



**SANSKRITI
UNIVERSITY**
FOR EXCELLENCE IN LIFE

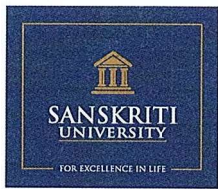


PUBLICATION GUIDANCE POLICY

Established under section 2(f) of UGC Act, 1956

 Campus - 28 K. M. Stone, Mathura - Delhi Highway, Chhata, Mathura (U.P.)

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Publication Guidance Policy

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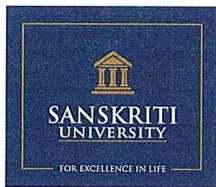
Date: 13.02.2017

The Sanskriti University in alignment with research culture statement, committed to ensure the outputs of research to be freely accessible to maximize the potential for economic, social and cultural impact. Therefore, Publication Guidance Policy has been designed and approved by the competent authority and the Academic Council as per the university regulations. The main goal behind this is to facilitate compliance to essential ethical practices during research, publication, disseminations for public use by maintaining academic standard and building university image. It promotes research scholars, students and faculty members of the university to engage them in various kinds of research such as basic research, applied research and action research and accountable for scientific writings through publications in national and international journals.

Policy Document

The Publication Guidance Committee (PGC) shall be constituted who will follow the recommended national and international best practices as mentioned below for scrutiny and approval of manuscripts for publications:

1. Ethical Guidelines for various research on human subjects.
2. The corresponding author(s) shall be responsible for the submission of necessary documents through the online portal of the institute, and follow the guidance till the stage of final approval. All scientific writings [research, case report, review, etc.] which involve resources of the institute shall be subjected to the process of proof of concept. The corresponding author shall usually be the faculty who is the supervisor of the research scholar/student or the faculty member who shall design and take lead in data collection and analysis. In circumstances where the student who shall design and conduct the study but leave the institution showing no interest to publish the work, the Supervisor/Guide/Head of the Department concerned can take up the responsibility of publishing the work as corresponding author.
3. The first author of the research work shall be the research scholar/student/faculty member in whose name approval is obtained.
4. Authorship can be given to other collaborators/investigators who participate in conducting the study. The order of authorship can be decided by the primary research scholar/student/faculty member and the Supervisor/Head of the department.
5. The corresponding author shall upload the manuscript for plagiarism check through the portal webpage through the faculty link.
6. On receipt of the plagiarism report assessed by the software, the author shall see if the



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percentage is > 10 % including references of the manuscript. If so, the author shall re-write the highlighted plagiarized phrases and resubmit at portal for re-assessment. Once the plagiarism percentage of $\leq 10\%$ is reached, the corresponding author can proceed.

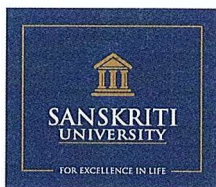
7. The corresponding author shall submit the following documents at portal following the instructions given by the respective web page:
 - a) Letter to Chairperson of Publication Guidance Committee forwarded by Head of Department / Supervisor. Letter of undertaking from all the authors in the format downloadable at portal, Copy of plagiarism report and manuscript in word format which follow the respective journal house of style.
 - b) Ethical Clearance Letter to be submitted for the publication.
 - c) Studies based on information on health records, prior permission shall be obtained from the principal of the Ayurvedic Medical College, School of Nursing, School of Pharmacy & School of Allied Science before initiating data collection. A copy of the approval letter shall be enclosed.
8. Upon submission, the above mentioned documents shall be scrutinized by the concerned Publication Guidance Committee who will then suggest/ approve revision of the manuscript. Then it will subject to the stage of language correction and final approval by Publication convener.
9. The authors are advised to submit their manuscripts to Journals indexed in SCOPUS/PubMed/Web of Sciences/ UGC CARE approved list of journals.
10. Authors are also requested to inform the committee if the manuscript gets accepted/ rejected and their plans of submitting to another journal with or without revision.

Key review considerations

- i. Authorship
- ii. Plagiarism report
- iii. Fabrication and falsification clearance of data
- iv. Protection of participant & confidentiality
- v. Informed consent process

Author requirements

1. Authors must comply with their funders' policies relating to open access and research data management.
2. Authors must register for an individual ORCID identifier and should link it to their University Publications database profile include it on any personal webpage, when submitting publications, when applying for grants, and in any research workflow to ensure that the individual is credited for their work and that the correct institutional affiliation is achieved.
3. Authors must use a standardized institutional affiliation "Sanskriti University" in all research outputs to ensure clear affiliation.
4. Authors must specify authors' contributions in all research outputs to ensure individuals' roles



