



# UNIVERSITY OF DAR ES SALAAM

OFFICE OF THE DEPUTY VICE CHANCELLOR -  
RESEARCH



## SCHOLARLY PUBLICATION AND DISSEMINATION POLICY AND GUIDELINES

2021  
[Revised Edition 2023]

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# **SCHOLARLY PUBLICATION AND DISSEMINATION POLICY AND GUIDELINES 2021**

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## **Abbreviations and acronyms**

AJOL	African Journals Online
APC	Article Publishing Charge
Apc	Article processing charge
CC	Creative Commons
COPE	Committee on Publication Ethics
DHET	Higher Education and Training
DOAJ	Directory of Open Access Journals
DOIs	Digital Object Identifiers
DRP	Director of Research and Publication
DUCE	Dar es Salaam University College of Education
DUP	Dar es Salaam University Press
DVC	Deputy Vice Chancellor
e-ISSN	electronic- International Standard Serial Number
ICT	Information and Communication Technology
IP	Intellectual Property
IPM	Intellectual Property Management
IR	Institutional Repositories
ISO	International Organization for Standardization
ISSN	International Standard Serial Number
NM-AIST	Nelson Mandela African Institution of Science and Technology
OA	Open Access
OAP	Open Access Policy
OASPA	Open Access Scholarly Publishers Association
OpenDOAR	Directory of Open Access Repositories

ORCID	Open Researcher and Contributor ID
OUP	Oxford University Press
PAC	Publication Assessment Committee
RIMS	Research Management Information System
RIP	Research and Innovation Policy
ROAR	Registry of Open Access Repositories
SRKEC	Research and Knowledge Exchange Committee
SUA	Sokoine University of Agriculture
TCU	Tanzania Commission for Universities
ToR	Terms of Reference
TZS	Tanzanian shillings
UCT	University of Cape Town
UDSM	University of Dar es Salaam

# 1. INTRODUCTION

## 1.1 Background

The University of Dar es Salaam (UDSM) is the oldest and one of the premier higher learning institutions in Tanzania. UDSM started in 1961 as an Affiliate College of the University of London, and later in 1963, it became a Constituent College of the University of East Africa. UDSM was formerly established in August 1970 as a National University through the University of Dar es Salaam Act Number 12 of 1970. The Universities Act No. 7, of 2005 established the Tanzania Commission for Universities (TCU) and the Act allowed establishments of other universities. Therefore, the Universities Act No. 7, of 2005 repealed the Act No. 12 of 1970 and all the enabling legal instruments of the constituent colleges; and subsequently UDSM was granted a charter “the University of Dar es Salaam, Charter 2007“, according to section 25(2) of the Universities Act, 2005.

The University was established with three main objectives namely; to transmit knowledge as a basis of action from one generation to another; to act as a centre for advancing frontiers of knowledge through scientific research; and to meet the high-level human resource needs of the Tanzanian society. The Mission of UDSM is to advance the economic, social and technological development of Tanzania and beyond through excellent teaching and learning, research and knowledge exchange. The Vision of UDSM 2061 is to become a leading centre of intellectual wealth for spearheading the quest for sustainable and inclusive industrial development of Tanzania. Through its vision, the University aspires to become a research University by conducting interdisciplinary, multi/transdisciplinary high-quality research and internationally recognised innovative outputs and publications. To become a research university, UDSM need a robust and clear policy on scholarly publications aligned with the UDSM Charter 2007 that calls for promotion of research for economic, political, social, cultural, scientific and technological development.



Scholarly publication relates to dissemination of knowledge created through various academic studies that are aimed to serve as instruments of improving peoples' living standards by stimulating growth and increased productivity in critical production sectors. In order to ensure high-quality scholarly publications, the process of knowledge creation through research, archiving, preservation, dissemination, and research output evaluation needs a robust mechanism of quality control. This is mainly due to current advancements in Information and Communication Technology (ICT), which have resulted into proliferation of online tools that can be used by researchers to disseminate their intellectual outputs. These tools include both institutional and personal websites, blogs, wikis, institutional repositories, and academic social networks. It is under this ground that institutional guidelines on selecting media for publication and assessment of scholarly work are paramount for UDSM to realize her Vision and earn international recognition of the research outputs. The institutional guidelines also respond positively to the prevailing government agenda on research, innovation and social-economic development as stipulated in the National Research and Development Policy (2010).

