



Seereer roots to print

Seereer Heritage Press Publishing Policy

Seereer Heritage Press whose website is www.seereerheritage.com, is the imprint and publishing house of the Seereer Resource Centre (SRC). Their website is www.seereer.org.

This policy applies equally to authors and artists/musicians who wish to be represented by us. You are advised to read it thoroughly before submitting any proposal to us via our website.

Our authors are central to what we do. Writing for us means you will be assisted by a team who are well versed in Seereer and Senegambian history and cultural heritage. Working in partnership with you at every stage of the publishing process, we ensure that:

- you are assisted in building a great author's platform in order to sell your book;
- you have a say in every stage of the publishing process including editorial, design, sales, marketing, production and distribution; and
- your intellectual property rights are fully protected.

However, publishing is a very costly business in terms of money and time, not just to Seereer Heritage Press, but also to you the author. It is therefore extremely important that you read our publishing guidelines very carefully before submitting a proposal. Proposals that do not meet our publishing criteria will be rejected.

This policy sets out the minimum standards expected of our authors prior to the publication of their manuscripts. This policy must be read in conjunction with our Terms and Conditions, Terms of Use and Privacy Policy which are available on our website at www.seereerheritage.com and at the Seereer Resource Centre's website www.seereer.org. Please ensure you are familiar with our policy before submitting any work to us for publication.

Why we have these guidelines

The ability and willingness to share knowledge contributes towards the documentation, preservation and education of Seereer history, culture, and religion

or spirituality. Seereer Heritage Press welcomes authors from all walks of life and disciplines to author or co-author titles relating to the Seereer people, the Senegambia



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region (Senegal and Gambia) and Mauritania - the three main countries where the Seereer people are found.

As an author of academic titles (meaning manuscripts which are of a scholarly nature, for example history, religion and culture), a great deal of trust is placed upon you and your work. Not only is trust important for preserving your own professional reputation and integrity, but you owe a duty to your reader especially general members of the public who may read your work and believe in what you've written. Whilst a fellow scholar knowledgeable in the subject may possess the analytical skills, a layperson that does not have the expertise might rely on your work. The internet disseminates information very quickly. If an academic author has made an error or failed to adhere to proper guidelines, a layperson may cite their work and before long the error would go viral. For this reason, all academic authors wishing to have their work published by Seereer Heritage Press must abide by the guidelines stipulated herein.

What we publish

Seereer Heritage Press publishes print books, e-Books and audio books that are important to Seereer Heritage™ and cultural identity, namely:

- Seereer history
- Seereer culture, e.g. Seereer dances, music, cuisine, rites of passage (*ndut* and *ndom*).
- Seereer religion or spirituality (*A fat Roog*) – the traditional religion or spirituality of the Seereer people.
- Self-study languages of the Seereer people, e.g. Seereer-Siin (or Seex), Saafi-Saafi, Ndut, Sili-Sili (or Palor), Noon and Laalaa (or Lehar)
- Dictionaries in Seereer (i.e. Seex) or any of the Cangin languages namely: Saafi-Saafi, Ndut, Sili-Sili (or Palor), Noon and Laalaa (or Lehar)
- Seereer children and teen books
- Seereer poems, e.g. poems written or translated in Seereer or any of the Cangin languages.
- Seereer medicine
- Seereer proverbs
- Seereer literature
- Titles relating to the history and culture of Senegal, The Gambia and Mauritania.



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A title can be published in any language as long as it meets the requirements stated herein.

Please note that although there are Seereer Muslims and Christians, we do not publish titles relating to Islam or Christianity. It is outside our remit. If your title relates to Islam or Christianity in Senegal, Gambia or Mauritania, unless a significant portion of your title concerns the historic implications of these Abrahamic religions on the Seereer people, you are better advised to contact Islamic and Christian publishers. There are many of them out there.

