

UNIVERSITÉ DE YAOUNDÉ II SOA



UNIVERSITY OF YAOUNDE II SOA

École Supérieure des Sciences et
Techniques de l'Information et de la
Communication



Advanced School of Mass
Communication

INTERNSHIP REPORT

**Academic internship carried out at Thanks
Publishing house from July 04 to September 30,
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Option:

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By:

Mbakwa Clementine Ngum

Matricule:

19CO18E

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Table of Content

Table of Content.....	1
THANKS.....	4
INTRODUCTION.....	5
CHAPTER I:.....	6
PRESENTATION OF THE STRUCTURE	6
1. HISTORY AND LOCATION.....	7
1.1. History	7
1.2. Rental.....	7
1.3. Editorial line.....	8
2. Organization and operation	9
2.1. Organigram.....	9
2.1.1. The editorial manager	9
2.1.2. Illustrators	10
2.1.3. Translators.....	10
2.1.4. The Commercialist.....	10
2.1.5. Graphic Design Manager	10
2.1.6. The Chief Press Office.....	10
2.2. Operation	11
2.2.1. Recording the manuscript	11
2.2.2. Evaluation of the manuscript	11
2.2.3. Proofreading correction	12
2.2.4. The layout/publication	12
2.2.5. Distribution.....	12
3. Objectives and tasks.....	13
3.1. Objectives	13
3.2. Mission	13
4. Co-publications, distributors, printers and distributors.....	14
4.1. Co-publications.....	14
4.2. Local and international distributors	14
4.3. Printers	14
4.4. The diffuser.....	15
5. Catalogue.....	15

5.1. Didactic Collection	15
5.2. Ħnik&Speciale Collection	25
CHAPTER II:	26
THE COURSE OF THE INTERNSHIP	26
1. Welcome and rules of THANKS	27
1.1. Home	27
1.2. Rules	27
1.3. Materials and tools.....	28
1.4. Internship schedule	28
2. Activities carried out	28
2.1. Proofreading/editing	29
2.2. Design and assembly	30
2.3. Text entry	30
2.4. Evaluation of works.....	31
2.5. Coverage calculation	31
2.6. Taxation	31
2.7. Imposition.....	32
2.8. Post-press service.....	32
2.9. Inventory management	33
2.10. Broadcast.....	33
2.11. External activities	35
2.12. Communication	35
CHAPTER III:	36
DIFFICULTIES ENCOUNTERS AND SUGGESTIONS	36
1. Achievements of the internship	37
2. Encountered difficulties	38
3. Suggestions or solutions.....	39
4. CONCLUSION	40
5. APPENDIX	41
5.1. Internship Attestation	42
5.2. Internal rules of procedure	43
5.3. Photos of activities carried out and devices used	44
5.4. Photos of produced documents	47

THANKS

This academic internship report carried out in the publishing house Thanks, puts an end to the second semester of our third year of study at the Advanced School of Mass Communication of the University of Yaoundé II Soa.

We thank in the first place:

The administrative staff of the Advanced School of Mass Communication (ASMAC) headed by Professor Alice Nga Minkala, all teacher, especially those in the Publishing and Graphic Arts department, for the support and patience they have shown for our success.

Our thanks also go to Mr. Thomas Aurelien Ndassibou, Head of the publishing house THANKS, to whom we express our deep gratitude for the effective help he has given us, and all the staff working in that same publishing house.

We would also like to express our deep gratitude to all the people whose support enabled us to carry out this internship. These include:

Our family as a whole for the demonstrated moral and human support

Without forgetting our comrades in the Publishing and Graphic Arts sector as well as our sponsor of our promotion Mr. Buma-Kor.

Finally, our gratitude goes to all the people who helped and worked to advance this report and whose names have not been cited here.

INTRODUCTION

The Advanced School of Mass Communication (ASMAC) trains students in various fields and allows them during their training to acquire through the academic internship. Professional experience aimed at both validating the theoretical and practical knowledge acquired during the training, and acquiring new skills, working in an organized structure (company or institution). The purpose of the internship is therefore to familiarize the intern with the world of business, and to get him to reflect on his achievements. That's how we went to the publishing house Thanks, for a period of three months, to immerse ourselves in the daily realities of this company. During our stay at the Thanks publishing house, we were able to discover the realities of the world of publishing professions. We have been able to identify the advantages and even disadvantages of being a publisher in our society. Nevertheless, a question arises: have we managed to detect in the achievements of this course, the role of the publisher in the production and distribution of a printed book or any other document intended to be published? To answer this question, we will first present the organization and functioning of the structure that welcomed us (I), then we will return in detail, on the course itself (II) Further on, we will look at the achievements of this participation course for us, then we will discuss the difficulties encountered and some suggestions to this structure, for possible improvements (III). Have we managed to detect in the achievements of this course, the role of the publisher in the production and distribution of a printed book or any other document intended to be published?

CHAPTER I: PRESENTATION OF THE STRUCTURE

This part presents the location of the course, which is the publishing house Thanks. In this section, we present its geographical situation, its history, its functioning and its organization chart.

1. HISTORY AND LOCATION

1.1. History

THANKS is created by Mr. Thomas Aurélien Ndassibou, a former student in publishing and graphic arts at the Advanced School of Mass Communication (ASMAC) on 23 March 2019. Since the launch of this young publishing house, the promoter has continued to promote and make accessible works in Cameroon's national languages to everyone, everywhere and at a lower cost.

1.2. Rental

THANKS Publishers are based in Cameroon at the central region, more precisely at “école des postes”, behind the Neptune gas station. In addition, THANKS has a location on the web, thanks to the tools given in the following data sheet:

Corporate name	THANKS Editions
Creation date	2019
Head office	Neptune, Post School
Sponsor/Director	Thomas Aurelien Ndassibou
Legal status	Establishment
Publisher number	458
Language zone of the editor	978
Mailing address	BP: 8081 Yaoundé, Cameroon.
Telephone	00237 69685 13 97 / 00237 677 88 18 74

E-mail	grouphanks1@gmail.com
Facebook	thank you group
Website	www.grouphanks992953814.wordpress.com

1.3. Editorial line

The THANKS editions have an editorial line that focuses on the promotion and popularization of the national languages of our country as well as everything related to the culture of Cameroon and even elsewhere.

THANKS also translates works and documents from French and English into the national languages of Cameroon.

