



Jamia Hamdard, New Delhi

Policy Title- Publication Policy & Guidelines		
1	Policy Number	JH/IQAC/PD-22
2	Brief Description the Policy	Research enables the creation of new knowledge, skills and innovations leading to technological advancement and improved service to the society.
3	Scope/Objectives	<ul style="list-style-type: none">• Communicates its research output to the local community, national and international stakeholders.• Assists researchers in making the most significant impact in disseminating their research findings.• Assists researchers in meeting open access requirements.• Assists researchers in raising their profile and that of Jamia Hamdard through research output.• Effectively manage its publications and data.
4	Policy Applies To (please tick)	All teachers, students, and Research Scholars
5	Last Update	September 03,2022
6	Approved By	Academic Council Board of Management
7	Responsible Authority for Implementation and Monitoring	Director, Research & Development Cell
8	Superseding Authority	Competent Authority/Body of the University
9	References for the policy	NAAC accreditation, UGC Guidelines

Introduction

Research and Publication forms one of the three core functions of the Jamia Hamdard which are Teaching, Research and Service. Research enables the creation of new knowledge, skills and innovations leading to technological advancement and improved service to the society.

Policy Statements and Procedures

Need to publish project output/ research findings

Jamia Hamdard recognizes the need to publish research output as an effective and reliable means of sharing research findings with the global audience and produce impact. Jamia Hamdard therefore shall encourage its staff to perform research and publish the findings.

Procedures

- (i) Jamia Hamdard shall from time to time, conduct short courses on academic writing to enable staff and students write manuscripts for publication of their research outputs.
- (ii) Jamia Hamdard shall provide access to various tools such as plagiarism checker software, referencing software and data analysis software for researchers and students to be able to analyze, write and publish their work.

Publishing Books and Book chapters and related academic work

Jamia Hamdard recognizes the need for its staff to publish books and contribute to book chapters. Books that are especially encouraged in the academic setting are those which are discipline oriented. Therefore:

Jamia Hamdard shall encourage its staff and students to publish books and or contribute book chapters in discipline-specific books.

Jamia Hamdard shall assign merit to, and honor books published by its staff and students through recognition of such work in staff promotions and/or academic awards.

Quality and choice of media for Publication

- The primary outlet for the publication of research findings shall be Scientific Peer-Reviewed Journals. Other outlets such as conference proceedings, policy briefs and abstracts in meetings shall be considered subsidiary outlets to journal publications.
- While the Choice of the journal remains the discretion of the authors, Jamia Hamdard shall encourage researchers to publish in high impact factor journals and discourages publishing in predatory journals.

Procedures:

- (i) Before planning to publish in a journal, potential authors must ascertain themselves of the authenticity of the journal in question.
- (ii) Junior authors can seek assistance from the Office of Sponsored Projects or the Office of the Director Research & Development on appropriate journals for their articles.
- (iii) Authors shall be required to make sure the journals they publish in are scientific and peer- reviewed.

Open access policy

To enable prompt and broad dissemination of research outputs, Jamia Hamdard believes in open access publication policy. Jamia Hamdard thus shall encourage researchers, staff, and students to publish their findings/outputs in open access journals.

Where possible, Jamia Hamdard shall assist its students and staff in meeting costs for publishing in open access journals.

Procedures:

- (i) Jamia Hamdard shall seek to subscribe to and/or obtain waivers from journals for open access publishing and inform its researchers and students accordingly.
- (ii) Jamia Hamdard shall include in the costs for postgraduate research fees an amount to cover open access publishing to enable students to publish their research in open access journals.

Authorship

Jamia Hamdard requires that authorship credit to a scientific work be given to individuals who have substantive contributions to the work.

For scholarly publications particularly for PhD thesis, and where possible for master's degrees, first and second authorship positions shall be considered as reflecting strong ownership of the work and such manuscripts shall be accepted for including in a thesis. The last authorship positions shall in most cases be considered senior positions and shall

reflect substantial contribution as for supervisory and oversight of the project from design to implementation.

Procedures:

- (i) During manuscript preparation, the responsible lead shall make sure authorship positions are assigned according to individual contributions and reflect the actual contributions in honest and accurate manner.
- (ii) Authorship and authorship positions shall be agreed upon by all authors before submitting a manuscript for publication.
- (iii) Where necessary Jamia Hamdard shall act against any infringement of authorship rights by any researcher or person if so determined and proven by the offended, including an appeal to the respective publisher.

