

INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY

A Science and Technology University in Tamil Nadu



**RESEARCH AND PUBLICATIONS
POLICY
JUNE 2019**

THE INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY



RESEARCH AND PUBLICATION POLICY

June 2019

TABLE OF CONTENTS

| SN | TOPICS | PAGES |
|------|---|-------|
| 1 | INTRODUCTION | 4 |
| 1.1 | Background | 4 |
| 1.2 | Demographic Data and Health Expenditure | 4 |
| 1.3 | Research Priorities | 4 |
| 1.4 | Constraints to Research in Tanzania | 7 |
| 1.5 | Objectives of IMTU Research Policy | 8 |
| 2 | RESEARCH POLICY | 9 |
| 2.1 | Research Incentives | 9 |
| 2.2 | Institutional Support | 10 |
| 2.3 | Ownership of Research Results | 10 |
| 2.4 | Research Coordination | 10 |
| 2.5 | Research Reports | 10 |
| 2.6 | Research Culture | 11 |
| 2.7 | Disbursement of Research Funds | 11 |
| 2.8 | Disposal and Use of Research Equipment | 11 |
| 2.9 | Ethical Clearance | 12 |
| 2.10 | Strategies for Implementing Research Policy | 13 |
| 3 | IMTU PUBLICATION POLICY | 14 |
| 3.1 | Introduction | 14 |
| 3.2 | Objectives of the Publication Policy | 14 |
| 3.3 | Operational Guidelines of the publication Policy | 14 |
| 3.4 | Assessment Procedures of Academic Publications | 15 |
| 3.5 | Evaluation Reports of Academic Publications | 16 |
| 4 | APPENDICES | 20 |
| 4.1 | APPENDIX I: RESEARCH PROPOSAL BUDGET FORMAT | 20 |
| 4.2 | APPENDIX II; RESEARCH PROJECT ETHICAL CLEARANCE APPROVAL FORM | 21 |
| 4.3 | APPENDIX III; IMTU RESEARCH FORMAT | 23 |
| 4.4 | APPENDIX IV; RESEARCH AGREEMENT FORM | 26 |
| 4.5 | APPENDIX V ; AGREEMENT FOR WRITING A TEACHING MANUAL | 30 |
| 4.6 | APPENDIX VI; PUBLICATION EVALUATION FORM | 31 |
| 4.7 | APPENDIX VII; PUBLICATION EVALUATION SCORE SHEET | 33 |
| 4.8 | APPENDIX VIII; PUBLICATION AGREEMENT FORM | 34 |

FOREWORD

This Research and Publications Policy (RPP) booklet has been written in response to the prevailing need to have a written administrative or governance tool for ethical conduct and management of research and publications services in the IMTU. Clearly all research studies involving human subjects must comply with ethical guidelines in medical research. Accordingly globally, all research proposals must be submitted to ethical review boards for review and approval. The reviewers will critically assess the quality of research proposals and determine if the investigators have the required academic capacity, experience and skills to conduct the proposed research. In addition, institutional administrative and technical capacity is also critical in managing both research and publications, including accounts department, computing facilities, and laboratories.

I foresee this RPP document being among other important components for stimulating academic staff to start writing research proposals. Collaborative research projects with other academic institutions in Tanzania and abroad are highly encouraged. Potential collaborative institutions outside Tanzania might be those from sub-Saharan Africa, Europe, Middle and Far East, Japan, North and South America. Local research collaboration within Tanzania is also essential and should be given high priority. Publication is part and parcel of research and , therefore, research without publication is a waste of resources.

Adherence to the guidelines stipulated in this policy is compulsory and will lead to success in getting ethical clearance, funding and awards.

Prof. Kagoma S. Mnyika MD, MSc, PhD
Vice Chancellor

INTRODUCTION

1.1 Background

The Mission of the International Medical and Technological University, as spelt out, in its Five Year Rolling Strategic Plan (2019/2024), It is "To provide quality education, research and services for the advancement of health and economic prosperity of Tanzanians and people across the world.". This emphasizes that one of the specific functions of IMTU is to promote research. Thus, apart from teaching, IMTU is required to engage in research and or provide consultancy services in specified areas as will be found necessary for support to public and private sectors.

In the past 21 years IMTU has made remarkable strides in imparting knowledge and skills to undergraduate and postgraduate students, but its impact on research has been minimal. Furthermore the structure of the university provides for a Research and Publications Committee, but members of the academic staff have not come forth to utilize it effectively. Among the factors which have hindered research undertaking at the University is the lack of a research policy.

1.2. Demographic Data and Health Expenditure

Tanzania covers a land area of 945,090 square kilometers and has a population of some 59.09 millions in 2018, with a growth rate of 3.09% per year. At the same time, Tanzania, like other developing countries, is carrying a huge burden of diseases like malaria, HIV/AIDS, acute respiratory infections, diarrhea diseases, tuberculosis, malnutrition etc. The Government of Tanzania realized this since independence from the United Kingdom 50 years ago and has shown great commitment to providing quality and equitable health care for all by establishing basic preventive and curative health services to both urban and rural populations. As a result significant reduction in infectious diseases such as malaria has been achieved. Regarding Malaria the coverage of window screening has grown from 43 to 86% and malaria prevalence has dropped by 92%. Unfortunately there is astronomic increase in non communicable diseases.

Tanzania has a per capita GDP of only 900.52 USD or 7% of the world's average, according to World Bank estimates in 2017. It is, therefore, practically impossible to pioneer major discoveries across the entire health spectrum because of limitations imposed by inadequate financial resources. A major challenge facing the country is to achieve equitable coverage of health care services in the face of severe resource limitations. It is not surprising; therefore, that research in the country has been grossly under-funded.

1.3 Research Priorities

Because of the scarcity of funding, health research has to be directed to major health problems. Priorities should go to those health problems that cause a large burden of disease and for which cost-effective interventions are available. Thus, if the disease burden is large, and a cost-effective intervention exists, there is a case for greater investment in research, if experts believe that such an intervention can be developed. The setting of research priorities therefore has to identify the major disease problems in the country and what effective measures should be applied..

The then Ministry of Science, Technology, and Higher Education (MSTHE) revised its National Science and Technology Policy in 2002. In its preamble, the policy stated that its primary function is to establish the relative priorities of programmes for generating new knowledge and its application. In 2003, the Ministry of Health and Social Welfare also formulated a National Health Policy which includes Essential Health Care. The main objective of Essential Health Care was to improve the health and wellbeing of all Tanzanians, focusing on those most at risk and those in greatest need.