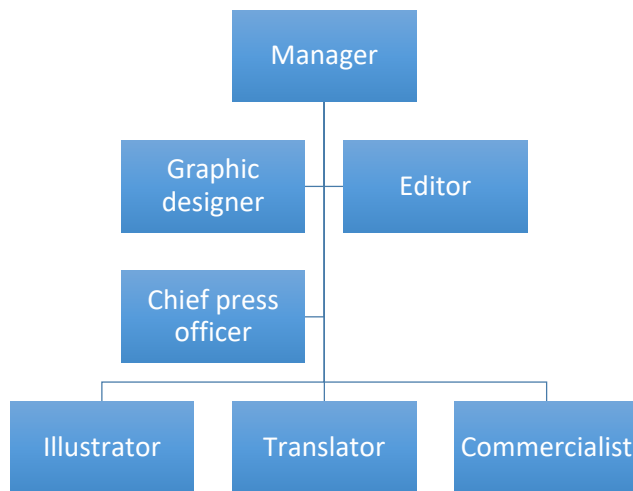
The slogan of this publishing house is “Value and promote our national languages and culture”.

THANKS editions want to promote national languages in Cameroon, with a view to perpetuating them, but also to fixing them on written and even digital media. This publishing house also intends to promote the values and riches that our country Cameroon is full of. THANKS also seeks a goal for all acculturated young Cameroonians, to find a cultural identity and heritage through their local or maternal languages as they are commonly known. To achieve this, the young publishing house began with the production and extension of Educational manuals, children's literature and children's books. In short, THANKS publishers propose to publish manuals in local languages and everything related to culture because language and culture go hand in hand.

In addition to the publishing service, Thanks also consults with other publishers and even individuals but also has a functional Graphic Design and post-press division.

2. Organization and operation

2.1. Organigram



As a young company, Thanks, for a start has a reduced staff for the essential operation to the publishing of the book and even for its related services. The detailed role of each staff member is as follows:

2.1.1. The editorial manager

The Manager of THANKS Publishing is Thomas Aurélien Ndassibou, he also plays the role of editorial manager for the structure. It is also responsible for:

- Publishing contracts, publishing agreements with authors;
- General supervision of all editorial activities;
- The representation of its external structure, business intelligence and management of partners, etc.
- Management of physical and digital stocks;
- Ensure the attendance of staff in strict compliance with labour legislation;
- The mobilization, supervision and management of financial resources;
- Evaluation of manuscripts and proofreading.
- The reception and interview with the authors;
- The registration of manuscripts;
- Entry of texts in aglc
- The layout of the works.

2.1.2. Illustrators

This work is carried out by AKIRA Junior and Pievel who are responsible for:

The production of illustrations at the request of the Director;

The processing of illustrations.

2.1.3. Translators

They are mainly responsible for the translation of works commissioned by the publisher. They are called upon according to the mother tongues in which the work is to be done.

2.1.4. The Commercialist

They are in charge of distributing the books of the publishing house when the need arises.

2.1.5. Graphic Design Manager

He is the conductor of a visual communication project. As its name suggests, it takes on a project for itself, of which he will manage the entirety, from negotiation to final delivery.

2.1.6. The Chief Press Office

He is a finishing professional. He is responsible for the finishing work in the editorial process. He is the one who oversees the assembly work, in short, everything concerning the shaping of a document to be published.

2.2. Operation

With a very small and limited staff, THANKS is professional about its book production process. This production takes place in five major stages: the registration of the manuscript, the evaluation of the manuscript, the proofreading, the layout/ publication and the distribution.

2.2.1. Recording the manuscript

Manuscript registration is the process by which the manuscript comes to life or begins its life in a publishing house. In this case, not all manuscripts sent to THANKS are published because they must be registered beforehand and then examined to determine if they correspond to the editorial line of the house.

In the functioning of the publishing house the manuscript follows a normal course, as well as its arrival, a copy of the original manuscript and an electronic version of it are recorded.

Most of the time, this house receives manuscripts across Cameroon, and therefore electronically. It is worth noting that the manuscript evaluation lasts between 01 (one) and 04 (four) weeks depending on the volume.

2.2.2. Evaluation of the manuscript

The manuscript evaluation phase is the stage of analysis and sorting. In this young publishing house, the manuscript passes to the reading committee made up of Mr. Thomas Aurélien Ndassibou and two persons previously chosen according to the language of publication.

It is after this stage that the author responds to his request that is, validating or refusing his manuscript. When the manuscript is accepted, the Director of THANKS Publishing house sends the author a publication approval and with the support of the publishing contract¹. Otherwise, a letter giving the reasons for the refusal of the manuscript is sent via email to the author, giving him the reasons for the refusal.

2.2.3. Proofreading correction

Once the manuscript has received a favourable opinion from the reading committee, it subsequently undergoes a proofreading-correction work. A careful reading to identify and correct all grammar, spelling, syntax, conjugation errors, and possibly improve the style of the author if necessary.

2.2.4. The layout/publication

After having been cleared off the errors, the text then moves on to the layout work where it undergoes a transformation. The layout is the action of arranging different elements of the composition of a page in a hierarchical and harmonious manner. This transformation is done according to the graphic charter of the publishing house. This step transforms the manuscript into a book because it now has the necessary characteristics such as: format, fonts and sizes, cover, etc.

This work ends with the release of the first test to appreciate, and modify all possible shortcomings. This test is again sent to the proofreading correction for a final check before printing. And if ever errors are scored, the test will return to the layout service to insert corrections. Once this work is done, another test is printed for verification before giving the BAT2.

2.2.5. Distribution

Distribution is the step by which the book is made available to the target audience. It is THANKS editions that mainly sell their works. Therefore, they do not always respect the principle of Producer → Wholesaler → Customer → Retailer) or that of Producer → Customer → Retailer).

However, the company also distributes its books through these external sales agents as well as distributors such as GVG SARL, Boutik M'wima and Cameroon Books that come in support.

3. Objectives and tasks

3.1. Objectives

The THANKS management team has chosen to define its short, medium and long-term objectives:

In the short term:

- Promoting national languages through very frequent publications;
- To promote the national culture in all its aspects through the publication of the various works allowing both to connect to their culture;
- To offer illustrated albums as a companion book for children of the nursery;

Medium term:

- Give young Cameroonians the opportunity to find a cultural identity by speaking and writing their mother tongues and telling small stories about their culture;
- create digital media for different publications;
- Organize language learning courses during holidays and holidays.

Long term:

- Accompany our various publications with audio CDs;
- Create applications in national languages;
- Create a production department for specialized television programs;
- Open a reading centre in our premises to perpetuate the learning of national languages.

3.2. Mission

The main mission of the THANKS editions is to help and support the State of Cameroon in the promotion and enhancement of national languages through the production of editorial works and also on everything related to culture. It will be said that man is nothing without his culture.

4. Co-publications, distributors, printers and distributors

4.1. Co-publications

Co-publishing can first be understood as publishing a work produced in collaboration by several publishers (search for specificities). Akoma Mba has signed a contract with the promoter of THANKS editions for the translation of the kits

Learning in Cameroon's national languages from English to fifteen (15) languages of the country whose main poster is referenced in the appendix.

4.2. Local and international distributors

THANKS in addition to its own book sales resources, also works with 04 distributors.

Yaoundé

- Boutik M'wima;
- Cameroon Books.