Proper Acknowledgement of Jamia Hamdard

To build the profile and promote the visibility of Jamia Hamdard in the global knowledge-sharing domain, it is essential to give appropriate credit and acknowledgement to the Jamia Hamdard in every publication that involves Jamia Hamdard staff and/or resources. Therefore:

- Jamia Hamdard shall require all its staff and students to indicate their affiliation to Jamia Hamdard in all manuscripts and publications produced at or using Jamia Hamdard or any of its affiliated institutions and resources.
- Jamia Hamdard shall NOT consider for academic promotion or award or any other merit to its staff or students or affiliated fellow, publications that do not correctly show affiliation to Jamia Hamdard.

Procedures:

- (i) When writing institutional affiliation, the author shall be required to optionally cite the department, unit or institute where he/she belongs or attached (for students and visiting scientists) followed by **(compulsorily)** Jamia Hamdard and the physical address.

OR write both institutions and refer to them by numbers.

- (ii) Jamia Hamdard shall during appraisal of academic staff performance consider authorship affiliation

as a criterion for any manuscripts and other academic work submitted for consideration and give credit accordingly.

- (iii) Part-time or contractual students and staff shall be required to declare an affiliation to Jamia Hamdard in addition to their respective institutions in any authored manuscripts resulting from their work at Jamia Hamdard.
- (iv) Research outputs where Jamia Hamdard facilities or resources have been used must acknowledge Jamia Hamdard.

Cultivating publication culture among staff and students

Jamia Hamdard shall use publications as one among other criteria for staff academic promotions

Jamia Hamdard shall recognize active students in research and publication through awards such as best student researcher award and any other possible awards that may be introduced from time to time including Ben Hamel award for the best dissertation provided annually.

Jamia Hamdard shall set criteria for recognizing and awarding credits to authored manuscripts by staff based on the quality of paper, journal impact and individual contribution to the research for the manuscript.

Procedures:

- (i) Jamia Hamdard academic departments shall identify the best student publications and recommend them to the DPS for vetting. Selected best publications shall be awarded based on specific criteria set out in the awards.
- (ii) Jamia Hamdard shall set aside funds for rewarding prolific authors at Jamia Hamdard.
- (iii) Academic staff shall be required to include publications in the annual staff appraisal forms for evaluation. Merit to publications for staff promotion shall follow TCU guidelines.

Jamia Hamdard Institutional Repository

Jamia Hamdard shall maintain Institutional repository for staff and students' publications to enable easy access and to evaluate Jamia Hamdard's research output and impact.

Procedures:

- (i) Jamia Hamdard shall establish an electronic publications repository under the directorate of Library Services for archiving of staff and students' publications.
- (ii) Each staff and student (or his/her supervisor) shall be required, upon final publication and indexing of his/her Publication in a particular media outlet, submit a PDF copy of the full publication to the responsible administrator of the Institutional Repository.
- (iii) Notwithstanding number (ii) above, students shall in addition be required to send copies of their publications to the Administrator of the Director R&D for evaluation of their academic achievements.
- (iv) In addition, Jamia Hamdard staff shall be required to register and create a profile with a web-based research portal (preferably Research gate or Google Scholar) that will be linked to the Institutional Repository for easy access of staff publications.
- (v) The Director R&D shall produce annual reports and bulletins on publications based on submitted manuscripts to Jamia Hamdard Institutional Repository.

Data sharing

There is an increasing demand for wide sharing of research data to maximize research output while reducing duplications of data. Most funders and journals have set requirements for data sharing based on specific goals and interests. Most health research funders encourage and require authors to make their data openly available with minimum restrictions as possible. In contrast, journals require unrestricted availability of the data to validate the publication. Yet there is a lot of considerations around data sharing especially in open access models such as making sure the data will be used following the original goals and purpose for which the data was collected and according to the agreed terms with the requester. Depending on the type of data and scale of sharing, ethical considerations may become necessary as well as data management oversight following the sharing of a data set. Therefore:

Jamia Hamdard shall, without vetting, allow open data sharing to publish research outputs, by its researchers (staff and students) such as submission of supplementary tables, figures and small data sets that do not include personal or research participants' identifiers.

