



EDITORIAL POLICY

November 2020

Name	Designation	Date	Signature
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Eng. Nathaniel Matalanga	President	30/6/2021	

VISION

"Engineering a Sustainable World."

MISSION

"To promote and develop the engineering profession for sustainable development and welfare of humanity."

CORE VALUES

Integrity

Inclusivity

Innovation

Independence

Sustainability

The Institution of Engineers of Kenya

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1.0 INTRODUCTION

The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity.

The membership is drawn from practicing engineers in the local/and central government departments, parastatals, private industry, consultants, contractors, educators, designers, manufacturers and other persons interested in engineering.

IEK provides a service to its members by means of seminars, lectures, publications and training, to enable them to keep up to date with technical and industrial developments, management aspects of engineering, changes in technology and relevant developments in Kenya and elsewhere.

The Institution of Engineers of Kenya has had and intends to have publications including:

a. Newsletter

The newsletter a periodic publication which contains news concerning IEK activities which is circulated to its membership and other stakeholders. The newsletter keeps its readers informed of important IEK activities and events.

b. Magazine

The IEK intends to regularly publish the *Engineering in Kenya Magazine*. The Magazine will contain topical articles which have been reviewed and accepted by the Editorial Board. The magazine will contain technicality sound articles which are informative and easy to read and as well as entertaining.

c. Journal

The journal is a periodical publication in which Scholarship related to engineering is published. The journal serves as a permanent and transparent forum for presentation, scrutiny and discussion of research and innovation. The journal content will include fundamental articles presenting original research, innovation and review articles.



The Editorial Board Constituted by IEK Council oversees the editorial functions of the above publications that shall be published under the ownership of the Institution. An Editorial policy document is required to provide a framework to guide all relevant stakeholders of the various publications.

The policy outlines the ethical and editorial standards expected of IEK's publications.

2.0 RATIONALE

Engineering as a field of knowledge, research, education, practice and economic development has seen great expansion over the last 30 years in Kenya. Membership at the Institution of Engineers of Kenya has more than tripled. The number of universities in Kenya offering engineering degrees has since surpassed the number five. Industry players along the various disciplines of engineering have increased thereby creating a demand for content creation, packaging and dissemination. Underneath these expanded spectrum of stakeholders lies in a more empowered and informed society that is keen in monitoring how content management is handled.

The IEK, therefore needs to develop a framework that will guide the various publications that it will have ownership. An editorial policy will therefore provide such framework that will mitigate the IEK from any such exposure while at the same time contributing in a structured reference manner towards IEK meeting its ideals and objectives.

3.0 PURPOSE

The purpose of this policy is to establish IEK principles on its publications to ensure that best international publishing standards and practices are observed while reaching her audience.

4.0 SCOPE

The policy shall apply to all IEK Members, IEK Committees including the Editorial Board and its members, Staff, Authors, Peer Reviewers, Service Providers, Partners, Other Institutions and Professionals who will in one way or another relate with the Institution from time to time.

5.0 ROLES AND RESPONSIBILITIES

5.1 IEK Council

- a. The council is the trustees of the various publications that shall be made on behalf of the Institution of Engineers of Kenya.



5.2 Editorial Board

The Editorial Board is responsible for:

- a. Promotion of participation by key players to ensure success of the Institution's publications.
- b. The reviewing, for general and domain thematic area, manuscripts and or articles in the various engineering disciplines encompassed by the IEK.
- c. Management of the performance of the Institutions publications to maintain relevance to the ideals and objects of the institution and make such alignments, with the approval of IEK Council.
- d. Safeguarding and protecting the Institution against any such potential risks to its reputation or otherwise during publications.
- e. Collaborate and or enter into collaboration, with such partners as shall be considered appropriate and necessary to aid in or further promote the delivery of the publications of IEK.
- f. Such other function or tasks as shall be identified to be related to the IEK publications.

5.3 Membership of the Editorial Board

- a. The Editorial Board shall comprise of seven (7) persons
- b. Membership shall be constituted to have broad representation of engineering branches and occupations.
- c. Distribution in the constitution of membership in the Editorial Board by gender shall be such that neither gender shall have a population of two or lower.
- d. The Editorial Board shall have a Chairperson and a Secretary who shall have been appointed by the IEK Council
- e. The Editorial Board shall appoint an Editor for each publication.
- f. The President and Honorary Secretary of IEK shall be ex-officio members of the Editorial Board



5.4 Editorial Board Chairperson

The role of the Chairperson is to:

- a. Convene meetings
- b. Preside over meetings
- c. Commit or endorse signature on resolutions or on behalf of the Editorial Board
- d. Represent the Board

5.5 Editorial Board Secretary

The role of the Editorial Board Secretary is to:

- a. Be responsible for keeping of records of Board meetings.
- b. Perform any other duty assigned by the Board.