Douala

- GVG SARL,

France

- YouScribe
- Sales platform for digital books based in France.

4.3. Printers

Thanks editions work with three printers based in Yaoundé:

- CHAVI Press;
- Bridge Print;
- Focos Print

4.4. The diffuser

As a young publishing house, the promoter works mainly with its newly created web page and especially Facebook for the distribution of publications and information concerning its publishing house.

- Internet (online catalogue);
- Facebook.

5. Catalogue

The catalogue of THANKS editions since their creation consists of more than 100 titles divided into two collections, namely the Baptism Collection and the Didactic Collection.

5.1. Didactic Collection

Securities	Price in FCFA
<i>My first steps in ewondo</i>	3,000
<i>Fe'éfe'é language activity booklet, 4^e</i>	1,500
<i>Fe'éfe'é language activity booklet, 3^e</i>	1,500
<i>Búlu Language Activity Booklet, 4^e</i>	1,500
<i>Búlu Language Activity Booklet, 3^e</i>	1,500
<i>Ghɔ́málá' Language Activity Booklet, 4^e</i>	1,500
<i>Ghɔ́málá Language Activity Booklet, 3^e</i>	1,500
<i>Ewondo language activity booklet, 4^e</i>	1,500

<i>Ewondo language activity booklet, 3^e</i>	1,500
<i>bàsàa language activity booklet, 4^e</i>	1,500
<i>bàsàa language activity booklet, 3^e</i>	1,500

<i>Booklet of activities in Yémba language, 4^e</i>		1,500
<i>Yemba language activity booklet, 3^e</i>		1,500
<i>Fulfulde Language Activity Booklet, 4^e</i>		1,500
<i>Fulfulde Language Activity Booklet, 3^e</i>		1,500
<i>Book of activities in Gbaya language, 4^e</i>		1,500
<i>Nà lángándí nà tilándí bàtánga</i>		4,000
<i>Batanga for beginners</i>		3,000
<i>Learn ewondo 1</i>		5,000
In the course of publications		
<i>Dictionary the old Hiol, easy basaa</i>		
2. Baptism collection		

Securities				Price	in
				FCFA	
Bàsàa					
<i>Kel yósóna ni Mbək lònì Ngɔ Mándɛng</i>					
<i>am</i>					
<i>Bilem bì lám</i>					
<i>Mémpén matám</i>					
<i>Mě an ndi me hag pen (0 to 24)</i>				6,500	
<i>Mě an ndi me hag pen (25 to 50)</i>					
<i>Mémpén bínùgà 1</i>					
<i>Mémpén bínùgà 2</i>					
Batanga (banɔhɔ)					
<i>Buwa bo huwe bo Edaba na Ehila</i>					
				6,500	
<i>Mbembɔ iyamu</i>					
<i>Napɛnɛndi bebumá</i>					
<i>Nalangandi na ipɛne melángo (25 to 50)</i>					
<i>Napɛnɛndi tito 1</i>					
<i>Napɛnɛndi tito 2</i>					
Bisso'o Nalangandi na ipɛne					
<i>melángo (0 to 24)</i>					

Mbam ni Anoglibo bi houèh nguim iluôh

<i>Bi lēm bi lām</i>			
<i>My pene mi tam</i>			
	6,50		
<i>Ma hǎŋ ni li péŋ li nomba (0 to 24)</i>	0		
<i>Ma hǎŋ ni li péŋ li nomba (25 to 50)</i>			
<i>My penis shot 1</i>			
<i>My penis shot 2</i>			
<i>Bulu</i>			
<i>Ŋúmba mōs a Ndo bâ Ngɔno</i>			
<i>Mimbamba mǎfulú</i>			
<i>M'a wɔ'ɔ bibùmá mǎyaŋ</i>			
<i>M'a lán tán a m'a wɔ'ɔ bikangá bí tán mǎyaŋ (0 to 24)</i>	6,50		
	0		
<i>M'a lán tán a m'a wɔ'ɔ bikangá bí tán mǎyaŋ (25 to 50)</i>			
<i>M'a wɔ'ɔ bǎtít mǎyaŋ 1</i>			
<i>M'a wɔ'ɔ bǎtít mǎyaŋ 2</i>			
<i>Duala</i>			

Búnyá b́wá musúsu b́wá Etáme na Enanyge			
Bedemo bá b́wám			
	6,50		
Na mapéna bepumá	0		
Na mapená nɔmba (0 to 24)			
Na mapená nɔMBA (25 to 50)			
Na mapena nyama 1			
Na mapena nyama 2			
Nguma mós ε Ndzana b́e Ngah			

Mimama matum			
Mə təwɔ'ɔ bíbomo nyōl			
Mə táláŋ dɔ mə təwɔ'ɔ nyōl (0 to 24)	6,50		
	0		
Mə táláŋ dɔ mə təwɔ'ɔ nyōl (25 to 50)			
Mə təwɔ'ɔ tsít nyōl 1			
Mə təwɔ'ɔ tsít nyōl 2			
Ewondo			
Ŋúmā ámos ai Atábá bân Eyengá			
Mimbambe məfúlú			
Mafudi bibumá ndágá			
	6,50		
Maláŋ mə fudigi fə bəncɔmbɔ ndága (0 to 24)	0		

Maláŋ mə fudigi fə bəncəmbə ndága (25 to 50)				
Mafudi tsíd ndágá 1				
Mafudi tsíd ndágá 2				
<i>Fe'éfe'é</i>				
Ta'lié'nzá mom pí Mbūāni mba Nkwe'ni				
Mbe'				
maa				
Sáhwū piá len (0 to 24)				
Sáhwū piá len (25 to 50)				
Ń nsī' ntənthū		6,50		
		0		
	<i>Ń sī' nə 1</i>			
	<i>Ń sī' nə 2</i>			

Ghəməlá'				
Ta' tyě dzu bí Tānyə plwā Mādafò				
My pəpúŋ				
Gaǎ wə cí' ntəm thə				
Gaǎ wə se bíŋ cí' mnyə dəŋ (0 to 24)		6,50		
		0		
		<i>Am</i>		
Gaǎ wə se bíŋ cí' mnyə dəŋ (25 to 50)				
		<i>Am</i>		

<i>Gaǎ wə cí' mnɔm</i>			
<i>1</i>			
<i>Gaǎ wə cí' mnɔm</i>			
<i>2</i>			
Kwasio			
<i>Duɔ manzima na Nguiambá na Nlíma</i>			
<i>Kunda bigyama</i>			
<i>Mɛ kiɛ bibvumá bó ziɔ minsiná</i>			
		6,50	
<i>Mɛ laɲ tangu na kiɛ bikangá minsiná (0 to 24)</i>		0	
<i>Mɛ laɲ tangu na kiɛ bikangá minsiná (25 to 50)</i>			
<i>Mɛ kiɛ botsir minsina 1</i>			
<i>Mɛ kiɛ botsir minsina 2</i>			
Masana			
<i>Burda vi Fissou zi Minda</i>			
<i>Zla ma ɲaana</i>			
<i>Nan kor vu' guna</i>			
		6,50	
<i>Nan ɲa'a, korra (0 to 24)</i>		0	