Performance of individual researchers in scholarly publications in the country is rewarded through promotion of the respective staff to higher academic ranks. Under the current scheme of service for academic and research staff, individuals are required to acquire certain points from publications, among other requirements, in order to qualify for promotion to higher academic ranks. Therefore, the current scheme of service intertwines academic promotions and scholarly publications. Academic promotions at UDSM are governed by the UDSM 2022 Guidelines for the Assessment of Academic Staff Performance, which is aligned with the Harmonized Scheme of Service for Academic Staff in Public Universities and Constituent Colleges (2015). Other documents that are used to guide processes of scholarly publication and promotion of academic staff at UDSM include; the Research Policy and Operational Procedures (2015); the Research Ethics Policy (2008) and the

Handbook for Standards and Guidelines for University Education in Tanzania (Tanzania Commission for Universities, TCU, 2019).

The link between scholarly publication and academic promotion is not clearly guided by the existing policies. As a result, there have been some challenges in assessing qualities of scholarly work for the staff. In addition, uncontrolled online publishing media services have taken advantage of making scholarly publication and dissemination a compromised business. Consequently, the cadre of academic staff is increasingly becoming a victim of predatory publishers. For instance, the existence of a publisher that owns 53 journals all of which share the same editorial board. Such publishers usually fast track review processes by spending a very short period to review submitted manuscripts, for example, less than one month, which tends to compromise the qualities of published articles.

The UDSM Senate at its 331<sup>st</sup> meeting of 4<sup>th</sup> May 2017 had concerns on this practice and therefore made a decision against fast tracked journal articles which are not recognized for staff promotion. Moreover, the University Publication Committee (UPC) currently uses guidelines on vetting of scholarly publication media but without a clear established policy. These are critical issues to all academic staff, and hence they need a comprehensive and stand-alone policy that address challenges of publishing high-quality scholarly work for the reputation of the University, researchers and the country at large. All these are important matters that need to be addressed at UDSM in order to improve excellence in scholarly publication and dissemination. In addition, other related issues include: Open Access (OA) and Institutional Repository (IR); research environment; publishing culture and competencies and staff incentives for publications. It is in this context that, the Deputy Vice Chancellor (DVC) – Research formed a team with the main task of reviewing all the previous initiatives and existing draft policy documents in order to produce a Scholarly Publication and Dissemination Policy and Guidelines.

## **1.2 The rationale for the policy**

The purpose of this policy document and its guidelines is to ensure that UDSM researchers produce high quality scholarly publications that are recognized not just for promotion but also for UDSM visibility and societal development. The policy and guidelines will govern the production and dissemination of publications in line with UDSM Vision 2061 as well as the national agenda on research and innovation.

## **2. OBJECTIVES**

### **2.1 Main objective**

The main objective of the UDSM scholarly Publication and Dissemination Policy and Guidelines is to promote and support generation of high quality intellectual outputs that meet standards and realization of the UDSM Vision 2061. The policy aims to assist UDSM and academic staff in making decisions and guide on issues related to publication of scholarly work and dissemination of research information.

### **2.2 Specific objectives**

The specific objectives of the policy and guidelines are to:

- a) provide guidelines on publishing and self-archiving of scholarly materials that are valuable in teaching, learning and research;
- b) guide academics in their preparation for publishing in peer reviewed journals and the requirements to share and disseminate self-archived research information through UDSM Research Repository and Research Projects Registration System;
- c) establish specific guidelines to be used by the UPC to assess and scrutinize publication media of published material submitted for promotion;

- d) guide academics on matters related to Open Access and Institutional Repository for scholarly publications by UDSM researchers and academic units; and
- e) create favorable environment for improving research and publications output at UDSM.

### **3. SCOPE**

This policy sets the roles, responsibilities and requirements for promoting publishing at UDSM through the following:

- a) Vetting of scholarly publication and media;
- b) Sharing and dissemination of research resources (Open Access and Institutional Repository) and enhancing marketing of publications;
- c) Creating conducive research environment;
- d) Enhancing research culture and competencies; and
- e) Rewarding research performance.

### **4. METHODOLOGY**

This policy document was prepared by using data and information collected through review of documents, interviews and a mini review through a questionnaire. The data obtained were analysed to generate information for the policy.