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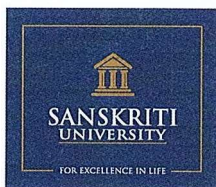
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- are identifiable and duly recognised.
5. Authors must include a Data Access Statement in all research outputs even where there are no data associated with the publication or the data are inaccessible. The statement informs readers where the associated underlying research materials are available and how they can be accessed.
 6. Authors must acknowledge the source of grant funding associated with a research output in all research outputs. Information about the grant should also be linked, by the author, to the record of the publication in the University Publications Database. Grant information in the University Publications Database is fed automatically from the University's Grant Information System.
 7. Authors must retain the necessary rights to make the accepted manuscripts of research articles, including reviews and conference papers.
 8. Authors must record bibliographic details of all research outputs in the University's publications database. For peer-reviewed research articles, including reviews and conference papers, this must be done as soon as possible after acceptance for publication. When creating the record in the University's publications database, complete the appropriate fields to confirm that a data access and a rights retention statement have been added to the output itself.
 9. Authors must deposit full text copies of final accepted peer-reviewed research articles, including reviews and conference papers into the institutional repository, via the University's publications database as soon as possible after acceptance for publication. Where the output is already available open access via the publisher website a link may be provided instead. The deposit of other outputs e.g. monographs is also encouraged where copyright permits.
 10. Where copyright allows and there are no confidentiality or commercial constraints, the research outputs in the institutional repository must be made 'open access', i.e. freely accessible over the internet.
 11. Outputs must be made open access as soon as possible after acceptance.

Research Incentive Scheme

Faculty who has completed at least one year of service in Sanskriti University, shall be eligible for University sponsored financial assistance toward research paper presentation in any conference/seminar/workshop/ FDPs/ Refresher courses/ Induction Programs organized at State, National or International level. The R&D Cell consisting the concerned School Dean/ Principal/Director/HOD shall scrutinize the proposal may ask the faculty for presentation of the accepted paper. If found fit, shall forward to the Vice Chancellor for his/her approval for financial assistance. The university shall provide the incentives as per the following guidelines:

S. No.	Types of Conference/Seminar/Symposium	Incentive	Frequency
1.	International (Abroad)	20% by University or maximum upto Rs. 20,000 /-	once in 3 years faculty can avail this facility
2.	International (India)	30% by University or maximum upto Rs. 10,000 /-	every year faculty can avail



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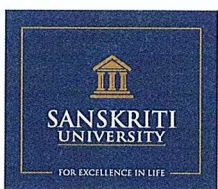
3.	National	50% by University or maximum upto Rs. 5,000 /-	every year faculty can avail
4.	FDP	100% by University or maximum upto Rs. 2,000 /-	twice Per year
5.	Patent	Fully supported by the University	All the faculty
6.	Paper Publication	University will provide incentives if papers are indexed in SCOPUS and WoS Journals	Rs. 10,000 /- (For three papers and Rs. 3,500 /- for each paper over and above three papers (applicable only to first author))

Note

- Faculty will work as reviewer of research papers and member or editor of any referred journal would get appreciation certificate by the Vice Chancellor.
- Any faculty selected for adjunct professor by other recognized government institutions in India and abroad shall get appreciation certificate by the Vice Chancellor.
- Any other activity related to research and development not covered above shall be brought to the notice of Vice Chancellor for suitable recognition.

Paper Publications

- Everyone has to abide and follow the IP Policy of university
- The university follows a unique Incentive scheme to reward the Faculty for the Research work carried out to impart research culture and to motivate faculty towards new innovations
- A patent is the legal right of an inventor to exclude others from making or using a particular invention. This right is sometimes termed an "intellectual property right" and is viewed as an incentive for innovation



Composition of Publication Guidance Committee

Designation	Position
Vice Chancellor	Chairperson
Dean, Research	Convener
Professors (Four) nominated by the Vice Chancellor	Members
Assoc. Professors (Two) nominated by the Vice Chancellor	Members
Asstt. Professors (Two) nominated by the Vice Chancellor	Members
Registrar	Member Secretary

The duration of appointment of the members is for a period of 2 years and extendable. Dean, Research shall report to the Vice-chancellor periodically.

Governance

The Publication Guidance Committee shall maintain the following records:

1. Manuscript (hard copy as well as soft copy).
2. Copy of all the enclosed documents, like ethical clearance letter, other permission letters as mentioned in the guidelines.
3. Minutes of all meetings duly signed by the Chairperson / Member secretary.
4. Copy of all existing relevant national and international guidelines on publication ethics.
5. Copy of all correspondence with the authors other regulatory bodies.
6. Final report of the accepted/rejected publications as informed by the authors
7. Database of the reprints