<i>Nan ɲa'a, korra (25 to 50)</i>				
<i>Nan kor Muryena 1</i>				

<i>Nan kor Muryena 2</i>				
Mədâmb à				
<i>Tà' le'njɛ ntɛn bô Ndoɲncò ngû Mana</i>				
<i>Mbwɛm ad</i>				
<i>Mɛzwiagtə a ncɔ̀ bà ntamtɔ̀</i>				
<i>Mə á' tuntə mben njab ncɔ̀cu nù bà miâgtuntə (0 to 24)</i>				6,50 0
<i>Mə á' tuntə mben njab ncɔ̀cu nù bà miâgtuntə (25 to 50)</i>				
<i>Mə zwiagtə â ncɔ̀ bà nyàm 1</i>				
<i>Mə zwiagtə â ncɔ̀ bà nyàm 2</i>				
<i>Ndemlí</i>				
<i>Tú'bí hi fifi bo Áchâm ni Welisane</i>				
<i>Bilêmbí hi lɔ̀ngɔ̀</i>				

<i>Mí pēn nyúndíbí</i>						
					6,50	
<i>Mí fili mí pēn filindī (0 to 24)</i>					0	
<i>Mí fili mí pēn filindī (25 to 50)</i>						
<i>Mí pēn mbápbí 1</i>						
<i>Mí pēn mbápbí 2</i>						
<i>Ɔgēmbà</i>						
<i>Ta' le'éndzə mbə Föbhá' pwâ Mândəfoè</i>						
<i>Met pəpən</i>						
<i>Ɔgəsənwwóet ntá chyə</i>						
<i>Ɔgə sə sáná mbí ncwət mənək ndəŋ (0 to 24)</i>					6,50	
					0	
<i>am</i>						
<i>Ɔgə sə sáná mbí ncwət mənək ndəŋ (25 to 50)</i>						
<i>am</i>						
<i>Ɔgə sə ncwət mə nà 1</i>						
<i>am</i>						
<i>Ɔgə sə ncwət mə nà 2</i>						
<i>am</i>						

Lyě'ε lá''Takalá''pɔMakala'			
<i>Atswé mbòho</i>			
<i>Mèh ne nzo'te ntɔɔn ntyö</i>			
	6,50		
<i>Mèh ne sáha mbiŋe nzô'te menzwìŋ (0 to 24)</i>	0		
<i>Mèh ne sáha mbiŋe nzô'te menzwìŋ (25 to 50)</i>			
<i>Mèh born nzo'te menɔɔn 1</i>			
<i>Mèh born nzo'te menɔɔn 2</i>			
<i>Yemba</i>			
<i>Ta'alé'é âlā' ntsem áneNdɔŋfack pɔTsage</i>			
<i>Metswhī mbɔŋ</i>			
<i>Meŋ e tswēt méta-âthu</i>			
<i>Meŋ e sāŋ, e zēn tswēt me nzwiŋ (0 to 24)</i>	6,50		
	0		
<i>Meŋ e sāŋ, e zēn tswēt me nzwiŋ (25 to 50)</i>			
<i>Meŋ e tswēt mé na 1</i>			
<i>Meŋ e tswēt mé na 2</i>			
<i>Ikunɔfāk ántā mbīŋ</i>	3,50		
	0		

<i>Sâ'men ntum fen</i>	3,50		
	0		
<i>Ndāfoě nthùm mbín</i>	3,50		
	0		
<i>Atubá in summer</i>	3,50		
	0		

5.2. Unik&Speciale Collection

Securities				Price in FCFA	
<i>Ntashun Məkalə. Cɔ túmlâm nkəni nŷm ngɔ̀ Kàmərun</i>				5,000	
<i>Nteushun Mekad. A love story for Cameroon</i>				5,000	
<i>(Testimony)</i>					

CHAPTER II: THE COURSE OF THE INTERNSHIP

In this part, we present the internship schedule and the activities carried out in great detail.

1. Welcome and rules of THANKS

1.1. Home

Monday, July 4, 2022, was our first day of internship at the Thanks publishing house. We were present on the spot at 8am, where the director and his team were waiting for us. The welcome was very warm and revolved around the visit of the site. With the other interns, we arranged tables and chairs to allow everyone to settle down comfortably to listen to the welcome words of the director. He started a meeting at 8:30am where everyone had the opportunity to present his or her self. The director presented the enterprise telling us of the day it was created, its objectives, its catalogs available. He equally enlightened us to on the role of a publisher, how publishing requires patience, a lot of time, concentration and enthusiasm

1.2. Rules

As with all other companies, the Thanks publishing house has a well-defined editorial line, scrupulously respected by the team in place. To avoid misunderstandings and other inconveniences between staff and trainees, a copy of the rules of procedure is given to all trainees passing through this structure. The latter emphasizes the general and permanent rules of discipline within the structure. It is detailed in ten points which mention:

- The place of the internship
- Dress and behaviour
- Days and times of the course
- Access to premises
- The use of the material
- Respect for data confidentiality
- Miscellaneous prohibitions
- Hygiene
- Sanctions, and finally
- Publicity and entry into force.

An attendance sheet is available and made available to all. It must be completed twice a day, to mark the time of arrival and the time of departure of each.

1.3. Materials and tools

As soon as we were admitted to the Thanks editions, we were entitled to working materials, and other tools including:

A notebook stamped "Thanks" in which we should note all the activities in which we took part within, and even outside the structure during the internship period.

Software word processing and graphic editing installed on our computers (Word, Illustrator, InDesign, Photoshop).

Machines such as the laminator (a machine that applies a film plastic with a thin, protective layer on all types of printed matter), the creasing machine (machine used to make grooves in a piece of paper), the gluing machine (is a tool used to glue or bind different types flat-shaped materials such as paper, cardboard, or fabrics) and many others were present in the Thanks editions to allow us to live the realization of post-press work.

1.4. Internship schedule

The internship took place over nearly 80 working days, from July 12 to October 15, 2021. As mentioned in the rules of procedure, the internship days and times set by Thanks company are as follows:

- Every working day (Monday to Friday)
- Non-working days (in case the promoter deems the presence of trainees useful for service needs)
- The course starts at 8:30 a.m. and ends at 3:30 p.m. with a one-hour break between 12 p.m. and 1 p.m.

2. Activities carried out

The role of the editor is to select texts for publication; he formats them and has them printed, finally he markets them. Selecting the authors and the texts constitutes the essential operation of the editor. In this way, his house acquires a brand image that will characterize it in the eyes of its public.