#### **4.1 Review of documents**

Several documents were reviewed that enabled the team to determine the scope of scholarly publication issues, which UDSM should consider as part of the policy. Therefore, the team perused both national and international documents to achieve the goals of establishing the Scholarly Publication

and Dissemination Policy and Guidelines. The following documents were reviewed:

- a) Senate Decisions on Publications Recommendations and Resolutions of the UPC;
- b) The University of Dar es Salaam Charter and Rules (2007);
- c) The National Research and Development Policy (2010);
- d) Statistics of vetted publications for staff promotion (2020);
- e) UDSM report on Evaluation of Journals (2020);
- f) UDSM Vision 2061 (2012);
- g) Office of the Deputy Vice Chancellor - Research Revised Organisation Structure (2015);
- h) Draft Institutional Repository Policy and Guidelines (developed by Dr. Wilbert Chagula University Library);
- i) The draft Guidelines for Scholarly publishing of Dar es Salaam University College of Education (DUCE);
- j) Report on the UDSM Repository Policy Workshop (2017);
- k) UDSM Draft Policy and guidelines on Scholarly Publication and Dissemination;
- l) Harmonized Scheme of Service for Academic Staff Performance (2015);
- m) UDSM Research Policy and Operation Procedures (2015);
- n) Revised University Research Week – Concept Note (2018);
- o) Sokoine University of Agriculture (SUA) - Research Policy, Focus Areas, Guidelines and Regulations (2010);
- p) The Nelson Mandela African Institution of Science and Technology (NM-AIST) Research and Innovation Policy (RIP) (2013);

- q) University of Cape Town (UCT) Open Access Policy (2016);
- r) University of Oxford Open Access Publications Policy (2018); and
- s) Handbook for Standards and Guidelines for University Education in Tanzania (Tanzania Commission for Universities, TCU, 2019).

## **4.2 Interviews**

The Team interviewed seventeen academic leaders at various organs of the UDSM and the top UDSM Management. The interviewed personnel included the VC, DVC Administration, DVC Academic, DVC Research, the Chief Corporate Counsel & Secretary to Council, Principals of Colleges, Deans of Schools, Directors of Institutes and UDASA Chairperson. We also held consultative meeting with VC, DVC Administration, DVC Academic and DVC Research.

## **4.3 A mini survey**

A questionnaire was formulated to collect information pertaining the understanding of the current practices and key issues on publishing at UDSM. The questionnaire included both open and closed questions to obtain relevant information required for the task. Piloting sampling was conducted to check the strengths and weaknesses of the developed questionnaire; for which necessary changes were made accordingly. The questionnaire was shared online to all academic staff through Principals/Deans/Directors of Constituent Colleges, Campus Colleges, Schools, and Institutes of UDSM and left open for more than three months for all academic staff to fill in. A total of 92 respondents filled the online questionnaire from all the representative units at UDSM (Appendix 1).

## 5. SITUATIONAL ANALYSIS

Situation analysis is an important requirement for formulating appropriate policy, which responds to the needs of the intended society. Therefore, before formulating the policy, we reviewed the current status on publications at UDSM and other universities by using relevant reports and research infrastructure in addition to enquiring from the UDSM academic staff members. We critically analysed the raised issues to understand the community perceptions of the current situation as indicated in the following key issues.

### 5.1 Evaluation of scholarly publication and media

Evaluation of publications is an important aspect to ensure quality of published materials by any university worldwide. The UDSM currently uses the Guidelines for the Assessment of Academic Performance approved in February, 2022 by the Council, the Harmonized Scheme of Service for Academic staff in Public Universities and Constituent Colleges (Treasury registry, 2014) and the Handbook for Standards and Guidelines for University Education in Tanzania (TCU, 2019) for evaluation of published materials. The University currently evaluates the content, relevancy or technical quality of the published materials intended for promotion through the various units/departments and media used through UPC. The University evaluates various published materials by its academic staff by giving them letter grades and points, with the latter divided based on the number of authors. The published materials currently evaluated include (but not limited to) journal papers (local, international and open access), Chapters in a Book, Consultancy Reports, Scholarly Books & Patents, Books for Lower levels, Published Book Reviews, Conference Papers, Case Reports and Extension Material. These materials are evaluated either by local or international reviewers depending on the level of promotion requested by staff. However, the University currently lacks policy and guidelines for directing academic staff in their preparation for publishing in peer reviewed journals and the requirements. Consequently, many UDSM staff do not understand the criteria used by the

University to evaluate their publications for promotion especially the vetting process conducted by UPC.

UDSM established the UPC through the Office of the DVC - Research Revised organisation structure in 2015 for the purpose of vetting the publication media for academic staff for promotion. The UPC currently recognizes materials published/indexed by media such as Taylor & Francis, Elsevier, African Journals Online (AJOL), Springer, Emerald, Sage, Oxford, and Cambridge, and indexing databases such as Scopus and Web of Science as reputable and appropriate media for publications and promotion. However, currently the existing guidelines used by the UPC to assess and scrutinize media of published materials that are submitted for promotion until recently have not been guided by a clear policy but rather rely on different UDSM Senate decisions such as that of 331st held on 4th May 2017. Unfortunately, these senate decisions do not cover all publishers and indexing websites. Consequently, there have been several appeals against UPC recommendations.

