



**D.Y. PATIL EDUCATION SOCIETY**  
**[Deemed to be University], Kolhapur**  
Re-accredited by NAAC with 'A' Grade



# **PUBLICATION POLICY**

# **Publications Policy**

Scientific and scholarly publications provide the main vehicle to disseminate findings, thoughts, and analysis to the scientific, academic, and lay communities. For academic activities to contribute to the advancement of knowledge, they must be published in sufficient detail and accuracy to enable others to understand and elaborate the results. For the authors of such work, successful publication improves opportunities for academic funding and promotion while enhancing scientific and scholarly achievement and reputation. At the same time, the benefits of authorship are accompanied by a number of responsibilities for the proper planning, conducting, analysis, and reporting of research, and the content and conclusions of other scholarly work. As a respected member of the academic community, it is the responsibility of D. Y. Patil Education Society (Deemed to be University), Kolhapur (DYPES) to protect these fundamental elements of the scientific and scholarly process. This policy provides an educational resource describing the essential considerations and requirements in responsible authorship and publication.

## **1. Policy on Authorship**

The following text defines DYPES policy on authorship of publications.

### **a) Defining Authorship**

An author is generally considered to be an individual who has made substantial intellectual contributions to a scientific investigation. All authors should meet the following three criteria, and all those who meet the criteria should be authors:

- i. **Scholarship:** Contribute significantly to the conception, design, execution, and/or analysis and interpretation of data.
- ii. **Authorship:** Participate in drafting, reviewing, and/or revising the manuscript for intellectual content.
- iii. **Approval:** Approve the manuscript to be published.

## 2. Corresponding Author

As a practical matter in the case of publications with multiple authors, one author should be designated as the corresponding author. The corresponding author assumes overall responsibility for the manuscript, and also often serves as the managerial and corresponding author, as well as providing a significant contribution to the research effort. A corresponding author is not necessarily the principal investigator or project leader. The corresponding author is responsible for:

- a. **Authorship:** Including as co-authors all and only those individuals who meet the authorship criteria set forth in this policy.
- b. **Approval:** Providing the draft of the manuscript to each individual contributing author for review and consent for authorship. The lead author should obtain from all coauthors their agreement to be designated as such and their approval of the manuscript. A journal may have specific requirements governing author review and consent, which must be followed.
- c. **Integrity:** The corresponding author is responsible for the integrity of the work as a whole, and ensuring that reasonable care and effort have been taken to determine that all the data are complete, accurate, and reasonably interpreted.

## 3. Co-authors

All co-authors of a publication are responsible for:

- a. **Authorship:** By providing consent to authorship to the lead author, co-authors acknowledge that they meet the authorship criteria set forth in section 1 of this policy. A coauthor should have participated sufficiently in the work to take responsibility for appropriate portions of the content.
- b. **Approval:** By providing consent to authorship to the corresponding author, co-authors are acknowledging that they have reviewed and approved the manuscript.
- c. **Integrity:** Each co-author is responsible for the content of all appropriate portions of the manuscript, including the integrity of any applicable research.

An individual retains the right to refuse co-authorship of a manuscript if he/she does not satisfy the criteria for authorship.

## 4. Authorship Order

The order of authors is a collective decision of the authors or study group. This policy does not address questions or disputes regarding the order of authorship on publications. It is not possible for DYPES to define the order of authorship. In conjunction with the corresponding author, co-authors should discuss authorship order at the onset of the

project and revise their decision as needed. All authors must work together to make these informed judgments.

**5. Author Ethics: Clear guidelines on submission of the work**

- a. That the work has not been published before (except in the form of an abstract or as part of a published lecture, review or thesis).
- b. That the work is not under consideration elsewhere.
- c. That copyright has not been breached in seeking its publication.
- d. That the publication has been approved by all co-authors and responsible authorities at the institute or organization where the work has been carried out.

**6. Reporting Standards:**

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

**7. Data Access and Retention:**

Authors are asked to provide the raw data in connection with a paper for review, and should be prepared to provide public access to such data, if feasible, and should in any event be prepared to retain such data for a reasonable time after publication.

**8. Originality and Plagiarism:**

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

**9. Multiple, Redundant or Concurrent Publication:**

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

**10. Research Funding**

All authors, in manuscripts submitted for review and publication, must acknowledge/disclose the source(s) of support for the work. Support includes research and educational grants, salary or other support, contracts, gifts, and departmental, institutional and hospital support.

### **11. Financial Conflicts of Interest**

Authors shall fully disclose, in all manuscripts to journals, all relevant financial interests that could be viewed as a potential conflict of interest or as required by the University and/or journal. All such financial interests must also be reported internally as required as per DYPES Policy.

### **12. Fundamental Errors in Published Works**

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

### **13. Review Process**

The review process is an important aspect of the publication process of an article in making decision on an article and also enables the author to improve the manuscript.

The research articles are submitted to the Head of the Department. The head of the Departments appoints reviewers of the senior professors from the Department faculty and/or external expert in the field for evaluation of submitted research work. Author(s) identity is removed from the manuscript and shielded from the reviewers during the review process. The reviewer is left with only the manuscript without any information that might enable him/her uncover the identity of the author(s). The decision of reviewers is conveyed to the corresponding authors as following recommendations.

### **14. Reviewers make one of the following recommendations:**

- a. Accept as is
- b. Requires Minor Corrections
- c. Requires Moderate Revision
- d. Requires Major Revision
- e. Reject on grounds of (Need to be specific)

### **15. Publication/ Processing Fee**

For accepted research articles in journals from the databases of Journal Citation Report or Thomsom Reutor, PubMed, Medline, etc, publication cost may be reimbursed as decided in the **Policy on Incentives for Research And Publication** of the DYPES.