During our academic internship in the Thanks editions, we played different roles depending on the missions assigned to us. From receipt of the manuscript, to formatting, through proofreading/correction and promotion, we have done everything possible to take full advantage of the internship, and maximize the chances of having a positive impact on our supervisors.

We showed rigour, organization, with a good ability to work in a hurry, a natural curiosity, and a lot of creativity. Publishing Departments

2.1. Proofreading/editing

We assumed various tasks of the Prepress Operator, namely, recovering the files transmitted by the client and making the necessary corrections to the texts and images (typography, spelling, colours, etc.)

One of the tasks we carried out during our internship at Thanks editions consisted of proofreading/correcting documents to be published. This exercise was intended to eliminate the last typos before printing. We proofread and corrected various texts, so that they respect the expected style and evaluation criteria. It Is:

- La contribution de la qualité du droit à la lutte contre la criminalité transfrontalière dans le bassin du lac Tchad :
- Prises d’otages et désorganisation des structures familiales et socio-économiques des sociétés paysannes. Une analyse du désordre rural à partir de l’arrondissement de Bibemi dans la région du Nord (Cameroun)
- Conflits et continuité culturelle entre ces communautés transfrontalières de Blangoua (Cameroun) et de Mahada (Tchad)
- Prayer storm Daily prayer guide
- Livre Medumba
- Affiche sur les livrets d’activités de langues et cultures nationales.
- Livrets d’activités de Langues et Cultures nationales 6e
- Livrets d’activités en langue et culture Ewondo de 5e en 3e
- L’Etat de la coopération internationale au regard de la criminalité transfrontalière organisée

- La répression de la criminalité transfrontalière par la cour pénale internationale : Vers une répression des infractions internationales à l'épreuve de la confidentialité
- Les clans, Les villages, les personnalités
- Epreuve de langues Nationales
- Epreuve Zéro de langue et cultures Nationales
- Livret d'activités 2nde Fefee
- Livret d'activités Ewondo 1re
- Livret d'activités Ewondo 2nde
- Livret d'activités Ewondo Tle

2.2. Design and assembly

Just as the Prepress Operator provides the layout of texts and images for printing a document, using the word processing software we have on our computers (Word, InDesign, Illustrator, Photoshop), we were able to perform several tasks including:

- Evaluation and fiche d'évaluation of the manuscript NTEBE, La chaussure magique by ODOUMOU Didier
- Logo oxford
- Participation at the camp de vacances AL-ADA
- Create thanks page on the different platforms and fit in the contents needed.
- Create links
- Invitation cards
- Treatment of images
- Funeral program
- Intern's badge
- Proposition of cover pages for the book Langues et cultures nationales du Cameroun
- Business card
- A flyer of a training seminar on the fundamental bank governance 2022.
- Flyers for Thanks' books

2.3. Text entry

- Livret d'activités des langues et cultures nationale de 6ème
- Livret d'activités en langue et culture Ewondo de 5ème à 3ème

2.4. Evaluation of works

After rereading and correcting the texts, we were asked to summarize them and to propose summaries for the manuscript “NTEBE, La chaussure magique”

2.5. Coverage calculation

Calculating the size of a book cover based on the dimensions of the inside pages is an exercise that we have been subjected to many times. Since the publisher is the head of operations in a publishing house, it is quite normal for him to be able to evaluate a project before it is carried out. This evaluation allows to have precise data, before beginning any work.

Knowing how to calculate the width of the spine is essential for creating a cover. To design the covers of the works mentioned above, we had to calculate the format of each of these covers taking into account criteria such as: the volume of the book (number of interior pages), its weight, i.e. the characteristics of the paper (type of paper, weight in g), its format and therefore its dimensions (width and height); it is also necessary to determine the paper that will be used for the cover, as well as its weight.

2.6. Taxation

The taxation process consists of:

- Select the correct media size
- Select the right press
- Study the different possibilities of taxation to obtain the ideal solution (profitable and technical).
- Know the finished format
- Know the size of the printing sheet
- Calculate the empage taking into account the category
- Plan the layout of the elements to be imposed
- And finally plan the different shapes and finishes

2.7. Imposition

In printing, imposition is one of the prepress steps. It consists in placing on a large sheet (the form), the pages of a work in order to obtain a notebook during its folding. Imposition pages generally consist of 4, 8, 16 or 32 poses and are managed in signatures (recto for the first side and verso for the second side). The pages are then managed two by two

2.8. Post-press service

Among the post-press work carried out in the Thanks publishing house, we not only assisted, but also participated in tasks such as:

- Gluing the books on a gluing machine (gluing machine). Gluing is a technique during the manufacture of a book, which consists of assembling the interior pages of a book and its cover. The gluing therefore consists of fitting the inside pages into the glued cover. The separate cover is placed on one end of the machine, the inside pages are inserted at the other end and they pass through the glue, deposited on the machine before being fixed on the cover.
- Work done on the laminator, a machine that allows filming and therefore, cover the paper or document with a thin plastic film, which gives it a sparkling effect. We have laminated the covers of books and magazines, and the inside pages of some documents. It is a finishing operation that occurs in the shaping of a document.
- Wedging work on a device called creaser making it possible to leave marks on a paper. During our practical sessions, we used the creasing machine, a device that allows creasing (that is to say, adding lines) to documents. Creasing facilitates or promotes the application of folds on a specific document. The creasing exercise in which we took part consisted in applying lines on documents in A5 format, an order of 1000 copies made by the diocese of Obala. Said documents had to be folded in the middle, that's the reason why we should apply the creasing in the middle of the paper to make the folding easier.
- The manufacture of boxes in which the kits made up of several documents in national languages, requires the use of papers with a weight important, capable of withstanding the weight of the books they will contain.
- The boxes are designed, printed and shaped to be bound and glued. The operation which consists of binding and gluing the boxes is done by hand, using paper glue and the

precision of the gestures of the one who binds them. We made packaging for the kits. We have also packaged the Thanksgiving kits in said packaging called boxes. The kits are packs of 7 books which contain the complete collection of the Thanks publishing house with the learning of numbers, the colouring of animals and fruits, some notions of morality for young children among others.

- Among the activities carried out within the Thanks editions, there was the distribution of the works which consisted of the delivery and the forwarding of the parcels. We were called upon to deliver documents to different places, and to do so, we had to go to the people concerned to satisfy their request. We have even happened to proceed to the distribution activity through the shipment of certain parcels to travel agencies for other cities.
- Apart from the stocks to be distributed, another step consisted in the management of the available stock.

2.9. Inventory management

Inventories can be defined as all the goods involved in the operating cycle of a company, either to be consumed or to be sold as is, at the end of the production process. Good stock management is essential to ensure the sustainability of a business. Inventories must be assessed and not be too large. We have, on many occasions, carried out the operation of checking the stock which consisted in counting the quantity of activity booklets and books available in stock, in order to be able to carry out the inventory.

