



# **SRI BALAJI VIDYAPEETH**

(ACCREDITED WITH 'A' GRADE IN THE FIRST CYCLE BY NAAC)

Pillaiyarkuppam, Pondicherry - 607 402

## **SBV POLICY ON PUBLICATIONS**

**2019**

**Revised Edition of 2017**

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(DEEMED -TO –BE- UNIVERSITY)

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## Document Revision History

Date	Edition Number	Brief Description of change	Change Request Number
27-05-2017	Original	•Additions made  Publication of Postgraduate Dissertations  Publication Oversight Committee  Plagiarism	SBV-PUB -PL- 2017,  Page No: 4  Page No.7  Page No.8

## **TITLE AND APPLICABILITY: SBV POLICY ON PUBLICATIONS - 2019**

The Policy on publications will henceforth be known as “**SBV POLICY ON PUBLICATIONS - 2019**”

### **PREAMBLE**

Research work should be published promptly in order to share the results with the scientific community and to establish a researcher's priority, upon which academic reputations and career advancement depend. Faculty and students are to be encouraged for timely publication in high quality peer reviewed journals

### **PURPOSE AND SCOPE - Who Must Comply**

All faculty, research scholars, PG &UG students including those with ICMR –STS and SBV-STs projects undertaking research projects affiliated with Sri Balaji Vidyapeeth (SBV) must comply with the publication policy of SBV

### **SBV PUBLICATION POLICY**

1. Completed research must be published and added to University publication database
2. Authors must use a standardised institutional affiliation “ Sri Balaji Vidyapeeth ( SBV) – Deemed to be university” in all research outputs to ensure clear affiliation with the University
3. Authors should register for an individual ORCID2 identifier and should include it on a 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
4. Authors must acknowledge the source of grant funding associated with a research output in the publication itself.
5. The policy applies to all research outputs, including those published by PhD students. Other forms of published outputs, e.g. articles or letters published in the press, may also be added to the institutional repository as they often contribute to the impact of the researchers' work and provide valuable permanent accounts of our research activities.
6. Researcher must ensure authenticity of research results before publishing or disseminating information out of the Institution.

7. Researchers should follow guidelines of International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE) on publication ethics, research integrity and authorship and ensure substantial intellectual role of all authors who are included in the publication or presentation. The articles should not be submitted to any predatory journal for publication
8. The investigators undertaking research projects in SBV are expected to publish articles in high quality peer reviewed journals indexed with Scopus, PUBMED, WOS and those recommended in UGC- CARE list.
9. It is mandatory for every Post Graduate Student to publish his/her dissertation before completion of Post Graduation. If due to unavoidable reasons, they could not publish their dissertation, it is mandatory that they need to submit a signed undertaking to the Head of the Institute, regarding transfer of rights to publish their dissertation and also authorizing the guide / HOD to sign on their behalf in the undertaking to be submitted to the journal. As per SBV policy on publication, the PG student will be the first author and the guide will be the second and corresponding author.
10. It is mandatory for the Faculty/ PG Students (present and past) associated with SBV to inform (by email) the Head of the Department and Head of Institute about any manuscript that is to be submitted for publication. Further, it is also mandatory for them to inform (by email) the Head of the Department and Head of Institute about any article accepted/ published in a journal
11. The research documents with acceptable level of plagiarism (<10%) The signed undertaking is also to be submitted to the Publication Oversight Committee.
12. Publications oversight committee, SBV, has the responsibility to maintain confidentiality of the draft article submitted by a researcher.
13. Role of all authors should be clearly identified / justified. Authorship should be duly given to all those who have substantially scientifically contributed to the research and may include permanent as well as contractual/ temporary staff
14. The ICMJE recommends that authorship be based on the following 4 criteria:
  - i) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;

- ii) Drafting the work or revising it critically for important intellectual content;
- iii) Final approval of the version to be published;
- iv) 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.

15. Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be duly acknowledged

16. Ghost authorship and gifted authorship are not allowed and contributions of all authors should be clearly identified, collaborations if any, may be declared preferably at the time of project initiation or when the collaboration evolves during conduct of research, with the name and details of collaborators stated.