Therefore, it is imperative that any policy on research for IMTU should spell out the research priorities. The priorities should not only aim at improving the health and wellbeing of mankind generally, but also be relevant to the national health priorities. The priorities should also reflect the function of IMTU, as a university institution, in advancing knowledge. IMTU shall, therefore support funding of research proposals that are within IMTU priorities, as well as, the research that aims at solving health problems or advancing knowledge and shall encourage collaboration within and across departments and national and international institutions.

1.3.1 Health Priorities for research;

- i. Nutritional disorders both macro and micronutrient
- ii. Malaria
- iii. HIVAIDS and other sexually transmitted diseases
- iv. Tuberculosis
- v. Acute respiratory infections
- vi. Acute diarrhea diseases
- vii. Parasitic infestations/infections
- viii. Cardiovascular diseases (hypertension, rheumatic fever and rheumatic heart disease)
- ix. Diabetes mellitus disorders (anemia, iodine deficiency, vitamin A deficiency)
- x. Cancer (Cervix, Liver, breast and lung)
- xi. Childhood cluster diseases (diphtheria, whooping cough, measles, tetanus)

- xii. Mental Health
- xiii. Injuries/Suicides
- xiv. Maternal Health
- xv. Dental Health

1.3.2 Research Priorities for other health issues

- i. Risk factors in anesthesia
- ii. Health worker patient relationship
- iii. Assessment of students and trainers
- iv. Occupational Health
- v. Anthropology
- vi. Gender issues in health
- vii. Family planning
- viii. Population dynamics in the development process
- ix. Youth problems (adolescent sexuality, drug abuse)
- x. Environmental health
- xi. Lifestyle
- xii. Socio-culture practices in health (including breast feeding)Disabilities (blindness and deafness)

1.3.3 Research Priorities in health systems

a. Human resources for health

- Adequacy of staffing levels
- Design and test incentive packages for hardship areas
- Recruitment and retention
- Impact of lengthy procedures in recruitment
- Investigation of labor market competitiveness
- Leadership factors affecting human resource management
- Factors of the current human resource management
- Human resource performance
- Labor market and effects to human resource training
- Graduate tracer studies

b. Research Priorities in Issues in Reproductive and Child Health

- Factors mitigating against safe motherhood
- Factors determining place/choice of delivery by 'skilled workers'
- Availability and effectiveness of EMOC services
- Adequacy of pre-natal and neonatal care
- Infant and child feeding & breast feeding practices
- Factors contributing to neonatal and perinatal morbidity and mortality
- Status and adequacy of post natal and post abortion care
- Factors causing variations in MMR and IMR and U5M across regions and districts

c. Research Priorities in Health Service Delivery

- Information, Education and communication and behavioral change communication
- Physical conditions of buildings and impact to services
- Distribution of health facilities
- Quality of health services (Technical and clients aspects)
- Referral system
- NGO co-ordination and working relationships
- Equity
- Supervision, monitoring and evaluation
- Roles and contribution of traditional medicine to service delivery
- Levels of utilization of health services
- Integration of services

1.4 Constraints to Research in Tanzania

There are many constraints to research in Tanzania, including the following:

1.4.1 Lack of funds

This is not a universal problem to all universities or research institutions. Some of the old universities have attracted external funding while young universities are still struggling to attract funding. IMTU falls in the latter category and therefore extra efforts are required to redress this funding gap.

1.4.2 Lack of coordination

IMTU is one of 20 or more institutions involved in health research in Tanzania. However it is hard to know who is doing what. This isolationism may even extend to departmental level. Therefore, an opportunity for collaboration is often lost and sometimes unnecessary duplication does occur. Efforts will be made to redress this in particular through the National Health Research Forum (TANHER Forum), which was established in 1999, and is currently based at NIMR Headquarters in Dar es Salaam.

1.4.3 Lack of Information

Information on past and ongoing research is not readily available and so it is difficult to know who is doing what. The university has to start creating an inventory of ongoing and past researches to redress this.

1.4.4 Lack of Interaction

Health researchers have little interaction with research clients, e.g. health policy and decision makers, health workers, trainers of health workers, and the community. Health researchers also have little interaction between each other, especially for isolated projects *vis a vis* programmes. This isolation and lack of

interaction, to a large extent, explains the limited utilization of available research results and the often-apparent duplication of research. Publication of IMTU Medical Journal and organization of IMTU annual scientific conferences as well as staff attendance to other conferences organized by other institutions should address this gap. Feed back to the community is a compulsory condition for ethical clearance.

1.4.5 Competitive Salary Structure

Some research scientists in Tanzania, like most workers, consider themselves as not well paid and are therefore driven to seek other ways of making ends meet, usually to the detriment of research. However competitive salaries may also be a motivation for academic staff to do research, to add, not only their income, but also that of the institution. Research is an integral part of training of students, is a criterion for promotion and is beneficial to IMTU.

1.4.6 Small Pool of Scientists

One needs a certain ‘critical mass’ of scientists to be able to carry out any meaningful research. It seems difficult to realize that critical mass in the health sector in Tanzania. This is due to the small number of entrants to the universities and colleges, a high attrition rate and the departure of some graduates to countries with better salary structures and incentives.

1.4.7 Work overload

The few teaching staff in most universities in Tanzania, particularly those in clinical departments, has very heavy teaching workloads and hardly have any time for research. Research is still compulsory and members of the academic staff have to make all efforts to address this need.

1.5 Objectives of IMTU Research Policy

1.5.1 General Objective

The general objectives of this research policy is to provide guidelines in undertaking basic and applied research

1.5.2 Specific Objectives of the Research Policy

1.5.2.1 The research policy should be in line with the National Science and Technology Policy, and the National Health Policy,

1.5.2.2 To define and review research priorities to ensure that research conducted at the IMTU:

- a) Is in line with national priorities;
- b) Is about local or regional problems;
- c) Can be used to solve local and regional problems;
- d) Aims at solving scientific questions identified in different branches of the health sciences at IMTU.