This exercise allowed us to understand that it is important to always check the stock to avoid stock shortages or overstocking.

The publishing house being a commercial enterprise that needs to sell its products to exist, we deployed ourselves in the field to fulfil this function.

2.10. Broadcast

During the three-month internship period spent in the Thanks publishing house, we were also able to fulfil the third function of the publisher, namely: to make known the published works. To this end, we deployed on the ground to hit the target, for the broadcast. We went to meet

some booksellers to offer them some of our publications. We also raised parents' awareness, with the aim of educating them on the importance of using national languages and showing them the merits of learning these languages for their children.

We also visited certain colleges in the city, to present and offer activity booklets in national languages to heads of establishments as well as to certain teachers. Indeed, these activity booklets are essential tools for teachers of national languages and culture in secondary education.

We have sometimes consulted with certain authors, in order to guide them on the quality of the content to be published. We also negotiated parts of the publishing contract with the authors.

One of the featured activities that we had fun running was the legal deposit of four (4) activity booklets. At the request of our supervisor, we went to the public reading centre to drop off the activity booklets for the classes of 2nd and 1st in the Ewondo language, and the national language and culture activity booklets for classes of 6^e and 5^e. To deposit a book, you must submit six (6) copies of the document to be deposited, against a registration receipt.

Again, I was sent on a survey in the South West region precisely Limbe to propose to the people, authors and make them know THANKS publishing house. This task wasn't easy because, the most spoken language is Mokpe. The people I came across made me to understand that they have a council of chiefs and elders who wrote books in the Mokpe language so as to teach the up growing children and those who wanted to learn their mother tongue. When I told them of our publishing house, they were amazed and did not know something like that one was existing in Cameroon. They wanted to publish more books like a kitchen book, culture and alphabet which was not easy for me to convince them to give THANKS because of the fact that they wanted an english publisher and someone versed with their language. It was also difficult to see buyers that way because they were versed with the mokpe language and did not have interest in the Ewondo, Basa'a and the other languages published by THANKS.

All these activities accomplished within Thanks editions have allowed us to better understand the functioning of a publishing house established in Cameroon and above all to be able to thwart and anticipate the obstacles that Cameroonian publishers face on a daily basis.

2.11. External activities

We participated in an award winning ceremony on the occasion of the “Concours d’écriture” at the Ministry of Basic Education.

More to that, Thanks Publishing House was honoured to be a partner of the CAMP DE VACANCES AL-ADA 2nd edition which was from the 25th of July to 05th August 2022 at CAYSTI (Carrefour Bastos). We gave in supports with our presence and helping hands in case need arises. It was indeed a success as every second spent with those kids was precious and memorable.

2.12. Communication

We carried out communication activities within the company Thanks Publishing House through the creation of pages on different social media platforms such as Instagram, TikTok, adding to what already existed (Facebook). By so doing, we had to create contents to fit in those platforms like communicative images with editorial products from Thanks Publishing House, short video presenting the books (images in the appendix). An action plan was put in place reaching a particular objective in terms of gain in Audience.

**CHAPTER III:
DIFFICULTIES ENCOUNTERS AND
SUGGESTIONS**

1. Achievements of the internship

The three months spent at Thanks Publishers have been very beneficial and even enriching for us. During this period spent at Thanks publishers, we have developed our creative spirit, managed work pressure and developed our sense of responsibility. We have been able to realize that in the professional environment, when we carry out our work to perfection and make choices and decisions that contribute to the good of the company for which we work, our credibility increases. We have worked hard, at our level, for the proper functioning of the structure that welcomed us.

During the proofreading/correction exercise, we were able to develop our intellectual faculties by consulting encyclopedias and other reference documents. We set out to do research, in order to be able to make corrections to the works that were submitted for our assessment. To this end, we worked with a dictionary, a grammar, spelling and conjugation book. This exercise has edified us a lot on more than one level. The manuscript preparation courses and the typographical codes allowed us to make logical corrections to the texts that we had at our disposal.

We were called upon, within the Thanks publishers, to show diligence, skill and pragmatism. Urgent work or work under pressure did not fall on our heads, since we were accustomed to this rhythm throughout the three years spent at ASMAC. Putting into practice the advice given by our teachers at school has facilitated our integration into Thanks publishers and has forged us to become exemplary trainees.

The internship carried out at the Thanks publishers fulfilled us. Thanks to him, we were able to:

- Discover and above all better master the profession of book publishing
- To have team spirit
- Learn from the professionals
- Get more experience on how to create accounts on social medias
- Be able to do good professional badges
- Put our lessons into practice
- Optimize our resources and be more efficient
- Finally, to value different skills and broaden our field of possibilities.

In short, we were able to realize that learning from professionals is essential and above all rewarding, if you want to become competitive in the job market. This internship allowed us to understand the necessity of the tasks entrusted to us and the use of the working tools made available to us. This experience was very satisfying for us. Through the work carried out, we took advantage of the opportunity to learn, while having responsibilities.

2. Encountered difficulties

During our internship at Thanks publishing house, we were confronted with some difficulties and also noted those that the company faced.

The biggest difficulty encountered during the internship period spent within the publishing house Thanks, it is the ignorance of the citizens (ourselves included) about our national languages. Promoting works written in one or more languages unknown to the public is not at all easy. It was really difficult during the prospecting in the field, to sensitize people to take more interest in reading works written in our national languages. We count them at our fingertips, these people capable of knowing a text written in our national languages.

In a structure like the Thanks publishing house, it is not very easy to establish the schedule of a working day and to respect it scrupulously. The activities come and very often arrive quickly and sometimes all as urgent as each other. To do this, it is important that a competent and dynamic team be in place, in order to work towards user satisfaction. With the very small staff of Thanks editions, it is not always easy to carry out several tasks at the same time, and to achieve the expected results and therefore, to satisfy partners and consumers of Thanks products.

Another difficulty observed is the fact that works in national languages do not sell easily. During the three (3) months spent at Thanks publishers only few kits were sold. Only the activity booklets were constantly requested, since the teachers needed them to easily dispense the lessons. Like any business and for its proper functioning, the publishing house Thanks needs money. This is not very encouraging, given that the structure has loads to bear. A publisher always needs good strategies or to have another source of income to keep their structure going.

More to that, there is difficulty at the level of localization due to the lack of a notice board which is supposed to stand out as a means of directives and communication in terms of services. This reduces visibility of the enterprise at the public level.

In terms of language, most of those who were not versed with French language had difficulty performing the proofreading/correction task. It made the activity for us very limited, that is performing our task mostly on English texts. Probably at the level of summary or Synopsis and few documents that were in English.

3. Suggestions or solutions

The first suggestion that we will make goes to the administrative and political authorities of our country, so that they find the most effective way to promote and extend the scope of use of our national language.

A good marketing strategy should be developed by Thanks Publishing House to expand its field of action and better hit its target. If the existence of works in national languages remains unknown to consumers, it will be difficult for this publishing house to take its flight and to acquire a good notoriety.