5.6 Editorial Board Member

- a. The Editorial Board Member shall be appointed by the IEK Council and issued with Terms of Reference. The President and Hon. Secretary of IEK shall be ex-officio members of the Board.
- b. The Editorial Board Member shall serve for a term of five (years) which is renewable.
- c. The Editorial Board Member shall perform such functions as defined by the Editorial Board and within the framework of his/her Terms of Reference and as guided by this policy.

5.7 Publisher

- a. The publisher shall be sourced, procured, and contracted by IEK Council to produce in electronic or paper print, publications of the Institution of Engineers of Kenya in bulk volumes for distribution or circulation to IEK audience.

5.8 Author

The author shall write (with original ownership), produce, and submit to the attention of the Editor in manuscript form, Editorial Board, such content of any of engineering disciplines that qualifies for the target audience of the publications IEK.



5.9 Peer Reviewer

- a. The peer reviewer shall review such content as shall be requested of them by virtue of applicable considerations made by the Editorial Board to validate accuracy, sufficiency, completeness, compliance to requisite legal and quality standards, relevance, presentation and reference of factual and true position to both engineering industry and scientific standards.

5.10 IEK Secretariat

- a. The IEK secretariat shall carry out such assignments and roles as may be referred or defined for them by the Editorial Board in relation to publishing matters.

6.0 PRINCIPLES

6.1 Acceptance of Manuscript(s)

- a. The Editorial Board shall determine the guidelines, standards, procedures, and processes through which manuscripts are received and considered for publication

6.2 Manuscript Review

- a. All manuscripts for publication shall undergo review through such assigned procedure as shall be guided by the Editorial Board.

6.3 Authorship

- a. Authorship shall be given to the authors.

6.4 Quality of Articles and or Content for publication

- a. The Editorial Board will set the standards for publications in line with globally reputable practice

6.5 Data Handling

- a. Data shall be handled as per the provisions of the various IEK Policies, Local and International Bodies Standards, legislative acts and global agreements to the extent of their applications variously to safeguard the greater interests of IEK.
- b. The Editorial Board shall define or reference the handling procedures and guidelines as relates to all actors in the publication chain.



6.6 Confidentiality

- a. The Editorial Board, its members and agents, will treat all manuscripts submitted to all IEK journals in confidence.
- b. The Editorial Board shall define the ethical guidelines for Peer Reviewers.

6.7 Conflict of Interest

- a. Where a situation of conflict of interest arises whether directly or indirectly; or by engaging further in any part of a process or delivery one shall deem themselves to be conflicted, the individuals or parties shall make disclosure upfront to the extent that it is applicable.
- b. Failure to disclose a Conflict of Interest upfront and in the manner admissible may result in appropriate measures being taken by the Editorial Board and or the IEK Council, guided by such applicable and relevant policy frameworks and or legislative provisions.

6.8 Plagiarism

- a. Plagiarism in any form and presentation is an offence and manuscripts identified with, or are reasonably suspected to identify with the same, shall not be published.

6.9 Transparency

- a. All publications by the Institution of ^{Engineers of} Kenya shall abide by the principles of transparency as envisaged of professional and scholarly publishing.

6.10 Acknowledgement of Sources

- a. Reviewers will sufficiently confirm that acknowledgement to relevant published work in a manuscript has been cited as applicable.

6.11 Correction and Retraction

- a. Where situations that require either Correction or Retraction, the Editorial Board shall make decisions on the same guided by globally respected practices around publications of similar stature.

6.12 Copyright

- a. Authors grant IEK the right to use the article freely as long the article's integrity is maintained and its original authors, citation details and publisher are identified.
- b. Copyright of any article published IEK is retained by IEK
- c. Authors in IEK's publications grant a license to publish the article(s) and identify itself as the original publisher.

6.13 Ownership

- a. All publications by IEK shall remain owned by the Institution of Engineers of Kenya.

6.14 Code of conduct

- a. The code of conduct shall be as per IEK and the Editorial Board may issue further guidelines.

