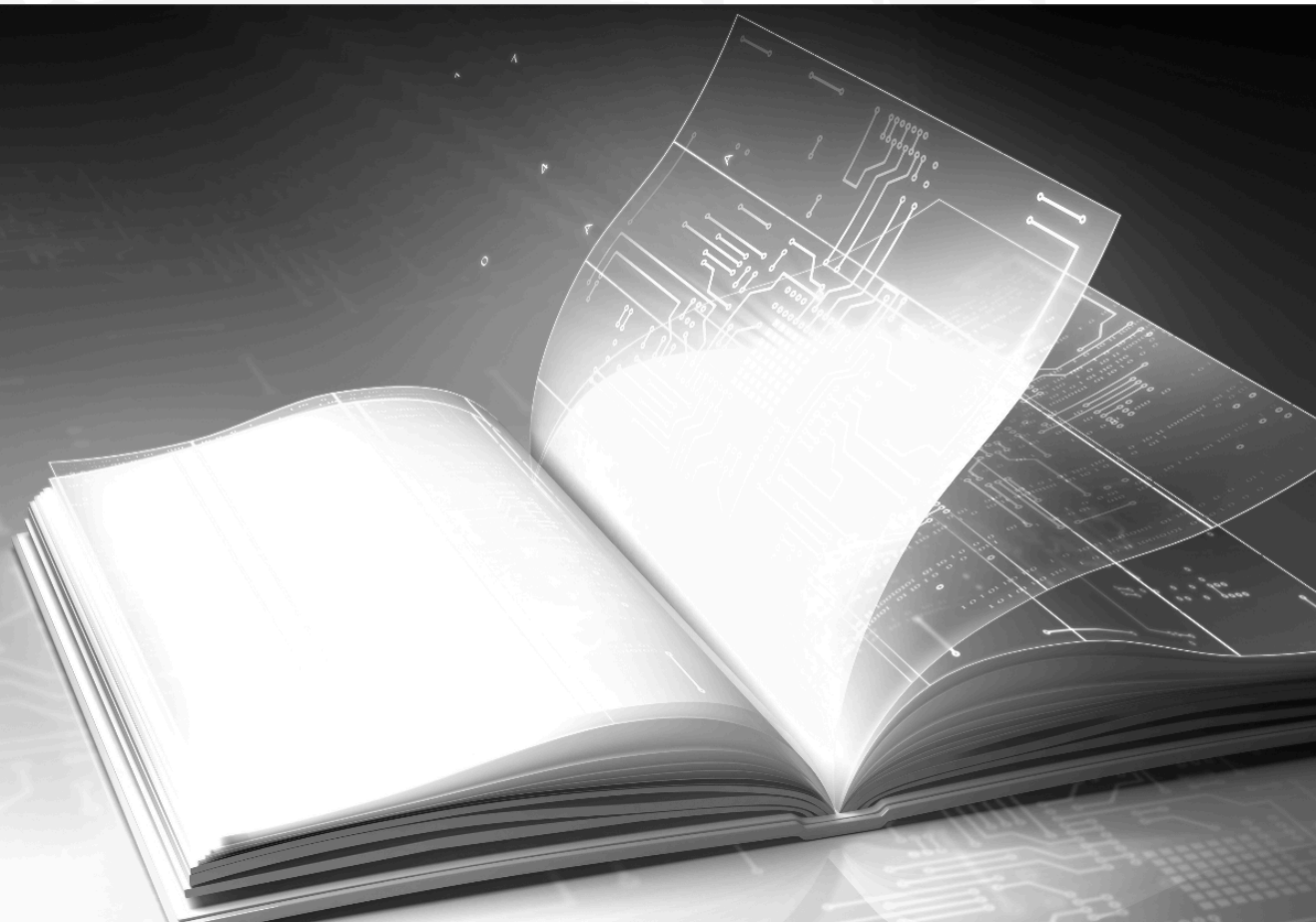


BOOKHUB AUTHOR SUBMISSION GUIDELINES



BookHub Author Submission Guidelines

1. Purpose

BookHub, established as part of the Academic Publishing Centre (APC) Framework, provides Nigerian scholars with a collaborative, open-access publishing platform. These guidelines ensure quality, consistency, and compliance with both TETFund's house style and international publishing standards.

2. Scope

These guidelines apply to all authors submitting manuscripts to any APC in Nigeria through the BookHub platform. Submissions must align with the Diamond Open Access (OA) model, ensuring no fees for authors or readers.

3. Author Responsibilities

- **Originality & Integrity:** Submit only original work, free from plagiarism, fabrication, or infringement. All manuscripts will be screened via Turnitin or EagleScan under the TERAS system.
- **Ethical Use of AI:** Authors may use BookHub's AI tools to assist writing/editing but must not replace authorial responsibility. Any AI-generated content should be transparently acknowledged.
- **Collaboration:** Authors must engage with editors, reviewers, and librarians through BookHub's collaborative workflow.
- **Permissions:** Authors must secure rights to third-party material (figures, maps, photos).
- **Licensing:** All works are published under a Creative Commons license (CC BY, unless otherwise stated).

4. Submission Standards

4.1 Manuscript Preparation

- **Language:** English is the default. Manuscripts in indigenous languages are encouraged with accompanying abstracts in English.
- **Formatting:** Double-spaced, 12-point Times New Roman or BookHub template. Word limit: 60,000–120,000 words. Include a structured abstract (250–300 words).
- **House Style:** Follow TETFund house style for spelling (-ize endings preferred), punctuation, capitalization, numbers, units, and referencing.
- **References:** Use APA, Chicago, or discipline-relevant style consistently.

4.2 Structural Elements

Each submission must include:

1. Title page with author details, ORCID ID, and institutional affiliation.
2. Abstract and keywords.
3. Main text divided into chapters with numbered headings.
4. Tables, figures, and illustrations
5. References and bibliography.
6. Author bios (100–150 words each).

5. Review & Editorial Process

- Initial Screening: APC editorial staff check compliance.
- Peer Review: Managed through the BookHub Reviewing Board (BRB).
- Revisions: Authors must respond to reviewer feedback in BookHub.
- Final Approval: Only manuscripts meeting standards proceed to publication.

6. Technical & Metadata Requirements

- Metadata (title, abstract, keywords, author info, license) must be entered into BookHub.
- Persistent Identifiers: All books will receive ARKs (via WACREN PIDsLink) and DOIs (via Eko-Konnect).
- Deposit: Final versions will be archived in institutional and national repositories (via RUMBU and TERAS).

7. Publication & Dissemination

- Formats: Books will be published in web, EPUB, and print-on-demand (POD) formats.
- Discoverability: Indexed in DOAB and promoted through the Open Book Collective (OBC).
- Author Copies: Complimentary print copies provided in line with APC policy.

8. Compliance & Enforcement

- Submissions not following these guidelines will be returned for correction.
- Repeated breaches of ethical standards may result in blacklisting from APC publishing.

Author Submission Checklist

- ☐ Original work, free of plagiarism
- ☐ Compliance with TETFund house style
- ☐ Abstract and keywords included
- ☐ References formatted consistently
- ☐ Permissions obtained for third-party materials
- ☐ ORCID ID provided
- ☐ Creative Commons license acknowledged