For better localization of the structure and visibility at the level of potential audience, the suggestion goes to the designing of a notice board to act as an element of indication.

At the level of languages spoken in the Anglophone zones, we suggest Thanks publishers get English authors who is versed with languages so as to widen the scope of market and potential audience.

Visibility on social networks must also be increased. Because social networks represent an important distribution channel, the publishing house Thanks should use these channels more for its brand image and for more visibility.

The support of the trainees being already effective and very appreciable within the Thanks publishing house, it would be appropriate for the promoter of this publishing house to involve the trainees more in the tasks of the house, by entrusting them with more responsibilities, so that they develop proactivity and a sense of responsibility, which characterize the conditions of employees in companies.

4. CONCLUSION

For a period of three months (from July 4 to October 15, 2020), we carried out the participation internship within the Thanks publishing house. This took place in a serene and relaxed atmosphere. It is important to note that after the days scheduled for the course, we continued to go to the place of the course, to carry out work there during our free time for our personal training, and especially to better immerse ourselves in the field conditions. Apart from the introduction and the conclusion, our internship report has three parts:

- The first presents the place of training globally. We have presented the structure as a whole, its nature and its legal status, its organization and its operation.
- The second part describes the progress of the course. This part highlights the activities carried out.
- In the third part, faced with the difficulties encountered, we made some suggestions to improve the status and image of the publishing house Thanks.

This internship allowed us to discover the work of a publisher in its entirety. He also helped us master graphic design and layout software, shaping and finishing activities for various books and documents. We can now anticipate certain problems with which young publishing houses are confronted, have a good ability to work under pressure, be independent and creative.

In short, thanks to the skills acquired during our participation internship within the publishing house Thanks, the function of Prepress Operator that we assumed among many others, is essential for the mastery of digital composition systems as well as word and image processing software (PAO). This gives us the possibility of using tools such as a cutter or offset printing machines, being able to make the basic adjustments, and mastering the different manufacturing stages, namely: printing techniques and shaping.