6.15 Appeals and Complaints

Authors have the right of appeal on decisions of the Editorial Board:

- a. The first appeal shall be to the Editorial Board
- b. A second appeal shall be made to the IEK Council
- c. Complaints and appeals are allowed for in respect to any decisions, party or parties and process for any publication of IEK.
- d. Complaints and or Appeals shall be submitted for the attention of Honorary Secretary of the Institution of Engineers of Kenya.
- e. Ordinarily, The Honorary Secretary will note the materiality and impact of each case. The office of Honorary Secretary will then forward the complaint or appeal either directly to the Editorial Board if the matter is straight forward for the Board to deal with, or consult with IEK President for a referral to an appropriate committee of the Institution or the IEK Council.
- f. The Editorial Board shall define the procedures and guidelines for handling complaints and appeals which shall subject to approval of IEK Council.
- g. Complains or appeals may also be directly submitted to the IEK Council in exceptional situations other than contained in any procedural's guidelines.



- h. As a matter of last resort and in exceptional situations where the overall good of the Institution is deemed to be an overriding factor, the IEK Council may pronounce itself, without prejudice and in writing to the Editorial Board, of its intention to take over such a matter and without waiting for any procedural requirements of the Editorial Board.

7.0 CONTENT FOR PUBLICATION

- a. Content for publication shall be such as shall have been defined by the Editorial Board and guided by relevant stipulations/provisions contained in various IEK policy documents, legislations to name but a few

8.0 CURRENT PUBLICATIONS

- a. Newsletter

The newsletter is periodic publication which contains news concerning IEK activities which is circulated to its membership and other stakeholders. The newsletter keeps its readers informed of important IEK activities and events.

- b. Engineering in Kenya Magazine

- i. Audience

The target audience of the magazine are professionals in engineering and related fields who are in responsible positions and who make pertinent purchasing decisions. These professionals are well educated and have relatively high incomes.

The articles and advertisements in the magazine are well researched and written so as to appeal to this high-end audience.

- ii. Controlled Circulation

The magazine circulation is controlled. The magazine is delivered to carefully selected list of people who are influential in making purchase decisions for their industry. Engineering In Kenya Magazine is distributed to targeted readers by postage to all members, subscribers and selected professionals by the *Institution of Engineers of Kenya*.

In magazine terminology, free-circulation targeted to selected audience is called controlled circulation! Our Magazine qualifies as controlled circulation because it is delivered to an Exposure.



Engineering in Kenya gives close to one hundred percent exposure of advertisements as it is delivered free to the target audience. The expectation is that our circulation of 3,000 copies will give us a readership 20,000 high level professionals including architects, consulting engineers, machinery suppliers, civil and building contractors, material suppliers, parastatal leaders, heads of departments of government ministries, county government officers, and heads of university technical and engineering sections and captains of industry.

In summary, the key criteria for measuring *Engineering in Kenya Magazine* is: quality circulation; excellent editorial quality; excellent readership; response documentation and advertising leadership.

c. Conference Proceeding

The above contain papers presented at conferences

9.0 FUNDING AND EXPENSES

- a. The publications will be expected to run on cost recovery basis and revenues will include advertisement and other incomes.
- b. The expenses shall include sitting allowance, honorarium, publication cost, payment to publisher, any other expense approved by the Editorial Board and IEK Council.
- c. The IEK Council will strive to ensure the realization of 9(a and b) above.

10.0 CREATING A NEW PUBLICATION

- a. The Editorial Board may not create a new publication unless with the written approval of the IEK Council.

11.0 RELEVANT LEGISLATION

This policy is operationalized by:

- a. The IEK Constitution,
- b. Guidelines issued by the Council
- c. The Constitution of Kenya.
- d. Kenya Information Communications Act, 1998
- e. Consumer Protection Act, 2012

12.0 RELATED IEK POLICIES:

- i. IEK Information Security Policy
- ii. IEK Communications Policy
- iii. IEK Members Code of Ethical Conduct
- iv. IEK Staff Code of Ethical Conduct
- v. IEK Data Classification Policy

13.0 POLICY REVIEW

This Policy shall be reviewed from time to time to accommodate changes in Law, Government regulations and operating environment and in any event at intervals of periods of two years from last revision date. Stakeholders will be invited to submit concerns and emerging issues pertaining to this policy and specific proposals in addressing such issues within the policy framework.

