

Guidelines on Publications

1. Introduction:

Sumandeep Vidyapeeth Deemed to be University (SVDU) framed the guidelines on publication to advice all concerns pertaining to the scientific publication. A Committee on Publication guide line is constituted to promote higher standard in scientific publications carried out by researchers, faculty members and students of the SVDU. This committee aims to find practical ways of advice to the authors, editors, editorial board members dealing with issues of scientific research, scientific publishing, scientific presentation, text books, electronic books and various types of misconduct and other ethical issues.

2. Objectives:

Main objectives of Publication committee are to ensure intellectual honesty in all medical and paramedical publications. In order to maintain highest professional and ethical standards of all publications, accountability, transparency, declaration of conflict of interest, redundant publication, plagiarism, role of editors, the guidelines are intended to provide procedures to manage allegations of publication misconduct.

3. Standard Guidelines of Regulatory Authorities:

The Committee has considered following publications of the Regulatory authorities during framing the guidelines for the research Publication.

- i) UGC Regulations for Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions.
- ii) ICMR Policy on Research Integrity and Publication Ethics.

Researchers may also refer the guidelines of International committee of Medical Journal Editors (ICMJE) and committee on Publication Ethics (COPE) pertaining to the ethical matter to ensure the substantial intellectual role of the author or authors included their name in the research/Book publication.

4. Authorship:

The award of authorship should balance intellectual contributions to the conception, design, analysis and writing of the study against the collection of data and other routine work. If there is no contribution by the particular individual in the research/scientific writing, he/she should not be credited with authorship.

- a) The first author should be the researcher/faculty/student who has ethical approval on his/her name for conducting the study.
- b) Authorship can be provided to other collaborators who have been helping in data collection, analysis and report writing.
- c) The corresponding author should be the supervisor of the student or the faculty who has designed the study helped in data collection and analysis.
- d) In case the faculty who had contributed to the project had resigned during the publication process, his name should be included and his signature should be obtained prior to publication.
- e) In case of a student who designed and carried out the study has left the institute without publishing the research work, the Guide/Head of Dept. / Supervisor can publish his/her research work as the corresponding author with the student being shown as the first author.

- f) In case the student has left the institute without publishing his/her research work, permission from the student must be obtained to publish that scientific work with his/her name as first author or and the guide as the corresponding author. (Proof of permitting to be the correspondence author should be obtained).
- g) The supervising faculty / guide should be the corresponding author and the student who has completed the research work and has the ethical approval on his/her name should be the first author.
- h) The details of author's affiliation must be mentioned.

5. Review:

- a) Peer-reviewers are external experts chosen by editors to provide written opinions with the aim of improving the study. The method of reviewing the articles varies from journal to journal, but some use open procedure in which then are of their views disclosed.
- b) Suggestions from authors as to who might act as reviewers are often useful, but there should be no obligation on editors to use those suggested names.
- c) The duty of confidentiality in the assessment of a manuscript must be maintained by expert reviewers, and this extends to reviewers' colleagues who may be asked (with the editor's permission) to give opinions on specific sections.
- d) The submitted manuscript should not be retained or copied.
- e) Reviewers and editors should not make any use of the data, arguments, or interpretations, unless they have the authors' permission.
- f) Reviewers should provide speedy, accurate, courteous, unbiased and justifiable reports.
- g) If reviewers suspect misconduct, they should write in confidence to the editor. Journals should publish accurate descriptions of their peer review, selection, and appeals processes.

6. Duties of Editors:

- a. Providing guidelines to authors for preparing and submitting manuscripts.
- b. Treating all authors with fairness, courtesy, objectivity, honesty, and transparency.
- c. Establishing and defining policies on conflicts of interest for all involved in the publication process, including editors, staff, authors, and reviewers.
- d. Protecting the confidentiality of every author's work
- e. Establishing a system for effective and rapid peer review
- f. Provide direction for the journal and build a strong management team.

7. Conflicts of Interest:

Conflicts of interest comprise those which may not be fully apparent and which may influence the judgment of author, reviewers, and editors. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived. They may be personal, commercial, political, academic or financial.

Conflicts of interest must be declared to the editors by researchers, authors and reviewers.

Editors should also disclose relevant conflicts of interest to their readers. If in doubt, disclose, sometimes editors may need to withdraw manuscript submitted for publication.

8. Redundant Publication:

Redundant publication occurs when two or more papers, without full cross reference, share the same hypothesis, data, discussion points, or conclusions.

Re-publication of a paper in another language is acceptable, provided that there is full and prominent disclosure of its original source at the time of submission.

9. Citation manipulation:

Excessive citation of an author's own research by the author (self-citation) with the intention of increasing the number of citations for self should be avoided/ limited to appropriate number.

