

STAGES INVOLVED IN THE PUBLICATION OF THE BOZ READER

Stage One

A call for articles in the forthcoming BOZ Reader is made via an Internal Memorandum within the Bank and the website or print media for authors outside the Bank. The call for articles is issued in early September for publication within the first quarter of the following year. Authors are given up to December to submit their articles to Economics Department through the Research Division. The articles submitted will be forwarded to the Desk Officer in the Research Division responsible for the BOZ Reader issues.

Stage Two

Once the deadline for receiving articles is closed, each article will be evaluated by the desk officer based on its relevancy, originality, and appropriate methodology, validity and reliability of data, reasonableness of conclusions and suitability for publication. Thereafter, each article will be assigned a manuscript number. This process should take no more than two months after the deadline for receiving articles.

Stage Three

Once an article is accepted for publication by the Desk Officer, the author will be asked to present the paper to the Technical Committee (TC) comprising members of staff from Economics, Financial Markets, Bank Supervision, Non-bank Supervision and Banking, Currency and Payments Systems departments. The TC will scrutinise the technical aspects, results and authenticity of the paper. After the TC meeting, the draft will be given back to the author to revise the paper by including the comments and suggestions of the Technical Committee as well as address any typographical errors in the document. The authors will be given a period of one (1) month to revise the articles.

Stage Four

Upon finalisation of the revisions by the author, Director – Economics will constitute the Editorial Team. The Editorial Team will comprise the Desk Officer (Secretary), Assistant Director - Research, and one representative each from Economics, Financial Markets and Bank Supervision. A member of the Editorial Team may also be selected from Non-Bank Supervision, Banking, Currency and Payment Systems departments and the Regional Office, Ndola. However, members of staff from the Bank of Zambia should not exceed five (5). In addition, the Editorial Team will include two researchers from reputable departments of Economics, Finance and Business studies from universities. The Chairperson of the Editorial Team shall be selected from the non-BOZ staff members of the Team.

The work of the Editorial Team is to further scrutinize the articles and then submit them to the Assistant Director - Research for final scrutiny. The Editorial Team shall be given a period of not more a week to complete their work.

Stage Five

Articles from the Editorial Team are given back to the authors to finalise and incorporate any comments arising from the editing process. The authors shall be given a two (2) week period to submit their re-edited work to the Desk Officer.

Stage Six

The Desk Officer compiles the articles into the BOZ READER and submits it to the Assistant Director - Research. The AD - Research will go through the work and if satisfied, will submit to Director - Economics to seek approval for publication and further scrutiny.

Stage Seven

Following approval from Director – Economics, an Internal Memorandum to Head – Public Relations is prepared requesting arrangements for the publication of the BOZ Reader. The memorandum should be copied to Director – Procurement and Maintenance Services.

Stage Eight

Once the published copies of the BOZ Reader have been received from the printers, the copies can be distributed to Public Relations for onward distribution at public events such as the Zambia Agricultural and Commercial Show, Zambia Trade Fair, Universities and other learning institutions. The soft copy of the published BOZ Reader should also be posted on the Bank's website.