- 1.5.2.3 To facilitate attractive terms and conditions of service for researchers. This can be achieved by:
- a) Competitive salary structure,
 - b) Instituting attractive research honoraria.
- 1.5.2.4 To strengthen the research infrastructure by:
- a) Providing office space and equipment
 - b) Improving logistical and technical support, including accessories, and consumables.
- 1.5.2.5 To prescribe a general framework to guide preparations and approval procedures for research proposals for funding
- 1.5.2.6 To identify, promote and develop special talents among its members of staff with a view to developing a “critical mass” of research scientists
- 1.5.2.7 To facilitate collaboration between scientists in different disciplines and promote a multi-disciplinary approach to research.
- 1.5.2.8 To encourage collaborative research between scientists and researchers in other institutions in and outside the country.
- 1.5.2.9 To inculcate a research culture among its staff, students and the community
- 1.5.2.10 To encourage appropriate biomedical science research
- 1.5.2.11 To ensure that individual initiatives seeking research funds are encouraged and supported.
- 1.5.2.12 Ensure that progress reports are submitted as required and that research results are discussed with all stakeholders and disseminated widely.
- 1.5.2.13 To improve the linkage between research and application of research results
- 1.5.2.14 To set a clear procedure for controlling and monitoring of research process that include:
- a) Inputs
 - b) The actual research process
 - c) Outputs
- 1.5.2.15 To provide information on possible sources of funding both internal and external
- 1.5.2.16 To ensure that the research funds are disbursed according to the university guidelines

2. THE IMTU RESEARCH POLICY

2.1 Incentives to Researchers

- 2.1.1 All funded projects should include a budget item on research allowance and or remunerations for all investigators.
- 2.1.2 Where per diem allowances are paid, these should be paid as budgeted or as per the university travel guidelines. The same will apply for international travels.
- 2.1.3 Research output should constitute major criteria in the promotion of academic staff and academic members of staff who are not productive in research will not be promoted.

- 2.1.4 Negotiations for contracted research should be done through the University, to ensure that IMTU benefits from the consultancy.
- 2.2.5 IMTU has a duty to identify, promote and develop special talents among its members of staff.
- 2.1.6 Funded projects should have a training component to facilitate research capacity strengthening and technology transfer in the University

2.2 Institutional Support

- 2.2.1 A cost element of institutional support or overhead should be included in grant applications particularly for participating institutions in both the donor and recipient countries
- 2.2.2 All funded projects at the IMTU shall include **Minimum** 8% overhead costs. This fund should be used to provide:
 - a) Research capacity building; e.g. organization of annual scientific conference
 - b) Administrative support for the project; Office space and utilities
 - c) Meet cost for ethical clearance and reviewing research proposals and other Any/all expenses incurred by the IMTU to support research projects.
- 2.2.3 The University at the discretion of the Founder will set aside funds to support a central research fund to support deserving research.

2.3 Ownership of Accruing Results: All collaborative research shall ensure that the intellectual property rights of the University and the researchers are protected and that the University is acknowledged accordingly.

2.4 Coordination of Research

- 2.4.1 Funding of research by donors should be coordinated centrally and sanctioned by the IMTU
- 2.4.2 Coordination by the IMTU should maximize use of available scarce resources and avoid duplication:
- 2.4.3 IMTU shall encourage a multidisciplinary approach to research
- 2.4.4 Supervision of projects should, as far as possible, be done by researchers rather than outsiders employed simply for that purpose.

2.5 The Research Reports

- 2.5.1 The principal investigator should furnish the funding agents with periodic reports on progress of the research project, which is copied to the Vice Chancellor and the Chairperson of the Research and Publications Committee to monitor fulfillment of the obligation.
- 2.5.2 All research results should be disseminated to all possible research stake holders, including clients and the IMTU community.
- 2.5.3 Research report should, conform to the format is shown in Appendix III

2.6 The IMTU Research Culture

- 2.6.1 Training of undergraduate and postgraduate students reflect the importance of research. Thus all undergraduate and postgraduate training shall include research training as a requirement for qualification (see Appendix VI & VII).
- 2.6.2 All postgraduate dissertations shall be based on personal research, rather than case studies
- 2.6.3 Academic staff members who are not productive in research shall not be promoted.

2.7 Disbursement of Research Funds

- 2.7.1 Research funds must be deposited in IMTU's research account(s). Depositing research funds in a private account is strictly prohibited.
- 2.7.2. Upon receiving the research funds IMTU will deduct overhead portion allocated in the budget and deposit the rest into the Research Fund Account. Having various expenditure codes, according to the number of ongoing research projects, each of which will have its own expenditure code or its budget
- 2.7.2 Funds for a particular project or expenditure code will be disbursed by installments as impress, which has been requested and or authorized by the Project Principal Investigator, as follows:
 - a) Each installment will be disbursed only after receipt of an acceptable expenditure plan or progress report and submission of previous impress.
 - b) Advances shall be limited to the minimum amount needed to meet the current disbursement needs.
 - c) As is administratively feasible, the disbursement shall be scheduled so that the funds are available to the applicant as close to the actual disbursement need of the programme as possible.
 - d) The funds will be disbursed according to the approved budgetary allocation, as agreed by the funding agency and according to approved IMTU accounting procedures.

2.8 Disposal and Use of Research Equipment

- 2.8.1 Vehicles for a project will be used exclusively for carrying out the objectives
- 2.8.2 During the project, all equipment or goods purchased with research funds will not be sold, ceded, exchanged or disposed and will become the IMTU assets and used for future projects.
- 2.8.3 On completion or termination of the project/programme, IMTU will retain the title to all equipment purchased for the project and shall only be available to persons working on the project and will determine its use for a related or other research projects at the University
- 2.8.4 A suitable log book shall be maintained to record the use of the vehicle and IMTU reserves the right to examine the log book at any time.

2.9 Ethical Clearance

2.9.1 All research involving human subjects shall require ethical clearance by IMTU Research and Publications Committee regardless of whether the research is cleared by other institutions, if the research:

- a) Is sponsored by IMTU, or
- b) Is conducted by or under the direction of an employee of IMTU
- c) Is conducted by or under the direction of an employee of IMTU using any IMTU's property or facility, or
- d) Involves the use of IMTU's name to identify or contact human subjects or prospective human subjects, or
- e) All research involving human subjects should conform to the recommendations guiding medical doctors in biomedical research involving humans as adopted by the 18th World Medical Assembly, Helsinki, Finland 1964 and as revised by the 29th World Medical Assembly, Tokyo, Japan, 1975.

2.9.2 The ethical considerations include the following:

- a) Research must conform to generally accept scientific principles, and should be based on adequately tested procedures.
- b) The design of the study should be clearly formulated.
- c) The study must be conducted by scientifically qualified persons and under the supervision of competent persons
- d) The importance of the objectives must be proportional to the inherent risk to the patient
 - I. Do good (maximize any benefits) - do not harm (minimize any risks)
 - II. Prerequisite of ethical research is that it is based on sound objectives recognized as priority.
- e) Concern of the interest of the subject must always prevail over the interest of science and society.
- f) Privacy of the individual must be respected
- g) The researcher should refrain from projects unless he is satisfied that the hazards involved are believed to be predictable
- h) In publishing results, the researcher is obliged to preserve the accuracy of the results
- i) Each potential subject must be adequately informed of the aims, methods, anticipated benefits, and potential hazards.
- j) The researcher should obtain subjects freely-given informed consent, preferably in writing.
- k) The research protocol should always contain a statement of the ethical consideration.
 - l) The statement of ethical consideration should include statement on:
 - a) The risk to the patient
 - b) The anticipated benefits to the subjects and others
 - c) The importance of knowledge that may reasonably be expected to result

- d) The informed consent process to be employed
- e) The provisions to protect the privacy of the subjects, and
- f) The additional safeguards for subjects likely to be vulnerable to coercion or undue influence including fetuses, pregnant women, children, prisoners, mentally disabled persons, or economically or educationally, disadvantaged persons.

