



ETHIOPIAN ACADEMY PRESS POLICY

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1. Introduction

The Ethiopian Academy Press (EAP) is the publishing arm of the Ethiopian Academy of Sciences (EAS). EAS established EAP to advance its mission of becoming a hub of scientific and intellectual activities in Ethiopia. To this effect, EAP receives, solicits and publishes manuscripts by authors, compilers, and editors. EAP also initiates in-house book projects that accord with the EAS vision, mission and annual activities. It publishes scholarly works that help popularize scientific knowledge and literature related to Ethiopian culture and history.

2. PURPOSE OF THE POLICY

This policy regulates EAP's engagements, defines its vision, mission, function, structure, accountability, publishing strategy and procedures.

3. POLICY STATEMENT

3.1 Mandate

EAS is mandated to support and promote the advancement of the sciences and the dissemination of knowledge. EAP takes up its mandate from the Academy.

3.2 Vision

EAP envisions being a center of excellence for scholarly publishing and the dissemination of knowledge.

3.3 Mission

The mission of EAP is to inculcate a culture of science through providing publishing opportunities for innovative authors and researchers and to fill gaps in scholarly publishing in Ethiopia.

3.4 Objectives

EAP strives to achieve the following objectives:

- to popularize science in Ethiopia through accessible publications and language; and
- to produce and disseminate high quality publications to advance the frontiers of knowledge.

4. FUNCTIONS AND RESPONSIBILITIES OF THE PRESS

EAP shall:

- 4.1 serve as the publishing outlet of the Academy;
- 4.2 manage and boost the revolving fund of the Press by devising different revenue-generating mechanisms;
- 4.3 manage the refereeing and editorial refinement of publishable manuscripts, and the production and distribution of books and other research outputs published by the Press;
- 4.4 devise standard editorial and review policies, guidelines and procedures.
- 4.5 exploit opportunities for publishing works both within and outside the country;
- 4.6 forge publication-related partnerships with domestic and international publishers, other academies, higher education establishments, research institutions, and learned societies;
- 4.7 assist authors to develop their manuscripts for publication;
- 4.8 develop an effective marketing strategy and build up the required resource base for the efficient distribution of its publications;
- 4.9 develop a periodically-updated business plan to make the Press financially self-sufficient and sustainable;
- 4.10 undertake publicity and promotional works to enhance the visibility, distribution and demand of its publications;
- 4.11 devise multiple media formats for publication and dissemination (i.e., online and print);
- 4.12 devise and implement different strategies for sourcing a variety of manuscripts (e.g., soliciting, commissioning, co-publishing, translation, securing reprint rights, etc.);
- 4.13 perform such other tasks relevant to its objectives as may, from time to time, be assigned to it by the EAS Management Board

5. SCOPE OF PUBLICATIONS

- 5.1 EAP's outputs covers a wide range of publications such as the following: books opening new frontiers of scientific knowledge and popularizing science; original research works; important autobiographies and biographies; dictionaries and glossaries; reprint of rare books; literary criticism; history books; general knowledge books; political or philosophical treatises; folklore collections; and other educational, research, policy-oriented publications that are rarely produced by local commercial publishers.
- 5.2 EAP does not publish: artistic creations, i.e., imaginative works such as fictions, poems or plays; textbooks; newsletters or magazines, other than EAP marketing materials.
- 5.3 EAP considers manuscripts in English, in Amharic and other indigenous languages, including translations.
- 5.4 Only those publications that have been approved and published by the EAP Editorial Board may carry the name 'EAP'.

6. REVENUE GENERATION AND PUBLISHING STRATEGIES

- 6.1 EAP shall operate within the framework of a clear business plan that is driven by principles of cost recovery, efficiency, financial self-sufficiency and sustainability, and that is implemented through annual work and budget plans.
- 6.2 EAP is financed by a revolving fund that is regularly replenished through revenues generated by sale of its publications and sale of reprint and translation rights, grants received from partners, and fund-raising activities. All income earned by the Press shall be devoted to sustaining the Press.
- 6.3 EAP's business model accommodates flexible contractual arrangements with authors, which includes payment of royalty based on net revenue earned from sold works, buying out suitable manuscripts with full copyrights transferred to EAP, retaining and/or sale of reprint or translation rights by EAP, retaining right for sale of external distribution rights, retaining rights to reproduce the material in other formats, including digital, and other reproduction rights such as publishing excerpts, etc.
- 6.4 To ensure transparency, accountability, and financial viability, EAP financial transactions, including income and expenditure, shall be recorded in a separate book of accounts that facilitates audits.

- 6.5 EAP shall diversify its sources of publishable manuscripts by devising mechanisms for securing high value unsolicited materials, solicited manuscripts, collaborative book projects, commissioned books, and reprocessing EAS research outputs.
- 6.6 All manuscripts submitted for publication by EAP shall pass through preliminary in-house review to gauge potential for publication, be positively rated through rigorous and double-blind peer review by at least two experts in the field, approved by the editorial board for publication and edited to the highest standards before finally being published.