## **5.2 Sharing and dissemination of publications through open access (OA) and institutional repository (IR)**

Sharing of published materials is an important aspect for knowledge generation and dissemination. Currently, the UDSM uses research and innovation week, OA and IR for dissemination of the published materials. During research and innovation week, the University provides a platform for its members of staff and students to showcase their research outputs, innovations solutions and outreach services to the community in order to enhance its visibility.

Globally, many Universities encourage OA publication for dissemination of published materials (Holmberg et al. 2020). Consequently, the number of OA journals indexed by the Directory of Open Access Journals (DOAJ) globally has increased tremendously (<https://doaj.org/>). Publishing in OA aims to ensure free access to the published materials by retaining ownership to authors after paying article publishing charges (APC) or article processing charge



(apc) (Holmberg et al. 2020). Unfortunately, many predatory journals publish articles solely by using OA. However, not all OA journals are predatory. Therefore, establishing institutional criteria and guidelines to distinguish reputable OA journals from predatory journals is critical in the era of OA publications.

Our review of documents and questionnaire responses on OA (Appendix 2) found that, UDSM has not responded adequately to global demands for knowledge sharing as stipulated in OA policies such as the Berlin Declaration on OA to the Sciences and Humanities (2003) for dissemination of research findings (<https://openaccess.mpg.de/Berlin-Declaration>). Instead, UDSM uses ad hoc initiatives for ensuring dissemination and OA of research publications especially in response to university global ranking issues. Accordingly, UDSM established Research Repository and promoted its use by academic staff as means for open sharing and dissemination of the knowledge generated.

Institutional repositories are central to the debates about OA and the two are closely interlinked. Yet, debates at UDSM research community have treated OA and institutional repository as separate initiatives. The former is chiefly related to issues of payments for publications, while the latter is usually advocated for monitoring of research projects and funding flow. Accordingly, UDSM owns two separate repositories hosted by the Director of Research and Publication (DRP) and University Library repository. The structures of the DRP and Library repositories are almost similar except the number of materials contained. Interestingly, the two complementary structures both support provision of OA services but their activities are not necessarily harmonized. This shows that UDSM at the moment lacks a synchronized OA and repository archiving policy for guiding academic staff publications. Moreover, there are also no modalities in place to guide the UDSM staff for paying APC. The inexistence of policy and guidelines is partly attributed to;

- a) Lack of engagement with OA debate; hence limited understanding of

the issues.

- b) Lack of directives on the approach chosen by the University to support OA leading to existence of hybrid approaches that are difficult to manage.
- c) Lack of modalities to guide the University on supporting publication payments.

Experiences on issues of publications used for this policy was drawn from review of policies from other reputable universities such as, Makerere, Cape Town, Oxford and Sokoine University of Agriculture (SUA). Appendix 2 summarizes these experiences. Suffices to say that, institutional repositories are considered an important step towards marketing of publications and research by researchers in these institutions. The difference between one institution and another is mainly on infrastructure especially on connection of sources of research outputs within the university and with external databases. On APCs, Universities of Cape Town and Oxford have clear policies that inform and guide researchers on such issues. Most importantly, institutions take control of the payment process before publications (including the assessment of need and availability of funds for those with no donor support). Universities seek external funds for this specific cost item and structures are in place for managing author correspondences with publishers and donors. Accordingly, the UDSM needs to establish clear guidance on sharing and dissemination published materials through OA and IR and other approaches.

### **5.3 Conducive research environment for publications**

Advances in science and technology require appropriate instruments and equipment for conducting experiments and research for publication purposes. However, UDSM currently has limited state of the art laboratories and facilities with cutting edge instruments and equipment to cope with advances in science and technology for conducting research. UDSM also operates by using slow internet service, unstable server and websites for its staff to sub-

mit, access, share and disseminate published materials. Moreover, UDSM has a limited comprehensive and reliable institutional subscription in research databases.

#### **5.4 Research culture and competencies for publications**

Publishing is an art, which any academician must have learnt or was mentored by peers or reading publications. The culture of publication and publishing to academic staff and researchers is usually inculcated into their habit before becoming a custom during their career development. This culture is usually acquired by hands-on through mentors or other means during Masters and PhD studies. Worldwide, it has been and is becoming a common practice in our days that during postgraduate training, students are encouraged to submit manuscripts to reputable journals for publication. The aim is to encourage postgraduate students to strive for publishing, benefit intellectually from the critical reviews, get mentorship program for publishing, learn the art of publishing and promote UDSM publications. However, until recently UDSM did not emphasize for her staff to publish rigorously during postgraduate studies. As a result, some academic staff and researchers at the UDSM have inadequate knowledge on publications outlets, weak publishing cultures, poor publishing skills and low self-esteem. Moreover, some academic staff and researchers do not understand the contribution of institutional academic opportunities such as post-doctoral positions, Sabbatical leaves, research and visiting fellowships, on enhancing collaborations and quality publications.