2.10. The **Strategies for Implementing the Research Policy**

The following strategies will be adopted in implementing the IMTU Research Policy:

- 2.10.1 IMTU research priorities will be reviewed periodically. Similarly, implementations of IMTU Research Policy will be monitored regularly.
- 2.10.2 IMTU will organize a meeting annually to discuss the implementation of the Policy.
- 2.10.3 The research coordinating role of the Office of the Deputy Vice Chancellor for Academic Affairs will be strengthened to reflect that research is the second major function of IMTU as a university.
- 2.10.4 As research activity increases, a Directorate of Research and Publications will be formed within the office of the Deputy Chancellor for Academic Affairs, to oversee research at IMTU.
- 2.11.5 The Directorate of Research and Publications will establish and computerize an IMTU inventory of ongoing and past research to facilitate effective utilization of reliable data on major health problems.
- 2.11.6 A Research Newsletter will be compiled and circulated by e mail
- 2.11.7 An IMTU Research Bulletin will also be developed and published yearly, showing abstracts of research by IMTU staff and students including published papers, papers presented in conferences and symposiums, dissertations and other scientific reports
- 2.11.8 Workshops to provide training in research methodology will be convened regularly.
- 2.11.9 The Directorate of Research and Publications will provide support for publication and distribution of the *IMTU Medical Journal* to support student research.
- 2.11.10 The Directorate of Research and Publications will review and monitor the undergraduate and postgraduate curricula to inculcate a research culture among the students.
- 2.11.11 The Directorate of Research and Publications will establish mechanisms for assisting researchers to obtain equipment and supplies and to prepare financial reports.
- 2.11.12 The Directorate of Research and Publications will establish a database to enable students and members of staffs that have no computer facilities access the research inventory and provide data handling facilities.

3. THE PUBLICATIONS POLICY

3.1 Introduction

Publications are a research supporting function which is also one of the major criteria of academic staff recruitment and promotion. Secondly, it is also a major avenue for disseminating research outputs. Lastly, publications are the most effective tool for advertising the university. Although university education is a public service, it is also a business and a means to maintain the good image of the university. Good infrastructure, human resource and facilities help to improve the image of an institution but it is only research and publications that can help maintain its prestige

3.2 Objectives of the Publications Policy

3.2.1 **General Objective;** To standardize and maintain good publication procedures across academic departments.

3.2.2 **Specific Objectives; :**

3.2.2.1 Help in dissemination of important information accruing from research, training and consultancy.

3.2.2.2 Encourage and enable academicians publish books, manuals, research reports and various scholarly papers

3.2.2.3 Encourage and enable the university staff to publish, and preserve important documents,

3.2.2.4 Help in promotion and marketing of the university programmes and other activities

3.2.2.5 Organize seminars on research methodology, research reporting and publication

3.3 Operational Guidelines of the Publication Policy

3.3.1 Academic Publication

The Research and Publications Committee, which will later be upgraded into the Directorate of Research and Publications of the University, shall recognize the following as valid academic publications:

- a. Papers appearing in recognized journals, or scientific articles
- b. Research Reports
- c. Case studies published in recognized journals
- d. Teaching Manuals
- e. Consultancy reports
- f. Editing of books
- g. Co-authorship of a book
- h. Co-authorship of an article
- i. Workshop, seminar and/or symposium papers

3.3.2 Initiation and Acceptance of Academic Publications

3.3.2.1 *Proposal writing.* All members of IMTU academic staff are encouraged to prepare a proposal for an academic publication(s). It is optional for submission of proposal to the RPC for evaluation and approval, for the benefit of the inexperienced staff member. IMTU is not requiring the IMTU staff to have to get permission to publish. The effort here is simply to help individuals who have little or no experience in publishing. In case one chooses to submit a proposal, the following format shall be used when preparing the proposal:

- a. Introduction: A short summary of what will be contained in the publication (e.g. books, manual, etc.).
- b. Objectives: A short statement on the reasons for proposing to write the publications.
- c. Duration: Expected time of writing and publishing.
- d. Estimates of the costs which include:
 - i. Travel and subsistence expenses related to writing only.
 - ii. Secretarial, utilities and supplies expenses

3.3.2.2 Proposal for Publication Submission to the Research and Publications Committee or Directorate of Research and Publications and the Vice Chancellor

The proposal shall be submitted to the Chairperson of the Research and Publications Committee or Directorate of Research and Publication which will determine whether the intended publication would be relevant to the university programmes. The intended publication will be sent to one internal and external reader for comments. After receiving back those comments, the Committee (or Directorate) will convene a meeting to consider all proposals submitted and finally give recommendations to the Vice Chancellor for approval. After approval the writer will be informed in a formalized procedure and thereafter shall sign a contract/ agreement (see Appendix V) with IMTU and then start the actual writing.

3.4 Assessment Procedures of Academic Publications

3.4.1 Completion of Academic publications

Upon completion of the academic publication, the author shall submit it to the Committee (or Directorate) for assessment. The publication(s) should fulfill the following requirements:

- a. The Manuscripts shall be printed on one side of A4 paper at single line spacing with a Times Roman font of size 12 and submitted in three (3) bound copies.
- b. A separate page of the manuscript shall carry the following details:
 - i. Full names of the author(s)
 - ii. Academic qualification(s) of the authors
 - iii. Current position/Title
- c. The first two pages of the text shall include the following:

- i. The title of the manuscript but not the name(s) of the authors(s)
- ii. An abstract of not more than one page

3.5 Evaluation Reports

The evaluators will give their comments in the format shown in appendix VI and VII.

3.5.1 Forwarding the manuscript to evaluators

3.5.1.1 The Research and Publications Committee (Directorate of Research and Publications) shall appoint two suitable evaluators (one internal and one external).