Other citation manipulations like honorary citation, Editor Self-citation, reviewer self-citations are discouraged.

10. Plagiarism:

Plagiarism is the representation of another author's language, thoughts, ideas, or expressions as one's own original work in educational contexts. It also includes research grant applications to submission under "new" authorship of a complete paper, some time in different language. It may occur at any stage of planning, research, writing, or publication. It applies to both print and non-prints.

All sources should be disclosed, and if a large amount of other people's written or illustrative material is to be used, permission must be sought. Anti-plagiarism guidelines of SVDU should be strictly adhered to.

11. Guidelines for submission of Publication:

The Manuscript for publication should be according to the guidelines of the respective journal in which article is planned for publication.

The Manuscript for publication should be checked for plagiarism as per the guidelines of the UGC Plagiarism regulation 2018.

The SVDU utilizes the "URKUND" software for the Plagiarism check. More than 10% is not accepted in that case the author should rewrite the manuscript with modifications to reach less than 10% and resubmit the article manuscript along with the copy of plagiarism report.

The Manuscript will be evaluated and scrutinized by the subject of the SVDU Publication Guidelines Committee. Once approval is given the Manuscript will be sent for publication. The committee should complete the work within one month of submission, otherwise it will be presumed as approved by Committee. In case of Acceptance or Rejection it is the duty of the Author to inform the SVDU Publication Guideline committee.

The article should not be submitted to any predatory journal for publication.

In case data of research carried out at the earlier institute is to be published after joining SVDU, permission from the earlier institute where research was carried out is mandatory before publishing under the SVDU. Name of both the institutes (earlier and present) should be in the publication.

In all publications authors should mention in the address bar "Sumandeep Vidyapeeth Deemed to be University, Piparia, Vadodara" If they fail to do so such publications will not be considered by the institute for any award or recognition.

12. Presentation of Research Data at Conference:

Permission for presenting data of research carried out at SVDU at conferences needs permission of the SVDU Publication Guideline committee. The committee must give this within 15 days.

All Research projects carried out at SVDU is the property of SVDU. In case the data is to be presented after leaving the institute permission is needed from the SVDU Publication Guideline committee.

The data of research carried out at the earlier institute is to be presented after joining SVDU permission from the earlier institute where research was carried out is mandatory to be taken before presenting at any conference.

13. Misconduct:

The general principle confirming misconduct is an intention to cause others to regard as true that which is not true. The examination of misconduct must, therefore, focus, not only on the particular act or omission but also on the intention of the researcher, author, editor, reviewer or publisher involved.

There must be an investigation to find the truth of the misconduct done to safeguard the rights of the concerned parties.

14. Investigating Misconduct:

Editors should not simply reject papers that raise questions of misconduct; they are ethically obliged to pursue the case. If editors are convinced that the misconduct is serious, in that case they should immediately pass this on to the employers.

If accusations of serious misconduct are not accompanied by convincing evidence, the editors should confidentially seek expert advice.

The publication committee can arrange a meeting to resolve the case of misconduct on the basis of the application. The committee may take the legal opinion to resolve the case. The authors should be given sufficient opportunity to respond to accusation of serious misconduct. The committee may refer the UGC regulations to resolve the case of plagiarism and refer the case to the legal team appointed by the employer to take the decision in case of serious matter of misconduct of redundant publication, self citation, other manipulation of citation etc.

15. Documents to be submitted to the Publication committee for approval:

The person sending the research manuscript for publication should submit the following document to the publication Guideline committee:

- a) Draft of Publication
- b) Ethical approval letter
- c) Plagiarism certificate

In addition, researcher/faculty/student has to submit the following duly filled and signed formats to the publication Guidelines committee;

15.1 Format of authorship consensus:

Order of Authorship	Name & Designation	Department	Contribution to the scientific work	Signature
1				
2				
3				
4				
5				
6				

*corresponding Author must be mentioned

15.2 Details of the proposed journal for publication:

Name of the Proposed journal	Publishers detail	ISSN/ISBN	Indexing status	Impact Factor	National/ International

16. Format for scrutiny by publication committee:

S.No	Item	Yes	No
1.	Draft of Publication		
2.	Ethical approval letter		
3.	Plagiarism certificate		
4.	Format of authorship consensus		
5.	Details of the Proposed journal for publication		

17. Proposal format for authoring Book for approval by publication Guidelines committee:

S.No	Item	Details
1.	Name of the Institute /Department	
2.	Title of the Book	
3.	Details of chapters (Number & name of chapters)	
4.	Author Name & Designation (If Single author)	
5.	Author Names& Designation with chapter Number (If Single author)	
6.	Time line (in months /Years)	
7.	Proposed Publisher	