



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

Publications Policy



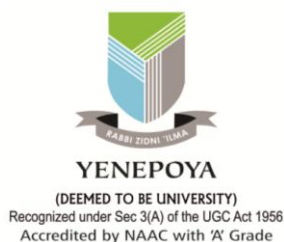
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Publications Policy

1. Preamble:

The Yenepoya (Deemed to be University) is committed to generate quality publications across various disciplines and departments. The university encourages generation of publications/articles when data collected from sources such as field surveys, experimental studies, etc. are deemed sufficient for preparation of manuscripts for submission in peer reviewed journals of international repute. The university is committed to adhering to scientific integrity and maintaining highest ethical standards towards the generation of data for publication. The university publications policy provides a mechanism to credit authors who have substantially contributed towards the completion of the study. The policy also addresses the issues related to conflict of interest among authors and penalties associated with violations of the policy. The policy outlines an uncompromising resolve to prevent plagiarism to maintain academic integrity. With an ambition to generate data focussed towards enhancement of knowledge, improving societal outlook, guiding policy changes, addressing societal and environmental issues, and improving healthcare, the university streamlines measures for generating data and publications while maintaining highest ethical standards.

2. Scope:

Academic integrity and moral and ethical conducts are essential while reporting research outcomes that have ramifications for the research community and for society at large. The Yenepoya (Deemed to be University) publications policy defines standards that must be maintained while reporting data intended for publication. The policy aims to protect the interests of all the stakeholders. The policy promotes enhancement of the quality of academic publications. The policy also elaborates on intellectual property rights associated with research publications.

3. Authorship:

Criteria for authorship

Designating authorship should be based on significant inputs given by the person in designing and interpreting the study. The order of authorship should be based on the individuals' contributions to the work and drafting of the manuscript. Based on the suggestions of the International Committee of Medical Journal Editors, the university recommends the following guidelines for publications in the field of biomedical sciences. These authorship criteria should be strictly followed. A person can be included as an author if he/she fulfils the following:

- a. The authorship should be a balance of contribution towards generating the hypothesis, designing the workflow, data acquisition, analysis, or interpretation and writing of the manuscript.
- b. Take consent of all the authors for the publication and their contribution is free from plagiarism.
- c. The order of authors must be directly proportional to the contribution towards the research work.
- d. All authors must take public responsibility for the content of their paper. Disclosure of individual's contributions is a must in multidisciplinary research.
- e. Drafting the manuscript and / or revising it critically for important intellectual content.
- f. Final approval of the version to be published.

4. Acknowledgement of Non-Author Contributions:

- a. Contributions which do not meet the above criteria should be acknowledged as non-author contributions. Examples of such contributions include providing financial resources (but not contributing as per above criteria), equipment / consumables / reagents / writing assistance, technical editing, language editing, proofreading, general supervision, expert statistical advice, caring of patients, etc. Such contributions by themselves do not qualify for authorship.
- b. Explicit written approval must be obtained from individuals who are being acknowledged in publications.
- c. All funding sources should be acknowledged.

5. Quality of Research and Publication:

- a. The research carried out in the university should be having originality abiding the university plagiarism policies, and good quality adhering to highest standards of good laboratory practices and ethics.
- b. Plagiarism in research shall be unacceptable and discouraged at all levels.
- c. In order to recognize the research contribution by the research fraternity, publications in UGC's approved journals and journals indexed in PubMed /Scopus/Web of Science is mandatory.
- d. The University recommends publishing in UGC approved journals listed in <https://www.ugc.ac.in/journallist/>. Only such publications shall be considered for career progression, increments, and for incentives.
- e. The University may revise such policy as deemed necessary in future based on the applicable regulatory and research framework.
- f. Predatory journals and pseudo-journals: These journals do not meet scholarly standards of publications. Such journals have increased in the recent past for financial benefits and most often are not peer reviewed. Hence the university strongly condemns publishing in such journals. Faculty and students are advised to be informed of such journals and practices, and to avoid publishing/supporting them in any way.
- g. Open Access Journals: Open access journals are scholarly journals that are available online free of any direct cost to the readers. However, such an online "free access" model is increasingly being adopted by unscrupulous predatory and pseudo-journal publishers. The following recommendation is made for evaluating legitimacy and "safety" of Open Access Journals. Check with the Directory of Open Access Journals (DOAJ) accessible at <https://doaj.org/>. DOAJ is a website maintained by a non-profit organization that lists Open Access Journals that meet basic publishing quality standards by exercising peer review or editorial quality control. This can be used a "whitelist".

(Refer to Laine, C. & Winker, M. A. (2017). Identifying predatory or pseudo-journals. *Biochemia Medica*, 27(2), 285–291. <http://doi.org/10.11613/BM.2017.031> and similar resources)

6. Regulatory Approvals:

In order to promote high scientific and ethical standards, and facilitate the intellectual property in professional education, clinical research, and community, any research work and subsequent publication has to follow the following regulatory bodies, as applicable.