3.5.1.2 The Committee (or Directorate) shall follow a policy of blind peer evaluation.

3.5.1.3 The Committee (or Directorate) shall forward the Manuscript to the evaluators together with the following:

- a. A short description of the author e.g. Grade in the academic ladder and area of specialization. This is to be provided in order to assist the evaluator when assessing and reporting on the manuscript.
- b. Terms of reference which include the following evaluation criteria:
 - i. Title and contents of the manuscript
 - ii. Coverage of the subject matter
 - iii. Originality
 - iv. Significance of work
 - v. Presentation (language use, format and grammar)
 - vi. Relevance to academic discipline
 - vii. Acknowledgements
 - viii. Evaluator's comments and signature

3.5.2 Return of Manuscript from the evaluator

3.5.2.1 The work from the evaluators will be received by the Chairman (or Director) of Research and Publications Committee (Directorate) who will table it in a Committee's (Directorate's) meeting along with the external evaluators' reports.

3.5.2.2 Upon the satisfaction on the suitability of the document, the Chairman (Director) will in turn forward it to the Vice Chancellor for further action(s).

3.5.2.3 However, in the event that the Committee (Directorate) is not satisfied with the document (i.e. in cases there are improvements to be made), it shall be sent back to the author(s) in order that the necessary amendments are made and manuscript re-submitted to the Committee (Directorate) for re-evaluation.

3.5.3 Publication Agreement

If the manuscript is accepted, the author shall sign the publication agreement with the university (see the format in Appendix VIII) and shall be given three-quarters of the budget. The remaining balance shall be given upon completion of the work.

3.5.4 ***Papers appearing in Recognized Journal(s)***

A paper sent to a journal recognized by The Research and Publication Directorate shall become valid after publication.

3.5.5 ***Consultancy Report(s)***

- a. A copy of consultancy report and a letter of acceptance from the client is presented to the Committee (Directorate) of Research and Publications
- b. The report shall be in A4 word processed, single line spacing on one side of a page white paper
- c. For technical reasons or otherwise, a report will be subject to approval by the Committee (Directorate) of Research and Publications.
- d. The Committee (Directorate) of Research and Publications shall consult the client to confirm in writing that the material concerned can be used for publication by the university.
- e. A consultant will present three (3) bound copies of the research report to the Committee (Directorate) of Research and Publications

3.5.6 **Research Report(s)**

- a. A research report will be assessed in accordance with the Research Policy of the University
- b. A researcher will present three (3) bound copies of the research report to the Committee (Directorate) of Research and Publications
- c. For technical reasons or otherwise, a research report will be subject to approval by the Committee (Directorate) of Research and Publications.

3.5.7 **Case studies**

- a. Three copies of case study will be presented to the Committee (Directorate) of Research and Publications
- b. Evaluation procedures for a case study will follow along the lines of section 3.5.5 above

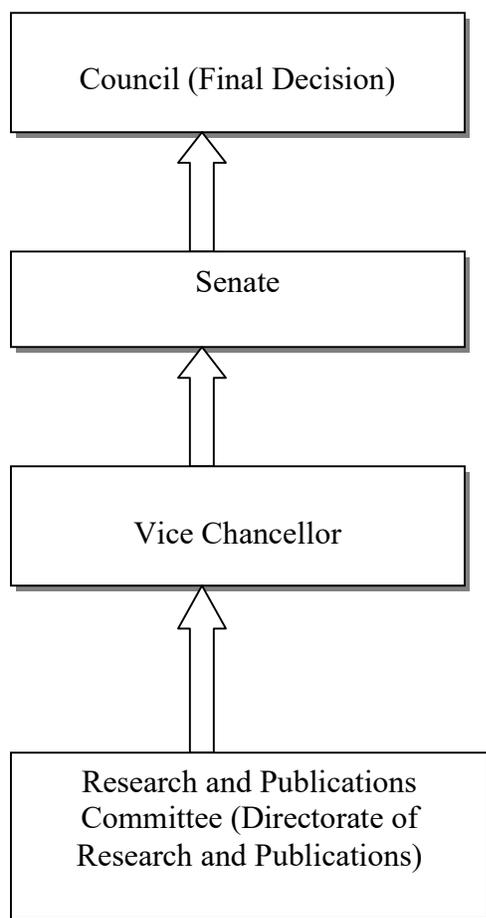
3.5.8 **Workshop and Seminar/ Symposium Papers**

Workshop, seminar or symposium papers shall be approved by the Committee (Directorate) after experts in that field have fulfilled the evaluation procedures as described in section 3.5.5.

N.B:

- a. All works shall be presented in both hard and soft copy format- 3 hard copies and one soft copy.
- b. All papers, case studies, edits shall have a minimum of 10 pages printed on A4 papers at single spacing with Times Roman font of size 12.
All Manuals shall have a minimum of 35 pages.

3.5.9 **Arbitration;** Matters of arbitration shall be resolved in the following order



3.5.9 **Honorarium for Evaluators'**

Evaluators of manuscripts and manuals shall be paid an honorarium for each evaluated manuscript. These funds may come directly from the staff members or from the funds available with the Research and Publications Committee.

3.5.10 **Manuscript production costs**

Actual costs of manuscript production will be refunded. These costs however, should be in accordance with the cost estimates stipulated in the proposal. The Committee (Directorate) will consider deviations by assessing the actual costs. The costs shall not cover field research or sabbatical leave. In case the writing of the manuscript requires extensive field research, it should be approached as a research project and funded according to the research policy.

3.5.11 Academic Excellence Award

Those who achieve the following will be recognized with the IMTU academic excellence award:

- a. A member of academic staff who has written more than two (2) academic papers within a period of two years, which were published, in a National/ Regional/ International Journal.
- b. A member of academic staff who has published a text book which is relevant to his/her subject.
- c. A member of academic staff who has produced two or more teaching manuals within the period of two years.
- d. A member of staff who has produced an outstanding work which has been evaluated and recommended by the Research and Publications Committee (Directorate of Research and Publications)

3.5.12 Pricing and Distribution of Academic Publications

Academic publications supported by IMTU will be priced, promoted, and distributed by the Research and Publications Committee (Directorate of Research and Publications).

3.5.13 Publication of Research Reports

Research reports publication is covered under the Research Policy

3.5.14 Reprinting

Reprinting of works published by IMTU shall require prior consent of the University

4.1 APPENDIX I: RESEARCH PROPOSAL BUDGET FORMAT

| Activity | Detailed Tasks | Computations | Total Amount |
|-------------------------------|---|---------------------|---------------------|
| Research proposal preparation | Traveling costs | | |
| | Per diem | | |
| | Secretarial services expenses | | |
| | Stationary costs | | |
| | Purchase of books and other literatures | | |
| Field work | Traveling costs | | |
| | Per diem | | |
| | Secretarial services expenses | | |
| | Stationary costs | | |
| | Research Assistants Costs | | |
| Report writing | Secretarial services expenses | | |
| | Stationary costs | | |
| Miscellaneous | Data analysis | | |
| | Local transport expenditure | | |
| Total expenditure | | | |

4.2 APPENDIX II: RESEARCH PROJECT ETHICAL CLEARANCE APPROVAL FORM

Application for ethical clearance is authorization to conduct a research project. It should take the following format. Please note that authorization or approval is necessary.