7. GOVERNANCE

The Press is a semi-autonomous body within the Academy. EAP shall have a Press Board called Editorial and Advisory Board (EAB), and depending on its financial capacity, a Press Director and other officers and staff assigned with management, editorial, and marketing responsibilities. The activities of the EAP shall be guided and governed by the guidelines and policies set by the EAS Board.

7.1 EAP Editorial and Advisory Board

EAP's editorial functions and growth plans shall be led by an Editorial and Advisory Board (EAB) set up by the EAS Board.

- 7.1.1 The Press Board consists of scholars with editorial experience elected from the constituent Fellows of each EAS Working Group, and ex officio members that include a Deputy Executive Director of the EAS, a Press Director and the Editor-in-Chief.
- 7.1.2 The Elected Board members shall serve for a term of two years renewable only for a second consecutive term.
- 7.1.3 The Elected Fellows of the Press Board shall elect their own Chairperson. The Editor-in-Chief shall serve as the Board's Secretary.
- 7.1.4 EAB meetings shall be held quarterly except for extraordinary meetings.
- 7.1.5 The EAB can set guidelines and procedures for the conduct of its editorial functions, including meetings.

7.2 Responsibilities of the Press Board

The EAB shall be responsible for: setting guidelines for preliminary screening and pre-publication reviewing of manuscripts; assigning reviewers and making decisions based on reviewer feedback; reviewing and recommending the EAP growth strategies and business plan.

7.3 Responsibilities of Other Officers of the Press

7.3.1 Deputy Executive Director

The EAS Deputy Executive Director shall be an ex-officio member of the Editorial and Advisory Board and responsible for linking the Board with the operational team. He/she shall be responsible for linking the Board with the Press's operational team and providing overall oversight. If there is no Press Director, the Deputy Executive Director shall assume the responsibility of managing the Press's activities.

7.3.2 Press Director

If and when the Academy's resources allow, the EAP shall have a Press Director, who shall serve as a strategic leader of the Press, and, in consultation with EAB, formulate the vision and scope for the Press's operations. She/he leads the day-to-day operational processes, including negotiation with authors, copyright administration, rights sales, editorial processing, publication production, promotion and distribution, and business and growth plan development. The Press Director reports to the Deputy Executive Director.

7.3.3 Editor-in-Chief

Reporting to the Press Director, the Editor-in-Chief is responsible for leading the day-to-day editorial and publication activities of the Press and initiating the expansion of the range and scope of its publications, including sourcing of new manuscripts while ensuring the publication niche of the Press. He she will also undertake other related activities assigned by the EAB and/or the Press Director.

7.3.4 Editorial Team

The Press may have an editorial team that consists of other outsourced and/or regular employees of EAS depending on the resources available. These include Manuscript Editor/s, responsible for soliciting, substantive and copyediting, acquire and edit publishable works, seeing them through to publication.

Another member of the Editorial Team is the Marketing Officer who shall be responsible for the marketing strategy of publications, including coordinating promotional activities, sales and distribution activities, identifying sales/distribution outlets, negotiating sales commissions, collecting sales revenues, handling royalties, etc.

8. COPYRIGHTS

The EAP shall, in principle, retain copyrights in works originally by published by it unless it is negotiated otherwise in publishing agreements. All copyrights-related EAP agreements have to be made in writing, following the copyrights laws of the country and international best practices.

9. COMPLIMENTARY COPIES AND DISCOUNTS

Free copies and discounts of the published works shall be handled by the Press as follows:

- 9.1 Upon publication of the work, the Author shall be entitled to ten complimentary copies of the first imprint of the published work. In addition, the Author can buy up to 10 copies (at 30% discount price) for personal use, but not for resale.
- 9.2 Members of the Editorial and Advisory Board, Reviewers, and the Editorial Team, are entitled to one free copy of each published work.
- 9.3 The Executive Director and members of the EAS Board are each entitled to one complimentary copy of each published work.
- 9.4 Authors (multiple or sole), editors, EAS Fellows, Associate Fellows and EAS staff are entitled to buy one copy of EAP publication at a 30% discount price for personal use.
- 9.5 Up to five copies of each EAS publication can be set aside to be given piecemeal to very important dignitaries visiting EAS at the discretion of the EAS Executive Director.
- 9.6 The Press shall keep a regularly updated record of complimentary copies and copies sold at discount rate as indicated above, audited and reported as appropriate. The Press shall devise requisition and reporting forms to keep track of discount and complimentary copies distributed as indicated above.

10. ROYALTIES

EAP will pay royalties to authors ranging from 10% to 12% based on contractual arrangements.

11. PRICING

- 11.1 EAP shall set book prices based on the principles of cost recovery and sustenance and perpetuation of the publishing services of the EAP.
- 11.2 EAP sets the prices of its publications by taking into account book origination costs (i.e. reviewing, editing, typesetting, cover and book design, management, proof-reading, and all other once-off costs that are linked to developing a book), printing costs, royalties, postage, distributor commissions, and the likes.
- 11.3 For audit purposes, computation of revenue generated from EAP output sales shall consider salaries of Press staff on a pro-rata basis, fairly distributed across annual sales and manuscripts under processing.

This policy has been issued by the EAS Board on this day of November 5, 2019.