Scholarly guidelines

Manuscripts on Seereer history, culture, religion/spirituality, medicine and proverbs must adhere to the following guidelines (see below for detailed explanation of each guideline):

1. you must be qualified in the subject you are writing about;
2. you must support your claims with reliable and verifiable references using "citation in the text" or "inline citation". For guidelines on "citation in the text", see: *"The Harvard system of referencing"* published by De Monfort University Library (Leicester).
URL: <http://www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf>;
3. you must write in a neutral manner, free from bias;
4. you must follow an encyclopedic style of writing;
5. you must not plagiarise somebody else's work or infringe on the rights of others; and
6. you must adhere to the Harvard Style of Referencing when submitting any academic work to us for publication. For more information and guidelines about the Harvard Style, see: *"The Harvard system of referencing"* published by De Monfort University Library (Leicester).
URL: <http://www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf>.

Without prejudice to any of the guidelines stipulated herein, Seereer Heritage Press recognises and respect your rights as a scholar and as someone who is an expert in your field. As such, you have the right to gather and analyse primary sources using your own professional judgement and expertise as long as those sources are complemented by reliable and verifiable secondary sources. Primary sources must be stated – for example: names of people interviewed, date, location, etc. You also have the right to analyse secondary sources and any privileges that may reasonably be afforded to a scholar or expert.



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Detailed explanation of the guidelines

1. You must be qualified in the subject

You must have attained a university degree up to a master's level or currently studying for your masters if you want your scholarly paper published. This is also a requirement if you want your work to be taken seriously by other scholars. You must be able to prove your qualifications when requested.

The Seereer Resource Centre (SRC) and Seereer Heritage Press recognises the fact that there are those authors especially in the Senegambia region who may not have attained a master's degree but are highly revered in their field. This is especially true among certain members of the older generation of Senegambians whose verse knowledge of Seereer and Senegambian history, culture and traditions should be preserved. The SRC and Seereer Heritage Press encourages such individuals to author titles for publication and to contact the SRC or Seereer Heritage Press for any assistance they may require. If you fall into this category but do not have a university or master's degree, please do not be discouraged. Contact us or the SRC and we will endeavour our utmost to assist you. After all, we want to preserve your knowledge.

2. You must support your claims with reliable and verifiable sources using citation in text or inline citations

What is a reliable source?

A reliable source is a published book, article, journal or paper authored by an individual (or group of individuals or institution) who is qualified to write about the subject, and whose work has been peer-reviewed. Do not cite Wikipedia as a reference. Wikipedia articles are not reliable sources. You may however examine the sources cited by Wikipedia to see if they meet our guidelines. If they do, you may cite the sources themselves rather than Wikipedia.

What is a verifiable source?

A verifiable source is a source that can be obtained by the reader either online or offline in order to verify the claims being made. By definition, a reliably published work can be regarded as a verifiable source. Just because a reader cannot gain access to the source (e.g. if it is offline or out of print) does not necessarily mean it is unverifiable. If it is offline or out of print and the reader really wants to examine the source, it is their responsibility to take the initiative and request a copy through their local library or purchase a copy if necessary.



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In similarity, where a pay-per-view subscription via an external website is required, provided the document is reliable, it would be deemed verifiable whether or not the reader elects to subscribe to the service.

How to cite your sources (citation in the text)?

- you must cite your sources using "citation in the text" (see link above for the Harvard Style);
- you must provide a full bibliography including links to reliable and non-commercial based websites if relevant; and
- a "further reading" section at the end of the paper is always advisable for academic works – although not necessary.

3. You must write in a neutral manner

As a scholarly, you must take a neutral stance when writing an academic title. You must provide both sides of the argument in a fair and balanced manner. The generally accepted consensus or majority views should be given precedence over minority views. Minority views should always be included however you should not give them more than their fair weight. As a neutral author, the reader should not know which side of the argument you support.

4. You must follow an encyclopedic style of writing

The tone in which you write your paper must be formal and similar in tone to the reliable sources you are citing. Please refrain from using jargon or abbreviations in scholarly titles. Your title must be clear and understandable to the layperson and should be written in the third person unless you are quoting someone. When quoting someone, use quotation marks (see link above for the Harvard Style).