5. APPENDIX

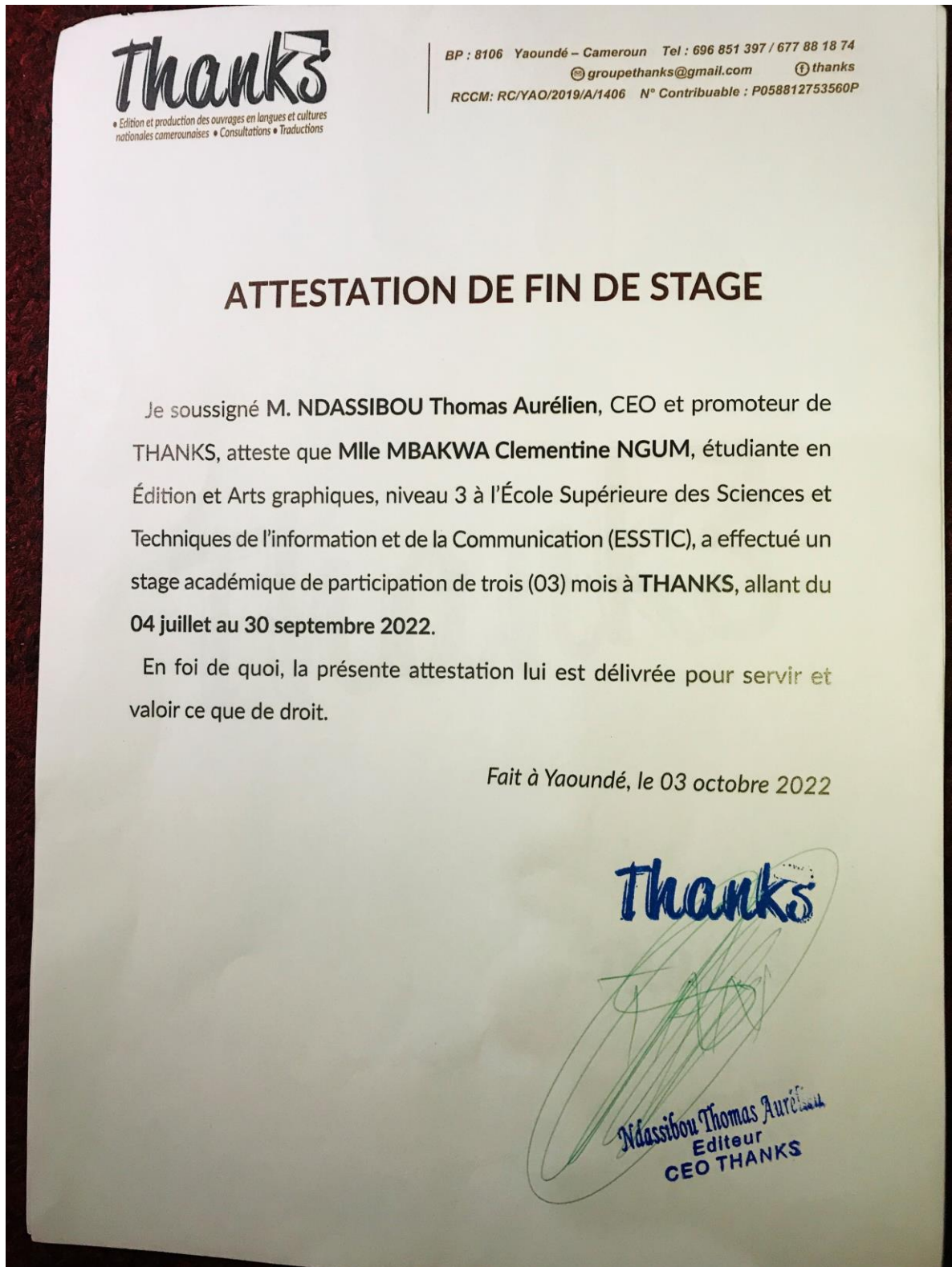
Internship Attestation

Internal rules of procedure

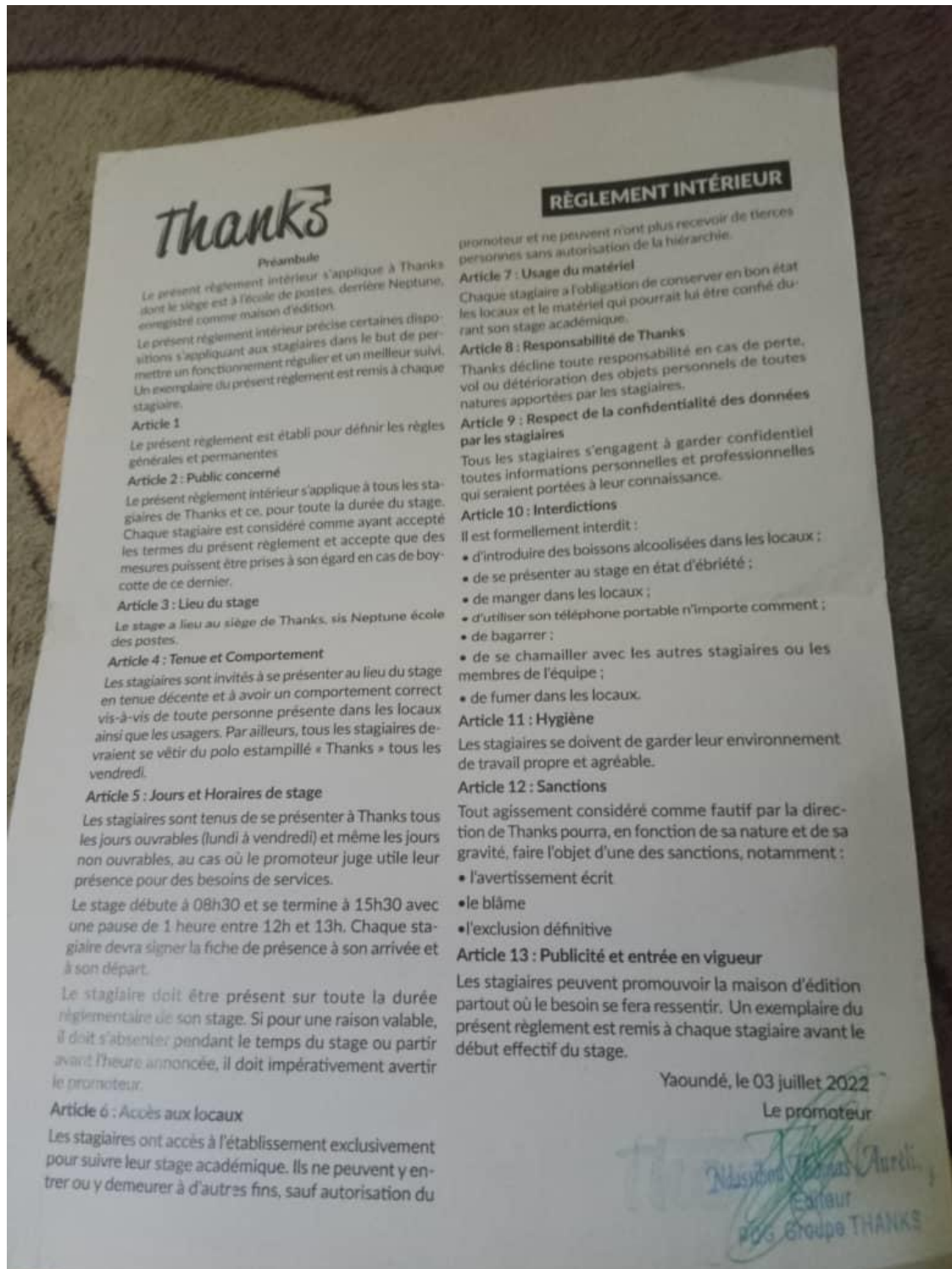
Photos of activities carried out and devices used

Photos of produced documents

5.1. Internship Attestation



5.2. Internal rules of procedure



5.3. Photos of activities carried out and devices used

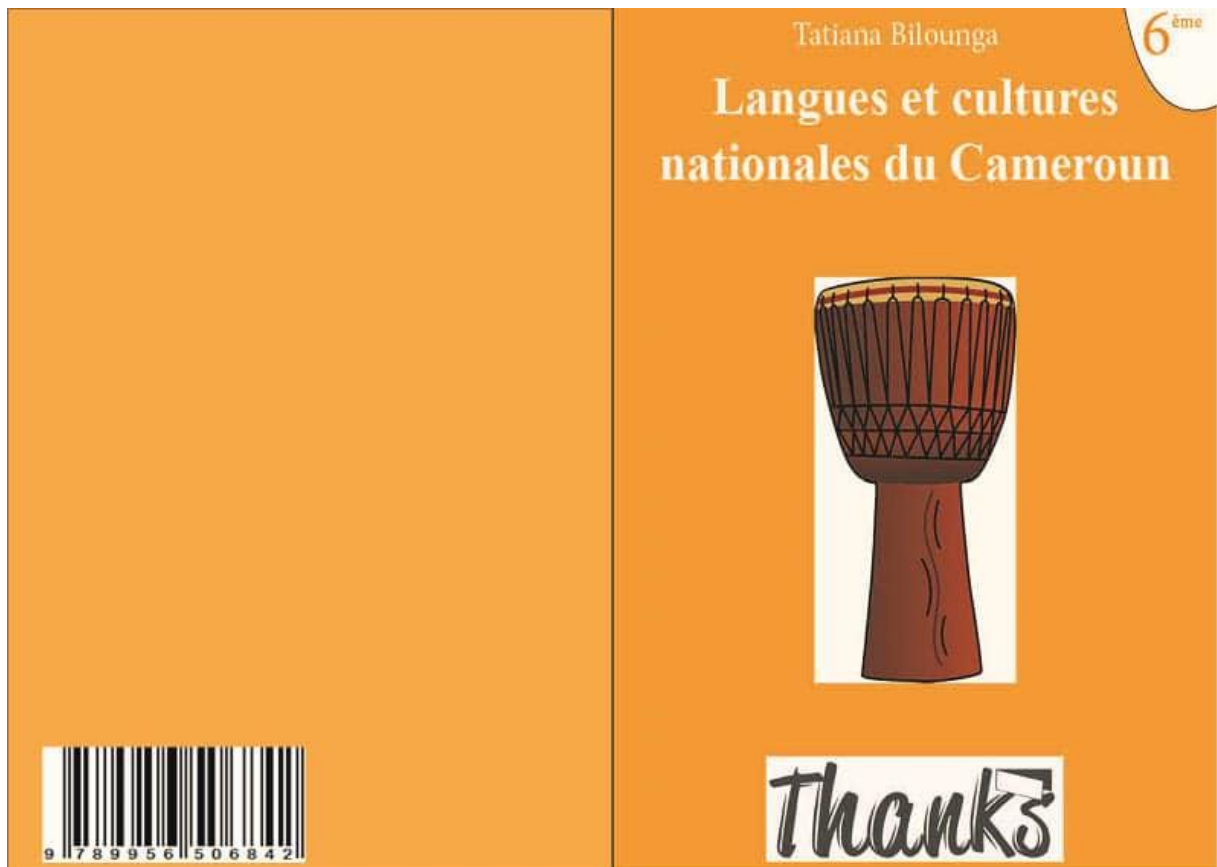




Thanks



5.4. Photos of produced documents





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Objectifs

- Connaitre les interactions entre les organes de gouvernance et la direction générale ;
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- Connaitre les signaux d'alerte d'un dysfonctionnement des organes de gouvernance ;
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