Sharing of large datasets for secondary use such as within clearly defined and approved partnerships by the Jamia Hamdard and its affiliated institutions, in such settings as in clinical studies shall require ethical and regulatory approval and shall be clearly stated in the data handling and management section of the proposal and must have received proper approvals. Under such circumstances, Jamia Hamdard data management unit shall also, through the project local principal investigator, maintain oversight on the documented agreed use of the data by the destined investigator and shall make sure Jamia Hamdard and any affiliates are adequately acknowledged and/or cited in any secondary outputs.

GUIDELINES ON PUBLICATION

Manuscript preparation

Ensuring good integrity of data and information

- (i) Project leaders and principal investigators (for grant projects) and student supervisors are responsible for guiding manuscript preparation.
- (ii) Deliberate actions and procedures must be taken to ensure the integrity of data and information provided in manuscripts and any publications produced by or involving Jamia Hamdard to promote the right image of Jamia Hamdard.
- (iii) Where necessary consultation for external experts on data analysis and/or interpretation of the findings should be encouraged to make the most accurate interpretation of the research findings.
- (iv) Data falsification constitutes research misconduct, and Jamia Hamdard shall not tolerate such acts if so determined. Researchers should refrain from any acts that might lead to data falsification. Any suspected data falsification should

be reported to the DRC office immediately for follow-up and action.
- (v) Where applicable checking for plagiarism and proper referencing, proper acknowledgements and author affiliation shall be done.
- (vi) Because of the large volume of draft manuscripts developed from students' dissertations, the DPS shall form research and manuscript review groups to

scrutinize postgraduate MasterStudents' manuscripts before they can be allowed to proceed with publication. This is to ensure maximum output from students' research in terms of publications.

Authorship of Manuscripts

- (i) Authorship composition in a manuscript is a total discretion of the research teams for that project led by the Principal Investigator. The team should discuss the individual contributions into the study and agree on authorship composition and positions beforehand. Subject to their respective inputs, all investigators shall be given a chance to participate in publications.
- (ii) Where individual efforts do not warrant being an author, those individuals shall be acknowledged accordingly. It is the total discretion of the authors to agree on whether to recognize someone based on his/her contribution.
- (iii) Students must be given a chance to prepare their manuscripts and become first authors unless the context demands otherwise, or they fail to deliver.
- (iv) Jamia Hamdard acknowledges the lack of knowhow and experience by students in conducting research and writing manuscripts. Towards this end, the Supervisors have the responsibility to take initiatives in teaching students how to write a good manuscript, including recommending the student to take scientific writing courses to be able to write their work. Jamia Hamdard shall not consider the lack of knowledge on how to write a manuscript by a student an excuse for excluding a student from a manuscript/paper generated from his/her academic work.

Choice of Journals for publications Authors have the discretion of choosing where to publish research outputs. However:

- (i) As the circumstances may require, Jamia Hamdard may issue a list of approved journals by category for publication of research outputs OR a list of journals and media outlets disapproved for publications.
- (ii) Investigators and students are encouraged to publish in journals with high impact factors to increase the visibility of their work.

Open access publication

- (i) Notwithstanding the level of reporting, that is whether a short report or a full article, Jamia Hamdard shall encourage open access journals to enhance visibility and academic growth.

Therefore, researchers shall look for ways to meet free access costs. For students' manuscripts, students should check with Director R&D the possibility of support for the open access costs or a waiver.

Recognizing staff and students' efforts in publications

Students' academic manuscripts shall be evaluated by a committee appointed by the Vice Chancellor for consideration of academic awards that will be implemented from time to time.

For academic staff, Jamia Hamdard shall apply the staff promotion criteria for recognition of staff publications and contribution to promotion and/or an award.

Jamia Hamdard publication repository

Detailed procedures for depositing publications to the Jamia Hamdard repository shall be issued by the Director R&D

- (i) Director R&D shall require that every staff is registered with Google scholar and Research gate for easy capture of research outputs in real-time and for easy inclusion in the Jamia Hamdard evaluation.
- (ii) Procedures for submission of copies of published manuscripts shall be issued by Director R&D for academic staff. In contrast, for students, such procedures shall be included in the postgraduate academic requirements for dissertation and thesis completion in the respective curricula.

Dispute Resolution Mechanism-

All dispute related to publication will be referred to Research and Development council OR related academic integrity panels