5. You must not plagiarise somebody else's work or infringe on the rights of others

Plagiarising somebody else's work is unprofessional and unscholarly. This guideline applies equally to academic and non-academic authors as well as musicians. Infringing on the rights of others is a breach of copyright laws which can result to being sued, and in certain circumstances may be a criminal offence. Titles or works submitted for publication or production are always checked for plagiarism or copyright infringement before publication or production. Where plagiarism or copyright infringement was not apparent during the verification process, neither the Seereer Resource Centre nor Seereer Heritage Press will accept liability where an author or artist plagiarises or breaches copyright laws. If it has come to our attention that an author or artist has plagiarised the work of another or infringes on the rights of another, we will stop the publication/production of their titles/works and issue a



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warning to our readers/customers on our website. Readers/customers will have the right (if they so) wish to return the title they've purchased and be fully compensated. The Seereer Resource Centre and Seereer Heritage Press will then go after the author/artist to recover any money spent as a result of their breach. The author/artist will also be permanently barred from publishing/producing their future works with us. If you suspect plagiarism or breach of copyright, please e-mail Seereer Heritage Press at **info@seereerheritage.com** providing evidence to support your claim. Please see Terms and Conditions.

If you are an author/artist and require permission to publish/sample another person's work, please ensure you gain written permission from the copyright holder first.

6. You must adhere to the Harvard Style of Referencing when submitting any academic work

You must adhere to the Harvard Style of Referencing when submitting any academic work to us for publication. Academic works in this context mean titles relating to:

- Seereer history
- Seereer culture
- Seereer religion or spirituality (*A fat Roog*)
- Seereer proverbs
- Seereer medicine
- History of Senegal
- Senegalese culture
- History of The Gambia
- Gambian culture
- History of Mauritania
- Mauritanian culture

For more information and guidelines about the Harvard Style, see: "*The Harvard system of referencing*" published by De Monfort University Library (Leicester). URL: <http://www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf>.

General guidelines

Submitting manuscripts for publication (print books and e-Books)

- Your manuscript should be submitted in Microsoft Word, Times New Roman, font size 12, and each page should be numbered.
- Your manuscript should have a table of content, and the page numbers in the table of content must correspond to each chapter's 'page number'.



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- Images and tables should be clear and readable. Images must be sent separately with instructions on the page number they should appear in.
- If you have copied special characters/alphabets from another website (non-copyrighted), please remove any hyperlinks.

Submitting audios for production (audio books)

- Your audio should be submitted in MP3 format
- Your audio should be clear and professionally produced. Seereer Heritage Press has teamed up with Seereer Radio (whose website is www.seereerradio.com) to help our authors produce professional and high-quality audio books. If you decide to use external producers, please ensure that the audio is of high-quality and each unit is clearly stamped.
- Your audio CD jacket should have a table of content with each unit clearly marked and time stamped. You don't have to worry about these details. We will do all that for you if your audio CD is produced in-house. However, you must send us the table of content listing the units in Microsoft Word, Times New Roman, font size 12, so that we can create the audio jacket on your behalf.

Who owns the copyright? The author or Seereer Heritage Press?

We are transparent when it comes to copyright ownership of titles we have published. Your intellectual property rights are fully protected. Depending on who owns what during the production of your title will determine the copyright holder of a particular component within that title. For example, you may own copyright of the written text of a print book but we may own the images, typesetting, ISBN, graphics, packaging, etc. Every title is different. In all your titles, you will be fully credited as the author. You continue to receive royalties on every title sold, and you are free to approach other publishers after the end of your contract with us. We do not tie you into long contracts because we want to ensure that you are happy working with us and are equally committed to a long and fruitful partnership. The same rule applies to our artists.

As the author, you will continue to receive royalty statements according to the schedule agreed in your contract. Please update Seereer Heritage Press with your new contact details in order to ensure that the details we hold of you are up to date.



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Submitting your proposal

Use our [proposal submission form](#) to submit your proposal, ensuring that you include the following:

1. Your full name
2. Your title (e.g. Mr., Mrs., Dr, Miss., etc.)
3. Your pen name (**NB:** only give us your pen name or stage name if you use a pen/stage name and want us to use your pen/stage name when crediting the author/artist. If you want us to use your real name as the author/artist, please do not give us your pen/stage name).
4. Your up-to-date curriculum vitae (c.v.)
5. Your target market
6. A clear and concise synopsis of the material you are submitting
7. Overview of the learning outcomes for self-study or teaching materials
8. List of components or delivery methods for the product
9. The full manuscript including table of content and introduction chapter. We do not review manuscripts which have not been submitted in full.