#### **5.5 Rewarding for academic staff who publishes and registers patents**

Publishing a research paper in a peer-reviewed journal is an important activity within the academic community. However, publishing is a rigorous and demanding task, which requires determination and motivation. The available literature and practice reliably show that motivation is linked to remuneration (Blašková et al. 2014). However, UDSM currently uses publications for promotion and research week awards only. Practices from other universities such as SUA show that, researchers prolific in publishing papers, books, oth-

er publications and registering patents and other forms of intellectual property (IP) protection are given monetary and other incentives. For instance, at SUA, authors receive a lump sum of US\$ 1,500 for a published book of up to 100 pages and US\$ 15 for each additional page. Publication allowance of US\$ 300 is paid per paper published in International peer reviewed journal while papers published in Journals hosted by institutions in Tanzania get paid at a rate of US\$ 150. These funds are paid to the Principal or Corresponding Author. Faculties/Institutes/Centres/Directorates and Departments from which the papers published originate, are paid US\$ 100 (for Faculty level) and US\$ 200 (for department/institute level where there are no departments under the institute) for Journals outside Tanzania and at half that rate for papers published in Tanzanian Journals. At UCT, Research Support Hub is dedicated to provide author support, including to confirm that the media of publication is in the national list of credible journals before publication. The national database is updated by university hubs, which advice what category the journals are in the publication industry. Accordingly, authors are paid for publication based on the notch they publish (with the top notch getting highly paid to encourage quality work). Lack of these kinds of incentives for publishing discourages UDSM staff to publish and thus reduces its visibility locally and internationally.

## **6. POLICY STATEMENTS AND GUIDELINES**

### **6.1 Scholarly publication media and vetting**

#### **Statement 1**

UDSM shall guide staff to publish their research findings in internationally recognised and reputable media. The media shall be acceptable by UDSM media vetting machinery.

#### **Guidelines**

UDSM shall:

Provide guidelines and criteria for scrutinizing publishing media and publications as follows:

**A. Criteria for scrutinizing reputable publishers of journals and books**

A publisher should be scrutinized by using the following criteria:

- i. Provides a high level of support throughout the publishing process (reviewing, copyediting, 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. The publisher should be a member of the Committee on Publication Ethics (COPE).
- iv. The publisher should be a member of the International Association of Scientific, Technical and Medical Publishers.
- v. The publisher does not approach potential authors to request for manuscripts or solicit through email campaigns. The publisher may invite potential authors to contribute book chapters and special issues based on qualification and professional.
- vi. For OA publishers - the publisher should be listed as an Open Access Scholarly Publishers Association (OASPA) member. Publishers listed as members of OASPA meet peer review criteria and other quality standards.

A reputable publisher should fulfil not less than 70% of the above criteria but must meet criteria number (i) and (ii) which carry 20% each and the remaining criteria carry 15% each.

**B. Criteria for scrutinizing international reputable journals**

An international journal is a scholarly publishing media, which publishes re-

search from international authors. An international reputable 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 6.1A.
- ii. Editorial board: The journal should have a Chief Editor/ Editor-in-Chief/ Academic Editor and an international editorial board as reflected on 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 rigorous peer review process for publication, 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 as per this policy (6.1G), which index journals publishing peer-reviewed manuscripts. The indexing should be verified from the databases and not on the journal website. Journals indexed in highly reputable and quality controlling databases meet the promotion criteria of the University of Dar es Salaam.
- 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 (i.e., continuous, weekly, fortnightly, 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](http://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 author, copyright ownership, publication ethics statement, dissemination, archival, preservation, journal metrics and sharing policy. The journal should have 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 OA policy databases such as SHERPA/RoMEO; [www.sherpa.ac.uk/romeo](http://www.sherpa.ac.uk/romeo). The journal should be registered in OA publisher directory such as DOAJ.
- xiii. Article publishing charges: Articles published in OA journals that re-

quire APC shall be considered after UPAC has verified that a journal meets criteria for reputable journals set in this policy.

- xiv. 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.

An international reputable journal should fulfil not less than 70% of the above criteria but must meet criteria (i) to (x), which carry 8% each and the remaining criteria carry 5% each. The publication date of an article should be confirmed to ensure that it was published when the journal had attained international status.

