

MAHER- PUBLICATION POLICY

Doc No: MAHER/PP/01

Version no: 01

Date of Issue: 16/06/2020

Preamble

Research is a tool to facilitate in developing knowledge and learning. Disseminating the knowledge through publication and translating it to clinical situations is the ultimate goal of any biomedical research. Teaching, learning and quality research and forms an integral part of any educational system. Various metrics are available to judge the performance of the researcher and the university to assess the quantity and quality of researches done. The number and quality of publications is directly proportional to the academic reputation of an institution.

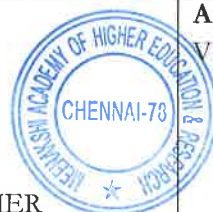
Presentation of the research findings in conferences and other forums and publications in scientific journals not only serves to exchange the knowledge and experience but also adds substantial importance for an academician and researcher to progress in their career. It provides opportunity for research/academic funding while bringing about a positive impact on faculty selection, promotions, increment and academic performance index (API) as advised by the University Grants Commission (UGC). It augments the scholarly achievement and repute of an academician.

The publication guidelines of Meenakshi Academy of Higher Education and Research (MAHER) are an important step to demonstrate the commitment of MAHER to promote and motivate high standards and research ethics in publications of the students, faculty, and researchers. The objective of the

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publication guidelines is to guide the authors to publish in accordance to UGC, ICMJE and COPE guidelines.

1. Purpose

The purpose of this Publication Policy documented in this Standard Operating Procedure is to provide guidelines for the design and development of publication policy for all the employees and students of MAHER and its constituent colleges.

This procedure shall provide the scope, overall framework, rules and regulations within which the publication policy activities shall have to be performed by the management of this institution.

2. Scope

This is a MAHER wide publication policy and implementable across all disciplines of MAHER and its constituent colleges.

3. Objectives

- Making knowledge generated under the auspices of MAHER available across the globe.
- Catapulting MAHER as one of the leading names in the field of research.
- Helping researchers of MAHER disseminate their research work for the benefit and greatest impact on the community.

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- Providing required support through policy framework and guidelines.
- Ensuring high level of efficient and effective support system to facilitate students, faculty members, PhD scholars and researchers of MAHER to conduct quality and useful research.
- Establishment of MAHER- Research committee for overseeing and scrutinising all the research projects carried out in MAHER.
- Raising the profile of research outputs through creation of MAHER database online which can be accessed globally.
- Managing information about research outputs effectively for internal management as well as external research assessment.
- Encouraging researchers of MAHER to apply grants from the funding agencies.
- Facilitating long term storage and preservation of research outputs.
- Introduction of MAHER research grants to encourage more students to participate in research activities.
- Equip the Central Research Laboratories (CRL) of MAHER and its constituent colleges adequately to attract external researchers for consultancy and collaboration, hence generating revenue.
- Forming a biostatistical wing to support the statistical aspects of the studies undertaken in MAHER.

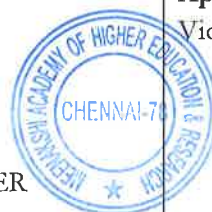
4. Selecting a journal to submit the manuscript

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Selection of journal is an important and the first step in publishing in academics. The authors should be aware of predatory journals while submitting the manuscript. The desperation of authors to publish has led to the mushrooming of various publishers who view publishing as a lucrative business. They aggressively advertise and lure the authors to publish the manuscript at any cost. The term predatory publication was coined in 2010 and is defined as “Predatory journals and publishers are entities that prioritize self-interest at the expense of scholarship and are characterized by false or misleading information, deviation from best editorial and publication practices, a lack of transparency, and/or the use of aggressive and indiscriminate solicitation practices.

A journal’s membership of agencies such as COPE (the Committee on Publication Ethics), curated indexes such as Web of Science, or being listed in the Directory of Open Access Journals (DOAJ) is insufficient to guarantee quality. Predatory journals have found ways to penetrate these lists, and new journals have to publish for at least a year before they can apply for such indexing. Authors submitting to open access paid journals need to be wary of the consequences of publishing in non-reputed journals. MAHER recommends the publication of articles in journals indexed with PubMed, Scopus, UGC CARE, Web of science. University Grants Commission has created a reference list of respectable journals and is currently working to develop a training course to reinforce the message.

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Categorising a journal as national and international does not make sense anymore. The journals need to be indexed with reputed sites and have good citation metrics, impact factor and journal ranking. Several journals starting with names like international, global, Asian, world etc are most of the time bogus, spurious and predatory. The journal impact factor still remains a yard stick for assessing the performance of the journal and authors, despite not being a fool proof method. Other citation metrics like H index needs to be considered for selecting a journal for publishing. Various sites like Scimago Journal Ranking can guide the authors in selecting a journal for publication.

In accordance to UGC guidelines MAHER shall draft a list of reputed journals in each field and suggest the authors to consider these journals for publications.

5. Authorship guidelines

Authorship has important academic implications and implies great responsibility and accountability of published work. Bogus authorship of including every member of the department or laboratory increases the API score in a spurious manner. MAHER recommends the following criteria based on the guidelines put forth by International committee of Medical Journal Editors (ICMJE)

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- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Council of science editors define authorship as “Authors are individuals identified by the research group to have made substantial contributions to the reported work and agree to be accountable for these contributions. In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which of their co-authors are responsible for specific other parts of the work. In addition, an author should have confidence in the integrity of the contributions of their co-authors. All authors should review and approve the final manuscript.”