- 1) Name
Nationality
Qualifications
- 2) Institution of affiliation (to attach letter of recommendation)
- 3) Sources of funds (to attach letter of approval or commitment)
- 4) Estimated period of research
- 5) Field and topic of research
- 6) Research objectives
- 7) Location of research (e.g. Region, District etc) and duration of stay in the location
- 8) Access sought
 - a) Medical/Public records Yes/No
If yes which records
 - b) Interview with Government Officers Yes/No
If yes, which Government Officers?
 - c) Interview with patients or members of the public Yes/No
If yes, on what subjects
Where and how will they be selected?
- 9) **Please attach**
 - a) Short description of your research proposal of one page in 3 copies
 - b) Your curriculum vitae
 - c) Name and addresses of three referees

d) Contact person and address in case of emergency

10) Declaration by applicant (s)

I have read and agree to abide by the regulations and guidelines for research work if my application is approved. I also abide to conduct myself with discretion while doing research.

Signature

Date

11) FOR OFFICIAL USE ONLY

Two copies of the Research proposal are to be produced, one copy to be sent to the VC/DVC for Academic Affairs and the second copy shall be sent to the Head of Department concerned with Research matters who shall forward it to concerned organs The HOD must certify that the candidate has followed the IMTU format and that he or she recommends the proposal for ethical clearance

a)

Comments and signature of the Head of Department:

Date:

b) The Head of Department will submit the Research proposal to the Research and Publication Committee which will deliberate and approve upon its evaluation.

Comments and signature Chairman, of Research and Publication Committee:

Date:

c) Approval by the Research and Publication Committee

Signature: Chairman

Date:

4.3 APPENDIX III: THE IMTU RESEARCH FORMAT

1.1 The research title

The title should show the target population, the key variables and the general objective or purpose of the study. It also shows the proper cause effect relationship, the study dates and should not exceed 15 words.

3.2 The title page and fore pages

This is the first page of the document, and shall include the name and emblem of IMTU, the department, study title, full names of the author. In case of a student it will also show course, year, and registration number, mailing address, phone numbers and e mail address. It also for student must show the full name of the supervisor and his or her designation. The fore pages include, declaration, acknowledgement, copyright, dedication and acronyms

3.3 The abstract

This should be structured into introduction, objectives, methodology, results and recommendations and no references should be cited.

3.4 The Chapter 1: Introduction

This chapter has the following sub divisions:

The background; The purpose is to give the definition and overview of the problem, under investigation, including the magnitude globally, and country wide, including climate and geography. References should be cited, following Vancouver style of referencing.

The statement of the problem' This shows what gaps exist in knowledge of the problem, or gaps in knowledge about the cause or the solution of the problem, which require an investigation, a situation that needs investigation or a solution, or a problem, for which there are possible solutions. In the IMTU research format, it comes before the review of literature

The rationale, This is the justification for doing the investigation. It, therefore, shows the expected contribution to knowledge, the health and economic benefits to be obtained from the investigation

The research questions/hypothesis; These are questions capable or planned to be answered by the investigation. The questions will later yield specific objectives. A hypothesis is a tentative proposition for the cause, or solution, of a problem which is waiting to be tested using analytical or experimental studies

The objectives; Broad objective is usually, a repetition of the title, showing the key variables, their cause effect relationship, the target population and the dates for the investigation.

The specific objectives; The specific objectives are said to be SMART (specific, measurable, achievable, reliable and time bound). They are stated in measurable terms and are achievable. They are relevant to the general objective. They are unambiguous or they measure one item in each specific objective. Time bound denotes the time when a measure will be taken (example, age at the time of survey, since age is constantly changing)

3.5 Chapter 2: THE REVIEW OF LITERATURE

Review of already published information regarding the research problem is done to avoid rediscovering the wheel. It is in order to know what is known about the research problem and what gaps exist in this knowledge. It is also, in order to know what similar research has been done in other places or countries, on the same or similar problem and what ongoing research there is in the same problem, if any. The review of literature gives the candidate what to expect to achieve with his or her proposed research (the research problem)

3.6 Chapter 3: THE RESEARCH METHODOLOGY

This chapter consists of the following sub divisions:

- 3.1 The study design. This gives the research method proposed, e.g. cohort, case control or descriptive study
- 3.2 The study area. This district or region where the investigation will be or was carried out. Its main features are given, e.g. total population, type of people, vegetation, climate, geography, economy and culture
- 3.3 The target population: This is the population from which the study population is derived,
- 3.4 The study population is the study subjects, e.g. women of child bearing age, children under the age of five, from which the study sample is derived.
- 3.5 The sample size is the number of study participants (study subjects)
- 3.6 The sampling method shows how study participants are finally selected.
- 3.7 The data collection techniques (methods)
- 3.8 The data processing and analysis
- 3.9 Dissemination of the results to the stakeholders
- 3.10 The ethical considerations. The ethical considerations include the ethical clearance certificate by the Institutional Ethical Review Board. At the community level or at any other Institution, local permission to conduct research is needed. In a particular region or district of the country, government authorities must be informed to give permission for research. In our case the regional and or district, administrative secretaries give written permission. For medical research regional and or district medical officers advise the local authorities. For research outside Tanzania approval may be required from ethical review bodies in those countries. If research is to be done in a medical institution, the same may require its review board to give an ethical clearance certificate in addition to the IMTU one, but not a substitute. Of great importance is the consent of research participants or subjects. For this a consent form is an essential part of the research activity. This is explaining the purpose, privacy, confidentiality, lack of harm to the participants, possible benefits to them and to the country and freedom to withdraw at any time.

3.7 Chapter 4: RESULTS

The results of the study or research findings are written in the same order as the objectives. The tables, graphs and other illustrations should be precise and related to the specific objectives. Do not duplicate data in graphs and tables, and specify the statistical methods used to analyze the data (chi sq, t test, regression, etc)

3.8 Chapter 5: THE DISCUSSION, CONCLUSIONS AND RECOMMENDATIONS

The discussion

Discuss the results by comparing the findings (referring to the tables and figures) with previous studies/publications shown in the review of literature. the authors views and comments should be expressed in this section

The conclusions

This shows the important answer or answers to the research questions or objectives. It also indicates the finding or findings which are bases for recommendations

The recommendations

These should correspond to the conclusions and address policy makers and various stake holders

6. REFERENCES:

These should follow Vancouver style of referencing

Appendixes should include any data collection tools, such as questionnaires, ethical clearance certificates, consent forms and any letters giving research permission.