### C. 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 of the following criteria:

- i. The journal should be published by publishers meeting the criteria listed in 6.1A.
- ii. The journal should have an ISSN or e-ISSN that can be verified at [www.issn.org](http://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 articles published should be retrievable.
- viii. The journal should publish articles reviewed by a rigorous process, which includes desk review, content review by experts in the respective field and revisions by the authors as required.
- ix. 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 databases such as SHERPA/RoMEO; [www.sherpa.ac.uk/romeo](http://www.sherpa.ac.uk/romeo). The journal must be registered in OA publisher directory such as DOAJ.
- x. 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 (viii), which carry 11% each and the remaining criteria carry 6% each.

The above criteria will be used for evaluation of UDSM journals, which will be conducted annually.

#### **D. Criteria for assessing conference proceedings**

A conference proceeding will be scrutinized by using of the following criteria:

- i. The conference proceedings should contain refereed papers presented in an academic or professional conference.
- ii. The conference proceedings should be published with an ISSN for print or e-ISSN for online.
- iii. Conference proceedings should have important information such as the

title and themes of the conference, contacts of the host organization, physical location and dates.

- iv. Conference proceedings that cannot be retrieved online are recommended subject to providing evidence of the published material in UDSM repository.

A conference proceeding must meet all the above criteria.

#### E. 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 wide range of unrelated fields to the scope of the journal.
- ii. The journal lacks Chief Editor/ Editor-in-Chief/Academic Editor and editorial board members.
- iii. The journal approaches potential authors requesting to send manuscripts or solicit through email campaigns. The publisher/journal may invite potential authors to contribute book chapters and special issues based on qualification and professional.
- iv. The journal offers conspicuously low article processing charge (apc) paid during article submissions 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 title 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 peer review process.
- vii. The journal guarantees authors to publish their manuscript in the shortest time possible after payment is done. These kinds of publications lack rigorous review records.
- 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 grammar and spelling errors.
- xi. The journal home page has distorted or fuzzy images.
- 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 to be predatory on their own unless used together with the compulsory attributes.

#### **F. Criteria for scrutinizing patents**

All patented inventions should possess the following qualities:

- i. Novelty; usefulness and not an obvious innovation.
- ii. Invention such as a new technological product or feature (hardware, software; business methods/ideas; artistic works) are examined for patentability.
- iii. The process of patenting is universally stipulated by the relevant organs such as World Intellectual Property Organization (WIPO) and other national authorities.
- iv. At UDSM, the responsibility for patents processing and administration

is under the Intellectual Property Management (IPM) Office, under the DVC Research Office.

The IPM Office of UDSM will be responsible for providing the list of patents. All patents registered annually are eligible for award at the University of Dar es Salaam as per this policy [6.5 (iv)].

#### **G. Criteria for scrutinizing indexing databases**

The indexing database should possess the following attributes:

- i. The database should enhance scholarly indexed content to be visible and retrievable.
- ii. The database should index journals which are reputable as stipulated in this policy.
- iii. The database should provide indexer information about quality assurance of the indexed materials.

A database must meet all the above criteria.

## **6.2 Sharing and dissemination of research outputs**

### **Statement 2**

UDSM shall provide systems, support, information and training to facilitate sharing and dissemination of published materials through OA, IR and other means. UDSM shall require all authors to ensure compliance with any conditions for archiving as set out by the UDSM, primary publishers and research funders (including to observe embargo period that applies to their copyrights).

#### **Guidelines**

UDSM shall:

- i. continue to ensure budgetary allocation for ICT and software in-

vestments for efficient running of its repository and/or outsourcing of services from free providers.

- ii. establish and maintain a database for its journals, the number of publications by its staff and report to SRKEC quarterly.
- iii. create awareness on OA to identify reputable journals/publishers from predatory ones.
- iv. establish a specific policy on OA.
- v. take charge of the process of APC by assessing the quality of OA journals by using the criteria set in this policy before the authors commit funds.
- vi. require authors to deposit all the published materials into the repository after complying with publisher copyright. Authors with restrictions on sharing through repository must provide metadata together with a link to the journal website.
- vii. ensure existence of automated and self-archiving central repository, which is interconnected to all other repositories within UDSM for data exchange purposes.
- viii. keep staff up-to-date with the pace of research and dissemination in this new era of advanced science and technology as well as competitive publishing industry.
- ix. encourage staff and students to present/display research findings, publications and innovations in external fora such as exhibitions, workshops and conferences.
- x. encourage Colleges/Schools/Departments/Units to organize regular conferences, workshops, symposia, meetings and exhibitions.
- xi. create platforms for academic staff, researchers and students to share and disseminate research findings, publications and innovations.