- a. The research study shall abide by the university's policy on intellectual property rights.
- b. As per university policy approval of research studies by institutional relevant Scientific Review Board (SRB), Institutional Research Ethics Review Board and Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA)
- c. Approval of research studies by the Institutional Bio-Safety Committee (IBSC): A research study pertaining to risk or cause any damage to the human/flora/fauna or environment maybe initiated only after obtaining direct written approval from the IBSC.
- d. Approval of research studies by the Institute Committee for Stem Cell Research (ICSCR): A research study on stem cells maybe initiated only after obtaining direct written approval from the ICSCR.
- e. Approval of research studies by the National Biodiversity Authority (NBA): A research study on the human/flora/fauna extinct population subjects to require direct written approval from the National Biodiversity Authority.

7. Avoid Authorship Disputes

The following strategies will be useful to avoid circumstances that may lead to an authorship dispute:

- a. Discuss Proactively: There should be initial deliberations of who will be an author and the possible order of all authors. The condition for authorship should be discussed in advance of writing the manuscript, and prior to starting the research work, if possible. Each author should have an awareness of the nature of work, which merits authorship, with the information that, as the research work evolves, the author position may change. Every author should also have an awareness of who among all authors will have the prime responsibility to write, submit, and revise the work required for a manuscript. This can be having paramount importance, during the execution and publication of collaborative projects.
- b. To avoid disputes over attribution of academic credit, it is helpful to decide authorship during the conception of the study. Planning of a research project should identify

contributors as those who will become authors and those who will be acknowledged. In due course, additional authors can be added as per contribution.

- c. **Be Consistent:** The exactness of authorship and the order of authorship should be accurate, both within the research group as well as the norms for the field.
- d. **Realization of the Rules:** All authors should be sensible about the institutional as well as specific journal policies regarding authorship. All Yenepoya (Deemed to be University) authors should review and follow the institution's policy for authorship on scientific and scholarly publications.

8. Dispute Resolution in Authorship

Naturally, the authors should initially attempt to solve differences in opinion within the research group. However, for a research scholar/ PG students, resolving authorship issues can be generally difficult. Possibly, discuss the problem with the research supervisors or anyone equivalent. Initially, try to solve the problem within the research group, and if the authorship dispute still persists, it may benefit to discuss the argument with a senior researcher outside of the group, who can evaluate the issue. If the issue is not resolved, seek the help from the department HOD, and if not finalized still, the lead author may discuss with the research integrity committee/ department HOD and Dean who will have the final authority in resolving the authorship issues. The solution of an authorship issue that do not signify a desecration of the authorship policy must be solved at the department level. The authorship problems frequently rise over who should or should not be included as an author and the order in which authors should appear in the paper. The guidelines for these common areas of disagreement are as follows:

- a. **Inappropriate Application of Authorship Criteria:** The decision as to who should be listed as an author can often become a source of conflict. Yenepoya (Deemed to be University)'s Publications Policy provides criteria that, an individual should meet in order to be listed as an author.
- b. **Prior to the preparation of the manuscript, authors must refer to the criteria for authorship outlined above.** Failure to agree to this criterion while providing an authorship, for example: unequal application of authorship criteria, granting of authorship to undeserving individuals, and/or omitting individuals who deserve authorship, are serious concerns and may be considered as research misconduct.
- c. **Authorship order as they appear in the manuscript:** Authors should attempt to resolve issues regarding author order among themselves. If matter fails to be resolved in this manner, Yenepoya (Deemed to be University)'s Publications Policy suggests that the authors request mediation from senior members such as the research integrity

committee or head of the department and by the Dean. In cases that cannot be resolved, the lead author will consult the Chair or Dean to finalize the author arrangement. The complaints about authorship arrangement do not create research misconduct.

- d. Acknowledgements: All individuals that have contributed to the work, but do not meet the criteria for authorship, should be recognized in the acknowledgements section. This typically includes those who provide: (i). Financial support, (ii). Technical skill, (iii) Statistical advice, etc.

9. Conflict of interest and disclosure of funding support

- a. Authors should explicitly disclose relevant information that give rise to conflict of interests among authors. The conflicts may arise out of potential financial, non-financial, personal or other sources. If no information needs to be declared, the authors must declare a no conflict of interest statement.
- b. Authors must disclose all relevant financial sources that funded the study. The financial sources along with the grant numbers and a brief description of the role of the funder must be acknowledged in the manuscript.

10. Claiming for article processing charge (APC)

- a. Authors can claim for article processing charges for publishing in open access articles in top 5% journals of a specific subject category.
- b. Both lead/first author and corresponding author should be from Yenepoya (Deemed to be University). In case of shared first/ and corresponding author, appropriate portion of total amount shall be given and the remaining should be from the collaborating partners.
- c. Authors are encouraged to request for APC waiver wherever possible.
- d. Prior permission from the University should be taken for claiming the article processing charges with appropriate supporting documents.