruction/guidelines to authors, copyright ownership, publication ethics statement, dissemination, archival, preservation, journal metrics and sharing policy. The journal should have the publisher's identifications including logo, permanent address and location of the publisher's headquarters;
- (ix) *Digital identifications*: The journal should have unique, persistent, and resolvable identifications such as Digital Object Identifier (DOI) assigned by Crossref (formerly styled CrossRef) and any other to its online articles. A DOI for a publication remains constant, even if its platform location or other metadata change;
- (x) *Affiliation and establishment*: The journal should be affiliated with or was established by scholarly academic institution, organization, industry or associations and societies with authoritative source of specialized knowledge of a particular academic field;
- (xi) *Coverage of articles in an issue*: The journal should have at least 33% of the total number of papers published per issue originating from outside the country of publication with exception to journals with expertise limited to Tanzanians;
- (xii) *Open access journal registration*: The journal must adhere to author or publisher's Open Licenses sharing policies such as "Creative Commons" (CC). The journal should be registered in the Open Access (OA) policy databases such as the Directory of Open Access Journals (DOAJ), the African Journal Online (AJOL), etc.;
- (xiii) *Article Processing Charges (APC)*: Articles published in OA journals that require APC shall be considered subject to providing evidence

that the charges were paid after the review process and the journal meets other criteria set in this Guidelines;

- (xiv) Articles be published by journals with an impact factor issued by Thomson and Reuters/Clarivate Analytics, which is updated annually; and
- (xv) *The language of publication:* The journal should be published in English or Kiswahili. Media information that are in foreign languages other than English must be translated into English language and/or shall be reviewed by experts in the foreign languages used.

A reputable international journal should fulfil not less than 70% of the above criteria but must meet criteria (i) to (x), which carry 7% each and the remaining criteria carry 6% each.

4.1.3 Criteria for Scrutinizing Reputable Local Journals

Local journal is a scholarly publishing media, which publishes research results with at least 70% of the authors originating from within the country of the journal. A local journal will be scrutinized by using the following criteria:

- (i) The journal should be published by publishers meeting the criteria listed in 4.1.1;
- (ii) The journal should have an ISSN or e-ISSN that can be verified at www.issn.org;
- (iii) The journal should have a Chief Editor/ Editor-in-Chief/Academic Editor and an editorial board. The journal's editorial board members should be scholars with a track record in publishing;
- (iv) The journal should have an up-to-date website displaying instruction/ guidelines to author and review policy;
- (v) The journal should adhere to frequency of publication as stipulated in its policy;
- (vi) The journal should have a well-defined scope and publish consistently within its scope;

- (vii) The journal should publish articles reviewed in a rigorous process, which includes desk review, content review by experts in the respective field and revisions by the authors as required;
- (viii) The journal articles published should be retrievable;
- (ix) Published articles should contain the Digital Object Identifier (DOI);
- (x) The media should publish articles in English or Kiswahili. Media information that are in foreign languages other than English must be translated into English language and/or shall be reviewed by experts in the foreign languages used;
- (xi) For OA, the journal must adhere to author or publisher's Open Licenses sharing policies such as "Creative Commons" (CC). The journal should be registered in OA policy database such as SHERPA/RoMEO; www.sherpa.ac.uk/romeo. The journal must be registered in an OA publisher directory such as DOAJ; and
- (xii) Articles published in OA journals that require APC shall be considered subject to providing evidence that the charges were paid after the review process and the journal meets other criteria set in this policy.

A local journal should fulfil not less than 70% of the above criteria, but must meet criteria number (i) to (vii), which carry 10% each and the remaining criteria carry 6% each. The above criteria will be used for evaluation of MUST journals. The evaluation will be conducted biennially (every two years).

4.1.4 Criteria for Assessing Conference Proceedings

A conference proceeding will be scrutinized using the following criteria:

- (i) The conference proceedings should contain refereed papers presented in an academic or professional conference;
- (ii) Books and Conference proceedings should be published and possess an ISBN;

- (iii) Conference proceedings should have important information such as the title and theme of the conference, contacts of the host organization, physical location and dates; and
- (iv) Conference proceedings that cannot be retrieved online are recommended subject to providing evidence of the published material in the MUST repository.

A conference proceeding must meet all the above criteria.