- xii. encourage academic staff, researchers and students to share their research findings, publications and innovations into online social media such as Twitter, Facebook, ResearchGate, Instagram and LinkedIn.
- xiii. require all academic staff and researchers to create research accounts on Web of Science (Publons), Open Researcher and Contributor ID (ORCID), ResearchGate and Google Scholar and other sites in order to share their research findings, publications and innovations.
- xiv. demand each and every academic staff to set an objective in OPRAS of publishing at least one scholarly publication annually.
- xv. require academic staff, researchers and students to market UDSM during their research and innovation activities.
- xvi. encourage to display front pages of each of the published materials by UDSM staff in Colleges/Schools/Institutes/Departments/Units advertisement, institutional boards, Websites and social media and to congratulate the staff with the publications.
- xvii. inspire Colleges/Schools/Institutes/Departments/Units to establish research bulletins for sharing and dissemination of published materials.
- xviii. encourage students to share Thesis/ Dissertation and independent studies while observing intellectual property rights.
- xix. encourage UDSM staff to use institutional email address during submission of manuscript.
- xx. recommend staff to write policy briefs.

### **6.3 Conducive environment which enhance scholarly publishing**

#### **Statement 3**

UDSM shall provide conducive environment for academic community to enhance scholarly publishing.

#### **Guidelines**

UDSM shall:

- i. continue to solicit funds from diverse sources in order to build state of the art laboratories and facilities with cutting edge instruments and equipment.
- ii. encourage all staff submitting proposals for research to include a budget on research equipment.
- iii. facilitate the formation and writing of multidisciplinary research teams at Colleges/ Institutes/ Schools/ Directorates/ Departments including availing potential collaborators within and outside the country in order to apply for research grants from various funding agencies.
- iv. ensure availability of stable, reliable and fast internet services, server and institutional website.
- v. facilitate access of academic community to international literature and databases.
- vi. continue to set aside funds to procure and maintain equipment and accessories.
- vii. facilitate researchers to obtain research funds on time in order to encourage them to register their research at the University.
- viii. ensure Dar es Salaam University Press (DUP) is functional and indexed in reputable databases as indicated in 6.1G.
- ix. continue to set aside funds to subscribe in reputable research databases.

The process of selecting databases to subscribe should involve all representative academic units at UDSM.

- x. continue to encourage collaborative research by UDSM staff and other reputable institutions.
- xi. provide information to staff on research opportunities, sources of funding and mode of applications.
- xii. encourage units to build/rehabilitate research laboratories, which can be accredited by International Organization for Standardization (ISO) so as to attract visiting researchers with research grants to use UDSM facilities to conduct their research.
- xiii. promote and encourage research teamwork through the creation of research groups at Colleges/Institutes/Schools/Directorates/Departments. These groups should designate research team leaders who will be at the forefront of promoting a positive research culture supported by UDSM.
- xiv. establish an online and dynamic UDSM Master Journal guiding list that is curated with care by a team of experts, the guiding list will include only journals that demonstrate high levels of editorial rigor and best practice and is subject to be reviewed every year.

## **6.4 Scholarly publishing culture and competencies**

### **Statement 4**

UDSM shall endure to inculcate scholarly publishing culture and competence to students and academic staff.

### **Guidelines**

UDSM shall:

- i. instil a scholarly publishing culture through promoting publishing during undergraduate and postgraduate levels.



- ii. create and promote opportunities for post-doctoral scholars within academic units.
- iii. encourage and support staff to meet and share ideas and experiences on scholarly publishing within their units, institution and outside.
- iv. encourage staff and students to submit and present/display their publications in external fora such as exhibitions, workshops and conferences.
- v. ensure availability of up to date, supportive policies and clear guidelines on scholarly publishing, incentives and services. These should be relevant to the institutional policies and national policies and programmes.
- vi. put emphasis on issues linked to scholarly publishing integrity including senior scholars to mentor and lead by example.

## **6.5 Rewarding of publications and patented works**

### **Statement 5**

UDSM shall reward academic staff who publishes scholarly work and registers patents.

### **Guidelines**

UDSM shall:

- i. set aside 20% of research institutional fee for rewarding researchers and patent holders annually.
- ii. award monetary prize and plaques for individuals who have excelled in publications to the first, second and third winner, respectively during research and innovation week annually in order to foster publications.

