



Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)

Procedure on Writing Abstracts of Papers for Presentation in Conferences and Books/Papers for Publication

- 6.5.1 The Coordinator receives a request (see Annex V) from any of the following entities seeking for authority to write an abstract of a paper for a conference or a paper/book for publication using CEMASTEAs data or work. A minimum of two:
 - a) members of CEMASTEAs staff
 - b) stakeholders
 - c) members of institutions collaborating with CEMASTEAs
 - d) members of public in Kenya
- 6.5.2 The Coordinator gives feedback and provides materials/data requested if available within two weeks of receiving the request form.
- 6.5.3 The Coordinator receives the abstract/manuscript of a paper/book and gives clearance to the entity to submit it to the conference committee/publisher for consideration within two weeks of receiving the abstract or paper and one month of receiving the book manuscript.
- 6.5.4 The Coordinator receives notification from the entity on review status of submitted abstract/paper/book from the entity when it is received and provides advice to the entity accordingly.

Note: For funding to attend and present a paper in a conference please refer to the CEMASTEAs Research Policy section 14.1 part (d).