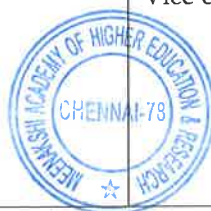
All those who are credited as an author in a manuscript needs to satisfy **ALL FOUR** criteria putforth by the ICMJE. All individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript. Individuals who do not meet the above four criteria cannot be credited with authorship and can be shifted to

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acknowledgement section of the manuscript. Activities such as acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading, volunteer for the study, statistical analysis do not qualify a contributor for authorship.

6. Corresponding author

The author takes the primary responsibility to communicate with the journal during the manuscript submission, review and publication stage. The corresponding author ensures providing details of authorship, ethical committee approval, clinical trial registration documentation, and disclosures of relationships and activities are properly completed and reported, although these duties may be delegated to one or more co-authors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries. Though he should be available after publication to respond to critiques of the work and queries from the journal for data or additional information, he does not hold the sole responsibility, which shall be vested with all the cited authors.

7. Research integrity and Publication ethics

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The integrity of the researchers determines the credibility and quality of research. Responsible conduct of research starts from planning of the research, executing it, reporting research and publication/presentation of the work. The four basic principles of research ethics are autonomy (respect for persons), beneficence (to do good), non-maleficence (to do no harm) and justice (concept of fairness irrespective of caste, creed, region or religion etc.). Research integrity should be maintained at all times while ensuring the safety of its participants according to the ICMR National Ethical Guidelines. Both academic and financial conflict of interest has to be promptly mentioned in the manuscript.

The authors should take accountability and accept responsibility and disclose results in a transparent manner. Falsification, fabrication of data or plagiarism are severe forms of research misconduct that will have dire consequences. There is no testimonial of intentional or unintentional research misconduct. Retraction of the article post publication poses severe issues to the authors. Detailed guidelines are provided on research ethics and plagiarism is given by Indian council of Medical Research (https://ethics.ncdirindia.org/ICMR_Ethical_Guidelines.aspx) and council of publication ethics (COPE <https://publicationethics.org/>)

Plagiarism detection software must be used to screen the manuscript prior to submission to avoid such research misconducts. Various free and paid software

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are available. UGC offers free software named URKUND which can be utilized by students, research scholars, guides and staff members for assessing their drafts with regards to text matching. It is an easy and reliable tool that checks the text for similarities against multiple sources. Kindly check www.urknud.com for further details.

8. Publication Policy and Procedure/Guidelines

1. One of the criterias of faculty appraisal in MAHER and its constituent colleges is based on publications performed by the individual. Each faculty is mandated to publish four articles/year out of which two should be as first author in reputed journals which are recognised by UGC-CARE, PubMed, Scopus or Web of science.
2. MAHER provides publication incentive of INR 5000/article for every published article and INR 5000/ article when the article gets cited.
3. Journals which publish true and correct information on websites, have renowned academicians on editorial boards and are members of reputed bodies like COPE can be considered as good journals. Papers published in private in-house journals, proceedings of workshops, seminars, refresher/orientation courses is not considered as research publications.

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4. The publisher/journal should be indexed in recognised databases like Scopus, Web of Science, Science Direct, Pubmed, and must follow publication ethics in a transparent manner.
5. Thomson Reuters (Science Citation Index, Impact Factor), Scopus, Scimago (*h* index, SJR) are few of the reliable indicators and metrics that may be used to assess a journal.
6. Academic Integrity Panel monitors the quality of the manuscripts prior to the submission of the articles to the journals.
7. Use of Plagiarism prevention/detection software must be insisted.
8. Classifying journals as national or international must not deceive the authors. The journal impact factor/indexing must be considered cautiously since lot of agencies provide fake or spurious impact factors to lure the authors.
9. Beall's list provide primary guidance and information on predatory publishers, predatory standalone journals, misleading metrics companies and hijacked journals <http://scholarlyoa.com/2015/01/02/bealls-list-of-predatory-publishers-2015/>.

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10. Every faculty is trained in basic research integrity and publication ethics courses.
11. The CRL staff continuously update themselves through various courses and programs, about the newer research techniques and methodologies.
12. Novelty, authenticity and applicability is the motto of the research projects taken up by the faculty members as well as the thesis topics of the post graduates.
13. Authors are directed to use a standardised institutional affiliation in all research outputs to ensure clear affiliation with MAHER.
14. All communications pertaining to research work by the faculty members is instructed to be done using the institution email ID only.
15. Authors must acknowledge the source of grant funding associated with a research output in the publication itself. Information about the grant should also be linked, by the author, to the record of the publication in the MAHER Publications Database.
16. Faculty members of MAHER and its constituent colleges are registered with an individual ORCID and SCOPUS ID and include it

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while submitting publications or applying for grants to ensure that the individual is credited for their work and that the correct institutional affiliation is achieved.

To suffice, the compulsion to publish has increased desperation to publish. However, that desperation should not push researchers to indulge in unethical activities regarding research, or attempt to publish faster in predatory journals with no impact whatsoever. MAHER gives extreme importance to research as it is the backbone of innovation and development in the world and is thus doing its best to ensure quality and meaningful/research which takes the insituiion to better standards and proves to be beneficial to the society at large

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