

The Engineering Institution of Zambia  
Publications and Editorial Committee



**AUTHOR PUBLICATION GUIDELINES**

## PUBLICATIONS AND EDITORIAL COMMITTEE

### ***Chairperson***

Eng. John Siame

### ***Vice chairperson***

Eng. Edith Munungwe

### ***Members***

Eng. Agness Mofya Mwansa

Eng. Agness Nyirenda

Eng. Bunda Besa

Eng. Musango Lungu

Eng. Selemani Ngwira

### ***Secretary***

Eng. Grain M. Munakaampe

### ***Staff***

*Mr. Rex Kalangu, Technical and Quality Manager*

*Mrs. Cynthia C. Ngwengwe, Communications Officer*

*Miss. Abigail Hampande, Communications Intern*

## INTRODUCTION

The Engineering Institution of Zambia (EIZ) was re-established under the **EIZ Act No. 17 of 2010** for the purpose of promoting and regulating the engineering profession in Zambia. Under regulation it provides for the registration of engineering organisations and regulates their professional conduct. In order to achieve the Act's main focus, the EIZ is empowered to perform a variety of functions including the holding of meetings for the reading and discussion of professional interest papers; award authors of papers of special merit; and arrange for other activities of interest or benefit to engineering professionals among others.

For the purpose of quality control and standardisation of publications, the publications and editorial committee saw it prudent to come up with a consolidated document that would serve as a benchmark for publications of the institution.

## **TYPES OF PUBLICATIONS**

The institution publishes several publications including flagship journal of the Institution, *The Journal of the Engineering Institution of Zambia (JEIZ)*; EIZ annual symposia proceedings and *The Engineering Echo* newsletter. The scope of the journal and annual symposia is broad, drawing from the different engineering and allied disciplines and may include experimental work, theoretical work, review of articles and industrial practice reports. In addition to these, papers dealing with new areas of science and technology and inter disciplinary research that fit the broad engineering and science scope are strongly encouraged.

## **GUIDE FOR AUTHOR(S)**

### **Submission preparation, declaration and verification**

1. It is implied that a submission made to the journal or symposium is original work that has not been previously published or is being considered for publication elsewhere except as a form of abstract, published lecture or academic thesis; that it is unanimously approved for publication by all authors, and that, if accepted, it will not be published elsewhere in the same form, whether in English or otherwise, including electronically without the written consent of the copyright holder.
2. In the commitment to promote novelty and originality, all submissions made will be subjected to plagiarism check including self-plagiarism using anti-plagiarism software such as *Turnitin*. The acceptable similarity index shall be 20 % or less.
3. Authors are encouraged to check their manuscript for spelling and grammatical errors prior to submission.
4. For the EIZ Symposium, authors are required to use the Word document template for formatting purposes according the requirements of the Institution. A PowerPoint (PPT) template is also provided and should be used for preparing the slides. In general manuscripts are expected to contain the key sections including

abstract, keywords, introduction, materials and methods, results, discussion and conclusions. A guide to each section is as follows:

#### *Abstract*

It should be a clear and concise summary of the work preferably a maximum of 300 words.

#### *Keywords*

Provide up to five keywords that best describe your work. All keywords must also appear in the abstract.

#### *Introduction*

State your objectives clearly and provide an adequate background to the work.

#### *Material and methods*

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarised, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

#### *Results*

Results should be clear and concise.

#### *Discussion*

This should explore the significance of the results of the work, not repeat them. A combined results and discussion section is often appropriate. Please avoid extensive citations and discussion of published literature.

#### *Conclusions*

The summary of the main findings of the study may be presented in this section.

### **Changes to authorship**

It is expected that authors have carefully considered the list and order of authors before submitting their paper. Any revision of author names in the authorship list should be made only before the paper has been accepted and only if approved by the editorial committee.

### **Copyright**

When an article is accepted for publication, authors will be required to sign a copyright agreement in which the rights of the publication will be transferred to the Institution. Permission of the Institution is required for resale or distribution outside the Institution and for all other derivative works, including compilations and translations. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

### **Reviewers**

Submissions to the journal and/or annual symposium will be independently and fairly reviewed. During submission of a paper, the authors are requested to suggest at least three (3) reviewers with complete details that include full name, full address, phone number and e-mail address in each case. The final decision to adopt the suggested reviewers remains entirely with the editorial committee. Reviewers must be experts in the subject area and must not have any conflicts of interest. Collaborators, colleagues, and researchers at your institution, former advisors or advisees are not allowed. Further the reviewers must have published at least one article in *JEIZ* (or its forerunner, *The Zambian Engineer*), any peer reviewed reputable publication or presented a paper at the symposia preferably on a topic similar to that of the submitted work.

### **AUTHOR INQUIRIES**

For submission and other technical queries, authors should not hesitate to contact the office of the editorial committee secretary:

Eng. Grain M. Munakaampe  
Department of Mechanical Engineering  
University of Zambia  
P O Box 32379  
LUSAKA 10101, Zambia

Tel: +260 21 129 3791; +260 129 1777/78, Ext 2758

Mobile: +260 97 857 896

E-mail: [gmmunakaampe@unza.zm](mailto:gmmunakaampe@unza.zm)