4.4 APPENDIX IV RESEARCH AGREEMENT FORM

THIS AGREEMENT is effective thisday of 20..... by and between the, with an office at(hereinafter “sponsor”), and

WHEREAS, the parties desire to conduct certain research Programmes of mutual interest to the parties: and

WHEREAS, such research Programmes may further the research objectives of Sponsor in a manner consistent with its status as ainstitution, and may derive benefits for both Recipient and Sponsor through inventions, improvements or discoveries:

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained the parties hereto agree to the following:

ARTICLE 1-DEFINITIONS

As used herein the following terms shall have the following meanings:

- 1.1 “Project” shall mean a project described in a fully executed Research/Project proposal
- 1.2 “Project proposal” shall mean a research proposal which is attached hereto and incorporated herein by reference.
- 1.3 “Contract Period” will be the period, beginning20..... through20....., renewable in accordance with the terms hereof, unless earlier terminated pursuant to this agreement.
- 1.4 “Sponsor Intellectual Property” shall mean individually and collectively all inventions, improvements or discoveries, whether or not patentable or copyrightable, which are conceived or made solely by one or more employees or sponsor in performance of the Project during the Contract Period.
- 1.5 “Joint Intellectual Property” shall mean individually and collective all inventions, improvements and discoveries, whether or not patentable or copyrightable, which are conceived and reduced to practice jointly by one or more employees of each Party during the term of this Agreement.
- 1.6 “Recipient intellectual property” shall mean individually and collectively all inventions, improvements or discoveries, whether or not patentable or copyrightable, which are conceived or made solely by one or more employees of Recipient in performance of the Project during the Contract Period.

ARTICLE 2-RESEARCH WORK

- 2.1 Recipient shall perform each Project in accordance with terms and conditions of this Agreement
- 2.2 In the event that the applicable Project Director ceases to direct the associated Project and a mutually acceptable substitute is not found within 80 days of such cessation, either Recipient or Sponsor shall have the option to terminate said Project.

ARTICLE 3 - REPORT AND CONFERENCES

- 3.1 Written programme reports describing the results of the applicable Project to date and information regarding the current status and future activities to be undertaken as part of such Project shall be provided by recipient to sponsor as required by the applicable Project Proposal provided that such reports shall in no event be delivered less frequently than quarterly.
- 3.2 During the term of this Agreement, representatives of Recipient may meet with representatives of Sponsor at times and places mutually agreed upon to discuss the progress and results as well as ongoing plans, or changes therein, of each Project.
- 3.3 During the term of this Agreement Recipient agrees to permit representatives of Sponsor to examine at any reasonable time during normal business hours.
 - i. The facilities where the project is being conducted
 - ii. Associated raw research data, and
 - iii. Any other relevant information (and to make copies) necessary for the Sponsor to confirm that such Projects are being conducted in conformance with the applicable Project Proposal and in compliance with applicable laws and regulations.

ARTICLE 4- COSTS BILLING AND OTHER SUPPORT

- 4.1 It is agreed that total costs to Sponsor for any Project hereunder shall not exceed the sum set forth in the applicable research/project proposal.
- 4.2 In the event of early termination of this Agreement by Sponsor pursuant to this Agreement, Sponsor shall pay all costs accrued by recipient as of the date of termination, including but not limited to reasonable non-cancelable obligations incurred prior to the effective date of termination made pursuant to a fully executed Research/ Project Proposal. Research/ Project Proposal shall set forth a budget for travel and other out of pocket expenses to be incurred pursuant to the applicable Project.

ARTICLE 5 - INTELLECTUAL PROPERTY

All rights and title to Recipient Intellectual Property created pursuant to the project shall belong to Recipient and shall be subject to the terms and conditions of this agreement.

- 5.1 All rights and title to Joint Intellectual Property created pursuant to a Project shall belong jointly to Sponsor and Recipient and shall be subject to the terms and conditions of this Agreement.
- 5.2 Rights to inventions, improvements and discoveries whether or not patentable or copyrightable, relating to a Project made solely by employees of Sponsor shall belong to Sponsor. Such inventions, improvements, and discoveries shall not be subject to the terms and conditions of this Agreement.

ARTICLE 6 –TERM AND TERMINATION

- 6.1 This agreement shall become effective upon the date first written above and shall continue in effect for the full duration of the Contract Period. Thereafter, the term of this Agreement shall automatically renew for successive one year periods unless either party provides prior written notice to the other party of its desire not to renew the term hereof, which notice must be given at least 60 days prior to the then current term of this Agreement. Company may terminate this agreement or any project upon 60 days prior written notice at any time within the contract period.
- 6.2 In the event that either party commits any breach of or default in any of the terms or conditions of this Agreement, and fails to remedy such default or breach within thirty days after receipt of written notice thereof from the other party, the party giving notice may, at its option and in addition to any other remedies which it may have at law or equity, terminate this Agreement by sending notice of termination in writing to the other party. Such termination shall be effective as of the date of the receipt of such notice.
- 6.3 No termination of this Agreement, however effectuated shall release the parties from their rights and obligations accrued prior to the effective date of termination.
- 6.4 Upon termination of this Agreement or any Project, other than for breach of the terms hereof.. Sponsor shall reimburse Recipient for any amounts. Sponsor is otherwise obligated to provide recipient under the terms hereof for work on each terminated Project performed by Recipient up to the effective date of termination and for non-cancelable pre-paid expenses reasonably incurred by recipient in anticipation of its work on each Project.

ARTICLE 7 – GOVERNING LAW

This agreement shall be governed and construed in accordance with the laws ofand shall be constructed under the laws of

ARTICLE 8 – ASSIGNMENT

8.1 Except as provide in article 4.2 this agreement shall not be assigned by either party without the prior written consent of the parties hereto.

8.2 This Agreement is not assignable by either party to this Agreement

ARTICLE 9 – AGREEMENT MODIFICATION

Any agreement to change the terms of this Agreement in any way shall be valid only if the change is made in writing and approved by mutual agreement of authorized representatives of the parties hereto.

ARTICLE 10 – CONTERPARTS AND HEADINGS

This Agreement may be executed in any number of counterparts each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument. All headings in this agreement are inserted for convenience of reference only and shall not affect its meaning or interpretation.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

| | |
|---------------|-----------------|
| Sponsor | Recipient |
| By | By |
| Typed Name | Typed Name |
| | |
| Title | Title |

4.5 APPENDIX V; AGREEMENT FOR WRITING A TEACHING MANUAL

Please note that this agreement is not to be interpreted as a restriction to staff in preparing teaching manuals. It is an encouragement in that there is a possibility of obtaining support in terms of funds or time for the work.