17. All constituent colleges of SBV should be provided with access to anti-plagiarism software.

18. Before publication or dissemination, the researcher/corresponding author should submit the final draft along with details of authorship, undertaking (annexure enclosed) and plagiarism check report to the publication oversight committee

**PUBLICATIONS OVERSIGHT COMMITTEE, SBV**

Publication Oversight Committee should be constituted under the Chairpersonship of Dean – Research with the following members,

Dean – Research, SBV	Chairperson
Coordinator for Publications, MGMCRI	Member Secretary
Editor (s) in Chief of SBV Journals'	Members
Coordinators for Publications – SSSMCRI, IGIDS, KGNC, FAHS	Members
Associate Dean – Research of the Constituent Colleges	Members

## **FUNCTIONS**

1. Collection and compilation of research publications from all constituent colleges of SBV and periodically (once a month) updating the same to the office of Dean Research, SBV
2. To ensure plagiarism check is done (using UGC approved software) for all manuscripts before sending for publications.
3. To ensure collection of the signed **Research Integrity Undertaking by the Principal Investigator** as mentioned in publication guidelines of the university (**revised policy**), from author, before manuscript is sent for publication and **Certificate of Undertaking** in case of **Postgraduate students**.
4. In case of reported misconduct in publications, the committee will conduct an enquiry and make appropriate recommendations to the university
5. To ensure that SBV affiliation is present in all manuscripts sent for publication

## **PLAGIARISM**

### **Definition of Plagiarism:**

“Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.

### **Prevention of Plagiarism:**

SBV should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

### **Curbing Plagiarism**

- a) SBV shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

- c) Every student submitting a thesis, dissertation, or any other such documents to SBV shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the UGC / SBV.

#### **Levels of Plagiarism for thesis and dissertations:**

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition

- i. Level 0: Similarities up-to 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

#### **Penalties in case of plagiarism in submission of thesis and dissertations:**

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities up-to 10%** - Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%** -Such student registration for that programme shall be cancelled.

**Note 1: Penalty on repeated plagiarism-** Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

**Note 2: Penalty in case where the degree/credit has already been obtained** - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period



recommended by the SBV Oversight Committee and approved by the Head of the Institution.

### **Penalties in case of plagiarism in academic and research publications**

**I. Level 0: Similarities up to 10% -** Minor similarities, no penalty.

**II. Level 1: Similarities above 10% to 40% -** Shall be asked to withdraw manuscript.

**III. Level 2: Similarities above 40% to 60% -**

i) Shall be asked to withdraw manuscript.

ii) Shall be denied a right to one annual increment.

iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

**IV. Level 3: Similarities above 60%**

i) Shall be asked to withdraw manuscript.

ii) Shall be denied a right to two successive annual increments.

iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

**Note 1: Penalty on repeated plagiarism-** Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

**Note 2: Penalty in case where the degree/credit has already been obtained -** If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the SBV Publication Oversight Committee and approved by the Head of the Institution.

**Note 3:** SBV shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the

constituent units / centres of SBV is checked for plagiarism at the time of forwarding/submission.

**Note 4:** If there is any complaint of plagiarism against the Head of SBV, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the SBV (Chancellor).

**Note 5:** If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the SBV Publication Oversight Committee and approved by the Competent Authority, the Vice-Chancellor.

**Note 6:** If there is any complaint of plagiarism against any member of SBV Oversight Committee, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

**INVOLVEMENT OF MEDIA, IF ANY**

Nil

**INVOLVEMENTS, IF ANY OF MAJOR FINANCIAL IMPLICATIONS CONCERNING EXTERNAL AGENCIES**

Nil

**EXCEPTIONS, IF ANY**

Not applicable

**ANY OTHER PERTINENT DETAILS**

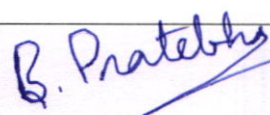
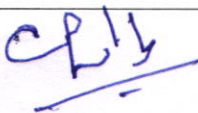

Not applicable

**ENQUIRIES**

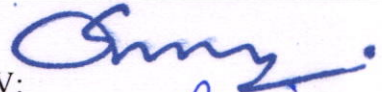
All enquiries, in confidence, should be addressed to the legal officer with a copy marked to the Registrar

**APPELLATE AUTHORITY**

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice Chancellor.

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr. Pratebha Balu	Assoc. Dean – Research, IGIDS	
		Dr. Adkoli B.V	Director - CHPE	
2	Reviewed by	Dr. Adithan C	Dean – Research, SBV	

**Approved by:** Dr. Subhash Chandra Parija, Vice Chancellor, SBV:

  
S.C. Parija