- iii. award UDSM Best Journal of the year a plaque and engraving.
- iv. award individuals who register patents based on UDSM research projects a sum of TZS 4,000,000/= per patent and a certificate/plaque.
- v. award a total amount of TZS 3,000,000/= and a certificate/plaque to individuals who publish a scholarly book of more than 150 to 200 pages in a reputable international publisher as per this policy. An author contributing a book chapter in a book published by a reputable international publisher will be awarded TZS 300,000/= and a certificate/plaque per published chapter. Book editors will not be awarded for their editorial task but rather as authors of the book or chapters.
- vi. award UDSM individuals who publish in an international reputable journal a sum of TZS 500,000/= and a certificate/plaque per published article.

All materials intended for awards must be vetted by UPAC to determine conformity to this policy with exception of patents.

Note:

Prospective authors should take steps to verify the credentials of the journal and publisher before submitting the manuscript. The [Think Check Submit](https://thinkchecksubmit.org/) guidance available online at <https://thinkchecksubmit.org/> is emphasized.

This policy document should be reviewed by Office of the DVC - Research and approved by Council within five years or earlier as needs may arise.

## **7. ADMINISTRATIVE STRUCTURE**

Implementation of this policy shall involve various organs and stakeholders within the management structure of the UDSM. The following organs shall be involved in implementing the policy with different levels of responsibilities.

### **7.1 University Council**

The Council shall be the top level organ that will oversee the implementation of this policy. The Council shall receive and note implementation of the policy on issues of scholarly publication and dissemination from the University Senate.

### **7.2 University Senate**

The University Senate shall receive and discuss implementation of the policy on issues of scholarly publication and dissemination from the SRKEC. The University Senate shall forward the implementation of this policy to the University Council for noting.

### **7.3 Senate for Research and Knowledge Exchange Committee (SRKEC)**

The SRKEC shall receive and discuss matters on scholarly publication, media vetting and patented materials from the UPAC. SRKEC shall forward the implementation of this policy to University Senate.

### **7.4 University Publication Assessment Committee (UPAC)**

The UPAC is responsible for ensuring academic staff publish in quality media and promote visibility of the University. The committee will oversee publication media used by UDSM staff to ensure they are locally and internationally recognized.

#### **7.4.1 Members and tenure of UPAC**

The Committee shall be composed of a Chairperson and five representa-

tive members from major academic disciplines of UDSM who are Senior Academic Staff with remarkable track record in scholarly publications and citations. They should have their authorship profiles retrievable in indexing databases such as Scopus and Clarivate Analytic.

The Chairperson and other members of the Committee shall be appointed by the Vice Chancellor after getting advice from the Deputy Vice Chancellor Research. The Chairperson should be a senior member of staff with distinguished track record in scholarly publications and with high level of professional integrity. Members of the Committee shall serve for a period of two years and may be re-appointed for a second term of two years. After a member had served for two consecutive terms, they may be eligible for re-appointment after a break of one term. The Vice Chancellor may revoke the appointment of the Chairperson or Members of the Committee on various reasons. The UPAC shall report to the Chairperson of SRKEC.

#### **7.4.2 Responsibilities of UPAC**

The UPAC shall perform the following duties:

- i. Receive and scrutinize publishing media of all publications intended academic promotions in order to determine if they meet standards of promotion at the University of Dar es Salaam.
- ii. Reach out to authors and publishers or journal editors when need for clarification arises on some issues.
- iii. UPAC shall request approval from DVC – Research for a Co-opted temporary Committee Member with specific expertise to assist the media assessment process when such needs arise.
- iv. Write a detailed report of assessed publications. The report should have appropriate recommendations and shall be submitted to the Chairperson of SRKEC prior to approval by the Chairperson of Senate.
- v. Conduct trainings to UDSM staff and create awareness on scholarly publications related matters.

### **7.4.3 Secretariat of UPAC**

- i. UPAC will be assisted by a Secretariat that is led by the Director of Research and Publications.
- ii. The function of the Secretariat is to prepare a tool that incorporates all details needed for assessment.
- iii. To communicate the outcomes of assessments in the shortest time possible to a staff seeking for promotion and to all co-authors who are UDSM staff in that particular publication.

### **7.5 Colleges/Schools/Institutes and Departments Publication Committees**

Colleges/schools/Institutes and Departments shall customize this policy for implementation in their daily activities. Each College/School/Institute and Department should use the existing publication committee to perform the following functions:

- i. create awareness on the publishing policy and its guidelines to all academic staff;
- ii. encourage staff publish their research findings in reputable publishers and journals;
- iii. promote adherence to University research / scholarly publications guidelines;
- iv. assess the quality, media of publications according to UDSM policy and guidelines; and;
- v. perform other related duties as may be assigned by the College/School/Institute, Department and University level organs.

The College/School/Institute and Departments publication committee shall make recommendations to the DVC Research on the quality of academic staff publications and all materials intended for awards as per guidelines of this policy.

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