The agreement is made this ... day of ...two thousand and ...

BETWEEN

- a.
- b.
- c.
- d.

Herein referred to as author(s) of one part and International Medical and Technological University or IMTU of P.O BOX 77594 Dar es Salaam (of the other part) under the following conditions:

- a. The author(s) undertakes to prepare a text book/training manual entitled... The details of which are contained in the duly approved proposal attached.
- b. The estimated duration of preparing the said book/manual is ... months.
- c. The Directorate of Research and Publications on behalf of the IMTU is ready and undertakes to provide funds for the proposed projects of Book/Manual preparations subject to availability of funds and strict compliance by the author(s), with the procedural requirements in the preparation of the same.

Signed by
Chairman (Director),
Research and Publications Committee (Directorate of Research and Publications)

Date.....

Signed by Author(s)

- a.
- b.Date.....
- c. Date.....
- d.Date.....

4.6 APPENDIX VI; PUBLICATION EVALUATION FORM

Please note; Evaluation of a publication is necessary before it can be counted for promotion.

SECTION I

A. TITLE AND CONTENTS OF THE MANUSCRIPT

- a. Does the Title match with the contents? If NOT, please explain and suggest alternative title.
- b. Are there irrelevant materials that should be removed? If YES, please indicate.
- c. Has the author fully supported all his/her statement with facts? If NOT, please explain.

B.ORGANAIZATION OF THE MANUSCRIPT

- a. Is the organization of the manuscript logical and easy to follow? If NOT, please explain
- b. Does the introductory material lead logically into the main part of the manuscript? If NOT, please comment
- c. Are there smooth and logical transitions from one section to another?
 - i. And from one paragraph to another?
 - ii. Does the concluding material leave the reader with the impression which the author intended to convey? If NOT, please explain.

C. USE OF WORDS

- a. Is the language appropriate to the readers intended? If NOT, please comment.
- b. Are there the words both in terms of meaning and grammar used correctly?
- c. Has the author defined all key terms? If NOT, please explain
- d. Does the Author use standard grammar throughout? If NOT, indicate
- e. Are punctuations, capitalization, and abbreviations used correctly? If NOT, please give examples
- f. Is the spelling consistent? I.e. American or British English? Please comment.

D. ACKNOWLEDGEMENTS

Has the author acknowledged all outside sources he/she may have used?
If NOT, please explain.

E. REFERENCES

Do the references follow the format prescribed in the guidelines, or the Vancouver Style of referencing? If NOT, please explain

SECTION II

You are required to advise the RPC in general terms on the following:

- a. ORIGINALITY OF THE MATERIAL

- b. WORTHNESS FOR PUBLICATION

SECTION III; CONTRIBUTION TO NEW KNOWLEDGE

To what extent has the author contributed to new knowledge?

- a. STUDY METHODOLOGY, DATA ANALYSIS/INTERPRETATION
What comment would you make regarding the study methodology, data analysis and interpretation of information (data) in the article (if applicable)?

NAME.....SIGNATURE.....

DATE.....

4.7 APPENDIX VII; PUBLICATION EVALUATION FORM -SCORE SHEET

Please note; Evaluation of a publication is necessary before it can be counted for promotion.

Title of the Manuscript/book.....

Date.....Occupation of the Author(s).....

Please, put a tick sign (✓) in the respective appropriate boxes below:

| Item(s) | | Score(s) | | | | | |
|----------------------|--|----------|---|---|---|---|-------|
| | | 5 | 4 | 3 | 2 | 1 | Total |
| 1 | Title and contents of the manuscript | | | | | | |
| 2 | Coverage of the subject matter | | | | | | |
| 3 | Originality | | | | | | |
| 4 | Significance of work | | | | | | |
| 5 | Presentation (language use, format, and grammar) | | | | | | |
| 6 | Relevance to academic discipline concerned | | | | | | |
| 7 | Acknowledgements | | | | | | |
| 8 | Contribution to the new knowledge | | | | | | |
| TOTAL | | | | | | | |
| AVERAGE SCORE | | | | | | | |

Evaluator's Comments.....

Name.....Signature.....

Date.....

Key: 1&2 = Below average
 3= Average
 4=Good
 5=Very good

4.8. APPENDIX VIII; PUBLICATION AGREEMENT FORM

This agreement is made this ... day of ... Two thousand and ...

BETWEEN

..... of P.O BOX

.....

(Herein after known as the Author(s))

AND

International Medical and Technological University or IMTU of P.O BOX 77594, Dar es Salaam (Herein after known as the Publisher) under the following conditions:

- a. The publisher undertakes to produce and publish at his own expense a text book/manuscript entitled ...as soon as is practicable once the agreement is dully executed.
- b. The Author(s) warrants that the said work is an original work and that he/she owns the copy right therein.
- c. The Author(s) hereby assigns to the publisher right to print and publish the said work throughout the world.
- d. The Author(s) warrants that the said work contain nothing obscene, pirate, seditious, and unlawful and undertakes to indemnify the publisher against any pecuniary claim arising from the said work.
- e. The Author(s) shall have the responsibility to revise, update or amend the work under contract whenever requested so by the publisher. In case the Author(s) is disqualified by mental or any other cause, the publisher may employ an editor at such remuneration deemed fit.
- f. During the continuance of this agreement the Author(s) shall not edit or revise the said work and publish it or cause it to be published by other publisher without the prior consent in writing of the former. The Author(s) may have an option to publish subsequent editions in the same form or revised form should the publisher intimate to the Author(s) that is unable or not interested to continue with the publication.
- g. The Author(s) shall have the publication made in his (their) name(s). In case of any editions revised by another party or editions in the joint names of the Author(s), publications shall be in the name of both authors and the revising person (s).
- h. The Author(s) may terminate this agreement if the former is in breach of any of the above stated terms of this agreement and has failed to remedy the situation within a reasonable time.
- i. In case of any conflict arising from this agreement, the law of contract of the United Republic of Tanzania shall govern this agreement.

Signed by the Author(s)

a. NameSignature.....

b. Name.Signature.....

c. Name.....Signature.....

In the presence of:

a. Name.....Signature.....

Postal Address.....

b. Name.....Signature.....

Postal Address.....

Sealed with the common seal of the International Medical and Technological University

Vice ChancellorSignature.....

Postal Address.....

International Medical And Technological University
P.O. Box 77594
New Bagamoyo Road
Mbezi Beach Area
Dar Es Salaam , Tanzania
www.imtu.edu