4.1.5 Criteria for Identifying Predatory Publishers and Journals

The journal shall be treated as predatory if it possesses the following attributes:

- (i) The title of the journal attracts articles from a wide range of unrelated fields to the scope of the journal;
- (ii) The journal lacks a Chief Editor/ Editor-in-Chief/Academic Editor and editorial board members;
- (iii) The journal solicits manuscripts through various campaigns and does not take into consideration the qualifications and professional recognition of the authors;
- (iv) The journal offers conspicuously low article processing charges (APC) to encourage authors to send their manuscripts;
- (v) The journal presents false information on the journal website such as claiming to be indexed by reputable indexing websites such as SCOPUS, Web of Science, fake editorial board (Editorial board membership information may be incorrect, people may be listed there without their knowledge), fake qualifications, duplicate titles and other journal information to attract authors. Journals might not be indexed in scholarly literature databases. The journal might refer to non-standard impact factors. Journals should have an impact factor issued by Thomson and Reuters/Clarivate Analytics, which is updated annually;
- (vi) The journal lacks and/or contains false information about the peer review process;

- (vii) The journal promises authors to publish their manuscript through fast tracking means;
- (viii) The journal lacks clear information about copyright ownership;
- (ix) The journal uses contact email addresses, which are non-professional and non-journal affiliated (e.g., @gmail.com or @yahoo.com);
- (x) Journal website contains repeated grammatical and spelling errors;
- (xi) The journal home page has distorted or fuzzy images; and
- (xii) The journal lacks information on archive of published materials.

A publisher or journal possessing attributes number (i) to (ix) will be considered as a predatory. The remaining attributes will not be used to qualify a journal or publisher as predatory on their own unless used together with the compulsory attributes.

4.1.6 Criteria for Scrutinizing Patents

All inventions which need patenting will be examined using the following criteria:

- (i) The responsibility for patent processing will be under the Center for Innovation and Technology Transfer (CITT). CITT will be responsible for processing patents for innovations incubated at the University and keeping a list of the patents.
- (ii) The procedures used for patent processing will be those that are universally stipulated by the relevant organs such as the World Intellectual Property Organization (WIPO) and other regional and national authorities.

4.1.7 Criteria for Scrutinizing Indexing Websites and Databases

The indexing database should possess the following attributes:

- (i) The database should enhance the visibility and retrievability of scholarly indexed content;
- (ii) The database should index journals which are reputable as stipulated in this Guidelines;
- (iii) The database should provide indexer information about quality assurance of the indexed materials; and

- (iv) The database should not approach potential publishers of journals, books, book series, conference proceedings and patents requesting to index them in their website.

A database must meet all the above criteria.

4.2. Recognized database for MUST publications

MUST shall recommend and recognize publications which are published in the journals which are indexed in the following databases:

- (i) Web of Science (Emerging Sources Citation Index (ESCI), Science Citation Index (SCI), Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SSCI), Arts and Humanities Citation Index (AHCI);
- (ii) Engineering Index (EI), Conference Proceedings Citation Index Science (CPCI-S);
- (iii) Scopus;
- (iv) Directory of Open Access Journals (DOAJ);
- (v) Institute of Electrical and Electronics Engineering (IEEE);
- (vi) Association for Computing Machinery (ACM);
- (vii) PubMed;
- (viii) Medline; and
- (ix) Science Direct.

The list above is not exhaustive, thus publications which appear in any indexed databases shall also be considered.

4.3. Rewards for Publications and Patented Work

MUST shall reward academic staff who publish scholarly work and register patents. MUST shall:

- (i) Set aside funds for rewarding researchers and patent holders annually;
- (ii) Award monetary gifts and prizes for individuals who have excelled in publications during the research and innovation week annually in order to foster publications;

- (iii) Award of funds and certificate to individuals who publish a scholarly book of more than 150 to 200 pages with a reputable international publisher as per this guideline;
- (iv) An author contributing a book chapter in a book published by a reputable international publisher will be awarded funds and a certificate per published chapter. Book editors will not be awarded for their editorial task but rather as authors of the book or chapters; and
- (v) Authors who publish in a Science Citation Index Expanded (SCIE) journals will be awarded per published article.

All materials intended for awards must be vetted by DPSRP to determine conformity to the guidelines.

CHAPTER FIVE
GUIDELINES ON SCHOLARLY PUBLISHING REVIEW AND
AMMENDMENTS

The MUST Guidelines on Scholarly Publishing has defined a range of relevant criteria for scrutinizing publishing media. However, these criteria may not be exhaustive and an end in itself since publishing media are increasing. Therefore, this document should be reviewed after three years of being under operation or as deemed necessary.

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APPROVAL

At its 38th Meeting held on 16th day of August 2023, the Mbeya University of Science and Technology Senate RECEIVED, DISCUSSED and APPROVED the Scholarly Publishing Guidelines.

Prof. Aloys N. Mvuma

CHAIRPERSON

Adv. Lugano Mwakilasa

SECRETARY